



**CITY OF ELLENSBURG – COMMUNITY DEVELOPMENT DEPARTMENT  
REQUEST FOR QUALIFICATIONS AND PROPOSAL 2019-29  
PROFESSIONAL HISTORIC PRESERVATION PLANNING SERVICES**

**PROPOSAL SUBMISSION DEADLINE: 5:00 PM September 20, 2019**

**ISSUE DATE:** September 4, 2019

**RFQ #:** 2019-29

**INTRODUCTION**

The City of Ellensburg seeks the services of a qualified Historic Preservation Consultant / Historic Architect, or related professional to assist the Community Development Department with occasional review of COA (Certificate of Appropriateness) applications, including the drafting of staff reports with analyses and recommendations to the Landmarks & Design Commission (LDC).

**SCOPE**

The City of Ellensburg has two historic districts – the residential First Railroad Addition Historic District, and the commercial Downtown Ellensburg Historic District. Both districts have National, State and Local designations. The City also has additional historic buildings which are listed individually on the Ellensburg Landmarks Register. The City became a Certified Local Government in 2001. The primary role of the consulting preservation planner will be to assist the existing department planners and the LDC in fulfilling the historic landmarks preservation duties, including: review of changes proposed to local landmarks register properties, review of “Special Valuation for Historic Properties”, and review of nomination applications to the Landmark Register for individual properties.

City Staff will assist the selected consultant by providing background information, data, and photographs specific to a submitted COA application, but the City will ask the consultant to review COA applications against the criteria outlined in Chapter 15.280 of the Ellensburg City Code (ECC). The consultant shall draft reports to the LDC outlining the analysis of the COA and any recommendations and/or conditions of approval, for presentation to the LDC. Other department planners are available to present the report to the LDC, and carry out the remaining technical aspects of issuing a COA. For highly complex COA applications, the City may request that the consultant attend the LDC meeting. The LDC generally meets twice per month, reviewing an average of two COA’s per meeting during an open record, quasi-judicial hearing. The LDC has final authority on issuing COA’s.

**CONTRACT TYPE AND ADMINISTRATION**

The consultant will report directly to the Community Development Director. The consultant will perform all work under a professional services agreement (PSA) with the City that establishes

hourly rates and general contract requirements. The Community Development Department will provide work orders for specific assignments, issued under the PSA.

## **PERIOD OF PERFORMANCE**

The term of this contract shall begin from the date of execution by the City and extend through 12 months, unless earlier terminated by the City or consultant. The City may choose to enter into subsequent one-year agreements with the consultant.

## **QUALIFICATIONS**

Respondents should have demonstrated expertise in performing professional planning review of COA applications. Extensive knowledge of historic architecture, preservation of historic buildings, and federal and state historic preservation standards and requirements is essential. Specifically, respondents shall meet the Secretary of the Interior's Professional Qualification Standards in Architectural History or Historic Preservation. Demonstrated experience in working with local historic preservation boards is desired.

## **SUBMITTAL REQUIREMENTS**

Respondents are requested to prepare letters of interest detailing their qualifications to perform the services listed above. The statement of qualifications and proposal shall be accompanied by:

1. A résumé or CV;
2. A list of professional references who can attest to the applicant's abilities;
3. Provide hourly rates for each key staff member and other staff positions; and
4. The applicant shall sign and date the proposal.

Proposals must be received no later than **5:00 PM PST on Friday, September 20, 2019**. Proposals may be submitted by mail, hand delivery, or email.

### **Mail or Deliver to:**

City of Ellensburg Community Development  
501 N. Anderson Street  
Ellensburg, WA 98926  
Attn: Kirsten Sackett, Director

**Emailed Proposal should include "HISTORIC PRESERVATION PLANNING RFQ 2019-29"** in the subject line, be in PDF or MS Word format and be addressed to:

[sackettk@ci.ellensburg.wa.us](mailto:sackettk@ci.ellensburg.wa.us)

To view the current City Code, please visit <https://www.codepublishing.com/WA/Ellensburg>.

For specific questions concerning this RFQ/P please call Ms. Sackett at (509) 962-7232, or by e-mail at: [sackettk@ci.ellensburg.wa.us](mailto:sackettk@ci.ellensburg.wa.us)

## **EVALUATION CRITERIA**

The selection process shall include a review of qualifications followed by interviews of one or more respondents that are deemed to most closely meet the qualifications to perform the identified scope of work. The respondent deemed most qualified to perform the identified duties on behalf of the city will be contacted to negotiate a professional services agreement. If these negotiations fail to result in a professional services agreement with acceptable terms, and at a cost and timeframe identified within the City of Ellensburg contract, then the next most qualified respondent will be contacted to initiate contract negotiations until said contract is complete. The City reserves the right to accept late submittals, waive irregularities and to select one or more service providers in order to obtain the best possible consultant in the most timely and cost efficient manner.