

Request for Proposals

Release date: February 3, 2022

Due Date: Responsive proposals may be delivered by hand, by U.S. Mail, or electronically submitted (via the email address below) and must be received by the City by 5 pm on February 23, 2022

Contact Information: City of Excelsior’s Heritage Preservation Commission (HPC).
City Hall, 339 Third Street, Excelsior MN 55331; Attn: Kevin Staunton (Tel. No. 612.743.7571)
(kstaunton@excelsiormn.org).

Who We Are and Project Introduction:

Since Excelsior’s founding in 1853, the City of Excelsior has evolved in its inhabitants, industry, recreation and commerce. Despite successive demolitions, new construction, renovations, and relocations, there remain within the City a number of potentially significant resources eligible for possible designation. The identification, protection, and stewardship of historic sites, structures and objects is a significant part of retaining, remembering and celebrating the City’s past. The identification, evaluation, and protection of the community’s built heritage is important to the City’s identity, and the HPC has been delegated the responsibility to ensure that these important activities occur. This Request for Proposals (RFP) seeks assistance in evaluating certain public resources for their significance as tangible reminders of Excelsior’s history.

Excelsior has more than 25 designated landmark properties. Just recently, the steamboat Minnehaha and our commercial historic district gained recognition by being listed on the National Register of Historic Places. The HPC now seeks to inventory additional city-owned sites, structures, and objects for potential designation, and has secured a Certified Local Government (CLG) Grant of \$12,500 to pursue this work. The goal is to evaluate these City-owned properties for potential landmark designation and to nominate appropriate properties for local designation.

Project Description:

The HPC seeks a qualified preservation consultant to survey and research city-owned sites, structures, and objects that the HPC considers to have potential historic significance. The anticipated work product would be a report evaluating the potential significance of these resources (consistent with the applicable requirements of the CLG Grants Manual) with a recommendation on the potential for landmark designation of each resource under the Excelsior HPC Ordinance and preparation of local designation forms. The HPC seeks to survey and evaluate the following resources:

Description	Location	Type of Resource
1. Water plant building – WPA-era Art Deco; Other structures at public works site	Oak Street Public Works Yard	Structure
2. Pump House –	Elm Place	Structure

Cut granite WPA-era		
3. Streetcar electric pole	West Drive – near tailor shop	Object
4. Streetcar rails – signage posts	East and West Drives near 3 rd Street, 2 nd Street	Object
5. Steamboat bell	Outside old library at West Drive	Object
6. Horse tie-ups	Tall curb along 3 rd Street near Congregational Church	Object/site
7. Studer Park (former city dump)	Oak Street	Site
8. 3 rd Street Pump House/overlook	End of 3 rd Street at lake/fire lane	Structure/site
9. City Hall, former fire station, former library; fire siren on roof*	339 Third Street	Structure/object

The Deliverables

The consultant is expected to conduct a comprehensive research report, evaluating the viability of designating the identified sites, structures and objects as local landmarks. The HPC expects the consultant to evaluate and recommend whether each of the resources listed above qualify for designation and provide detailed information that would support potential designation or a recommendation not to designate. For those resources that are recommended for designation, designation forms will be produced by the consultant, as directed by the HPC.

*Alternate Proposals Required – Responsive proposals should also provide a proposal without including #9 above. The City is currently evaluating the potential redevelopment of the city hall structure and site; the HPC may elect to substitute other public resources for evaluation such as the ticket booth at the Port of Excelsior and/or the WPA-era seating at The Commons.

Qualifications

Under the terms of the City’s grant for this project, all work must conform to the Secretary of the Interior’s Standards for Archeology and Historic Preservation and the project must be conducted under the supervision of personnel meeting the Secretary of the Interior’s Professional Qualification Standards. Responses to this request shall include a statement of qualifications demonstrating the proposer’s ability to satisfy this requirement. Responsive proposals must certify that they have not been debarred, suspended or otherwise excluded from or are ineligible for participation in Federal assistance programs under Executive Order 12549, Debarment and Suspension.

Budget

The City of Excelsior has been awarded a CLG Grant in the amount of \$12,500. Responsive proposals should not exceed that amount. The consultant chosen by the HPC shall be required to comply with requirements of the CLG Grant secured by the City for this project including the requirements of the City's Grant Contract with the State Historic Preservation Office (SHPO) and the CLG Grants Manual.

Timeline for Deliverables

The Deliverables described above must be completed in accordance with Milestones required by SHPO including rough drafts delivered by April of 2022 and a final product delivered by June 15, 2022 with the closing conference scheduled to be held with the HPC at its regular meeting on June 28, 2022.

Evaluation and Selection of Consultant

The HPC will evaluate and select a consultant at a special meeting of the HPC in early March, 2022. Proposals shall be evaluated based on the following criteria:

- Demonstrated Understanding of the services being requested and the community's needs;
- Experience and capabilities for Project Management;
- Experience and Qualifications; and
- Ability to meet timeline and budget.