



City of Carmel-by-the-Sea
COMMUNITY PLANNING AND BUILDING DEPARTMENT
POST OFFICE DRAWER CC
CARMEL-BY-THE-SEA, CA 93921
(831) 620-2010 OFFICE

REQUEST FOR PROPOSALS

HISTORIC PRESERVATION CONSULTING ON-CALL SERVICES FOR 2019 TO 2021

The City of Carmel-by-the-Sea is seeking proposals from qualified professionals to provide Historic Preservation Consulting On-Call Services for a contract period of January 1, 2019 to December 31, 2021.

Introduction

The City of Carmel-by-the-Sea is located at the south end of the Monterey Peninsula, adjacent to Carmel Bay and has a population of approximately 4,000. The City is recognized as a unique, small coastal community with a predominately residential village character and is approximately one-square mile in size. The City has a small 45-acre commercial core surrounded primarily by single-family residential development. The City has a very proactive and engaged community, especially as it relates to the historic character and preservation of buildings. Carmel is a Certified Local Government and has approximately 300 properties currently listed on the City's Historic Inventory.

Scope of Services

The Consultant will be expected to provide the following services on an on-call basis:

1. Conduct historic assessments and evaluations;
2. Peer review historic assessments, evaluations and reports prepared by others;
3. Prepare historic preservation reports at the City's request;
4. Provide staff support during public meetings, as needed;
5. Meet with and/or consult with staff to address issues with existing historic buildings and/or existing City policies or procedures related to historic preservation; and
6. Assist staff with inspecting historic buildings for damage due to neglect, misuse or environmental catastrophe.

Qualifications and Experience

Proposals must identify all members of the consultant team that may provide or assist with on-call consulting services including their qualifications and references. The City will evaluate the experience of the consultant(s) in making the final selection.

Submission of Proposals

Three (3) hard copies of the proposal and one (1) digital copy in Adobe Acrobat format must be received by the City no later than **5:00 PM on Thursday, January 31, 2019**. Please submit proposals to:

City of Carmel-by-the-Sea
Community Planning & Building Department
Attn: Marnie R. Waffle, AICP, Senior Planner
P.O. Box CC
Carmel, CA 93921

Proposals may also be hand delivered to Carmel City Hall, Community Planning & Building Department, located on the east side of Monte Verde Street between Ocean Avenue and 7th Avenue.

Optional Materials: Consultant proposals may include one (1) copy of no more than two (2) examples of similar work to demonstrate the written competencies of the consultant team (i.e. completed DPR form, phase 2 assessment).

Rights of the City

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone selection for its own convenience;
- Remedy technical errors in the Request for Proposals process;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals; and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt. An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Proposer. The selected consultant will be required to meet all City contracting requirements.

Selection Process

Written proposals will be reviewed by the City and, if selected, will be followed up by an interview with the Community Planning & Building Director and/or their designee.

Questions

Please direct any questions or requests for additional information to Marnie R. Waffle, AICP, Senior Planner at (831) 620-2057 or via email at, mwaffle@ci.carmel.ca.us.

Resources

A copy of the City's current Historic Context Statement as well as the City's Historic Preservation Ordinance (CMC 17.32) can be obtained from the City's website, <https://ci.carmel.ca.us/post/historic-preservation>.

Thank you for your interest in providing on-call services. We look forward to hearing from you.