

# **City of Cleveland Heights, Ohio**



## **Preparation of Historic Preservation Design Guidelines**

**Request for Proposals (RFP)**

RFP Issued: **Thursday, February 4, 2021**

Response Deadline: **Wednesday, February 24, 2021 at 3:00 PM EST**

CITY OF CLEVELAND HEIGHTS  
HISTORIC PRESERVATION DESIGN GUIDELINES RFP  
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# I. INTRODUCTION

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## PURPOSE

The City of Cleveland Heights, Ohio (the “City”) is accepting proposals from qualified professional planning, historic preservation, or design consultants to prepare historic preservation design guidelines. The purpose of the guidelines is to create an easy-to-use resource for owners, architects, engineers, and contractors working on historic properties; as well as general guidelines that could apply City-wide. It will ensure high standards for rehabilitation of existing and future Landmarks and Historic Districts. The Landmark Commission, the Architectural Board of Review (“ABR”), and City staff will use the guidelines as a basis for review of exterior changes to historic structures in the Cleveland Heights and help guide review of other structures as well. This Request for Proposals (“RFP”) describes the project, the anticipated consultant responsibilities, the consultant selection process, and the minimum information that must be included in the proposal.

## BACKGROUND

Cleveland Heights is located in the eastern part of Cuyahoga County among the First Ring suburbs. The Village has a total land area of approximately 8 square miles and is home to approximately 46,000 diverse residents. The City was developed at the beginning of the 20<sup>th</sup> century and contains many historic buildings, including 13 National Register Historic Districts, 12 individual National Register-listed properties, and 55 local landmarks. Most of the construction occurred in the 1910s and 1920s with an eclectic mix of architectural styles reflected in the houses, apartments, and commercial districts spread throughout the City. The conditions of the structures vary, but for the most part the City retains the character established in the early 1920s. Residents enjoy the tree-lined streets, numerous sidewalks, historic architecture, and neighborhood commercial districts with a mix of retail, restaurants and offices. This year, the City is celebrating its 100<sup>th</sup> anniversary. Aligning with this important event, the City was recently designated a Certified Local Government (“CLG”) in 2019 and is committed to supporting historic preservation in balance with other economic development and environmental activities. This designation as a CLG is indicative of the interest and involvement in historic preservation and is evidenced by a robust design review process with the ABR and Landmark Commission. Both bodies seek to have a defined path of review that can be applied throughout the City. In 2020, the City was able to secure an Ohio History Connection grant to produce the Design Guidelines.

## PROJECT OBJECTIVES AND CONSULTANT RESPONSIBILITIES

**Objective:** The main objective of the project is to prepare historic preservation design guidelines that are user friendly, practical, while reflecting the Secretary of the Interior’s Standards for Rehabilitation. Such design guidelines, however, can only come about through robust engagement with the key stakeholders (i.e., the Landmark Commission and ABR) and public.

**Consultant Responsibilities:** The selected consultant is anticipated to have the following responsibilities:

1. The overall management and preparation of the Historic Preservation Design Guideline
2. An evaluation of the historic character and common architectural characteristics in the City
3. Significant collaboration and engagement with the Landmark Commission and ABR, including three (3) joint workshops with those bodies and City staff
4. Conducting of two (2) public meetings, one to receive input and a second to review the results
5. Creation of deliverable products

## II. SCOPE OF WORK AND DELIVERABLES

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### SCOPE OF WORK

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The scope of work shall include, but is not limited to the following tasks:

#### **Task 1: Kick-Off Meeting**

- Meet with City staff to discuss the scope of the project and to assess the available documentary materials (for example the Landmark Commission had previously worked with the Department of Planning to document the types of design review that was occurring in Cleveland Heights and initial thoughts on what should be included in any design guidelines)

#### **Task 2: Background Data Collection**

- Review available documentary materials
- Research Cleveland Heights history and architecture
- Review the City's 2017 Master Plan
- Review previous ABR and Landmark Commission meeting minutes
- Review design review process

#### **Task 3: Stakeholder & Community Engagement**

- Collaborate closely with the Landmark Commission and ABR by holding three (3) joint workshops – 1) at the beginning of the project after Task 1 to understand their experiences in design review, previous efforts, and project needs; 2) after the Preliminary Draft is completed in Task 3, but prior to SHPO review to discuss the Preliminary Draft; and 3) after revisions are made, but prior to transmittal to SHPO for approval. It will be in these discussions that a determination will be made if the design guidelines should be adopted, and, if so, by whom.
- Hold two (2) public meetings – 1) after the Preliminary Draft is transmitted to SHPO to discuss the Preliminary Draft; and 2) after revisions are made, but prior to transmittal to SHPO for approval
- The responding party should indicate in its proposal its plan for engagement and specifically how it proposes to hold meetings – virtually, in-person, or both

#### **Task 4: Preparation of Draft Historic Preservation Design Guidelines**

- Utilizing the data collected in Task 2 and the input provided in Task 3, the consultant will prepare a Preliminary Draft Historic Preservation Design Guidelines consisting of the elements listed below in "Project Deliverables"
- The Preliminary Draft will be transmitted and reviewed by SHPO
- *Deliverable:* Preliminary Draft Historic Preservation Design Guidelines

#### **Task 5: Final Historic Preservation Design Guidelines**

- The consultant will revise the Preliminary Draft Design Guidelines, as necessary, to reflect those comments received by the public, key stakeholders, and SHPO
- The consultant will finalize the Design Guidelines and make it publish-ready

- The consultant will transmit the Final Historic Preservation Design Guidelines to SHPO for approval
- The City may choose to adopt the Design Guidelines, based upon the decision-making in Task 3
- *Deliverable:* Final Historic Preservation Design Guidelines

## PROJECT DELIVERABLES

Based on the scope of work described above, the Consultant will deliver to the City Historic Preservation Design Guidelines that include the following:

1. Table of Contents
2. Introduction
  - a. Certified Local Government Designation
  - b. Historic Preservation Purpose & Philosophy; Approaches to Preservation
  - c. Landmark Commission / Architectural Board of Review
  - d. What Does & Does Not Require Design Review
  - e. Description of Design Application & Review Process
  - f. Community Engagement
3. History, Landmarks & Architectural Styles
  - a. History of Cleveland Heights
  - b. Landmarks, Landmark Districts & Landmark Designation
  - c. Architecture Styles & Types
4. General Citywide Design Guidelines
  - a. Address windows, foundations, masonry and natural stone, wood siding and trim, metals, structural systems, spaces, mechanical systems, roofs/gutters/downspouts, rain barrels, solar panels, accessibility, energy, health and safety considerations, and conditions for demolition
  - b. Provide specific examples of how to address storefronts, doors and entrance features, upper facades and parapets, awnings and canopies, signage, paint color, streetscapes, additions and new buildings for commercial neighborhoods
5. Historic Properties/Landmarks/Districts Design Guidelines
  - a. Character, Significance & Integrity
  - b. Site Design
  - c. Alterations
  - d. Additions to Historic Buildings
  - e. New Construction & Infill
  - f. Accessory Buildings & Parking/Garages
  - g. Signage
  - h. Enhancements (Landscaping & Lighting)
  - i. ADA Compliance
  - j. Demolition, Mothballing & Relocation
  - k. Maintenance & Repair
6. Bibliography, Resources & Appendices
  - a. Bibliography
  - b. Resources
  - c. Appendices
    - i. List/Map of Historic Districts/Properties Listed on the National Register/Local Landmarks

- ii. Secretary of the Interior's Standards for Rehabilitation
- iii. Architectural Definitions
- iv. Frequently Asked Questions ("FAQ")
- v. Application and Instructions
- vi. Community Engagement Documentation

#### **REQUIRED FORMS AND COPIES**

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The selected consultant will deliver materials in the following quantities and formats:

- Three (3) color copies and one (1) electronic copy of the final Historic Preservation Design Guidelines; and
- One (1) storage device containing all images and drawings developed in the preparation of the Design Guidelines

### III. PROJECT SCHEDULE AND BUDGET

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As noted earlier in this RFP, the project is partially-granted funded. Therefore, there are specific requirements and deadlines associated with the grant.

#### PROJECT SCHEDULE

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The following are significant schedule checkpoints of the project based upon the grant requirements:

<b>Project Checkpoint</b>	<b>Completion</b>
RFP & Contract Process with Consultant	3/15/2021
Kick-Off Meeting with Consultant and Joint Meeting #1 with Key Stakeholders	3/29/2021
Historical Research and Preparation of Preliminary Draft	5/17/2021
Joint Meeting #2 with Key Stakeholders on Preliminary Draft	5/17/2021
Send Preliminary Draft to SHPO for Review	6/21/2021
Public Meeting #1 to Present Draft	6/28/2021
Complete any Revision & Send to SHPO for Review	8/2/2021
Joint Meeting #3 with Key Stakeholders on Final Draft	8/9/2021
Public Meeting #2 to Present Final Draft	8/16/2021
Complete any Last Revisions & Send to SHPO for Approval	9/6/2021
Print, Distribute, Post on Website & Possible Adoption	9/30/2021

#### PROJECT BUDGET

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The budget for the project is \$37,483 (\$25,000 grant and \$12,423 local match). The consultant will be expected to complete the project and its tasks within this budget.

## IV. SUBMITTAL REQUIREMENTS

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All proposals submitted for consideration shall include, but not be limited to, the following components. Note, if a responding party consist of more than one (1) company or firm, please provide the requested qualifications for all companies.

1. **Cover Page:** Submit RFP cover page on letterhead stationery, signed by a duly authorized officer, employee, or agent of the responding party submitting the proposal that must include a statement that the proposal is submitted in response to the “*City of Cleveland Heights RFP for Historic Preservation Design Guidelines*”. The cover page should contain the name, address and contact information, including email, of the main contact for the proposal.
2. **Capacity and Team Structure:** State whether the responding party can provide all of the services listed in ***Section II, Scope of Work and Deliverables***. If the responding party is utilizing a team approach, state all members of the consultant team, and the roles of each team member.
3. **Statement of Qualifications:** Responding parties should include in their proposal with a Statement of Qualifications that includes the information below:
  - a) General description of the responding party or team, including size and length of time in business;
  - b) A summary of the responding party’s or team’s background and specific experience on similar projects;
  - c) Detailed list of completed pertinent design guideline projects within the context of a similar city; and
  - d) Any qualifications not previously described that make the responding party or team unique.
4. **Personnel:** List key personnel and the anticipated roles which said personnel are expected to play on this project. Resumes for key personnel should be provided and include work location, education and licenses or certifications.
5. **References:** Provide three (3) references from other clients, especially public agencies, with whom the responding party or team now or has worked and has established a contract on a project of this nature, of same or similar size as that called for by this RFP. Provide the name of the agency, contact name, address, telephone number, project name, and dates the services were provided.
6. **Proposed Work Plan, Schedule, and Fee/Costs:** The proposal should include the anticipated schedule for activities to be performed hereunder, including a proposed work plan for services to be provided. This schedule/work plan should include each task as outlined in ***Section II, Scope of Work and Deliverables***, reflecting the timeframe for each task and the total completion time reflected in ***Section III. Project Schedule and Budget***. Moreover, the proposed work plan should include (i) a budget broken down by task and expenses for each described item, and (ii) a statement as to who will be working on each item of the work plan. Further, with each stated item/task, the responding party should indicate the anticipated number of hours and cost (in dollars) necessary to complete it. The schedule should also include provisions for City staff review, revision of draft deliverables, and preparation of the final documents. Finally, the responding party’s overall fee and costs should be summarized.

7. **Minority, Women-Owned, and Veteran-Friendly Business Enterprises (MBE/WBE/VBE) Inclusion; Prevailing Wage and Local Hiring:** The City strongly encourages the participation of Minority, Women-Owned, and Veteran-Friendly Business Enterprises, as well as the use of commercially reasonable efforts to ensure that those employed on the project are local and paid at a prevailing wage rate to an extent reasonably practicable.

## IV. EVALUATION CRITERIA

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Each responding party will be evaluated based on the information submitted, on follow-up interviews (if any), and on information gathered upon investigation into the responding party's integrity, reputation, and past performance. All proposals deemed acceptable by the City will be rated based upon the following criteria:

Completeness and quality of proposal
Experience and Qualifications
<i>Demonstrated success in preparation of design guidelines</i>
<i>Experience with the City and knowledge of local history</i>
<i>Strength of references and qualifications of key personnel</i>
Proposed Scope of Services
<i>Project Understanding and Conceptual Approach</i>
<i>Proposed Work Plan</i>
<i>Proposed Schedule</i>
Proposed Cost

## V. ADMINISTRATIVE INFORMATION; ADDITIONAL SUBMITTAL REQUIREMENTS

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- 1. Issue Date:** The issue date of this RFP is **February 4, 2021**.
- 2. Questions and Responses:** Questions and inquiries will be accepted by the Village, but must be submitted **via email** to Eric Zamft, Director of Planning at [ezamft@clvhts.com](mailto:ezamft@clvhts.com). The closing date for submitting written questions is **February 12, 2021**. A summary of all substantive questions and answers will be distributed via email to all responding parties by **February 15, 2021**.
- 3. Closing Date for Proposals:** To be eligible for consideration, all responding parties must submit:

**TEN (10) COPIES AND ONE (1) ELECTRONIC VERSION OF THE PROPOSAL IN A SEALED PACKAGE AND RECEIVED BY THE CITY NO LATER THAN FEBRUARY 24, 2021 AT 3:00 PM.**

Responding parties who submit their proposals by mail or delivery service should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above. There will be no exceptions granted.

- 4. Where to Submit Proposals:** All proposals, whether mailed or hand delivered (to the dropbox outside of City Hall), must be delivered to:

City of Cleveland Heights  
Department of Planning  
Attn: Eric Zamft, AICP  
40 Severance Circle  
Cleveland Heights, OH 44118

The electronic version of the proposal must also be emailed to [ezamft@clvhts.com](mailto:ezamft@clvhts.com).

Both the hard and electronic copies should indicate that the proposal is in response to the "*City of Cleveland Heights RFP for Historic Preservation Design Guidelines*".

- 5. Interviews:** Certain responding parties may be invited to present their proposal at a follow-up interview.
- 6. Addenda and Supplements to Proposal:** In the event certain responding parties are invited to present their proposals at a follow-up interview, said responding party will have the opportunity to further respond to any questions asked and to clarify any points made at the interview by submitting a written addenda and supplement to their proposal.
- 7. Expenses Incurred by Responding Consultant:** The City will NOT be responsible for any cost or losses incurred by any responding parties at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.
- 8. Rights Reserved by the Village:** The City of Cleveland Heights reserves the right to determine appropriateness and merit of all submissions. Issuance of this RFP does not obligate the City to enter into negotiations with any responding party. All information provided by responding parties and written correspondence will be considered public records.