

LANCASTER COUNTY PLANNING COMMISSION

ISSUED: November 17, 2009
RESPONSES DUE: December 7, 2009

REQUEST FOR PROPOSALS FOR THE PREPARATION OF A

HISTORIC RESOURCE INVENTORY FOR FOURTEEN BOROUGHES IN LANCASTER COUNTY, PENNSYLVANIA

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I. PROJECT SUMMARY

The Lancaster County Planning Commission is seeking a Request for Proposals from qualified consultants to conduct **Historic Resource Surveys for Fourteen Lancaster County Boroughs**. A total of \$85,000 is committed to complete this project. The project is the subject of a federal grant and must be completed within 12 months from its initiation.

The survey project will require a historic preservation consultant with 36CFR Part 61 qualifications, knowledge of PHMC guidelines for cultural resource surveys, as well as an understanding of preservation planning at the local level. The consultant will conduct field surveys using county equipment. Therefore a working knowledge of standard Windows programs, databases, and photography are required. LCPC will provide training and technical assistance with the database program and the equipment. The database being used, although compatible with the PHMC historic resource database, is not the PHMC database and contains many additional components and features designed to assist in the local preservation planning process.

II. BACKGROUND

Lancaster County, Pennsylvania has a rich and diverse history stretching back to the 1700s. This history is reflected in the built environment. Despite this great asset, a comprehensive inventory of the county's historic communities has never been performed. Subsequently, countless historic structures have been lost. The purpose of this project is to work with fourteen boroughs in Lancaster County to generate or update their historic resource inventories. This project will assist in local historic preservation planning efforts and it implements *Heritage*, the cultural heritage element of the Lancaster County Comprehensive Plan.

The focus of the surveys will be *local* historical and architectural significance to allow these municipalities to fulfill section 603(g)(2) of the Pennsylvania Municipalities Planning Code (MPC), which states, "**zoning ordinances shall provide for protection of natural and historic features and resources.**" Historic resources, which define the character of the community, must be identified before protection measures can be put in place. State and national historical and architectural significance based on the PHMC guidelines for Historic Resource Surveys will also be included to provide a basis for determination of eligibility for individual resources as well as districts; however, there will be strong emphasis on local significance.

The computer program and methodology developed by Lancaster County's IT Department especially for this project is compatible with PHMC's CRGIS database but goes well beyond CRGIS capabilities for county and local planning purposes and will set a precedent for the execution of County's historic resource inventories in the future.

III. GOALS OF THE PROJECT

- This project will establish the baseline status and condition of the boroughs' historic resources and create a snapshot of the character of each community at this particular point in time.
- This project will create a comprehensive inventory of locally historic and/or architecturally significant resources for local preservation planning purposes.
- This project will identify which local resources and/or districts may be eligible for the National Register of Historic Places based upon the PHMC Guidelines for Historic Resource Surveys.
- The geographic context and the historical development of each borough will be compiled for each borough in Microsoft Word documents.

IV. SCOPE OF WORK

The primary focus of the borough inventories is identification of *locally* significant historic resources; resources that comprise the fabric of the community, establish the community's character, and make each community an identifiable place. This data is critical to local and county-wide planning. Secondly, the local resources will be evaluated to determine if any are eligible for the National Register either individually or as contributing resources to an existing or potential district. If the latter, draft boundaries will be defined.

Local significance will be based on criteria provided by the Lancaster County Planning Commission (LCPC). National Register criteria will be used to determine eligibility of individual resources or districts for the National Register eligibility.

Field maps will be supplied by the LCPC and LCPC will compile all final maps. The consultant will work with LCPC staff to create maps as may be needed to define potential boundaries of possible National Register historic districts.

Following is a list of Boroughs participating in this project along with the number of parcels in each municipality. Not all parcels contain resources; conversely, some parcels may contain more than one resource. The parcel count is to provide perspective only.

<u>Municipality</u>	<u>Total Parcels</u>	<u>Pre-1958 Resources</u>
Akron	1,399.....	497
Columbia.....	3,894.....	2,782
Christiana	380.....	273
Denver.....	1,313.....	490
East Petersburg.....	1,791.....	472
Elizabethtown	3,484.....	1,733
Manheim	1,957.....	1,173
Marietta.....	1,048.....	664
Mount Joy	2,536.....	1,105
Mountville.....	1,060.....	346
New Holland	2,007.....	766
Quarryville	898.....	367
Strasburg	1,047.....	340
Terre Hill.....	459.....	250

LCPC staff will work with municipal officials prior to and during each borough survey to publicize the project, solicit individuals and organizations in the community who have interest in and knowledge of the history and architecture of the borough to compile historical information from relevant sources for the historical narrative document.

LCPC and the Consultant will meet with borough staff/officials and volunteers for an overview and orientation prior to the onset of the survey in each municipality.

Each borough will provide the consultant with work/meeting space and secure storage space for equipment used in the field. The consultant may meet with the volunteers as may be required to obtain relevant information on the resources being inventoried i.e. original use, current use, year built/remodeled, structural system, etc.

LCPC will provide a county-owned tablet PC and a GPS enabled camera for the project. The tablet PC will allow the consultant to gather and input data for each resource in the field and the camera will allow coordinates to be embedded into each photo. On a regular schedule, to be determined, the data will be downloaded via the internet to a county IT site.

A minimum of one photograph will be taken of each resource. Additional information on the type and quantity of photographs will be forthcoming.

The consultant will supply monthly progress reports. The format will be based upon the federal form that LCPC must subsequently submit to Preserve America on a schedule they determine.

V. DELIVERABLES

The consultant will provide, at a minimum, the following deliverables (in digital format)

1. Downloads of survey data and photographs, on a pre-determined schedule, to a website maintained by Lancaster County.
2. Recommendations for National Register Historic Districts (or expansion of existing districts) including potential boundaries, delineated on field maps provided by LCPC. LCPC will produce the final maps.
3. The history of the development of each borough, in Microsoft Word, compiled by and/or with the assistance of organizations, and individuals in the each borough who have interest in and knowledge of the history and architecture of the community. LCPC staff may also provide assistance, if required. Each document shall also contain:
 - a. a bibliography.

- b. a list of all individuals and organizations who participated in the project, with contact information.
4. The geographic context/physical description, in Microsoft Word, of each borough.
5. Monthly progress reports and a final report along with a payment request that breaks down time and expenses for personnel.
6. At the close of the project all county-owned equipment, including the tablet PC and GPS enabled camera will be returned to the County in good working order.

VI. QUALIFICATIONS REQUIREMENTS

The consultant selected for this project must be a historic preservation professional with 36CFR Part 61 qualifications with knowledge of PHMC guidelines for cultural resource surveys. The desired consultant will also exhibit an understanding of preservation planning, mandated by the MPC and implemented at the local level, and an appreciation for community character and vernacular properties of local historical and/or architectural significance. Furthermore the consultant must be self-motivated and be able to coordinate and communicate with a broad cross section of borough officials, organizations and individuals during the course of the project.

The consultant should be able to provide evidence of having managed, carried out and completed similar projects on time. A list of references shall be provided.

The consultant must have sufficient computer skills to operate the tablet PC, navigate the database and enter data, download data as required, take photographs and create documents in Microsoft Word.

SUBMISSION REQUIREMENTS

To be considered, consultants must submit a complete response to this Request for Proposal (RFP). Each consultant must submit the following information:

- 1) A letter of interest in the project
- 2) A summary indicating that the consulting team applicant understands the issues, scope, and depth of the work involved.
- 3) A description of the consultant(s), including resumes of all personnel who will be involved in the project, a description of the firm involved as applicable, and in the case of multiple consultants the role of each member of the team.

- 4) A summary list and sample copies of the consultant's most recent relevant project deliverables.
- 5) A client reference list including names and telephone numbers.

Prospective consultants should submit one copy of their proposal to:

Lancaster County Planning Commission
150 North Queen St.
Suite #320
Lancaster, PA 17603
ATT: Carole Wilson
Historic Preservation Specialist

Or electronically to wilsonc@co.lancaster.pa.us

Proposals must be received by 5:00 PM on December 7, 2009 to be eligible for considerations.

Please call Carole Wilson at 717-299-8333 if you have questions or require clarification.

VII. EVALUATION CRITERIA

The criteria for evaluation of the applicants will include the following:

1. 36CFR Part 61 Qualifications
2. The consultant has a clear understanding of the project's goals, objective, scope and budget.
3. The consultant has a clear understanding of local preservation planning concepts, the need to identify and categorize local resources, and how this differs from PHMC's purpose.
4. The consultant has successfully completed historic resource surveys based on PHMC guidelines in the past.
5. The consultant has the ability to complete the project in the time allotted for the amount specified.

After the evaluation of RFP submissions, the Selection Committee will notify all applicants of their decision by 12/23/09

VIII. PROJECT START/PROPOSED PROJECT SCHEDULE

Preserve America has informed us that they expect to get a contract to us for execution in January, 2010. The project will begin as soon as possible after execution and submission of the executed contract.