



THE CITY OF ERIE

JOSEPH V. SCHEMBER, MAYOR

CITY OF ERIE
DEPARTMENT OF PLANNING AND NEIGHBORHOOD RESOURCES

REQUEST FOR PROPOSALS (RFP)

Citywide Historic Resource Survey

Bid No. 6534-2024

DUE:

May 23, 2024

BY 3:00 P.M. (EST)

Email PDF Submission to:

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Preservation Planner

City of Erie

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REQUEST FOR PROPOSALS (RFP)

The City of Erie, Pennsylvania is seeking requests for proposals from qualified consultants for the following:

Section 1: Purpose

The City of Erie is interested in contracting with an experienced historic preservation consultant who satisfies the Secretary of the Interior's (SOI) Professional Qualification Standards <https://www.nps.gov/articles/sec-standards-prof-quals.htm> to work with the City, the Historic Review Commission, and the Pennsylvania State Historic Preservation Office (PASHPO) to conduct a citywide historic resource survey of the city in its entirety or as much as the funding will allow. The city has approximately **36,000** parcels with many of the properties in the city surveyed and documented through previous efforts. The goals of this project are as follows:

- 1) **Identify important historic and cultural resources** in the City that will assist in the development of management policies for their appropriate use, conservation, preservation and protection that are consistent with the goals of the city's recently completed Historic Preservation Plan;
- 2) **Identify historic resources and structures missing from the existing inventory**—such as properties that have reached the 50-year mark since the last survey was completed by Preservation Erie (see Appendix A);
- 3) **Identify significant cultural resources related to Erie's diverse heritage**—such as cultural, built, or land-based resources that have been traditionally overlooked, or that are of importance to underrepresented groups, such as immigrants, African Americans, women, laborers, etc.;
- 4) **Use community outreach as a way to uncover cultural heritage and history** of the city's neighborhood **and promote and educate the public on the importance of historic preservation**

The project will be financed through a series of funding sources including (2) two grants received from the Keystone Historic Preservation Grant Program from the Pennsylvania Historical & Museum Commission, (1) one grant from the Certified Local Government Program, as well as matching funds from the City of Erie's General fund.

Section 2: Project Description and Background

The City of Erie (City) solicits responses to this Request for Proposals (RFP) in order to select a qualified consultant to produce a comprehensive historic resource survey for the City. In 2021 the City amended their zoning ordinance to include Historic Overlay

Districts and Landmarks and established a Historic Review Commission (HRC). In May 2021 the City was designated as a Certified Local Government (CLG) by the National Park Service. The City and the HRC immediately undertook the development of the City's first Historic Preservation Plan (HPP). The HPP was created and recently adopted by the City in April 2024.

A link to the HPP is provided along with the other plans noted above, within the Appendix. The city-wide survey is a main priority central to the implementation of the Historic Preservation Plan. A survey map identifying priority areas of the city is attached as a reference and to help inform any suggested modifications by consultants to the Scope of Work or timeline.

City and County agencies have undertaken various surveys of historic places over the past few decades. The most extensive work was completed by Preservation Erie. They conducted a reconnaissance-level survey that included two phases: a survey of the cities of Erie and Corry in Phase I and a survey of the remaining county in Phase II. The purpose of the survey was to identify, document, and evaluate properties constructed before 1940.

That survey did not examine landmarks such as bridges, structures, objects, or known archaeological sites; Significant, cultural resources related to Erie's overlooked places and groups were not necessarily within the scope of past survey work completed. It is anticipated that significant, cultural resources as well as landmarks shall be included, in addition to structures, within this survey. Additionally the survey shall expand upon as well as validate prior survey work completed (from Preservation Erie, 2014).

In total, the survey documented 31,471 properties in Erie County municipalities. The survey included individual properties and historic districts listed in the National Register of Historic Places. Within the City of Erie, the survey identified 51 properties and four historic districts as potentially eligible for listing in the National Register. The survey information is available to the public on a website hosted by Preservation Erie [Erie's Historic Buildings \(eriebuildings.info\)](http://eriebuildings.info).

Previous preservation efforts resulted in several individual property listings in the National Register of Historic Places. In all, Erie's National Register landmarks and districts encompass 194 properties ranging from Italianate commercial buildings to single-family Queen Anne homes. However, National Register landmarks and districts are not the only valued places in Erie. While many buildings and places are of special interest and importance among Erie residents and stakeholders, many face challenges to their long-term stewardship.

Many properties have diminished integrity due to façade alterations. Others face demolition due to extensive deterioration or abandonment. And, in the background, is the larger macro issue of ongoing population loss in Erie, which lowers property values and the demand for housing and commercial spaces throughout the city.

Going forward, a key purpose of this Survey is to identify buildings and places of historic, architectural, and cultural significance that merit future preservation, whether they are National Register-listed or designated as future City of Erie Landmarks or contributing resources to an Erie Historic District. Future survey and documentation efforts will identify and recognize others that may be eligible for formal designation and protection from the Historic Review Commission.

The chosen consultant will include a single firm that has proven and necessary experience and knowledge to achieve the scope of work described in this RFP. The chosen consultant will demonstrate their expertise and experience in all areas of historic preservation surveys of a similar size city.

Section 3 Schedule and Budget

- 1) It is anticipated that the survey in its entirety will be completed within **12 to 14 months of Notice to Proceed** from the City. Note: both the Public Engagement and Communications Strategy Tasks (Phase I) & Scope items for Phase II-A, must be completed by September 30, 2024 to meet grant requirements.
- 2) Project budget shall not exceed **\$112,500**. \$100,000 is dedicated for survey work and documentation, and, \$12,500 will be used for public engagement, promotion and communications tasks.

The budget includes two (2) \$25,000 Keystone Historic Preservation Planning Grants from the Pennsylvania Historical and Museum Commission (SHPO) and one (1) Certified Local Government Project Grant from the National Parks Service of \$12,500. Proposals should clearly set forth in detail all expenses for which reimbursement is expected. Consultant proposals should factor in extra/unforeseen meetings that may arise throughout the process. The proposal must provide a guarantee that no additional fees will be charged to the City of Erie without prior written consent by the City.

- 3) The City is open to recommended changes to the scope to better accommodate the budget for the project and encourages consultants to suggest modifications to the scope that will assist in achieving the goals and purpose of the project.

FIGURE 5.1: CITYWIDE HISTORIC AND ARCHITECTURAL RESOURCES SURVEY; PRIORITY SURVEY PHASES

LEGEND

- ELIGIBLE HISTORIC DISTRICTS
- EXISTING HISTORIC DISTRICTS

ELIGIBLE HISTORIC DISTRICTS

- A. ADAMSTOWN SUBDIVISION
- B. EAST 12TH STREET
- C. FRONTIER PLACE
- D. GLENWOOD HILLS
- E. LAKESIDE CEMETERY
- F. LAKESIDE SUBDIVISION
- G. LOWER STATE STREET

PRIORITY SURVEY PHASES

PHASE 1: DOWNTOWN, EAST BAYFRONT, WEST BAYFRONT

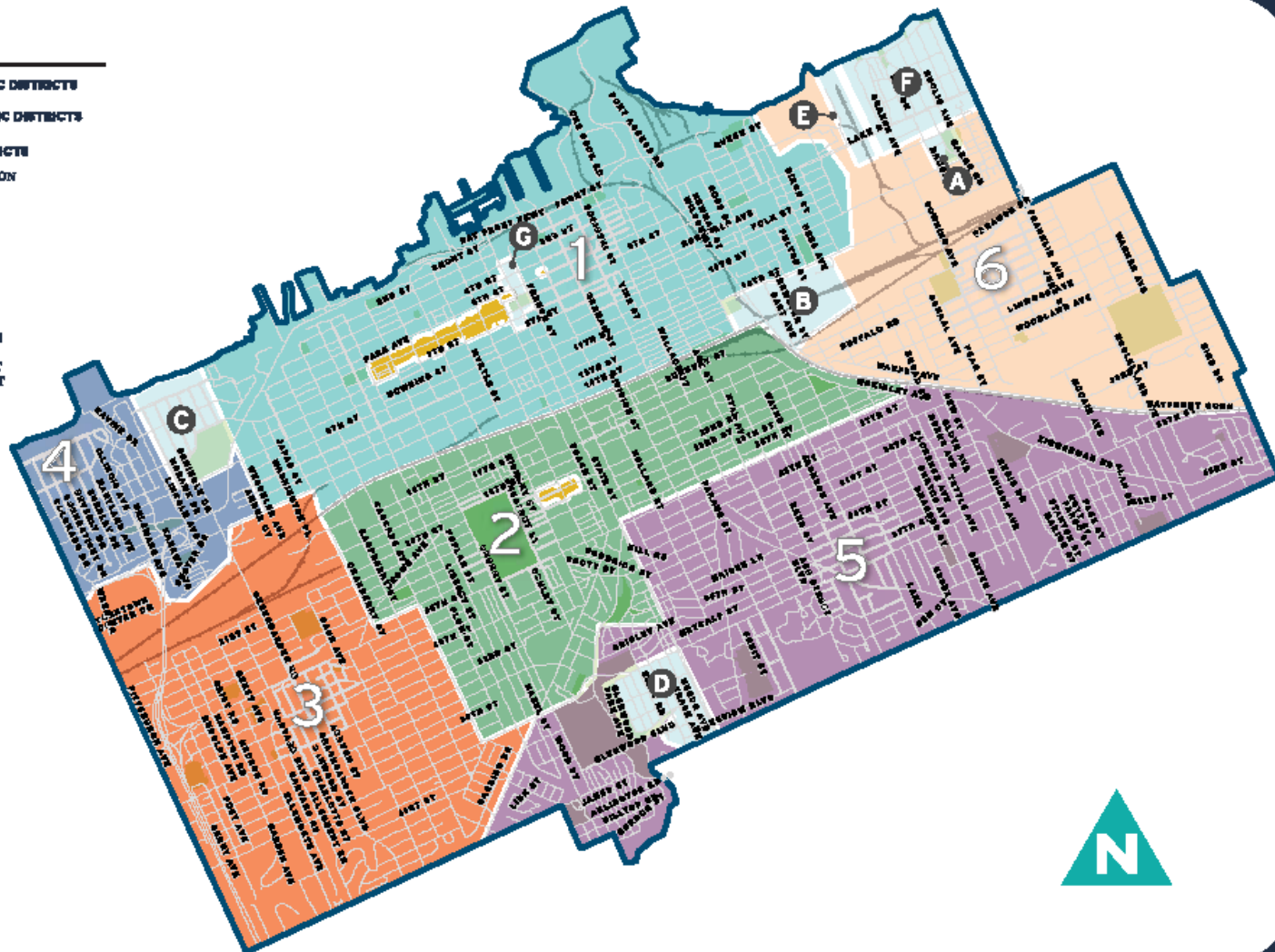
PHASE 2: TRINITY PARK, LITTLE ITALY, ARBOR HEIGHTS

PHASE 3: GREENGARDEN

PHASE 4: FRONTIER PARK

PHASE 5: GLENWOOD, ACADEMY-MARVINTOWN, MERCURY, EAST GRANDVIEW

PHASE 6: LAKESIDE, FAIRMOUNT-MCCLELLAND



Section 4: Scope of Work

Phase I

4.1 Public Engagement and Communications Strategy (due by 9/30/24)

The City and HRC are looking for consultant firms who will continue to promote the work of preservation by promoting the efforts of the HRC, and specifically this survey project to the community. As part of the project, the city is anticipating a promotion and marketing strategy to help publicize and inform the community at large of the survey project. An online, crowdsourcing application should be used to help stakeholders identify areas of importance to them. Alongside the use of a crowdsourcing app, a published website aligned with project phases shall reflect overall project goals. To this end, the city has earmarked the funds from the CLG grant of \$12,500 be utilized for public engagement, survey promotion and crowdsourcing-based mapping.

It is anticipated that the public engagement sessions will lead to the uncovering of other topics, sites, or items. As a way to embrace what will be shared from the public during these sessions it is our hope that advanced phases or stages of the project will offer opportunities such as linking stories and narratives with place. The city welcomes ideas from the consultant team as to how and in what ways the physical mapping which upholds the resource survey meets with the public's desire for input and the sharing of places, spaces, and stories.

Through this, we will attain a current understanding of the diverse cultural, built, and land-based resources linking the past with the present in our city. Creativity and innovative approaches will be a priority for this project and proposals shall include the consultant's approach to such engagement within the task budget. This task is noted as a separate phase since it will need to be invoiced as one complete phase to meet the CLG funding requirements. Phase I, will need to be completed, no later than September 30, 2024. **Other tasks for survey work and background research may be done concurrently *but* shall be invoiced separately as either Phase II-A or II-B.**

Phase II-A and Phase II-B Components

Phase II-A of the Citywide Historic Survey shall include mapped neighborhoods 1-3 of the City of Erie: Downtown, East Bayfront, West Bayfront, Trinity Park, Little Italy, Arbor Heights, and Green Garden (See Figure 5.1 enlisted on page 5). *Phase II-A items below are due by 9/30/24.*

II-B of the Citywide Historic Survey shall include mapped neighborhoods 4-6 of the City of Erie: Frontier Park, Glenwood, Academy-Marvintown, Mercyhurst, East Grandview, Lakeside, Fairmount-McClelland (See Figure 5.1 enlisted on page 5). *Phase II-A items below are due by 9/30/25.*

4.2 Background Research (applicable to both II-A & II-B)

Prior to initiating fieldwork, background research will be conducted to gain an overall understanding of development patterns and define relevant historic and architectural contexts. This will include a review of relevant documentation (local histories, historic mapping, newspaper clippings, etc.) in repositories including but not limited to the files available from the Erie County Historical Society/Hagen History Center and Preservation Erie. Sanborn Fire Insurance Maps (available through Penn State) and other historic mapping will be reviewed and collected for inclusion in the survey documentation. Existing National Register of Historic Places Section 8 narratives will be reviewed.

4.3 Developmental History (applicable to both II-A & II-B)

A brief written account of how each neighborhood developed and how it reflects distinctive aspects of Erie's history will be developed. This history will address growth spurts or declines, roadway networks, years of substantial construction, important local industries and institutions, immigration patterns, and other important trends or events. Dates or date ranges significant to the community (economically, socially, peak population, etc.) will be provided. The purpose of the developmental history is to provide a foundation for understanding the potential historic significance of the community's-built environment. The developmental history will be included in the PA-SHARE Surveyor field documentation forms for each neighborhood (see below). The developmental history narratives will be included in the final report.

4.4 Survey (applicable to both II-A & II-B)

This survey effort will collect identification (minimum record) level documentation for the resources within the scope of the project. This documentation will be submitted through PA-SHARE Surveyor Manager and the optional use the PA-SHARE Surveyor field documentation forms through the Survey123 mobile application.

This survey effort will also collect general descriptive information and specific locational information for any potential historic districts found within the scope of the project.

Survey methodology will reflect identification level documentation (minimum record level documentation) standards for the Pennsylvania State Historic Preservation Office's PA-SHARE system. The data that comprises PA-SHARE identification (minimum record) level documentation for Above Ground resource types and Districts can be found on the PHMC's website for Above Ground Surveys ([PA Above Ground Survey \(PAGS\)](#)).

Survey Methodology: Surveyor Manager

The survey project will include submission of documentation to the PA SHPO through the Surveyor Manager web interface. Workflow in advance of submission through Surveyor Manager is at the discretion of the project team, but the PA-SHARE Surveyor field documentation forms through the Survey123 mobile application will be available for use for the project. Offline base maps in the Survey123 mobile app for the project area will be available upon request.

The Surveyor suite of tools shall be prepopulated with the tax parcel boundaries for each resource within the scope of the project. At least minimum identifying information for each parcel/resource will be prepopulated in the Surveyor suite of tools and associated with each parcel. For a list of fields that can be prepopulated on each resource record in Surveyor, please see the PAGS website listed above.

Survey Methodology: Photography

Survey methodology shall include the required photographs for identification (minimum record) level documentation for PA-SHARE. Identification level documentation requires one photograph from the public ROW depicting the resource as clearly as possible. Additional photos showing secondary and tertiary elevations, details, and outbuildings are appreciated but not required at the minimum record level. District documentation at the identification level shall include photography of representative streetscapes, architecturally notable buildings and significant public (governmental, institutional, industrial, and commercial) buildings throughout the district. Photographs will convey current condition, typical appearances, and any significant features of the district. Streetscapes will include typical building types and streetscapes and those that may be unique or especially notable.

Digital color photographs will be submitted to the SHPO through Surveyor Manager.

The National Park Service’s “National Register of Historic Places and National Historic Landmarks Program Consolidated and Updated Photograph Policy 2024” (<https://www.nps.gov/subjects/nationalregister/upload/NR-NHL-photo-policy-2024-01-02.pdf>) can be referenced for guidance.

Survey Methodology: Potential National Register Eligible Resources

As part of the survey, notable resources potentially individually eligible for the National Register will be identified through the completion of the Recorder Recommendation field in Surveyor Manager and included in a table in the final report submission. It is anticipated these resources may be those with architectural significance or significant public buildings or locally significant buildings that retain integrity.

If the survey area appears to meet one or more of the National Register criteria for significance and retains integrity as defined by the National Register, a statement of significance will be prepared. The significance statement will address important local industries, immigration patterns, or other important trends or events as described in the developmental history. The statement of significance will identify relevant National Register Criteria for historic significance.

If the survey area retains integrity and significance, a proposed boundary and period of significance will be provided.

Land Use and Building Condition

As part of the survey, the City would like the consultant to create a survey that also captures the current condition of each structure and the use of all buildings, as can be determined through a visual survey of the structure. The city has created a building conditions survey that it has used to identify properties in the early stages of decline and will share that survey with the consultant to be used as part of this effort.

Mapping

The map boundaries for each resource shall be submitted to the SHPO via Surveyor Manager. Boundaries can be prepopulated using the tax parcel data from within the project's scope.

A comparison of Sanborn and other historic mapping to existing conditions can be incorporated as a deliverable to show how the community has changed and ways it has remained the same.

All survey information shall be entered into Surveyor Manager.

Complete any PA-SHARE above ground survey form information/forms pertinent to each surveyed resource throughout City.

Additionally, landmarks such as but not limited to bridges, monuments, barns, silos, archways, and similar should be documented and included in the survey.

4.5 Deliverables

The following deliverables are anticipated by phase:

Ongoing

1. Monthly phone conferences with the HRC at their regular meetings and SHPO staff to review project status. A minimum of (2) two monthly phone conferences or phone calls with City staff for the duration of the project.

2. Publish, share, and regularly update project website content. During Phase I, post and manage a crowdsourcing application specific to public engagement.

Phase I

3. One kick off meeting with the HRC, the City, and SHPO/CLG staff to review the scope of work, project schedule, and address any questions.
4. One meeting with City Preservation Planner and the SHPO's PA Above Ground Survey Coordinator for PA SHARE Surveyor tool training.
5. Public Engagement Process and Public Engagement Process Communications Report and all data collected from the engagement process.

Phases II-A & II-B

6. Identification (minimum record) level documentation for all historical resources within the project scope.
7. Input all required surveyed resource information including photographs of each surveyed resource into PA SHARE Surveyor tool/PA SHARE. Complete any PA-SHARE above ground survey form information/forms pertinent to each surveyed resource throughout City.
8. Draft and Final Copy Historic Resources Survey Reports, to include the survey's purpose and methodology, a general historic context and neighborhood developmental histories, survey results, and survey recommendations. Survey results should discuss analysis, implications and recommendations for local and federal historical designation and other appropriate preservation methods. This survey and report must be in conformance with U.S. Secretary of the Interior's Guidelines for Identification and with PA SHPO guidelines for Pennsylvania Above Ground Surveys (PAGS).
9. An Inventory Table must be provided for all surveyed resources in the survey areas. This should include basic information about each resource: image, address, historic and current name, historic and current function, construction date, existing designations, National Register of Historic Places eligibility, and Priority rating at a minimum.
10. Photo Documentation for all surveyed resources must be provided. See above for photography requirements.

11. Detailed Maps must identify the location of all surveyed resources with their site numbers. The city will provide GIS base layers for this project, as needed.

Section 5: Contract

The selected consultant will be required to execute a contract with the City of Erie. The City of Erie will have the right to terminate the contract at any time, with or without cause, upon (30) thirty days written notice. The contract period for the services contemplated by this Request for Proposals will commence upon awarding of the contract.

Section 6: Project Management and Organization

The City of Erie staff coordinator for the project will be the Preservation Planner. Other city staff will assist the consultant with coordination of meetings. The consultant will prepare a work plan, including a refined scope of work, timeline and budget. Additionally, ongoing coordination with the City of Erie Planning Department and Preservation Planner shall occur regularly throughout the process.

Section 7: Proposal Submittal.

Proposals should include:

1. A brief overview of company, location of office(s), and lead staff.
2. Description of the firm's experience in historic preservation and ability to meet schedule.
3. Detail as to which staff will be assigned to this project and in what capacity, including qualifications. Consultants must meet the appropriate SOI Professional Qualification Standards. https://www.nps.gov/history/local-law/arch_stnds_9.htm
4. Name, address and telephone number of three project references for similar work completed. Also, a brief description of each project scope including size and nature of work. Links to project sites may be included.
5. Proposed methodology and detailed discussion of the firm's approach to accomplish the tasks required in the scope of work. Include the organization and management plan for the project. If consultant plans to use subcontractors, explain their roles in carrying out the project.
6. Suggestions to enhance and/or amend the scope of work and additional details of the approach and methods to carry out the project. The City is open to suggested modifications from the consultant to scope and timeline. Please address any

recommendations to modify the scope, size of survey or timeline in separate section title Modifications.

7. Work schedule estimating time frames to complete the project, organized by milestone and/or activities. A Gantt chart specific to this project’s time frames and phased activities should be included with the submission package.
8. Not-to-exceed cost proposals, including all personnel and benefit costs, travel expenses, printing costs, and all other costs associated with the work.

The proposal shall be submitted in one (1) digital PDF file submission package. The proposal must be received no later than **3:00 p.m. Wednesday, May 23, 2024**. Questions should be directed to Heather Olson via email: holson@erie.pa.us.

Section 8: Selection Criteria

Below is a list of attributes the City of Erie will consider in selecting a consultant:

| | |
|---|-------------------|
| Qualifications, familiarity, and experience of the firm and proposed team members | 35 |
| Demonstrates an understanding of the opportunities, challenges, and priorities for the City | 20 |
| Understanding of the overall project and completeness of the proposal | 10 |
| Approach, methodology, services, capacity to complete the work, creativity, problem-solving, estimated time line with Gantt chart, and specialized experience necessary for the project | 20 |
| Cost of services proposed, average hourly labor costs, and identified cost control measures | 10 |
| Commitment to a planning process that relates to Erie’s cultural heritage and places that have been traditionally overlooked, places of importance to underrepresented groups, etc. | 5 |
| Maximum Total Points Available: | 100 Points |

Section 9: Changes to Request for Proposals

Any changes, additions, or deletions to this Request for Proposals will also be posted to the City of Erie’s website, <https://cityof.erie.pa.us/historic-review-commission/>, along with the electronic version of this Request for Proposals. Respondents are urged to check the City’s website frequently for notices of any clarification of or changes, additions, deletions to this Request for Proposals.

Section 10: Modification and Withdrawal of Proposals

Proposals may be modified or withdrawn by an appropriate document sent to the address where the proposals are submitted at any time prior to the end date for

acceptance of proposals, May 23, 2024. No modification may be made after the May 23rd deadline. Withdrawals after that date will result in the proposer being disqualified from further proposal on the project.

Section 11. Terms & Conditions

The City of Erie reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within (30) thirty days after the award of the proposal. The City of Erie shall not pay for any information contained in proposals obtained from participating firms.

The City of Erie reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.

If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, the City of Erie shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed. All documents submitted as part of the consultant's offering will be deemed confidential during the evaluation process.

Section 12. Execution of the Work and Payments

Upon evaluation of proposals received in accordance with the criteria outlined above, the selection of consultant by the City of Erie, and concurrence in the award of contract the State Historic Preservation Office, and the Erie City Council, a written contract will be executed.

Upon execution of the contract, the selected firm shall immediately begin the work and shall continuously execute the work through project completion and closeout.

The selected consultant shall submit invoices for work completed to the City of Erie. Payments shall be made to the consultant by the City of Erie in accordance with the contract after all required services and tasks have been completed to the satisfaction of the City of Erie.

Section 13. Equal Opportunity Employment Statement

Any business that enters into a contract for goods or services with the City of Erie shall:

a. Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment related decision or benefit on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.

- b. Not discriminate in the performance of the contract on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- c. Comply with all applicable ordinances, statutes and regulations of the City of Erie, Commonwealth of Pennsylvania or Federal Government relating to Equal Employment Opportunity.

Appendix A: Resources

- 1) City of Erie Historic Review Commission
<https://cityof.erie.pa.us/historic-review-commission/>
- 2) Erie Refocused: Comprehensive Plan and Community Decision Making Guide
<https://www.eriepa.com/uploads/Erie-Refocused-2016.pdf>
- 3) Pennsylvania’s Statewide Historic Preservation Plan, 2018-2023
<https://www.phmc.pa.gov/Preservation/PreservationPlan/Documents/2018%20Final%20Preservation%20Plan.pdf>
- 4) Erie County, PA Cultural Heritage Plan
<http://preservationerie.org/wp-content/uploads/2014/03/Erie-County-Cultural-Heritage-Plan-FINAL.pdf>
- 5) Erie Historic Preservation Plan (2024)
[Erie Historic Preservation Plan](#)
- 6) Erie County Historic Resources & Historic Survey (2014 by Preservation Erie)
<http://eriebuildings.info/>
- 7) Erie County Historic Resources Survey (2014)
<http://www.eriebuildings.info/pdf/survey-report2015.pdf>