

# Calhoun County Land Bank Authority

## Neighborhood Stabilization Program 2

### Request for Proposal: Architectural Historian, Professional Services

**BID NUMBER:** #03-CCLBA-2012

**DATE ISSUED:** February 27, 2012

**DATE DUE:** March 27, 2012; 3:00 PM (LOCAL TIME)

Bid will be opened publicly at this time in the Purchasing Department,  
315 W. Green Street, Marshall, MI.

As part of the Michigan NSP2 Consortium, a partnership between:

Michigan State Housing Development Authority  
The City of Battle Creek  
Calhoun County Land Bank Authority (CCLBA)  
US Department of Housing and Urban Development

Para una versión en Español, por favor llamar a Krista Edwards – 269-781-0859



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# REQUEST FOR PROPOSALS – ARCHITECTURAL HISTORIAN

## INTRODUCTION

### A. Overview

This Request for Proposals (RFP) is being issued by the Calhoun County Land Bank Authority. The Calhoun County Land Bank Authority (Land Bank) and The City of Battle Creek (City) invite the submission of proposals from Architectural Historians specializing in guiding properties through the Section 106 process and developing mitigation plans that would mitigate the demolition of historic structures. Qualified companies or individuals with demonstrated experience in this area and an interest in making their services available to the Land Bank and City are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. Successful bids will be awarded to the most qualified respondent(s).

It is understood that the selected Respondents acting as an individual, partnership, corporation or other legal entity, meets the minimum requirements of this RFP and is capable of providing the specified services. The Respondents shall be financially solvent and team members, as a whole, shall be competent to perform the services required under this RFP document.

The Land Bank is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and has a goal for minimum MBE/WBE participation of at least 10% MBE and 10% WBE participation.

Nothing in this RFP shall be construed to create any legal obligation on the part of the Land Bank or any respondents. The Land Bank reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the Land Bank be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Land Bank for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Land Bank. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Bids are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The Land Bank has adopted purchasing policies and procedures for the procurement process. For further information on this requirement, contact the Calhoun County Purchasing Department, 315 W. Green St., Marshall MI 49068 or phone 269-781-0981.

### B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall agree to complete the work on or before the times outlined in the Scope of Services. Due to the time constraints for the Land Bank and City to comply with all requirements of the Neighborhood Stabilization Program 2 (NSP2) grant, it is imperative that the successful respondent meet or exceed all deadlines. The Land Bank may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s) for these services to ensure timely completion of the requested projects.

## C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be valid until awarded projects are completed. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

## D. Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

The City of Battle Creek received \$4,501,000 and the Calhoun County Land Bank Authority received \$3,218,839 for a total award amount of \$7,719,839 to assist the targeted census tracts in the City of Battle Creek.

## E. Federal Regulations

Award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May 4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding Title XII of Division A of the American Recovery and Reinvestment Act of 2009, which is posted on [http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2\\_nofa.pdf](http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf)

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds must be spent on specific eligible activities no later than February 10, 2013 and 50% of NSP2 funds must be spent no later than February 10, 2012.

## PROFESSIONAL SERVICE REQUIREMENTS

### A. Scope of Work

THE CALHOUN COUNTY LAND BANK AUTHORITY seeks sealed proposals from Respondents to provide assistance with **Site Specific Section 106 Consultation Services** and **Mitigation Planning Services for Adverse Effect Cases** for properties located in the Harvard-Rose Historic District and Old Advent Town Historic District or others as identified by the Michigan State Historic Preservation Office (SHPO). These properties are located in targeted neighborhoods and census tracts in the City of Battle Creek. (*See Appendix A – NSP2 Boundaries and Map.*) All properties under consideration for demolition are abandoned and blighted residential structures and most have significant structural deficiencies.

**Site Specific Section 106 Consultation Services shall consist of, but may not be limited to the following:**

1. Assist the with submission of projects to SHPO for Section 106 consultation;
2. Identify whether resources are contributing or non-contributing to the National Register listed or eligible historic districts;
3. Develop statements of National Register eligibility and project effects for Section 106 consultation purposes;
4. Prepare submissions to the Advisory Council on Historic Preservation in Washington DC; and/or
5. Review projects against local ordinances.

**Historic Mitigation Planning Services shall consist of, but may not be limited to the following:**

1. Attend planning meetings with local stakeholders, representatives from MSHDA and SHPO, Land Bank staff, and City staff;
2. Provide property documentation and/or recordation services per guidelines found in **Appendix B**;
3. Provide mitigation planning services that may include the preparation of historic preservation plans, educational neighborhood brochures, the creation of walking tours, or some other agreed upon mitigation strategy. This information shall be provided to the Land Bank in the form of tangible documents that can be distributed to stakeholders and municipal partners; and/or
4. Prepare a Memorandum of Agreement (MOA) that is acceptable to all parties involved.

**OVERVIEW OF POTENTIAL PROJECTS:**

The Land Bank is interested in an Architectural Historian to provide these services for properties located in the Harvard-Rose and Old Advent Town Historic Areas (see **Appendix C**). To date, the Land Bank has received “adverse effect” rulings (from SHPO) for five (5) properties (see **Appendix D**) and subsequently submitted them to the Advisory Council on Historic Preservation in Washington DC. The Advisory Council declined involvement in the mitigation planning process at this time. These properties will require Mitigation Planning Services as well as the creation of a MOA acceptable to all interested parties; the MOA must be completed prior to the demolitions. Further, the Land Bank is sending three (3) additional properties to SHPO for review and expects that these requests for demolition will result in “adverse effect” rulings; therefore, the Land Bank expects that these properties will also need Mitigation Planning Services. In addition, depending on time and funding, the Land Bank or City may decide to submit additional properties to SHPO that would need both Site Specific Section 106 Consultation Services and Mitigation Planning Services.

**OTHER ASPECTS TO CONSIDER:**

1. The successful respondent shall provide a resume that demonstrates that he/she or the firm's employees meet the minimum requirements found the "Archeology and Historic Preservation: Professional Qualification Standards" guidelines included in **Appendix E**.
2. The successful respondent shall demonstrate that he/she or the firm's employees can perform the necessary tasks and must submit samples of work that include a Section 106 report, a Property Documentation/Recordation report, and an approved MOA.
3. All projects are part of the NSP2 program, and are therefore under a strict time deadline. Grant funding must be spent by February 10, 2013. Any person(s) or firms that apply for this contract must be able to demonstrate that they have sufficient staff time to dedicate to this work.

The Land Bank reserves the right to select the Architectural Historian that best meets the Land Bank's goals and objectives, quality levels, as well as its educational and service level expectations. The Land Bank reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the Land Bank. The Land Bank may also remove properties from the list when circumstances dictate it. The Land Bank may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s) for these services to ensure timely completion of the requested services.

**WRITTEN REPORTS:** The Consultant shall be responsible for preparing or causing to have prepared written reports that include, but may not be limited to the following: Section 106 reports that would be submitted to SHPO, review reports that would be submitted to the Advisory Council on Historic Preservation and copied to SHPO, mitigation documents as decided upon under the adopted MOA and would be submitted to appropriate stakeholders. Compliance with this section is required for payment.

**ALL WORK SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE**

- 24 CFR 570.061 – Equal Opportunity and Fair Housing
- 24 CFR 570.602 – Affirmative Marketing
- 24 CFR 570.603 – Davis Bacon Wage Rates for Projects with 8 or more units
- 24 CFR 570.604 – Environmental Review
- 24 CFR 570.605 – National Flood Insurance Program
- 24 CFR 570.606 – Displacement, Relocation and Acquisition
- 24 CFR 570.607 – Lead Based Paint
- 24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors

24 CFR 570.611 – Conflict of Interest

24 CFR 85.36 – Procurement

Executive Order 11246

### EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the Land Bank will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent’s capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals:

Qualifications that meet the minimum requirements found in **Appendix E**

Specialized experience working with NSP2, Land Banks, MSHDA and HUD

Prices as described in **Appendix F**

Specialized experience working with Section 106 and Property Documentation/Recordation

Demonstrated ability to provide the services needed and quality of sample work

Location of Business

Section 3 Certification or MBE/WBE

Completeness of Response

A point system to evaluate the experience and capacity of the Respondent including experience, locality and HUD Section 3/MBE/WBE is included in **Appendix G**.

Top candidates may be asked to participate in an interview process that could include an in-person interview or a phone interview.

### SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy and sent to Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled RFP #03-CCLBA-2012 by **3:00 pm on Tuesday, March 27, 2012**. Submissions sent by email will not be accepted. Each respondent shall submit one (1) original and two (2) copies of the required documentation in a clear, legible, and 8.5 by 11 inch format. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

The Land Bank reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

## A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

## B. Threshold Requirements

These documents must be submitted and acceptable along with your proposal:

1. a. **Certificate of Good Standing** for Corporations Companies issued by the Michigan Secretary of State; or  
b. **Certificate of Existence** for Limited Liability Companies issued by the Michigan Secretary of State; or  
c. **Certificate of Good Standing or Certificate of Existence** for Joint Ventures; or  
d. **“Doing Business As”** documentation and certificates for all other types of businesses.
2. **Evidence of Insurance:** Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, Michigan State Housing Development Authority, U.S. Department of Housing and Urban Development, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, MSHDA, HUD, or its officer, agents, or employees in connection with said contact.
3. **Non-For-Profit Documentation if applicable**
  - IRS 501(c)(3) determination
  - Articles of Incorporation
  - Corporate By-Laws
  - Listing of Board Members
4. **Evidence of Financial Stability:** All Respondents shall include their most recent financial statements with the proposal response. This information will assist and the Land Bank in determining the Respondent’s financial condition. The Land Bank is seeking this information to

ensure that the respondent has the financial stability and wherewithal to assure good faith performance.

5. **Evidence of Compliance** with the “Archeology and Historic Preservation: Professional Qualification Standards” documents found in **Appendix E**.
6. **Three (3) references of related projects**, including date of project, contact person and phone number, and a brief description of the project (See **Appendix H**).
7. **Three (3) examples of work**, including an example of a Section 106 report, an example of a Property Documentation/Recordation report, and an approved MOA.
8. **Conflict of Interest Statement & Supporting Documentation** (See **Appendix I**): Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CALHOUN COUNTY LAND BANK AUTHORITY. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

### C. Main Proposal

Please provide the following information:

1. Years of experience in assisting with Section 106 process specifically where adverse effects may occur and assisting clients in consultation and implementing MOA’s with consulting parties.
2. Capacity to complete Section 106 process and mitigation plans on properties located within historic properties within a short period of time. Please provide the number of properties that have been completed within the last year, and please indicate whether they are reviews or mitigation agreements.
3. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.
4. A price for services based upon the scope of work, individually for each property listed in **Appendix F**; please note that prices will be fixed.

### QUESTIONS

Written questions must be submitted via email [kedwards@calhouncountymi.gov](mailto:kedwards@calhouncountymi.gov) by **5:00 pm Tuesday, March 13, 2011**. Written answers will be provided to all potential bidders via email by **5:00 pm Friday, March 16, 2012**.

### SELECTION PROCESS

The Selection Committee comprised of the Land Bank staff and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth herein and Michigan NSP2 Consortium objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP and can meet the capacity requirements.

## SUBMITTAL DUE DATE

Responses to this RFP are due by **3 P.M. (local time) on Tuesday, March 27, 2012**. The prevailing clock shall be [www.time.gov](http://www.time.gov)

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

**Calhoun County  
Land Bank  
Purchasing Department  
315 W. Green St.  
Marshall MI 49068  
ATTN: Leslie R. Obrig**

**LATE PROPOSALS WILL NOT BE CONSIDERED**

**CERTIFICATION FORM NOTE**

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to THE CALHOUN COUNTY LAND BANK AUTHORITY is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

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(Name of Respondent)

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(Signature of Authorized Representative)

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(Typed Name of Authorized Representative)

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(Title)

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(Date)



## RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Certification Form Note, Signed
- Certificate of Good Standing for Corporation issued by the Michigan Secretary of State; or Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or a Certificate of Good Standing or Certificate of Existence for Joint Ventures for each entity comprising the joint venture; and all documentation and certifications for Respondents “Doing Business As.”
- Evidence of Professional Accreditation with
- Evidence of Insurance
- Evidence of Financial Stability
- Three References (see **Appendix H**)
- Three examples of previous projects that must include the following:
  - A Section 106 report submitted to SHPO for a specific site
  - A complete Property Documentation/Recordation report for a specific site
  - An approved MOA
- Non Collusion Affidavit, Signed and Notarized (**Appendix I**)
- Description of Company
- Capacity to provide services in a timely fashion
- Pricing Proposal based on the services listed in **Appendix F**
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist



## APPENDIX B

### MICHIGAN STATE HISTORIC PRESERVATION OFFICE DOCUMENTATION GUIDELINES

The following guidelines provide instruction for producing permanent documentation of historic properties. Following submittal to the State Historic Preservation Office, the photos produced will be transferred to the State Archives, where they will be maintained and made available to the public for research purposes. In many cases, this documentation will constitute the only visual public record of a resource. It is therefore important that reports, drawings and photographs adequately depict the salient visual characteristics of the resource, and that they be produced using archivally stable materials and procedures.

The specifications outlined in this memorandum are intended to ensure that the material will be of high quality and remain in usable condition for many years to come. The guidelines were adapted from those used for submitting nominations to the National Register of Historic Places, as described in **National Register Bulletin 16: Guidelines for Completing National Register of Historic Places Forms**. The complete text of this and other National Register Bulletins may be found on the web at <http://www.nps.gov/history/nr/publications/>.

#### I. REPORTS - GENERAL INSTRUCTIONS

Reports should be printed on archival paper and be 8½ by 11 inches in size.

#### II. DESCRIPTIVE AND HISTORICAL NARRATIVES

The report should contain a descriptive and historical narrative about the resource(s). The descriptive overview should concisely but thoroughly describe the resource, including discussion of its site and setting; overall design and form, dimensions, structural character, materials, decorative or other details, and alterations. The historical narrative should provide an account of the resource's history and explain its significance in terms of the national register criteria (information about the criteria for listing a resource in the national register may be found on the web at [http://www.nps.gov/history/nr/publications/bulletins/nrb15/nrb15\\_2.htm](http://www.nps.gov/history/nr/publications/bulletins/nrb15/nrb15_2.htm)). Published and unpublished sources should be used as needed to document the resource's significance. For bridges and public structures, public records and newspapers should be used for information concerning the historical background and construction of the resource and to identify those involved in its design and construction. All sources of information (including author, title, publisher, date of publication, volume and page number) should be listed in a bibliography.

#### III. MAPS

Documentation for the historical narrative must include one or more maps that encompass the whole development, including:

- **USGS Map** – an original United States Geological Survey (USGS) topographical map indicating the location of the subdivision and listing its UTM coordinates.
- **Other Map(s)** - The maps must show the locations of all historic and non-historic features of districts and complexes. If more than one map is required to cover the entire district, a key map should illustrate the entire district and its boundaries.

##### **Information District Maps Must Provide**

- District or property name
- Name of community, county, and state
- Significant natural features such as lakes and rivers, with names
- All streets, railroad lines, old railroad grades, and any other transportation rights of way, labeled in bold print with their names
- Lot or property lines

- Outlines or representations for all surveyed properties
- Patterned coding of footprints or representations of all buildings to indicate whether they are contributing or non-contributing to the district's or complex's historic character and significance. The outlines or representations of contributing resources must be darkened, while they are left light for non-contributing resources.
- For districts, street addresses for all properties listed in the description's inventory section; if the properties have numbered street addresses, no other form of identification may appear on the map.
- Boundary of the property associated with the district or complex property.
- Key identifying any symbols used
- North directional arrow
- Scale bar (in case map is copied in larger or smaller format)

*Do Not: Use color coding. Photocopying in black and white will render color coding unreadable.*

### **Map Standards**

The final copies of maps must be printed on white paper meeting the national register's standards for archival stability – 20 pound acid-free paper with a two percent alkaline reserve. Tape, staples, and adhesive labels may not be used. Maps should be in 8 ½" X 11" format, if possible. Map sheets larger than 11" X 17" are not acceptable.

The district map should show both the lot lines and the outlines of the buildings. For business districts containing buildings that occupy most of their lots, the maps must show the building outlines. Outside of business districts, surveyed buildings can be shown by square boxes if maps showing building outlines are not available. Monuments and other objects may be represented by circles or dots.

### **IV. DRAWINGS - GENERAL INSTRUCTIONS**

Drawings should be drawn or printed on archival paper and folded to fit an archival folder approximately 8½ by 11 inches. Use coding, crosshatching, numbering, transparent overlays, or other standard graphic techniques to indicate the information. Do not use color because it cannot be reproduced by microfilming or photocopying. Drawings should be used to document the existing condition of the resource, the evolution of a resource, alterations to a building or complex of buildings, floor plans of interior spaces. - Site plans should have a graphic north arrow and include locations and types of trees, shrubs and planting beds. All architectural and site plans should include dimensions indicating the overall size of buildings, sizes of major interior spaces and distances between major site features. If original drawings of the resource(s) exist, add a graphic scale the drawings and reproduce them to fit on 8½ by 11 inch archival paper. Photographic reductions are permissible provided they meet the photographic requirements specified in these guidelines.

### **V. PHOTOGRAPHS - GENERAL INSTRUCTIONS**

Submit clear and descriptive photographs and negatives in acid-free envelopes. Photographs should provide a clear visual representation of the historic integrity and significant features of the resource. The number of photographs needed will vary according to the project and the nature of the resource. The article by David Ames, *A Primer on Architectural Photography and the Photo Documentation of Historic Structures* ([Vernacular Architecture Forum News](http://dSPACE.udel.edu:8080/dSPACE/bitstream/19716/2831/1/A%20primer%20on.pdf), no date) provides helpful information for photographing buildings and structures. This article is available on the web at <http://dSPACE.udel.edu:8080/dSPACE/bitstream/19716/2831/1/A%20primer%20on.pdf>.

### **GUIDELINES FOR PHOTOGRAPHIC COVERAGE**

Photography should include at least two general views of each building to be demolished, each if possible showing two sides, so that all four sides are photographed, plus at least one streetscape view looking in each direction of the part of the street in which each building is located. Thus, for each building, four to

six views, unless several buildings are in one short stretch of the same street. If there are any examples left of any of the same building form that retain a high state of integrity, photos should be taken of one sample building for each building form, two views of each together showing all four sides.

#### **Buildings, Structures and Objects**

- Submit one or more views to show the principal facades and the environment or setting in which the resource is located;
- Additions, alterations, intrusions, and dependencies should appear in the photographs;
- Include views of interiors, outbuildings, landscaping, or unusual details if the significance of the resource is entirely or in part based on them.

#### **Historic and Archaeological Sites**

- Submit one or more photographs to depict the condition of the site and any aboveground or surface features and disturbances;
- If they are relevant to the site's significance, include drawings or photographs that illustrate artifacts that have been removed from the site;
- At least one photograph should show the physical environment and configuration of the land making up the site.

#### **BASIC TECHNICAL REQUIREMENTS**

Photographs must be:

- at least 5 x 7 inches, preferably 8 x 10 inches, unmounted (do not affix the photographs to paper, cards, or any other material); photographs with borders are preferred;
- submitted in acid free envelopes; the envelopes should be labeled in pencil (see labeling instructions below).

#### **Envelope Labeling Instructions**

Neatly print the following information on the upper right corner of the envelope in soft **lead pencil**:

1. Name of the resource;
2. Street Address, township, county, and state where the resource is located;
3. Name of photographer;
4. Date of photograph;
5. Description of view indicating direction of camera;
6. Photograph number.

Do not use adhesive labels for this information.

#### **Film Photography**

- Photographs must be printed on double or medium-weight black-and-white paper having a matte, glossy, or satin finish; fiber-based papers are preferred; resin-coated papers that have been processed automatically will be accepted provided they have been properly processed and thoroughly washed; we recommend the use of a hypo-clearing or neutralizing agent, and toning in selenium or sepia to extend the useful life of the photographs;
- The negatives must be submitted with the prints. Each strip of negatives should be submitted in acid free envelopes that have the following information submitted in soft lead pencil in the upper right corner of the envelope.
  1. Name of the resource;
  2. Name of the photographer;

3. Date of photograph;
4. Negative numbers

### **Digital Photography**

#### **Camera:**

**BEST:** At Least 6 megapixel digital SLR Camera

**Acceptable:** Minimum 6 megapixel point-and-shoot digital camera

**Acceptable:** 2 – 5 megapixel SLR or point-and-shoot digital camera

**Not acceptable:**

- Camera phones
- Disposable or single-use digital cameras
- Digital cameras with fewer than 2 megapixels of resolution

#### **Image format:**

**BEST:** First generation Tag image file format (TIFF) or RAW

**Acceptable:**

- Joint Photographic Experts Group (JPEG) converted to TIFF
- JPEG must not be altered in any way prior to conversion
- After the image has been saved as a TIFF, use the guidelines outlined in the section titled “Labeling the Image.”

#### **Capturing the Image:**

**BEST:** Minimum 6 megapixels (2000 x 3000 pixel image) at 300 dpi

**Acceptable:** Minimum 2 megapixels (1200 x 1600 pixel image) at 300 dpi

#### **Printer paper and inks<sup>1</sup>:**

**BEST Inks:** Manufacturer recommended pigmented ink for photograph printing

- **Some examples:**
  - Epson UltraChrome K3
  - Kodak No. 10 Pigmented Inks
  - HP Viverra Pigment Inks
  - Epson Claria “Hi-Definition Inks”
  - Epson DuraBrite Ultra Pigmented Inks
  - HP Viverra 95 dye-based inks

**BEST Papers:** Photographic Matte Paper

**Not acceptable:**

- Regular copy or printer papers
- Glossy photographic paper papers
- Paper or ink not equivalent to the examples listed above
- Disk only, without prints

#### **The Disk:**

**BEST:** CD-R - with patented Phthalocyanine dye and 24 Karat gold reflective layer.

- Examples:

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<sup>1</sup> The list below includes products known at this time to meet the minimum documentation specifications established for the compilation of National Register nomination documents. The list is not intended to be restrictive or comprehensive, and does not constitute, and shall not be taken as, endorsement by the State Historic Preservation Office of any of the specific products or manufacturers identified.

- Delkin's Archival Gold™ (also referred to as eFilm® Archival Gold)
- MAM-A Gold™ (also know as Gold-On-Gold™)
- Verbatim UltraLife™ Gold Archival Grade CD and DVD-R

**Acceptable:** CD-R or DVD-R

**Not acceptable:** CD-RW or DVD- RW

**Labeling the Disk**

**BEST:** Labels printed directly on the disk by way of inkjet or laser printers

**Acceptable:** Labeled using CD/DVD safe markers,

- Examples:
  - Sharpies™
  - Prismacolor®

**Not acceptable:** Ammonia or solvent based markers

**VI. ADDITIONAL ITEMS**

In addition to the items described in these guidelines, the SHPO may request additional documentation, depending on the nature and significance of a particular resource.

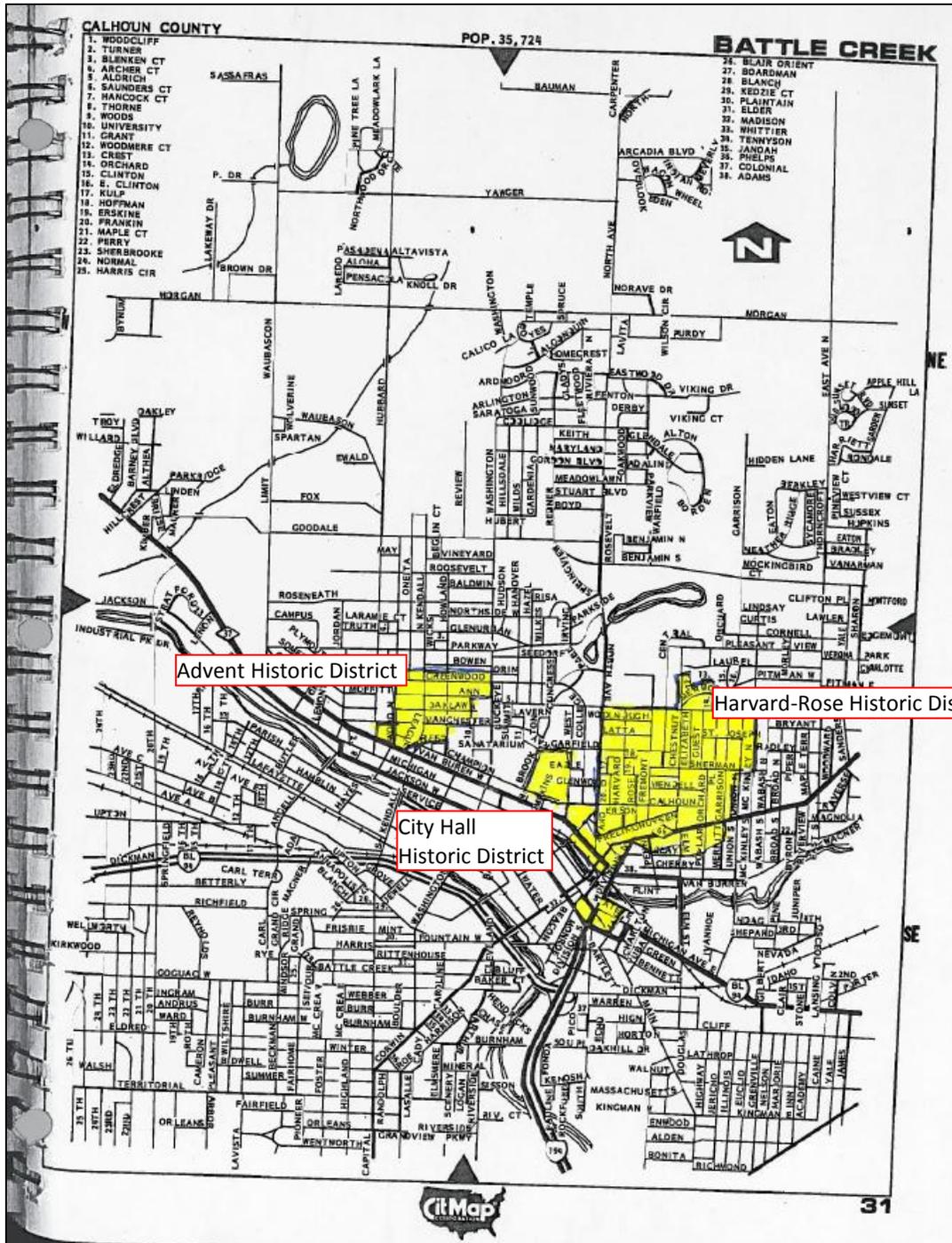
If you have any questions, please contact the Environmental Review Coordinator at 517-335-2721.

State Historic Preservation Office  
Michigan Historical Center  
702 West Kalamazoo Street  
PO Box 30740  
Lansing, MI 48909-8240

7/09

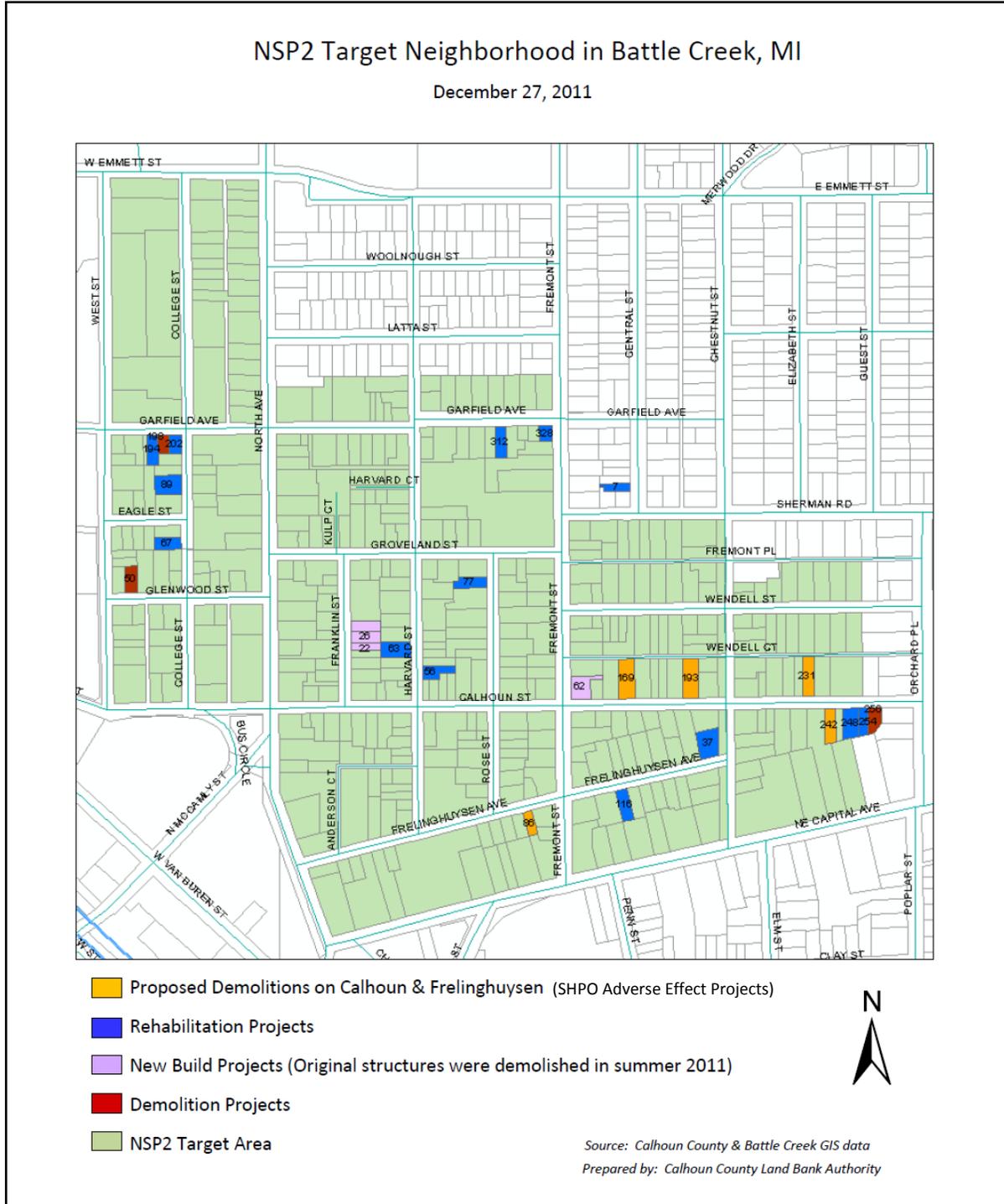
### APPENDIX C

This map was attached to the initial letter SHPO sent to the City of Battle Creek and the Calhoun County Land Bank Authority and has been annotated to show the historic districts.



**APPENDIX D**

Map of properties sent to the Advisory Council on Historic Preservation in Washington D.C., addresses include the following: 169 Calhoun Street, 193 Calhoun Street, 231/233 Calhoun Street, 242 Calhoun Street, and 86 Frelinghuysen



## APPENDIX E

### **ARCHEOLOGY AND HISTORIC PRESERVATION:** *Secretary of the Interior's Standards and Guidelines [As Amended and Annotated]*

#### **Professional Qualifications Standards**

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

##### **History**

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

##### **Archeology**

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

##### **Architectural History**

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**Architecture**

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

**Historic Architecture**

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

**APPENDIX F**

<b>Site Specific Section 106 Consultation Services</b>	
Prepare Section 106 Report for SHPO <i>Includes: photographing site, preparing an inspection report, determining whether the property is a contributing or non-contributing resource, reviewing projects against local ordinances, and other duties as required.</i>	\$ /per property
Prepare Case Study for Adverse Effect Cases for Advisory Council on Historic Preservation (ACHP)	\$ /per property
Discount for multiple properties in the same area	\$ /per property
Complete and document public outreach efforts for one (1) or more properties	\$ /per hour
Complete tribal outreach efforts for one (1) or more properties	\$ /per hour
Prepare final report to send to ACHP for one (1) or more properties	\$ /per hour
Other	
Other	

<b>Mitigation Planning Services</b>	
Attend meetings with stakeholders	\$ /per hour (should include travel time)
Prepare property documentation/recordation services	\$ /per property
Prepare Historic Preservation Plan for area	\$ /per hour
Prepare educational mitigation material or displays	\$ /per hour
Prepare Memorandum of Agreement	\$ /per hour
Other	
Other	

**APPENDIX G**

In evaluating responses to this Request for Proposal, Calhoun County Land Bank Authority will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

**D. Experience and Capacity**

The point system is to evaluate the experience and capacity of the Respondent.

1. Meet or exceed the qualifications listed in the “*Archeology & Historic Preservation: Professional Qualifications Standards*” document found in **Appendix E**.

Meeting the minimum requirements	5 Points
Exceeding the minimum requirements by two (2) to four (4) years	10 Points
Exceeding the minimum requirements by more than five (5) years	15 Points

2. Specialized experience working with NSP2, Land Banks, MSHDA, and HUD

Documented projects under the NSP1 or NSP2 guidelines	5 Points
Experience working with Land Banks	5 Points
Experience working within MSHDA and HUD guidelines	5 Points

3. Pricing Proposal

Lowest Bid Amount	60 Points
Second Lowest Bid Amount	50 Points
Each additional lowest bid amount will be reduced by 10 points	

4. Specialized experience with SHPO’s Section 106 and Property Documentation/Recordation processes

No documented experience	0 Points
Two (2) or more years working with Section 106	10 Points
Two (2) or more years working with Property Documentation/Recordation	10 Points

5. Local Preference

Principal business office location within 40 miles of Battle Creek, MI	15 Points
Principal business office location within 80 miles of Battle Creek, MI	10 Points
Principal business office location more than 80 miles from Battle Creek, MI	5 Points

6. Section 3/MDE/WBE

Respondents meeting MBE/WBE requirements	10 Points
Respondents meeting HUD Section 3 requirements	10 Points

**APPENDIX H**

List of Three (3) References

**Reference 1**

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Project(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget: \_\_\_\_\_

**Reference 2**

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Project(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget: \_\_\_\_\_

**Reference 3**

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Project(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget: \_\_\_\_\_



**APPENDIX I**

**NON-COLLUSION AFFIDAVIT**

The bidder, by its officers and authorized agents or representatives present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached bid, that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid.

COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_  
(signature)

NAME: \_\_\_\_\_  
(type or print)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

The above statements are true to the best of my knowledge, information and belief as of the date set forth herein. *Notary certification below:*



## APPENDIX J

### Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).