



CITY OF CARMEL-BY-THE-SEA

REQUEST FOR PROPOSALS

FOR

HISTORIC CONTEXT STATEMENT UPDATE

RFP 18-19-001

Release Date: May 30, 2018

REQUEST FOR PROPOSALS
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Introduction

The City of Carmel-by-the-Sea is seeking proposals from qualified professionals to assist in updating the City's Historic Context Statement. The Context Statement, together with General Plan preservation policies, serves as the foundation for the City's historic preservation program. The current Historic Context Statement was adopted by the City Council in September of 2008.

Carmel's Historic Context Statement covers historical periods relevant to the City prior to 1965. The Context Statement is organized into themes and development periods which are used to evaluate the significance of properties in the City's ongoing historical survey process. The Context Statement also aids in preparing State of California Department of Parks and Recreation (DPR) records. Carmel-by-the-Sea has adopted comprehensive historic preservation policies as part of the General Plan and implements these policies through the Historic Preservation Ordinance.

The City of Carmel-by-the-Sea is characterized by its architectural diversity and eclectic design. Architectural designs from the Arts and Crafts Movement and from several European Revival styles are immediately evident within the City and are well documented in the existing Context Statement. However, a closer look at Carmel-by-the-Sea reveals a wide array of other recognized architectural styles, including architecture from the mid-century modern period and even many unique expressions of creativity that do not fit into clear classifications. This diversity of design enriches the community, enhances the experience of visitors and defines the City's architectural character.

Scope

The City is seeking consulting services to assist with, (1) updating the Historic Context Statement to cover the 25-year period from 1966 through 1990; and, (2) enhancing the section on architectural development with a focus on mid-century modern and minimalist traditional architecture.

Consultant proposals must include a detailed scope of work that identifies a recommended process for data collection, issue identification, public participation and issue resolution. Carmel-by-the-Sea has an active citizenry and a strong public involvement component is vital to the success of this project. The proposal should also state the tasks, milestones and work products that the Consultant will use in completing the project.

The proposed scope must produce an update of the Historic Context Statement for the 25 year time period from 1966 through 1990 and shall identify and discuss themes related to culture, significant events and historically important people. The updated Historic Context Statement must clearly, and defensibly, emphasize the significance of the periods and themes discussed. The section on architectural development should be enhanced to include mid-century modern and minimalist traditional architecture. All forms of property must be included (residential,

REQUEST FOR PROPOSALS
HISTORIC CONTEXT STATEMENT UPDATE
May 30, 2018

commercial and institutional, public and private) and the update must follow the format already established in the existing Historic Context Statement.

Public Process/Administration

The Consultant should anticipate that most work with City staff can be accomplished through email and telephone. Staff will devote a considerable amount of time collaborating with the Consultant and will be available for some writing and editing of documents. Consultants should also expect to work with the City's Historic Resources Board—the primary public body charged with overseeing the project. It is likely that the Consultant will meet with the Board several times during the course of the project to share data, identify themes, review drafts, resolve issues and respond to questions. Most Board meetings may be informal working sessions but at least two meetings will be public hearings (draft and final).

The Consultant may not be required to attend all meetings with the Historic Resources Board when the goal of the meeting is within the capabilities of City Staff. However, proposals must include a commitment for the primary Consultant to attend all public meetings where the Consultant firm is represented. It is important to maintain a consistent “public face” for the consulting firm throughout the update process.

Upon approval of the updated Historic Context Statement by the Historic Resources Board, the draft document will be reviewed by the Planning Commission, the City Council and the California Coastal Commission. Consultants should budget one meeting for each of these review bodies.

At a minimum, the Consultant must deliver a written recommendation on context themes together with a topical outline of the updated document within 90 days of contract authorization. A draft of the updated Historic Context Statement must be ready for review by the Board within 120 days of contract authorization.

Qualifications and Experience

Proposals must identify all members of the consultant team that will work on the project and include qualifications and references. If subconsultants will be a part of the team, please identify whether the primary consultant has worked with the subconsultant(s) before, and identify the title and nature of these projects. The City will evaluate the experience of the consultant team working on similar projects in making the final selection.

Costs

Proposals must identify all costs associated with this project. Project deliverables must be in hard copy format as well as two digital formats (Microsoft Word and Adobe Acrobat). No costs associated with reproduction need to be included – these will be performed at the City's expense.

REQUEST FOR PROPOSALS
HISTORIC CONTEXT STATEMENT UPDATE
May 30, 2018

Costs for meeting attendance should be broken out separately. Proposals should anticipate the following meetings: 1) one (1) day for meeting City Staff and the Historic Resources Board to allow for introductions, explain the document development processes and exchange information; 2) two (2) or more study sessions with the Historic Resources Board for document development; 3) one (1) public hearing for review of the draft by the Historic Resources Board and four (4) additional public hearings to review the final document with the Historic Resources Board, Planning Commission, City Council and California Coastal Commission. Proposals shall also include a “per meeting cost” that can be used to adjust contract payments in the event more or fewer meetings are required.

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 Friday, June 29, 2018**. Please submit proposals to:

City of Carmel-by-the-Sea
Community Planning & Building Department
Attn: Marnie R. Waffle, 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.

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

REQUEST FOR PROPOSALS
HISTORIC CONTEXT STATEMENT UPDATE
May 30, 2018

- 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 firm will be required to meet all City contracting requirements.

Selection Process

City staff, in consultation with a subcommittee of the Historic Resources Board, will evaluate all proposals received by the deadline. The City reserves the right to select a short list of finalists, based on the written proposals, for separate interviews with staff prior to making a recommendation to the City Council. The staff recommendation will be presented to the City Council for contract authorization. The consultant should plan on attending the Council meeting. The consultant may be asked to make a short presentation, or just be available to answer questions, at this meeting.

Questions

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

Tentative Timeline

RFP Issued	Wednesday, May 30, 2018
Deadline for Receipt of Proposals	Friday, June 29, 2018
Evaluation of Proposals	July/August 2018
Award of Contract by City Council	September/October 2018

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 this project. We look forward to hearing from you.