

City of Fort Dodge Request for Proposals
Sacred Heart Catholic Church Historic Structure Report

Issue Date: 07/12/2024

Questions Deadline: 07/26/2024 05:00 p.m. (CT)

Response Deadline: 8/2/2021 02:00 p.m. (CT)

Contact Information

Contact: Carissa Harvey, Chair Fort Dodge Historic Preservation Commission

Address: Fort Dodge Municipal Building

Attn: Development Services

819 1st Ave S

Fort Dodge, IA 50501

Phone: (605) 254-4911

Email: ckharvey20@gmail.com

OVERVIEW:

The City of Fort Dodge in collaboration with the Fort Dodge Historic Preservation Commission is seeking to hire an architect (Consultant) to complete a Historic Structure Report for Sacred Heart Catholic Church. Said Consultant shall have experience in developing historic structure reports following the Secretary of the Interior's Standards for Rehabilitation (36 CFR 67) and shall meet the professional qualifications as established by the Secretary of the Interiors Standards and Guidelines for historic preservation practices (36 CFR 61).

A contract is to be awarded for the Historic Structure Report development to begin on August 28, 2024.

All responses must be submitted before the deadline. No later responses will be reviewed.

No bidder may withdraw their proposal for at least sixty (60) days after the scheduled closing time for receiving proposals.

The City of Fort Dodge reserves the right to reject any or all proposals, to waive informalities, and to make such awards as it shall deem to be in the best interest of the City.

REQUEST FOR PROPOSALS:

1. INTRODUCTION

- 1.1. The City of Fort Dodge in collaboration with the Fort Dodge Historic Preservation Commission is seeking to hire an architect (Consultant) to complete a Historic Structure Report for Sacred Heart Catholic Church. Said Consultant shall have experience in developing historic structure reports following the Secretary of the Interior's Standards for Rehabilitation (36 CFR 67) and shall meet the professional qualifications as established by the Secretary of the Interiors Standards and Guidelines for historic preservation practices (36 CFR 61).
- 1.2. The City of Fort Dodge has received a Certified Local Government (CLG) Grant from the Iowa Economic Development Authority through the Iowa State Historic Preservation Office (SHPO) for this historic structure report. The work on this project will begin upon contract award with completion by June 30, 2025. A fixed contract, not to exceed \$26,350 will be utilized.
- 1.3. Sacred Heart Catholic Church was listed on the National Register of Historic Places in 2022 as significant at the local level under Criterion C as an example of the work of a master and Criterion Consideration A as a religious property that derives its primary significance from its architectural distinction. The Church is vacant, but a non-profit named "Preserve Fort Dodge" is being formed to undertake rehabilitation of the building for adaptive reuse.
- 1.4. The Consultant will be provided with copies of project files and applicable city resources.
- 1.5. Carissa Harvey, Chair of the City of Fort Dodge Historic Preservation Commission, President of Preserve Fort Dodge, and past Planner for the City of Fort Dodge will be the Local Project Director and will provide general project administration. All products required from the consultant will be reviewed by the Local Project Director prior to review by the City and the State Historic Preservation Office.

2. Scope of Work

The Scope of Work included below has been approved by the State Historic Preservation Office (SHPO) and is included as part of the CLG Grant Contract documents.

2.1. WORK ELEMENTS and DELIVERABLES

The Historic Structure Report will: 1) explain the historical significance and condition of the structure, and 2) determine priorities for rehabilitation following the Secretary of the Interior's Standards for Rehabilitation. The project will include the following steps:

Historical Architectural Assessment:

- 1 - Conduct summary historic research on the building and site.
- 2 - Collect and organize historic images of the building and site.
- 3 - List significant changes or alterations made to the building since construction.

Physical assessment of materials and conditions:

- 1 - Foundation and interior structure.
- 2 - Exterior envelope: roof, walls, windows, doors.
- 3 - Interior finishes.
- 4 - Mechanical, electrical, plumbing systems.

Plan of Action for repairs and rehabilitation/adaptive reuse (phased and conceptual budget):

- 1 - Structural
- 2 - Building envelop/priority items.
- 3 - Life safety/code compliance.
- 4 - ADA/accessibility.
- 5 - Building envelope/secondary items.
- 6 - Enhanced use/systems upgrades/interior finishes.

Completing the above tasks will ensure a sound plan for rehabilitation and reuse of Sacred Heart, helping to prioritize improvements that follow the Secretary of the Interior's Standards for Rehabilitation. It will also help Preserve Fort Dodge realize additional potential uses via the Plan of Action, ensuring future use and maintenance of the structure and site.

2.2. CONTRACT and TIMELINE

A contract is to be awarded for the development of the Historic Structure Report to begin on August 28, 2024. Execution of a contract between the Consultant and the City shall occur prior to this date.

If warranted, a contract extension will be granted upon review and approval by the City of Fort Dodge and State Historic Preservation Office.

Below is an outline of tasks and timeline:

August 2024	Sign contract with consultant
September 2024	Schedule kickoff meeting with consultant, owner, commission, committee and SHPO
September 2024	Consultant's first site visit
October 2024	Meet with interested community members to answer questions and get input
December 2024	First draft of report complete;
January 2025	State Historic Preservation Office and Fort Dodge Historic Preservation Commission review and provide comments on report
March 2025	Meet with consultant, property owner, commission and interested community members to discuss the findings and recommendations in the report and answer questions.
May 2025	Receive final report
June 2025	Accept final report from consultant and complete report to State Historic Preservation Office

3. BUDGET

The budget for hiring a Consultant is not to exceed \$26,350, including all reimbursable expenses.

4. PROPOSAL FORMAT

4.1. Technical Proposal: the technical proposal shall include the following components:

4.1.1. Include the name of the Consultant, his or her qualifications and experience, geographic location, and the names, qualifications, experience, and geographic location of other key personnel who would be associated with the Historic Structure Report. The selection of a project manager by a Consultant will constitute a contractual commitment by that Consultant and a substitute manager will not be permitted without prior written approval by the City.

- 4.1.2. Describe how the Consultant's qualifications meet the Secretary of the Interior's Professional Qualification Standards for historic preservation practice under 36 CFR Part 61 (in History and/or Architectural History).
 - 4.1.3. Describe relevant experience, including demonstrated experience with Historic Structure Reports meeting the Secretary of the Interior's Standards For Rehabilitation.
 - 4.1.4. Outline the process and methodology of how the Consultant plans to complete the work.
 - 4.1.5. Provide references from a minimum of three clients conducting work of a similar nature and the names of key personnel proposed for the project who worked on the completed projects.
 - 4.1.6. Discuss the Consultant's ability to integrate this project into the Consultant's present workload.
 - 4.1.7. Provide any other relevant information the Consultant wishes to provide the City.
 - 4.2. Fee Proposal: The fee proposal shall be included in a separate document. The City of Fort Dodge is committed to a qualifications-based evaluation and evaluation process.
 - 4.2.1. A fixed fee contract, not-to-exceed \$26,350 shall be used.
 - 4.2.2. Provide the total cost of the work, in a not-to-exceed amount by major tasks/milestones.
 - 4.2.3. If an itemized budget is presented or itemizing is used, budget items shall be limited based upon SHPO's schedule for reimbursement.
 - 4.3. Exceptions: Consultant shall provide a list of exceptions with proposed language changes that apply to all sections of this Request for Proposal.
5. COMPETITIVE SELECTION & EVALUATION CRITERIA
- 5.1. Evaluation Process:
 - 5.1.1. Proposals will be reviewed by an evaluation team. Proposals will be screened to ensure minimum requirements of the proposal are met.

5.1.2. The City’s evaluation team will review proposals and rank order of the Consultants based on the overall impression of the qualifications of the Consultant and the Consultant’s proposal.

5.1.3. The evaluation and rating of technical proposals will be completed before the fee proposals are opened or considered. The intent of the evaluation process is to select the most qualified, responsive, and responsible Consultant based on the identified scope of work. In all cases, the City reserves the right to select a Consultant and award a contract that is deemed to be in the best interest of the City.

5.1.4. While the City reserves the right to interview any or all Consultants submitting proposals, award of a contract may be made without additional discussion between the Consultant and City. Proposals should, therefore, be submitted on the most favorable terms available.

5.1.5. The City reserves the right to reject any or all proposals.

5.2. Evaluation Criteria:

Project Understanding	Clarity and quality of submittal Demonstrated understanding of the project and scope of work.
Qualifications, Experience, & Performance	Qualifications meet Secretary of the Interior’s Standards for historic preservation practice under 36 CFR Part 61 Experience in completing similar projects, reputation, organization, skills, and overall qualification History of completing successful historic structure reports with a similar scope and/or goal
Schedule	Proposed schedule to complete project and ability to complete the project on time and within budget
Responsiveness	Level of interest Communication abilities Feedback from references
Cost Proposal	Proposed cost to complete the project

6. AWARD

6.1. Based on the responses submitted to this Request for Proposal, the City may select a single Consultant for further negotiations or may select a group of finalists who may be required to partake in an interview process that would include the key personnel designated in the response to provide a formal presentation regarding their qualifications and experience directly related to the required services. The City may enter into negotiations and ultimately reach an agreement with a consultant who demonstrates expertise in completing successful historic structure reports with a similar scope and/or goal and do so at a fair and reasonable cost.

6.2. The City reserves the right to negotiate all elements that comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. The City and the finalist will review, in detail, all aspects of the requirements and proposal. During the review of the successful proposal, the Consultant may offer, and the City may accept revisions.

7. Additional Information:

7.1. Sacred Heart Images

7.2. Sacred Heart approved nomination to the National Register of Historic Places

CONTRACT FOR THE COMPLETION OF A HISTORIC STRUCTURE REPORT OF
SACRED HEART CATHOLIC CHURCH
FOR THE CITY OF FORT DODGE HISTORIC PRESERVATION COMMISSION

THIS AGREEMENT, made and entered into effective the ____ day of _____, _____, by and between the CITY OF FORT DODGE, IOWA, a municipal corporation organized and existing pursuant to the laws of the State of Iowa (hereinafter sometimes called "City") and _____, Inc. (a _____, organized and existing pursuant to the laws of the State of Iowa and hereinafter called "Provider");

WITNESSETH THAT:

WHEREAS, the City of Fort Dodge has determined that certain services to be provided to the City of Fort Dodge and its citizens by Provider, such services and facilities being hereinafter described and set out, should be purchased in accordance with the terms of a written agreement as hereinafter set out;

NOW, THEREFORE, the parties hereto have agreed and do agree as follows:

I

PURPOSE

The purpose of this Agreement is to procure for the City of Fort Dodge certain services as hereinafter described and set out; to establish the methods, procedures, terms and conditions governing payment by the City of Fort Dodge for such services; and, to establish other duties, responsibilities, terms and conditions mutually undertaken and agreed to by the parties hereto in consideration of the services to be performed and monies paid.

II

SCOPE OF SERVICES

Provider shall provide the services set out in the City of Fort Dodge, Iowa, Scope of Work, Consultant to Complete a Historic Structure Report for Sacred Heart Catholic Church, attached hereto as Exhibit A.

The City, without invalidating the Agreement, may direct changes in the project within the general scope of the Agreement, with the authorized payment maximum being adjusted accordingly. Any change in the scope of service by the provider shall be done by written agreement signed by both parties. The added cost or cost reduction to the City resulting from a change in the Agreement shall be determined by mutual acceptance of a lump sum

properly itemized and supported by sufficient data to permit evaluation, or by unit prices stated in the Agreement or subsequently agreed upon.

It shall be the responsibility of the provider, before proceeding with any change in scope, to verify that the change has been properly authorized on behalf of the City. No additional charges or any other change in the Agreement will be allowed unless previously authorized in writing by the City, with the applicable compensation method and maximum authorized additional sum stated.

III

METHOD OF PAYMENT

A. Payments shall be made by the City of Fort Dodge. The maximum total amount payable by the City of Fort Dodge under this Agreement is \$_____ and no greater amount shall be paid without written amendment.

B. Payment will be made upon completion of the work and acceptance by the City of Fort Dodge. Provider shall submit an invoice upon completion of the work. The invoice shall include an itemization of the work for which payment is claimed. Invoices referencing the assigned purchase order number shall be sent to the following address:

City of Fort Dodge
Development Services
Attn: Brooke Flattery
819 1st Ave S
Fort Dodge, IA 50501
bflattery@fortdodgeiowa.org

IV

FINANCIAL ACCOUNTING AND ADMINISTRATION

- A. All claims for payment shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified as such and readily accessible for examination and audit by the City or its authorized representative.
- B. All records shall be maintained in accordance with procedures and requirements established by the City Finance Director, and the City Finance Director may, prior to any payment under this Agreement, conduct a preaudit of record keeping and

financial accounting procedures of the Provider for the purpose of determining changes and modifications necessary with respect to accounting for charges made hereunder. All records and documents required by this Agreement shall be maintained for a period of three (3) years following final payment by the City.

- C. At such time and in such form as the City may require, there shall be furnished to the City such statements, records, reports, data, and information as the City may require with respect to the payments made or claimed under this Agreement.
- D. At any time during normal business hours, and as often as the City may deem necessary, there shall be made available to the City for examination all records with respect to all matters covered by this Agreement and Provider will permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

V

INSURANCE

- A. The provider shall maintain insurance coverage in scope and amounts acceptable to the City's Risk Manager.
- B. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City of Fort Dodge, its officials, employees, or volunteers.
- C. Provider shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on standard insurance company forms or forms provided by the City and are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, at any time.
- D. Provider shall include all subcontractors as insured under its policies. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- E. To the fullest extent permitted by law the Provider shall indemnify and hold harmless the City of Fort Dodge, their agents, and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorneys' fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the

work itself) including the loss of use resulting therefrom; and (2) is caused in whole or in part by any negligent act or omission of the Provider, any Subcontractor, anyone directly or indirectly employed by any of them or any one for whose acts, any of them may be liable.

- F. G In no case will the Provider's coverage be constructed to provide coverage for acts of negligence alleged to be caused by the sole negligence of employees of the City of Fort Dodge.

VI

PROPRIETARY RIGHTS AND CONFIDENTIAL INFORMATION

Provider agrees to hold in trust and confidence any confidential and/or proprietary information or data relating to City business and shall not disseminate or disclose such confidential information to any individual or entity, except Provider's employees or subcontractors performing services hereunder (who shall be under a duty of confidentiality), and any other individuals specifically permitted in each instance by the City.

VII

TERMINATION

The City of Fort Dodge may terminate this Agreement without penalty to the City at any time by giving written notice to the Provider at least fifteen (15) days before the effective date of such termination. In any case where the Provider fails in whole or in part to substantially perform its obligations or has delivered nonconforming services, the City shall provide a Cure notice. If after notice the Provider continues to be in default, the City may terminate this agreement immediately. The City shall only be obligated to compensate the Provider for compliant services performed prior to notice of termination.

VIII

INDEPENDENT CONTRACTOR STATUS

Provider agrees that the relationship between Provider and the City is that of an independent contractor for employment tax purposes. The Provider shall be solely responsible for all taxes relating to payments under this agreement including those of employees.

IX

LAWS

This contract is governed by the law of the State of Iowa with venue in the appropriate state and/or federal courts for Webster County, Iowa.

X

ASSIGNMENT

This Agreement may not be assigned or transferred by the Provider without the prior written consent of the City.

XI

AFFIRMATIVE ACTION

Provider shall place on file with the City a statement of nondiscrimination policy in the form of a completed Assurance of Compliance with the City of Fort Dodge, Iowa, Affirmative Action Program satisfactory to the City.

XII

NOTICE

All notices under this Agreement shall be in writing. Notices shall be deemed to have been given: (i) upon hand delivery or (ii) if sent by Regular Mail, within seventy-two (72) hours after the notice has been deposited in the United States Post Office, postage paid. Notices shall be sent to the other party at the addresses set forth below. Either party may change its address by giving notice in writing thereof to the other parties.

City of Fort Dodge:

Development Services

Attn: Brooke Flattery

819 1st Ave S

Fort Dodge, IA 50501

Provider:

XIII

DURATION

This Agreement shall be in full force and effect from and after _____, 2024 until completion of the Work, or, until terminated by the City of Fort Dodge, Iowa.

IN WITNESS WHEREOF the parties hereto have, by their authorized representatives, set their hand and seal as of the date first above written.

CITY OF FORT DODGE, IOWA

By: _____

David Fierke, City Manager

By: _____

Printed Name and Title

Sacred Heart Catholic Church Images



Sacred Heart Catholic Church Images

