
REQUEST FOR PROPOSAL

For Consulting Services Relating to Updating Heritage Preservation Guidelines and Ordinance

Statement of Purpose

The City of Albert Lea is requesting proposals for the purpose of selecting a qualified firm to update its historic architectural guidelines policy and historical preservation ordinance that was originally adopted in 2004.

The update will apply to application requirements and timeframes for approvals, provide further details on appropriate and inappropriate building materials, new construction, expand the glossary of terms, simplify signage requirements, and incorporate more sustainability aspects.

Background Information

The City of Albert Lea last updated its historic preservation ordinance (city code) and architectural guidelines for historic preservation (policy) in 2004 after continued requests from constituents to expand the historic district which is comprised of its core central business district. After nearly 20 years, the existing guidelines have become cumbersome for property owners to use when making regular building improvements and is outdated in use and practice to a commission comprised of volunteers as well as city staff members. The existing guidelines do not address energy efficiency, green space, or other climate needs which have become central to the community through its [Blue Zones Project](#) (adopted in 2009) and its [Climate Action Plan](#) (adopted in 2021).

The Heritage Preservation Commission (HPC) was created in 2004 to oversee rehabilitation, restoration and redevelopment activities within the historic district, as well as to safeguard all historic resources within the City of Albert Lea. The HPC is staffed by its City Planner. The existing architectural guidelines are available on our [website](#).

Scope of Services and General Duties

The consultant will be expected to revise the City of Albert Lea Heritage Preservation Guidelines for the heritage preservation district which includes the commercial downtown. The updated guidelines will include the following:

1. Introductory information: table of contents, district boundaries, and an executive summary.
2. Explanation and text of the heritage preservation ordinance. [Albert Lea City Code Chapter 24](#).
3. Explanation of the heritage preservation commission and the certificate of appropriateness review process, application forms, appeals process, and other related regulations.
4. Brief history of the heritage preservation district including its historical development, significant properties, and designed period of significance.

5. Identification of historic character-defining features including but not limited to: lot configurations, building types, styles, materials, features and details, building uses, landscape features, and street scape features. Identification should include photographs of examples from the district.
6. Guidelines for treatment of historic properties including but not limited to: maintenance, alterations, additions, signage, and appropriate treatment of historic features. Recommendations should follow [*The Secretary of the Interior's Standards for the Treatment of Historic Properties*](#).
7. Guidelines for new construction including but not limited to: acceptable locations, site setting and orientation, setbacks, size, height, styles, materials and design of various features such as windows, doors, roofs, etc. Guidelines for new construction should be based on identified preservation goals developed for historic district through a public planning process and community outreach event. While new construction should be compatible with and complement existing historic property, it does not need to replicate existing character defining features.
8. Guidelines for landscape plans and construction activities including but not limited to: streetscape improvements, utilities, tree preservation, fences, retaining walls, exterior fixtures, parking, paving materials, and lot size.
9. Guidelines for demolition, neglect of properties, and code or guideline violations.
10. Resources and references, including but not limited to: Glossary of Terms, *The Secretary of the Interior's Standards for the Treatment of Historic Properties* and local historic district regulations such as the [*Comprehensive Plan Chapter on Historic Preservation*](#) (adopted 2020) as well as other applicable laws and regulations, applicable forms and applications.

Scope of Work Defined

The firms shall demonstrate their understanding of the requirements of the project and present a task-by-task description of the work to be accomplished. Do not simply restate the scope of services.

Timeline

The firms are required to include a timeline for the project which will contain the approximate date that portions of the project will commence and conclude. The timeline shall include the following items: project team meeting, meetings with Heritage Preservation Commission, and presentation dates/deadlines. Due to parameters set by SHPO GLG grant funding sources, the City is expected to complete the project no later than March 2024.

Project Personnel

Identify person(s) with key responsibilities who will be assigned to work on the project; describe their role and duties for the project. If more than one person is to be assigned, identify the person who will have senior-level responsibility or manage the engagement. At a minimum, the Principal Investigator must meet [*The Secretary of the Interior's Professional Qualifications Standards*](#).

Experience

Discuss demonstrated experience of the firm and project team with projects of similar scope and magnitude as this project. Experience must be related to projects completed within the last five years.

Time and Budget Constraints

Demonstrate the ability to manage the project in a timely and cost-effective manner.

References

List of references relating to projects completed for local governments over the last five years with comparable characteristics to the project proposed by the City of Albert Lea.

Fees

A schedule of billing rates for personnel involved must be included. The proposal shall contain an overall anticipated cost for the project.

General Information

The firms shall submit one hard copy and one PDF copy of the proposal to:

Megan Boeck
City Planner
City of Albert Lea
221 East Clark Street
Albert Lea, MN 56007
Email: mboeck@ci.albertlea.mn.us (for PDF version of the proposal)

Closing Submission Date

Proposals must be submitted no later than 4:30 p.m. on Friday, June 23, 2023.

Inquiries

Inquiries concerning this RFP may be directed to Megan Boeck, City Planner, at (507) 377-4349 or mboeck@ci.albertlea.mn.us.

Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the submitter and will not be reimbursed by the City of Albert Lea.

Right to Reject

The City of Albert Lea reserves the right to reject any and all proposals received in response to this RFP.

Notification of Award

A decision of selecting successful consulting firm(s) to participate in interviews with City Staff will be made within two to three weeks from the closing date of the receipt of proposals.

Section Process

Interviews

Staff will schedule interviews with a select number of firm(s) for some time in July 2023.

Schedule of Events

City of Albert Lea Sends Request for Proposals to Firms.....	May 15, 2023
Deadline for Receipt of Proposals from Firms.....	June 23, 2023
Firms Interview with City Staff.....	July 10-14, 2023
Selected Proposal Approved.....	August 1, 2023
Kick-off Meeting with City Staff.....	TBD