

Landmarks Preservation Commission

Community and Economic Development Department



747 Market Street ❖ Room 1036 ❖ Tacoma WA 98402-3793 ❖ 253.591.5220

REQUEST FOR PROPOSALS—September 19, 2008

TACOMA WEST SLOPE HISTORIC DISTRICT DEVELOPMENT PROJECT

Overview

Residents and property owners in the West Slope Area have requested consideration by the City for the establishment of a local historic special review overlay zoning district. Landmarks and Local Historic Special Review Districts are administered by Tacoma Municipal Code 13.07 and are managed as overlay zoning districts.

There are currently 3 locally registered historic districts in Tacoma, including the Union Depot-Warehouse Historic District, the Old City Hall Historic District, and the North Slope Historic District. There have been no new districts established since 2000.

Scope of Work and Tasks

The following is the generalized scope of work:

1. Conduct a reconnaissance level historic building survey of the project area, and assess potential for a residential historic district
2. Prepare and submit a historic district nomination form to the City of Tacoma Landmarks Preservation Commission
3. Coordinate related public outreach and volunteer efforts
4. Develop design guidelines for the proposed district
5. Prepare and deliver presentations to neighborhood groups, Tacoma Landmarks Preservation Commission, and Planning Commission as appropriate

Budget and Timeline

The anticipated timeline for this project is December 1, 2008 to July 31, 2009. The allocated budget is \$35,000.

The City shall provide property data, maps, bulk mailing services, and technical assistance for this project, as required by the winning proposal.

Specific Tasks

1. Generate a historic building inventory of pre-1959 structures for the identified study area (estimated at 245 properties)
 - a. Survey should conform to the Washington State the Department of Archaeology and Historic Preservation standards for Reconnaissance Level surveys.
 - b. Not all properties within the project area boundaries are historic and an evaluation and subsequent determination of appropriate historic district boundaries is needed. Properties judged to be noncontributing do not require recording.
 - c. Contractor shall identify concentrations of historically and architecturally significant groupings of buildings suitable for consideration, by virtue of shared development history or patterning (plats, arterials, commerce), cohesive architectural styles, scale, and integrity, and distinct geographic characteristics.

2. Based upon the study area, the criteria for designation specified in TMC 13.07, and community input, identify the potential for a residential historic district, including recommended boundaries
3. Prepare draft historic district nomination documentation necessary for formal review of proposed historic district, based upon the above recommendations and community input
4. In coordination with area residents and stakeholders, and based upon field assessment of overall architectural character, create draft design guidelines and district regulations for adoption into Tacoma Municipal Code TMC 13.07
5. Create a plan for public outreach and consensus building to include a minimum of 3 public presentations at neighborhood meetings, dates and times to be announced. Additional informal stakeholder meetings should be anticipated. The use of volunteers is highly encouraged, as community support is essential for the development of local historic districts.

DELIVERABLES

1. Completed historic inventory forms for reconnaissance level survey, including photographs and narrative statements, for historic buildings within the boundaries proposed in the above areas in electronic and unbound hardcopy (estimated at 245).
2. Survey report outlining the following:
 - a. Methodology of survey and inventory
 - b. Recommendations regarding designation of a historic district within the study area
 - c. Map of the area suitable for historic district designation, if applicable
3. Nomination to the Tacoma Register of Historic Places, including:
 - a. Statement of significance that addresses architectural character and history, historical themes, notable residents, notable buildings, and development context
 - b. Narrative describing at minimum the prevailing physical characteristics of the district, including topography, development pattern, and scale
 - c. Inventory of contributing properties, specifying build date, parcel numbers, original owner and address, at a minimum
4. Draft recommendations for design guidelines to include, at minimum: statement of intent, guidelines for scale, height, materials, site planning, parking, landscaping, massing, and architectural style or form.

To Respond:

Interested parties should return a proposal with a general description of methods, timeline, and plan to carry out the scope of work described above.

The proposal should contain the following sections:

1. Statement of Qualifications – A brief description of your firm, including it's history and the company's direct and related experience with: recent relevant projects; projects approved by local historic review commissions; historical research; field surveys; historical architecture; architectural history and history in general; handling survey data; and historic preservation planning. Resumes of proposed personnel must be included in this section. The consultant should also have a good record of facilitating stakeholders' meetings. Outreach and broad community contribution to the formation of districts is an essential component of this project.
2. Technical – Describe the approach to be taken in addressing the scope of work which demonstrates the Contractor's understanding of the objectives of this project. Describe in detail the Contractor's ability to complete the project and ability to work within the time schedule.
3. If volunteer support will be sought, a description of the strategy to be used to engage participants. This also may include a community awareness campaign plan.

4. Describe the management plan to be used in completing the tasks set forth in the scope of work. This description should include project schedule showing starting and completion dates for all tasks.
5. Three (3) project references – briefly describe scope and budget. Give name, address, and phone number of the client representatives for at least three (3) projects you have completed which you consider closely related to this project.
6. Insurance – List types and limits of Contractor's insurance.
7. Cost of Proposal, with a separate breakdown for tasks, materials and labor.

Evaluation of Proposals

The proposals received by the City of Tacoma will be reviewed and rated against the following criteria:

1. Proposal meets described scope of work
2. Proposed cost for completing scope of work
3. Demonstrated expertise and successful completion of similar projects, INCLUDING familiarity with midcentury architecture and planning development
4. Opportunities for community involvement and consensus building

Proposals are due by **October 7, 2008 at 5:00 pm**. If proposals received are adequate, the winning proposal will be selected by October 31, 2008.

For More Information

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OVERVIEW MAP OF WORK AREA

