

Request for Proposal

Historical Consultant Performing
HUD 106 Reviews for the City of Los Angeles

Program Years 2009-2012

City of Los Angeles
Community Development Department
Administrative Services Division
1200 W. 7th Street
Fourth Floor
Los Angeles, CA 90017

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I. INTRODUCTION

The City of Los Angeles Community Development Department (CDD)/Los Angeles Housing Department (LAHD) are responsible for the administration of the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Shelter Grant Program (ESG) and other federally funded programs awarded by the U.S. Department of Housing and Urban Development (HUD). These federally funded programs are designed to address the community development needs of low and moderate income persons. Projects funded with these resources are in the following areas: public service grants, single and multi-family rehabilitation, commercial rehabilitation, commercial facade and public improvements, housing production, public and nonprofit facility rehabilitation and economic development programs.

II. CONTRACT FEATURES

Federal and State regulations require that environmental reviews be completed for all of federally funded projects. CDD and LAHD environmental review responsibilities are governed by the National Environmental Policy Act (NEPA), the California Environmental Quality Act (CEQA), and HUD requirements as specified in 24 CFR Part 58, and 36 CFR Part 800. CDD/LAHD seeks the services of a historical consultant to complete historical documents as required by the above regulations.

The consultant will be required to establish and maintain a schedule to pick-up assignments and/or deliver completed documents. Provision should be made for completing documents on short notice, between established meeting dates, at the request of the CDD/LAHD.

The contract will be for a one-year period starting April 1, 2009 to March 31, 2010 with two one-year extensions, for a total of three years, subject each year to satisfactory performance and continued availability of federal funds.

III. SCOPE OF WORK/PROJECT PERFORMANCE

The scope of work for this contract encompasses two areas. The preparation of historical documents and the provision of technical assistance. Each of these areas are detailed below.

A. Historical Reviews

The consultant will be required to determine what impact federally funded projects will have on historically significant structures/properties as specified in the regulations of the Advisory Council on Historic Preservation, 36 CFR, Part 800. The following is an estimate of the number of reviews that may be required during each contract year:

- 400 Determination of Historic Significance
(Residential, Commercial and Industrial Structures)
- 100 Area of Potential Effect
- 200 Archeological Records Search

100 Phase I Archeological Survey of Cultural Resources

CDD/LAHD will provide the consultant with the environmental checklist, building permits, photographs, and a scope of work of the undertaking for each site to be reviewed.

The consultant will be responsible for applying the National Register Criteria (36 CFR, Section 60) to identify those properties which may be considered eligible for the National Register of Historic Places. The consultant will coordinate with the South Central Coastal Information Center at the California State University, Fullerton for completion of archeological record searches and conduct follow-up and completion for any recommendations for Phase I, Archeological Surveys.

Properties deemed eligible for inclusion in the National Register, Area of Potential Effect studies, and archeological surveys, shall be submitted to the State Historic Preservation Office for review and concurrence.

B. Programmatic Agreement

The City of Los Angeles implemented a Programmatic Agreement (PA) executed among the City of Los Angeles, the California State Historic Preservation Officer (SHPO), and the Advisory Council on Historic Preservation (Advisory Council) regarding any properties 50 years or older. Under the terms of the PA, the City is required to retain the services of a Historic Preservation Consultant who will participate in the consultation regarding the PA with the SHPO and the Advisory Council as the Historic Preservation Consultant for the City. The consultant will be responsible for preparation of the reports and other documents no later than six (6) weeks upon completion of the final determination, as deemed necessary by the CDD/LAHD staff pertaining to the PA.

The PA requires the City to document in writing all actions taken pursuant to the PA and to report the activities to the SHPO and the Advisory Council in a Programmatic Agreement Compliance Report (PACR) every six months.

The purpose of this PACR is to:

1. Summarize for SHPO and the Advisory Council the activities carried out under this PA.
2. Document all decisions made with respect to identification and evaluation of historic properties, treatment of historic properties, resolutions of adverse effects, and consideration and treatment of historic resources.
3. Provide copies of all Standard Mitigation Measures Agreements (SMMA).
4. Present the views of the City regarding the usefulness of the PA in promoting the efficiency and effectiveness of both the programs and the consideration of Historic Properties.
5. Inform the public of the activities carried out under the terms of the PA

by making the PACR available for public inspection and comment.

C. Technical Training and Monitoring

The consultant will be required to provide approximately 8 hours of technical training to the CDD/LAHD staff on historical issues and regulatory requirements within the duration of this contract. The consultants will also assist in the monitoring process of all historic projects for CDD/LAHD. The consultants shall perform site inspections of the work when the project is 50% completed and 100% completed.

IV. INSTRUCTIONS FOR PROPOSAL PREPARATION

A. General

The proposal will be used to determine the proposer's capability and should be specific and complete in every detail. Failure to furnish the information requested or failure to submit a proposal in the form outlined herein may, at the discretion of the CDD/LAHD, result in the proposal being rejected.

The CDD/LAHD accepts no financial responsibility for any costs incurred by a proposer in responding to this RFP. All proposals in response to this RFP will become the property of CDD/LAHD and may be used by CDD/LAHD in any way deemed appropriate. This RFP is not a contract or commitment of any kind.

All questions regarding the content of the RFP will be answered at the Proposer's Conference to be held on **Monday, April 28, 2008, 10:00 a.m. – 11:00 a.m.** at:

Community Development Department
Administrative Services Division
City of Los Angeles
1200 W. 7th Street, 4th Floor, Conference Room A
Los Angeles, CA 90017

The complete proposal and three copies must be submitted no later than Monday, June 9, 2008, 12:00 p.m.

V. FORMAT AND CONTENTS

The proposal must be submitted in the following format:

<u>Section</u>	<u>Title</u>
1	Cover Letter
2	Table of Contents
3	Executive Summary
4	Per Document Cost/Time Frames
5	Proposer's Capabilities
6	Additional Data & Attachments

Section 1 - Cover Letter

A one-page cover letter must be submitted, including the agency name, address and telephone numbers of the proposer and the principal representative(s).

Section 2 - Table of Contents

Immediately following the cover letter, there shall be a comprehensive table of contents outlining the items included in the proposal.

Section 3 - Executive Summary

Summarize your organization's general approach along with a brief statement of the salient features of the proposal including costs.

Section 4 - Per Document Cost/Time Frame

Provide a listing of the costs and time frames to complete historic preservation review. Include the total of all professional fees and associated expenses such as for mileage, film, etc. **Complete Attachment I.**

Also include the hourly rate for technical assistance as discussed under III. C. Technical Training and Monitoring. Finally, include a discussion of the firm's ability to respond to requests from CDD/LAHD for expedited completion of documents.

EXAMPLE:

ATTACHMENT I

FUNCTION	TIME FRAME	HOURLY RATE	TITLE/ NAME	POSITION & RESPONSIBILITY	% OF TIME CHARGED	TOTAL COST
Photograph Documentation	3 HOURS	\$100.00	ANALYST Name	Preservation Photographer	100	\$300

Section 5 - Proposer's Capabilities

Describe your organization's ability and past experience in completing environmental review documents which fulfill the requirements of the NEPA, CEQA, and all applicable HUD regulations as cited in 24 CFR Part 58 and 36 CFR Part 800. *Preference will be given to those proposals which demonstrate substantive experience in conducting and performing NEPA and Section 106 reviews.*

A. Personnel

Describe the experience and educational background of the professional staff that will administer the contract and prepare historical review documents (resumes must be attached). The description must include direct experience related to preparation of historical review documents required by CEQA and NEPA.

- B. Provide an organizational chart and list the number of staff persons, by job classification, who will be involved in the administration of the contract.
- C. The staff person or persons completing historic reviews must meet the minimum professional qualifications as defined in 48 Federal Register 44738-44739, September 29, 1983. The proposer must provide proof of their qualifications.
- D. Discuss your direct experience with the State, attach any certifications received from the State that qualifies you or your company by the state as an approved state certified historic consultant. Please attach a copy of all licenses of personnel to be charged to contract.
- E. Past Performance
Describe past performance in meeting cost, schedule and program requirements. Please detail aspects of performance, such as actual goals met and time frames for completing reviews.
- F. References
Provide List of Cities/Counties you have performed these types of services: Name, Contract Number, Type of Service and telephone number of the funding contact.

Section 6 - Additional Data and Attachments

Include any additional pertinent information that you may wish to be considered, including a minimum of three references. References must include a contact person and telephone number.

Equal Employment Opportunity Certifications will be required with the contract of the successful bidder.

It is the policy of the CDD/LAHD to assure equal opportunity in the award and performance of any contract to all persons without regard to race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability or sexual orientation.

Insurance

The contractor shall procure and maintain, at the contractor's expense for the duration of the contract, a program of insurance satisfactory to the CDD/LAHD. Where such insurance is provided by commercial insurance, such insurance shall be secured through a carrier satisfactory to the CDD/LAHD.

V. PROPOSAL EVALUATION

In an effort to reach a decision that is in the best interest of the CDD/LAHD concerning the best qualified proposer, CDD/LAHD reserves the right to evaluate the proposals based on the following factors:

- Proposed methodology and schedule for document submittal
- Cost estimates
- Proposed time frames for completion of documentation for each type of review
- Statement of qualifications, including the organization's experience in completing Federal and State historical documentation under CEQA and NEPA for CDBG, HOME and other federal programs, experience in performing Section 106 reviews, as well as, staff which possess the appropriate experience and qualifications.
- Completeness and organization of proposal in designated format.

The evaluation committee will evaluate proposals based on the above criteria. Contact of client references will be at the discretion of the CDD/LAHD, and interviews with the top three candidates will be conducted.

All materials submitted by the consultant will be subject to review by CDD/LAHD for accuracy.

The CDD/LAHD reserves the right to reject any and all proposals and to award a contract that is in the best interest of the CDD/LAHD.