

## **Golden Valley Historical Society Request for Proposal (RFP)**

**Services:** Research – Historic Context Study

**Project:** The Golden Valley Historical Society seeks to develop a Historic Context Study for Golden Valley, Minnesota under the direction of a qualified researcher.

**Closing Date:** Thursday September 19, 2019 at 11:59pm Central Time

**Primary Contact:** Crystal Boyd  
Project Manager for the Golden Valley Historical Society  
(612) 247-5283  
crystalboydconsulting@gmail.com

### **A. General**

#### 1. Purpose

The Golden Valley Historical Society (GVHS) seeks proposals from a qualified consultant/contractor to provide professional research and writing services to develop a Historic Context Study for Golden Valley, Minnesota. The primary goal of this project is to establish historic contexts for Golden Valley based on theme, geographic limits, and chronological period. The study shall: 1) Meet the objectives of federal and state preservation planning; 2) Increase community awareness of the historic resources within the city; and 3) Provide baseline information for future preservation planning and decision making.

This RFP describes the basic services required and the process for selecting the qualified consulting firm for this project.

#### 2. Submission of Proposal

Prospective consultants/contractors shall submit one (1) electronic copy (sent via e-mail) of their proposal and fee schedule no later than 11:59pm Central Time on Thursday September 19, 2019 to [crystalboydconsulting@gmail.com](mailto:crystalboydconsulting@gmail.com). All proposals must be clearly marked "Historic Context Study – Golden Valley Historical Society" in the subject heading.

All submissions must be received by the RFP closing date. Incomplete submissions and submissions received after the closing date will not be accepted.

## **B. Background Information**

The City of Golden Valley, established in 1886, is a first-ring suburb of Minneapolis located in Hennepin County. The city is home to approximately 21,000 residents. Golden Valley's primary growth period was in the 1950s and 1960s when many people moved from city living to the suburbs. Larry Millett, local author and architectural historian, referred to Golden Valley as the *Golden Arc* of mid-century modern architecture.

The Golden Valley Historical Society (GVHS) was organized in 1974. Its mission is to find, preserve, and disseminate the historical knowledge about the City of Golden Valley, Minnesota. In pursuit of this mission, GVHS collects oral histories, written documents, photographs, video histories, and three-dimensional objects. In 1997, GVHS acquired the city's oldest church as a permanent home and maintains a repository of its collections there. In 2012, the GVHS Board of Directors and membership voted to fundraise for and construct an addition to house permanent and rotating exhibitions, object storage, and office space. Construction began in late 2013, and was completed in mid-2014 and the first permanent museum exhibit opened in late 2018. GVHS is now pursuing a series of collections improvement grants and other projects that will raise its profile among people who live, work, and play in Golden Valley.

GVHS now seeks to develop an Historic Context Study that will present a thematic overview of the history of the City and identify historic resource types associated with each identified theme. The study will synthesize primary and secondary source research on the development of the area with the results from the field survey.

Historic studies of Golden Valley have been completed in the recent past that can be used to inform this current comprehensive Historic Context Study. Past studies were generally part of larger development projects that included requirements to identify potential impacts to many resources including air, water, and economic and historic resources. Recent studies include those associated with the Blue Line extension LRT project, TH 100 reconstruction project, and the Douglas Drive (CSAH 102) reconstruction project. Those studies have identified such important places as the National Register-eligible Kingdom Hall of the Jehovah's Witnesses designed by Herbert Fritz (a student of Frank Lloyd Wright) and the historic landscapes that make up Theodore Wirth Park and the Grand Rounds Historic District.

Developing a Historic Context Study will benefit Golden Valley by:

1. Providing a document that informs the city's planning efforts and allows for thoughtful responses to potential future development;
2. Promoting historic preservation as an important part of preserving the City's character and protecting its legacy;
3. Bringing to light the city's diverse cultures and neighborhoods;

4. Inviting citizens to increase their engagement with history by presenting information about their neighborhoods and community;
5. And exciting residents, business owners, and City officials into discovering more about Golden Valley's history and unique characteristics.

### **C. Scope of Services**

The Golden Valley Historical Society (GVHS) seeks a qualified consultant/contractor with professional research and writing skills to develop an Historic Context Study for Golden Valley, Minnesota. The consultant/contractor will work closely with the GVHS Board of Directors and project manager.

The consultant/contractor shall:

- Conduct an historic context study for the City of Golden Valley in accordance with the Secretary of Interior's Standards for Preservation Planning, and the Minnesota State Historic Preservation Office (SHPO) standards;
- Establish historic contexts for Golden Valley;
- Relate contexts to the broad statewide contexts established by SHPO;
- Include property types and common architectural characteristics for each historic context;
- Identify properties associated with each historic context;
- Identify potential historic properties that may be candidates for National Register of Historic Places;
- Develop recommendations and preservation goals for each context;
- Develop overall recommendations

The final report shall be written in a manner that is engaging and informative for the public. It shall include:

- Description of objectives and methodology;
- Description of each historic context;
- Pictures illustrating contexts;
- Property types and common architectural characteristics for each historic context;
- Properties associated with each historic context;
- Recommendations for each historic context;
- Summary of lost resources;
- Overall recommendations and future actions, including suggestions of properties for potential National Register listing;
- Bibliography and list of resources utilize

The consultant/contractor shall also oversee the following:

- Organize 7 meetings (1 kickoff meeting with GVHS Board of Directors, 5 monthly check-in meetings with the GVHS project manager, and 1 final presentation to the

GVHS Board of Directors); some meetings may be conducted by phone, as agreed upon during the project kickoff meeting.

- Submit short written status updates to the GVHS project manager each week.
- Submit 5 monthly written reports, corresponding with 4 check-in meetings and 1 final presentation.
- Submit a final report in digital format to upload to the GVHS website plus 15 hard copies.

Individuals hired for this work are considered contract employees and not museum employees. No sick leave, vacation, or medical benefits are provided for this work. Contracted individuals will be responsible for their own state and federal income taxes.

In addition, the selected consultant/contractor shall possess the following qualifications:

- Experience preparing historic context studies
- At least three years of experience as a professional historian following completion of an undergraduate degree in history or closely related field
- Ability to meet federal and state standards for any deliverables produced
- Ability to work independently in a team environment
- Ability to organize project records and meet deadlines as necessary
- Strong commitment to quality control, attention to detail, communication, and collaboration

In preparing a response to this RFP, the consultant/contractor shall propose and describe the detailed Scope of Services for this specific project based on the information above.

This project may be funded in part through a Minnesota Historical and Cultural Grant, administered by the Minnesota Historical Society. As such, the project must be carried out in accordance with the provisions outlined by the Minnesota Historical and Cultural Grants manual.

#### **D. Project Timeline**

<b>Date</b>	<b>Activity</b>
Friday August 30, 2019	RFP issued
Thursday, September 19, 2019 at 11:59pm Central Time	RFP response due
Thursday, October 10, 2019	Estimated contract award
Wednesday, January 1, 2020	Project commences, dependent on funding
July 31, 2020	Estimated project completion

Proposals will be evaluated within a maximum of two weeks of the bid closing, and bidders will be notified of their status as soon as possible thereafter.

#### **E. Proposals**

## **Conditions on Receipt of Proposals**

This Request for Proposals does not obligate the Golden Valley Historical Society to award any specific project. The Golden Valley Historical Society reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interests of the Golden Valley Historical Society. The Golden Valley Historical Society also reserves the right to waive irregularities in proposal content or to request supplemental information from prospective bidder(s). All documents included in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties involved have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.

## **Minimum Proposal Contents**

Proposals from qualified consulting firms shall include, at a minimum, the following information:

1. Statement of Solution

Describe how your firm proposes to address the challenges of completing this project, including any perceived opportunities that should be considered.

2. Project understanding, approach, and coordination methods:

- (a) Consulting firm shall describe understanding of project and identify approach to fulfill the scope of services and deliverable requirements.

- (b) Consulting firm shall summarize the key elements of the proposal and outline reasons why your firm should be selected.

3. Similar Project Experience:

Consulting firm shall identify similar project experience within the last 3-5 years and provide a reference for each. Submitted projects shall represent work of the proposed consulting team and not just that of the firm. By submitting a response to this RFP, the respondent hereby authorizes the Golden Valley Historical Society to contact references and make such further investigations as may be in the best interest of the organization.

4. Company Profile, Consultant Team, and Project Manager Qualifications:

Consulting firm shall submit a company profile and identify a project manager, work performed on similar projects, and manager qualifications. Additional team members, including sub-contractors if required, shall be identified, including previous experience and qualifications, details of training, and where Bidder personnel and subcontractors are located.

5. Schedule and Work Plan

Consulting firm shall identify the key work tasks, milestones, and critical path based upon the Golden Valley Historical Society's proposed project completion date of July 31, 2020. Any proposals that project work beyond GVHS's preferred project completion date must provide clear justification for the scheduling overage.

6. Fee

Proposal Consulting firm shall identify total fee to complete described work with a breakdown of tasks, estimated hours, and hourly rates. Costs for each phase of service shall be individually delineated. The total fee shall reflect all costs, included but not limited to, sub-contractors/consultants, meeting allowance, specified deliverables, overhead, profit and reimbursable. Please note that overhead is not an allowable expense under the terms of Arts and Cultural Heritage Fund grants, so GVHS is unable to cover this line item.

The fee shall be structured “hourly-not-to-exceed” unless an alternative fee structure is proposed as appropriate.

Estimated costs for materials are required to be included in fee proposal under reimbursable expenses. As appropriate, the consultant shall include cost for coordination of these services in fee proposal.

#### **IV. Proposal Evaluation and Selection Process**

1. Shortly after the submission deadline a selection committee comprised of the GVHS Board of Directors will review all proposals. At its discretion, GVHS may elect to conduct interviews with prospective consultants as part of the selection process.
2. The Golden Valley Historical Society will evaluate proposals based on the following criteria:
  - a. Consultant’s Statement of Solution;
  - b. Project understanding, approach, and coordination methods;
  - c. Previous experience with similar projects;
  - d. Bidder and sub-contractor qualification, technical expertise, knowledge, and experience;
  - e. Schedule and Work Plan;
  - f. Fee Proposal; and
  - g. Any other factor(s) that might aid in selecting the best candidate.
3. Upon approval by GVHS member organizations, the successful candidate will be notified and a consultant agreement will be finalized. Unsuccessful candidates will be notified after the consultant agreement has been executed. Work on this project is projected to commence no later than Wednesday, January 1, 2020.
4. GVHS reserves the right to cancel the RFP at any time, or for any reason that is in the best interests of the organization. GVHS also reserves the right to reject proposals based on the evaluation of submitted materials, to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion thereof.

The selection of the successful bidder is not based solely on low bid, but on the candidate that will best accomplish the objectives of the project.

#### **V. Delivery Schedule**

Production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful Bidder and Golden Valley Historical Society. The anticipated project completion date is July 31, 2020. Please note that funding may be provided by the Minnesota Historical and Cultural Grants program of the Arts and Cultural Heritage Fund, which may restrict GVHS's ability to approve an extension on the project end date.

#### **VI. Anticipated Budget**

Proposals shall not exceed \$9,900. The consulting firm is expected to include the following items in its proposed budget, if deemed necessary by the consulting firm: additional supply costs.

GVHS anticipates that it will provide approximately \$500 as in-kind match from 20 hours of volunteer work.

Support for this project may be provided by the Minnesota Historical and Cultural Grants program of the Arts and Cultural Heritage Fund, created by the Clean Water, Land, & Legacy Amendment. Status of the GVHS grant proposal is expected in mid-September 2019.

#### **VII. Contact**

Questions regarding this RFP or the associated project should be directed to:

Crystal Boyd  
Project Manager  
(612) 247-5283  
crystalboydconsulting@gmail.com