



5211 SCHLUTER ROAD

MONONA, WI 53716-2598
CITY HALL (608) 222-2525
FAX (608) 222-9225
<http://www.mymonona.com>

REQUEST FOR PROPOSALS
SURVEY OF HISTORICAL AND ARCHITECTURAL SITES
IN MONONA, WISCONSIN
Deadline Revised

May 25, 2018

Introduction

The City of Monona is requesting proposals for an intensive survey of historical and architectural sites in Monona, Dane County, Wisconsin. Funding for the project is from a Wisconsin Historical Society Certified Local Government Sub-Grant. Interested consultants are invited to submit proposals by June 11, 2018. Interviews and final consultant selection will be made by in July with formal contract approval to follow. The architectural survey project shall be completed by August 15, 2019.

Background

The City of Monona is a community with a population of 7,833. Monona grew quickly in the 1950s and 1960s and was almost fully built-out by the 1980s. Monona's housing stock includes over 4,000 units, of which approximately 54% are single-family detached homes. City staff is preparing data regarding the location of all homes and structures built prior to 1970 which will be available when completed and upon request.

The intent of this request for proposals is to conduct an intensive survey of as much of the city as possible with the funding that was awarded to the city by the Wisconsin Historical Society. The amount of the grant award is \$24,000.

Project Description

All procedures and products shall comply with the Architecture-History Survey Manual provided by the Wisconsin Historical Society Division of Historic Preservation and the attached Work Program.

Proposal Requirements

Please include the following information with your proposal:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company that will be responsible for the project. Include a description of the composition of the team, listing backgrounds and work experience as it relates to the project.
3. Background experience, and capabilities of your company and the project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Appropriate fees to complete the proposed scope of work.
6. Proposed timeline to complete the project.

Please submit proposals by 4:00pm on **June 18, 2018 with a dated cover letter to:**

**Monona City Hall
Attn: Sonja Kruesel
5211 Schluter Rd.
Monona, WI 53716**

Please also submit a copy of the proposal via PDF to skruesel@ci.monona.wi.us

Contact Person

Questions about the RFP or the project should be directed to Sonja Kruesel, City Planner, at sonja.kruesel@ci.monona.wi.us or (608) 222-2525.

MONONA WORK PROGRAM
Project No. WI-18-015
MEMORANDUM OF AGREEMENT
Attachment A: Work Program (As of 4/11/18)

The State Historic Preservation Office (SHPO), Wisconsin Historical Society, and the City of Monona, hereinafter called the subgrantee, agree to the following work activities and project conditions for the completion of an intensive survey and related activities in Monona, assisted with an historic preservation grant-in-aid.

1. The subgrantee shall conform to and follow all requirements and guidelines detailed in the "Architecture-History Survey Manual" and the "Subgrants Manual." found on the Wisconsin Historical Society website. The subgrantee shall inform the principal investigator of these requirements.
2. Completion Schedule. All products must be completed according to the schedule specified in this work program. Final products must be submitted to the SHPO by August 15, 2019. Non-compliance with the schedule is considered grounds for terminating the subgrant.
3. Reconnaissance Survey. The project must begin with a reconnaissance survey of the city limits, excluding properties already listed in the National Register of Historic Places, in order to document properties of architectural or historical interest and potential significance. Previously surveyed properties that have been altered, restored, or demolished will be updated. Any previously surveyed properties in the entire community without photographs will also be photographed. The survey must be conducted according to guidelines described in the "Architecture-History Survey Manual." Products of the reconnaissance survey are:
 - a. Survey maps, indicating all surveyed properties by lot lines and referenced by the map code. The survey maps must be approved by the SHPO for appropriateness of scale, etc. An original survey map must be provided to the SHPO.
4. Intensive Survey. This phase of the survey contains two basic work elements: site specific research and the preparation of the survey report. Each of these elements is described below. They are more fully discussed in the "Architecture-History Survey Manual."

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Attachment A: Work Program Page 2

- a. Site specific research. Historic research must be conducted on all properties potentially eligible for the National Register of Historic Places or within a potential National Register historic district. All findings of potentially individually eligible properties and potential historic districts must be approved by the SHPO prior to completion of the intensive survey report.

The SHPO requires that WHPD be used for the compilation of all survey data. All survey data will be entered into this program by the consultant. The consultant will be given free access to WHPD for one month in order to enter the survey findings for the City of Monona survey only. The consultant must contact the SHPO in order to set up this special one month access.

- b. Preparation of intensive survey report. The survey report must be prepared with a list of National Register of Historic Places recommendations and the following sections:
 1. Historical Overview (including early settlement and physical development through 1979)
 2. Architecture (organized according to the styles and forms listed in the survey manual)
 3. Designers, Engineers, and Builders (including biographical information and subdivided by architects, landscape architects, engineers, builders and contractors, and other designers)

If requested by SHPO, a typed draft of a report chapter must be submitted for SHPO review according to the project schedule, and not less than eight weeks from the project completion date. At least six (6) copies of the final report and an electronic version in a PDF format on a CD or flash drive must be submitted to the SHPO by the project completion date. The final report must be double-sided and spiral bound. The subgrantee must also submit one (1) unbound, double-sided copy on acid-free paper. The subgrantee will retain at least three copies of the final report and one will be deposited in a local public library.

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5. Public Education. The subgrantee will sponsor at least two meetings during the course of the project. It will be necessary for the SHPO staff to participate in both informational meetings. The first meeting, to be held near the beginning of the survey project, should introduce the project and the principal investigator to the community. The second meeting, to be held after the end of the survey, will involve SHPO staff discussing with the Monona Historic Preservation Commission how to proceed with the survey findings. At one of the meetings the SHPO will explain the National Register of Historic Places program. Additional public meetings can be held at the discretion of the subgrantee and the SHPO as necessary.

6. Acknowledgment of Federal Assistance. An acknowledgment of federal funding must be made in any publication or slide or video production resulting from this project (See Section 7 of the "Subgrants Manual.") The standard acknowledgment that must be used is stated in the manual. Press releases, speeches, and other dissemination of information by a subgrantee regarding grant-assisted projects must also acknowledge the support of the National Park Service and the Wisconsin Historical Society. Future publications, materials, or projects that result from this grant-assisted project must acknowledge the federal support.