



**CITY OF GLENDALE, CALIFORNIA
Community Development Department
Planning Division**

REQUEST FOR PROPOSALS

- **East-West Glendale Historic Context and Historic Resource Survey**
- **North Glendale Historic Context Update and Historic Resource Survey**

Issuance Date: March 20, 2024

Closing Date: April 29, 2024

Responses to the Request for Proposal are to be submitted to:

Jay Platt
Principal Planner
City of Glendale
633 E. Broadway, Room 300
Glendale, CA 91206

Proposals must be received by 5:00 p.m. PDT on April 22, 2024. Provide one (1) digital copy and four (4) bound paper copies. Late submissions will not be considered.

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1. SCHEDULE OF EVENTS

Event	Date
Request for Proposals (RFP) Issued	March 20, 2024
Deadline for Receipt of Written Questions and Requests	March 29, 2024, 5:00pm
City Responses and/or Addenda Issued by	April 4, 2024
Technical and Price Proposals Due	April 29, 2024, 5:00pm
Interview Firms (if needed based on City review of written proposals)	Week of May 13, 2024
Proposed Approval of Professional Services Agreement by City Council	June/July 2024 (estimated)
Service Contract Begins	July/August 2024 (estimated)

City of Glendale reserves the right to alter any of the dates shown above by written notice. Submit any inquiries via email to Jay Platt, Principal Planner, at jplatt@glendaleca.gov. *No phone calls please.*

2. EXPLANATION OF STUDY

The Planning Division of the Glendale Community Development Department seeks proposals from qualified cultural resource consulting firms (which may partner with sub-consultants) to provide an East-West Glendale Historic Context and East-West Glendale Historic Resource Survey. In addition, we request a separate proposal for a North Glendale Historic Context Update and North Glendale Historic Resource Survey. All bidders must provide the two separate proposals as described below; any bid failing to do so will be considered “non-responsive” and not be considered. Both surveys will employ a hybrid reconnaissance/intensive-level field survey of the study area to identify potential individually eligible historic resources, as discussed below, and utilize the registration requirements and integrity thresholds established in the respective historic contexts.

East-West Glendale Context and Survey (Proposal 1a and 1b)

East and West Glendale encompass the portions of the city that lie north of the 134 Freeway and south of North Glendale (see map, Attachment 1). The Verdugo Woodlands and Oakmont neighborhoods, along with the Oakmont Country Club, mark the northernmost extent of the study area (see neighborhood map, Attachment 3). The study area contains approximately 22,026 developed parcels. The Consultant will prepare two separate but related, documents and the proposal should identify how the timelines for their production might overlap to allow their preparation in as timely a manner as possible.

The East-West Glendale Historic Context (“EWG Context”) will identify and thoroughly discuss the significant contexts and themes associated with the history and development of the study area with a focus on its extant buildings, structures, objects, streetscapes, and neighborhoods. It will also identify property types associated with the contexts and themes and establish registration requirements for evaluating properties for eligibility at the local, state, and/or federal level. The EWG Context will be organized and formatted to reflect the 2014 South Glendale Historic Context to ensure consistency with the earlier document, and, when appropriate, also incorporate, amend, or augment relevant content (Attachment 6a).

The East-West Glendale Historic Resource Survey (“EWG Survey”) will develop a survey methodology to identify properties and districts that appear to be eligible for designation based on the registration requirements developed in the EWG Context and the designation criteria identified in Subsection 15.20.050 of the Glendale Municipal Code. The survey will consider all parcels developed before the year 2000. For individual properties identified as potentially eligible, some further research, utilizing sources such as building permits, Sanborn maps, photographs, city directories, newspapers and periodicals, and genealogy websites, as appropriate, will be conducted as needed to confirm construction dates and alterations, and identify potential associations with significant people or events. DPR 523 A and B forms will be used to record each individually eligible property. In addition, the Consultant will reference the South Glendale Historic Resource Survey (Attachment 6b) to ensure consistency between the documents in terms of organization and formatting.

North Glendale Context Update and Survey (Proposal 2a and 2b)

North Glendale consists of the portion of the city located in the Crescenta Valley. The Sparr Heights and Montecito Park neighborhoods establish the southern boundary, and the city borders define the east, west, and north extents of the study area (see map, Attachment 2). The study area contains approximately 7,722 developed parcels. The Consultant will prepare two separate but related, documents and the proposal should identify how the timelines for their production might overlap to allow their preparation in as timely a manner as possible.

A separate bid is requested to assist the City in determining whether the North Glendale Historic Context Update (“NG Context Update”) and North Glendale Historic Resource Survey (“NG Survey”) will be conducted by the Consultant in conjunction with the EWG Context and Survey. Depending on funding availability, the North Glendale projects may be deferred to a future date, at which point all bidders will be given the opportunity to submit revised timelines, time/staff breakdowns, and cost estimates.

The 2011 North Glendale Historic Context was prepared as part of the North Glendale Community Plan. The document’s historical narrative and identification of contexts covering the area’s developmental history are sound, but its structure deviates significantly from that of the South Glendale Historic Context (Attachment 6a) and the chapter covering property types and registration requirements is not as robust as the corresponding sections of the South Glendale document. The Consultant will edit and reformat this document to reflect the structure and level of detail found in the South Glendale Historic Context. In addition, any updates necessitated by the findings of the accompanying historic resource survey will be incorporated.

The North Glendale Historic Resource Survey will develop a survey methodology to identify properties and districts that appear to be eligible for designation based on the registration requirements developed in the NG Context Update and the designation criteria identified in Subsection 15.20.050 of the Glendale Municipal Code. The survey will consider all parcels developed before the year 2000. For individual properties identified as potentially eligible, some further research, utilizing sources such as building permits, Sanborn maps, photographs, city directories, newspapers and periodicals, and genealogy websites, as appropriate, will be conducted as needed to confirm construction dates and alterations, and identify potential associations with significant people or events. DPR 523 A and B forms will be used to record each individually eligible property. In addition, the Consultant will reference the South Glendale Historic Resource Survey (Attachment 6b) to ensure consistency between the documents in terms of organization and formatting.

All work for the East-West and North Glendale documents shall be performed, and deliverables produced, in accordance with Secretary of the Interior's Standards for Preservation Planning, Identification, Evaluation and Registration when such standards are applicable, the National Register Bulletin #24 - *Guidelines for Local Surveys: A Basis for Preservation Planning*, and the California Office of Historic Preservation's Preferred Format for Historic Context Statements. As noted above, the Consultant will also reference the South Glendale Historic Context (2014) and South Glendale Historic Resource Survey (2019) to ensure consistency between the older documents and the new contexts and surveys in terms of organization and formatting.

The historic contexts and surveys are intended to serve as informational documents for the Community Development Department, the public, and those making policy and legislative decisions in the City of Glendale. The documents for East-West Glendale will also be included as appendices to the East-West Glendale Community Plan, which will also directly incorporate their major findings. Preparation of this Community Plan is expected to begin in 2024. The North Glendale documents will be appended to the 2011 North Glendale Community Plan, with the new context replacing the former one and, if necessary, the community plan being amended by the City.

3. BACKGROUND

The City of Glendale is located at the eastern end of the San Fernando Valley in Los Angeles County. It is bordered to the northwest by the Tujunga neighborhood of Los Angeles, to the northeast by La Canada Flintridge and the unincorporated area of La Crescenta, to the west by Burbank, to the east by Pasadena, and to the south and southeast by the City of Los Angeles.

It was founded in 1887 amid the regional real estate and population boom of the era, and officially incorporated in 1906. This event triggered exponential growth and the population grew from 1,186 in 1906 to 13,576 in 1920. By the following year, there were 25,720 residents due to both people moving to the city and the annexation of several adjoining unincorporated areas, including the nearby township of Tropic. Close proximity to downtown Los Angeles, public transportation via the regional streetcar network, and the automobile made Glendale an attractive place for suburban development and, as a result, many new subdivisions were laid out over formerly agricultural land in both the East-West and North Glendale study areas. The construction boom lasted for most of the 1920s, including in the Chevy Chase, Glenoaks, and Verdugo Canyon areas, and development continued at a somewhat reduced rate during the Depression. Almost all construction stopped during World War II, but the postwar years saw yet another boom, with significant infill construction in existing neighborhoods. In addition, the steep upper slopes of the Verdugo Mountains were carved with new streets and subdivisions and housing tracts were developed in the Crescenta Highlands portion of North Glendale.

The East-West study area features a broad mix of single- and multi-family residential, commercial, institutional, and industrial land uses. It is home to Glendale Community College, the Glendale Adventist Medical Center, and the creative campuses of the Walt Disney Company and DreamWorks Animation. The Disney creative campus is built in part on land that was occupied by Grand Central Airport, one of the first and most important in the Los Angeles region. The area is particularly rich in residential neighborhoods, with eight of the city's nine designated historic districts located close to the base of the Verdugo Mountains and three additional districts in various stages of review.

The North Glendale study area is more residential in character but still features a distinctive mix of uses. It tells the story of the gradual transformation from wilderness to ranchland to farmland and, finally, to residential suburb. The Crescenta Valley's setting between two mountain ranges is important to many residents and construction and hardscape features using native stone from the Verdugo and San Gabriel mountains are highly valued. Pre- and post-war residential subdivisions predominate, served by several commercial corridors and nodes. The Sparr Heights neighborhood at the south end of the study area was annexed in 1925 and features many homes from the era. The remainder of the study area was part of unincorporated Los Angeles County until after the war, when numerous annexations established what is now the current city boundary. These areas feature a greater range of construction dates because they hadn't been built out as densely as the older parts of Glendale. The USC Verdugo Hills Hospital is one of the area's major businesses.

4. PROJECT SCOPE & DELIVERABLES

This project, to be supervised by the City's Principal Planner, will provide accurate and detailed documents that will help guide City programs, land use planning, and CEQA review in the East-West and North Glendale Community Plan areas. City staff will assist the Consultant in the collection of public information, including previous studies, building records, and other information, and assist with map preparation. All principal project personnel employed by the selected consultant, or any sub-consultant, shall meet the professional qualification standards for historian or architectural historian as set forth in 36 CFR part 61, Appendix A.

Proposal 1a: East-West Glendale Historic Context

Scope of Work:

The Consultant will perform the following work:

- Conduct all research and fieldwork required to prepare the East-West Glendale Historic Context in accordance with the California Office of Historic Preservation's *Format for Historic Context Statements* and structured to follow the basic outline and format of the South Glendale Historic Context, including:
 1. Introduction: provide an executive summary; a statement of purpose; information about the project team; a general overview of historic district context statements; an explanation of the project methodology; an overview of the community outreach process; information about the project team and administration; and the record collections and repositories used in developing the context. In addition, briefly discuss and provide a map and chart of the previously identified historic resources within the study area.
 2. Guidelines for Evaluation: summary of the National Register, California Register, and local designation criteria for individual and district resources, along with a discussion regarding the aspects of integrity.

3. **Historic Narrative:** provide a narrative overview of the history, development, and demographics of the study area, including relevant maps, illustrations, and photographs. As part of this narrative and in support of the City's ongoing reckoning with racist aspects of its past, the historic context should include a section providing insight into how racist and discriminatory policies and practices impacted the study area. This research should include the use of restrictive covenants, how such restrictions were potentially conveyed in marketing materials, racial and ethnic demographics in the study area derived from census data, the area's inclusion and descriptions in Home Owners' Loan Corporation maps and publications, and any other information found relevant to the topic. Further discussion may be included in the development of the contexts and themes.
 4. **Contexts and Themes:** identification and analysis of the contexts and themes associated with the area's history and reflected in its extant built environment, including historical patterns, significant events or activities, environmental, social, political, technological and cultural influences, and significant individuals and groups relevant to the context themes.
 5. **Property Types and Registration Requirements (for each context/theme):** identify important property types and their historical significance associated with the theme. Emphasis should be on describing extant property types, the general location and likely condition of each property type, identifying eligibility criteria, and establishing integrity thresholds for each property type.
 6. **Preservation Goals and Priorities:** outline and prioritization of recommended preservation activities and methods for identifying, evaluating, and treating the property types identified as significant within each theme or context. This section will be completed in consultation with City staff.
- Participate in monthly progress meetings via videoconference with City staff to evaluate progress and receive direction.
 - Participate in one community outreach meeting, covering both the East and West Glendale study areas, to share the goals and requirements associated with the historic context document and gather information from attendees that will assist in developing its contexts and themes. Additional community feedback obtained by the City through other means of outreach will be provided to the Consultant in a timely manner.
 - Prepare and submit Draft EWG Context to City.
 - Present the findings of the draft historic context to the Historic Preservation Commission at one public hearing. City staff may require that comments, additional information, and/or corrections recommended by the Commission or members of the public be incorporated into the document.
 - Consultant will make any corrections, additions and/or deletions to the draft historic context and survey results as requested by the City prior to the submission being deemed final.
 - Submit Final EWG Context to the City.

Deliverables

The Consultant will deliver the following:

1. Meeting Attendance

Consultant will participate in two public meetings: a) Community Meeting toward the beginning of the project to explain its goals and gather information from the public in the East and West Glendale study areas; and b) Historic Preservation Commission meeting to formally present the findings of the Draft Historic Context. Additionally, Consultant will participate in monthly progress meetings by videoconference with City staff through the completion of the final report.

2. Draft East-West Glendale Historic Context

Consultant will provide a digital copy of the complete draft historic context in Microsoft Word format for review by City staff. Further revision of the initial draft submission may be required and will be completed by the Consultant to the satisfaction of City staff prior to public review.

3. Final East-West Glendale Historic Context

The final context shall consist of the Draft Context, edited to address any questions, concerns, and/or corrections. Consultant will deliver three hard copies and two digital copies (one each in Microsoft Word and PDF formats) of the final historic context, formatted for 8½ x 11 (letter) size printing. Digital files containing any scans and/or photographs used in the document and not previously provided by the City will also be included with the digital copy of the context.

Proposal 1b: East-West Glendale Historic Resource Survey

Scope of Work:

The Consultant will perform the following work:

- Conduct all research and fieldwork necessary to prepare the East-West Glendale Historic Resource Survey, which will include all parcels in the study area developed before the year 2000, in accordance with the Secretary of the Interiors' Standards for Preservation Planning, Identification, Evaluation and Registration; National Register Bulletin No. 24: Guidelines for Local Surveys; National Register Bulletin Nos. 15, 16A, and 16B; California Office of Historic Resources: Instructions for Recording Historical Resources; and the Glendale Municipal Code.

The draft and final survey documents will be structured to follow the basic outline and format of the South Glendale Historic Resource Survey, including:

1. Introduction: overview of the survey goals and study area, as well as a map of the study area and a chart of previously designated properties and historic districts.

2. Guidelines for Evaluation: summary of the National Register, California Register, and local designation criteria for individual and district resources, along with a discussion regarding the aspects of integrity.
3. Survey Methodology: discuss the overall survey methodology and research process, as well as the relationship between the survey and the registration requirements identified in the EWG Context.
4. Survey Findings: this section will contain two subsections: "Individually Eligible Historic Resources" and "Potential Historic Districts."

The individually-eligible subsection will be broken down by property types, developmental eras, and any other categories deemed necessary by the Consultant and/or City staff. For each, the specific methodology employed to determine eligibility will be stated and discussed.

The potential district subsection will provide an overview of each area, including: a description of the area and a brief discussion of its history, its period of significance, a boundary justification, the total number of properties, the numbers of likely contributors and non-contributors and a map depicting their distribution within the boundary, and a few representative photographs.

5. Appendices: DPR 523A and 523B forms for all properties assigned California Historic Resource Status Codes 1-5 and 6L; DPR 523D forms for all potential historic districts (Status Code 5D3); and separate tables (containing information fields to be provided by City staff) for Status Codes 1-5, 6L, and 6Z. In addition, a table listing all parcels developed in or after the year 2000 will be included.
- Participate in monthly progress meetings via videoconference with City staff to evaluate progress and receive direction.
 - Prepare and submit Draft EWG Survey to City, including draft DPR 523A/B and 523D forms. Consultant will make any corrections, additions and/or deletions to the draft historic survey and or DPR forms as requested by City staff prior to subsequent public review. DPR forms to be submitted as individual .doc and .pdf files using file naming conventions provided by City staff.
 - Participate in two community outreach meetings, to be organized by the City. The first will introduce the project to the public and solicit information that may guide the research, to share the preliminary findings of the Draft EWG Survey and obtain feedback from community members. Additional community feedback obtained by the City through other means of outreach will be provided to the Consultant in a timely manner.
 - Present the findings of the Draft EWG Survey to the Historic Preservation Commission at a public hearing. City staff may require that comments, additional information, and/or corrections recommended by the Commission or members of the public be incorporated into the document prior to it being deemed final.
 - Submit final EWG Historic Resource Survey to the City.

Deliverables

The Consultant will perform the following:

1. Draft East-West Glendale Historic Resource Survey

Consultant will provide a digital copy of the complete Draft EWG Survey, including draft DPR forms, in Microsoft Word format for review by City staff. Further revision of the initial draft submission may be required and will be completed by the Consultant to the satisfaction of City staff prior to public review.

2. Meeting Attendance

Consultant will participate in two public meetings: 1) Community Meeting to present the findings of the Draft EWG Survey (upon City staff's satisfaction that the terms of the project have been met and the product is ready for public review); and 2) Historic Preservation Commission meeting to present the findings of the Draft EWG Survey (upon City staff's satisfaction that the Consultant has incorporated all revisions/corrections necessitated by information provided at the community meeting). Additionally, Consultant will participate in monthly progress meetings by videoconference with City staff through the completion of the final report.

3. Final East-West Glendale Historic Resource Survey

Consultant will deliver three hard copies and two digital copies (one each in Microsoft Word and PDF formats) of the final survey, formatted for 8½ x 11 (letter) size printing.

4. Photographs

Consultant will provide three (3) high resolution photographs (.jpg format, 1M or higher) for each property assigned Status Codes 1-5 and 6L and for each property in a potential historic district. The photographs will be taken at angles to maximize visibility of all portions of each property that can be seen from the adjoining or nearby sidewalk. Additional photographs may be required to capture corner properties, detached garages or outbuildings, or significant architectural details that are visible from the public right-of-way.

5. Spreadsheets

All data required to prepare the required tables included in the Appendix will be provided to the City as a Microsoft Excel document, with all necessary fields provide to the Consultant by City staff.

2a) North Glendale Historic Context Update

Scope of Work:

The Consultant will perform the following work:

- Edit, reformat, and augment the 2011 North Glendale Historic Context to prepare the North Glendale Historic Context Update in accordance with the California Office of Historic Preservation's *Format for Historic Context Statements* and structured to follow the basic outline and format of the South Glendale Historic Context.

- City staff will actively assist the Consultant in the editing and reformatting process to allow the updated context to retain relevant information from the 2011 document, particularly from Chapter 2, even though this may lead to some deviation from the structure and format of the South Glendale context.

The Consultant's primary focus will be on Chapter 4 of the 2011 context in order to provide the level of detail and specificity found in the South Glendale Context's evaluation and identification of contexts, themes, property types, and registration requirements. To accomplish this, the Consultant will need to conduct all necessary research and field work. In addition, the Consultant will incorporate any updates or revisions necessitated by the findings of the accompanying historic resource survey.

- While acknowledging the potential deviations noted above, the updated North Glendale Context will still largely follow the basic outline and format of the South Glendale Historic Context, including:
 1. Introduction: provide an executive summary; a statement of purpose; information about the project team; a general overview of historic district context statements; an explanation of the project methodology; an overview of the community outreach process; information about the project team and administration; and the record collections and repositories used in developing the context. In addition, briefly discuss and provide a map and chart of the previously identified historic resources within the study area.
 2. Guidelines for Evaluation: summary of the National Register, California Register, and local designation criteria for individual and district resources, along with a discussion regarding the aspects of integrity.
 3. Historic Narrative: provide a narrative overview of the history, development, and demographics of the study area, including relevant maps, illustrations, and photographs. As part of this narrative and in support of the City's ongoing reckoning with racist aspects of its past, the historic context should include a section providing insight into how racist and discriminatory policies and practices impacted the study area. This research should include the use of restrictive covenants, how such restrictions were potentially conveyed in marketing materials, racial and ethnic demographics in the study area derived from census data, the area's inclusion and descriptions in Home Owners' Loan Corporation maps and publications, and any other information found relevant to the topic. Further discussion may be included in the development of the contexts and themes.
 4. Contexts and Themes: identification and analysis of the contexts and themes associated with the area's history and reflected in its extant built environment, including historical patterns, significant events or activities, environmental, social, political, technological and cultural influences, and significant individuals and groups relevant to the context themes.

5. Property Types and Registration Requirements (for each context/theme): identify important property types and their historical significance associated with the theme. Emphasis should be on describing extant property types, the general location and likely condition of each property type, identifying eligibility criteria, and establishing integrity thresholds for each property type.
 6. Preservation Goals and Priorities: outline and prioritization of recommended preservation activities and methods for identifying, evaluating, and treating the property types identified as significant within each theme or context. This section will be completed in consultation with City staff.
- Participate in monthly progress meetings via videoconference with City staff to evaluate progress and receive direction.
 - Participate in one community outreach meeting, to be organized by the City, to share the goals and requirements associated with the historic context document and gather information from attendees that will assist in developing its contexts and themes. Additional community feedback obtained by the City through other means of outreach will be provided to the Consultant in a timely manner.
 - Prepare and submit Draft NG Context Update to City.
 - Present the findings of the draft historic context to the Historic Preservation Commission at a public hearing. City staff may require that comments, additional information, and/or corrections recommended by the Commission or members of the public be incorporated into the document.
 - Consultant will make any corrections, additions and/or deletions to the draft historic context and survey results as requested by the City prior to the submission being deemed final.
 - Submit final NG Context Update to the City.

Deliverables

The Consultant will deliver the following:

1. Draft North Glendale Historic Context Update

Consultant will provide a digital copy of the complete draft historic context in Microsoft Word format for review by City staff. Further revision of the initial draft submission may be required and will be completed by the Consultant to the satisfaction of City staff prior to public review.

2. Meeting Attendance

Consultant will participate in two public meetings: 1) Community Meeting toward the beginning of the project to explain its goals and gather information; and 2) Historic Preservation Commission meeting to present the findings of the draft historic context (upon City staff's satisfaction that the terms of the project have been met, public input is appropriately incorporated, and the product is ready for public review). [Please note that the community and preservation commission meetings will be held separately from those for the EWG Context and cannot be combined to achieve greater project efficiency.] Additionally, Consultant will participate in monthly progress meetings by videoconference with City staff through the completion of the final report.

3. Final North Glendale Historic Context Update

Consultant will deliver three hard copies and two digital copies (one each in Microsoft Word and PDF formats) of the final historic context, formatted for 8½ x 11 (letter) size printing. Digital files containing any scans and/or photographs used in the document and not previously provided by the City will also be included with the digital copy of the context.

2b) North Glendale Historic Resource Survey

Scope of Work:

The Consultant will perform the following work:

- Conduct all research and fieldwork necessary to prepare the North Glendale Historic Resource Survey, which will include all parcels in the study area developed before the year 2000, in accordance with the Secretary of the Interiors' Standards for Preservation Planning, Identification, Evaluation and Registration; National Register Bulletin No. 24: Guidelines for Local Surveys; National Register Bulletin Nos. 15, 16A, and 16B; California Office of Historic Resources: Instructions for Recording Historical Resources; and the Glendale Municipal Code.

The draft and final survey documents will be structured to follow the basic outline and format of the South Glendale Historic Resource Survey, including:

1. Introduction: overview of the survey goals and study area, as well as a map of the study area and a chart of previously designated properties and historic districts.
2. Guidelines for Evaluation: summary of the National Register, California Register, and local designation criteria for individual and district resources, along with a discussion regarding the aspects of integrity.
3. Survey Methodology: discuss the overall survey methodology and research process, as well as the relationship between the survey and the registration requirements identified in the North Glendale Historic Context.
4. Survey Findings: this section will contain two subsections: "Individually Eligible Historic Resources" and "Potential Historic Districts."

The individually-eligible subsection will be broken down by property types, developmental eras, and any other categories deemed necessary by the Consultant and/or City staff. For each, the specific methodology employed to determine eligibility will be stated/discussed.

The potential district subsection will provide an overview of each area, including: a description of the area and a brief discussion of its history, its period of significance, a boundary justification, the total number of properties, the numbers of likely contributors and non-contributors and a map depicting their distribution within the boundary, and a few representative photographs.

5. Appendices: DPR 523A and 523B forms for all properties assigned California Historic Resource Status Codes 1-5 and 6L; DPR 523D forms for all potential historic districts (Status Code 5D3); and separate tables (containing information fields to be provided by City staff) for Status Codes 1-5, 6L, and 6Z. In addition, a table listing all parcels developed in or after the year 2000 will be included.
- Participate in monthly progress meetings via videoconference with City staff to evaluate progress and receive direction.
 - Prepare and submit Draft North Glendale Historic Resource Survey to City, including draft DPR 523A/B and 523D forms. Consultant will make any corrections, additions and/or deletions to the draft historic survey and or DPR forms as requested by City staff prior to subsequent public review. DPR forms to be submitted as individual .doc and .pdf files using file naming conventions provided by City staff.
 - Participate in one community outreach meeting, to be organized by the City, to share the preliminary findings of the Draft Historic Resource Survey and obtain feedback from community members.
 - Present the findings of the Draft Historic Resource Survey to the Historic Preservation Commission at a public hearing. City staff may require that comments, additional information, and/or corrections recommended by the Commission or members of the public be incorporated into the document prior to it being deemed final.
 - Submit final North Glendale Historic Resource Survey to the City.

Deliverables

The Consultant will perform the following:

1. Draft North Glendale Historic Resource Survey

Consultant will provide a digital copy of the complete Draft Historic Resource Survey, including draft DPR forms, in Microsoft Word format for review by City staff. Further revision of the initial draft submission may be required and will be completed by the Consultant to the satisfaction of City staff prior to public review.

2. Meeting Attendance

Consultant will participate in two public meetings: 1) Community Meeting after City acceptance of the Draft Historic Resource Survey to present the findings of the report (upon City staff's satisfaction that terms of the project have been met and the product is ready for public review); and 2) Historic Preservation Commission meeting to present the findings of the draft historic context (upon City staff's satisfaction that the Consultant has incorporated all revisions/corrections necessitated by information provided at the community meeting). [Please note that the community and preservation commission meetings will be held separately from those for the North Glendale Historic Context Update and cannot be combined to achieve greater project efficiency.] Additionally, Consultant will participate in monthly progress meetings by videoconference with City staff through the completion of the final report.

3. Final North Glendale Historic Resource Survey

Consultant will deliver three hard copies and two digital copies (one each in Microsoft Word and PDF formats) of the final historic resource survey, formatted for 8½ x 11 (letter) size printing.

4. Photographs

Consultant will provide three (3) high resolution photographs (.jpg format, 1M or higher) for each property assigned Status Codes 1-5 and 6L and for each property in a potential historic district. The photographs will be taken at angles to maximize visibility of all portions of each property that can be seen from the adjoining or nearby sidewalk. Additional photographs may be required to capture corner properties, detached garages or outbuildings, or significant architectural details that are visible from the public right-of-way.

5. Spreadsheets

All data required to prepare the required tables included in the Appendix will be provided to the City as a Microsoft Excel document, with all necessary fields provided to the Consultant by City staff.

5. PROPOSAL REQUIREMENTS

A. Criteria for Proposal Acceptance

The contract will be awarded only to a qualified historic preservation Consultant. In order to qualify, a Consultant must, in the opinion of the Director of Community Development Department, meet the following standards as they relate to this RFP.

- Have adequate equipment, technical, and financial resources for performance, or have the ability to obtain such resources.
- Have the necessary experience, organization, technical qualifications, skills, and facilities, or have the ability to obtain them (including any subcontractor arrangements) and must meet the Secretary of the Interior's professional qualification standards set forth in 36 CFR Part 61, Appendix A
- Have a satisfactory performance of record in other similar consulting work.
- Be an Equal Opportunity Employer.
- Demonstrate an adequate understanding of the project.
- Propose an expeditious, realistic schedule.
- Propose a budget demonstrating efficient use of resources.
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including necessary insurance as required by the City.
- The Consultant shall certify that neither the principals nor any other individuals associated with the Consultant work are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

B. Organization

- **Introduction:** The introduction should convey the Consultant's understanding of the project's objectives, scope, and requirements, and the Consultant's ability to complete the project in a timely manner.
- **Timelines:** Submit three timelines: 1) EWG Context and Survey and 2) NG Context Update and Survey, as if they are conducted sequentially, without any overlap; and 3) a timeline for the concurrent preparation of these documents to reflect any resultant time savings. Each timeline will provide a thorough explanation of the course of action with a timeline outlining major milestones.
- **Technical Approach:** A description of the techniques and methodology that the Consultant will employ.
- **Time/Staff Breakdown:** Number of hours estimated per staff person and/or task for each phase of the project, including the fee schedule for all staff members or positions proposed for the project. Provide this breakdown for each of the two bids (it is not necessary to provide one for the concurrent preparation of the two).
- **Cost Estimates:** The final "not to exceed" contract price and payment schedule will be negotiated with the successful Consultant. All applicable costs can be charged to the contract within the negotiable "not to exceed" limit, including travel, overhead, materials, and subcontractors. Although, it should be noted that selection will not necessarily be based on costs, please provide an estimate of what your total cost of accomplishing the project will be. As with the timeline, provide three separate cost estimates to reflect sequential or concurrent document preparation.
- **Cost-/Time-Saving Methods:** Identify any cost- and/or time-saving methods that are proposed for this project. Summarize any efficiencies resulting from concurrent preparation of the East-West and North Glendale documents.
- **Insurance:** Acknowledge that bidder has read and can meet City insurance requirements and has reviewed the sample Professional Services Agreement, both included as attachments to this RFP.
- **References:** The names, addresses, telephone numbers, and e-mail addresses of at least three (3) former clients who have contracted with the Consultant for services similar to those described in this RFP.
- **Resumes:** Key personnel who will be assigned to the project should be named. Include resumes citing the individuals' education, qualifications, and experience.
- **Signature:** The proposal must be signed by a person who is authorized to negotiate and execute contracts on behalf of the Consultant.
- **Previous Work:** Examples of historic contexts and historic resource surveys of similar scope to the current proposal, preferably conducted within the last five years.

C. Proposal Responses

Proposals and modifications thereof received at the office designated in the RFP after the exact hour and date specified will not be considered unless either (1) they are sent via certified mail for which an official, dated post office stamp on the original receipt for certified mail has been obtained, and it is determined by the City that the late receipt was due solely to the delay in the mail, for which the bidder was not responsible; or (2) if submitted by mail, it is determined by the City after receipt at the Planning Division office that timely receipt at such office is established upon examination of an appropriate date/time stamp for the Planning Department.

Proposals are to be mailed or delivered to:

Jay Platt

Principal Planner

City of Glendale Planning Division

633 E. Broadway, Room 300

Glendale, CA 91206-4386

- Elaborate proposal format, bindings, color plates, glossy brochures, films or exhibits other than the proposal are not necessary.
- No proposal costs will be reimbursed under this contract.
- The proposal shall be signed by an individual authorized to bind the Consultant and shall contain a statement to the effect that the proposal is a firm offer for at least a 90-day period. The proposal shall contain a statement that all work shall be performed at a price "not to exceed" contract price, which will become the fixed price upon completion of contract negotiations.
- The proposal shall also provide the following information: Name, title, address, and telephone number of the individual(s) with authority to negotiate, and contractually bind the Consultant, and who may be contracted during the period of proposal evaluation.

D. Limitations

- All reports and pertinent data or materials shall be the sole property of the City of Glendale and may not be used or reproduced in any form without the explicit written permission of the City.
- The Consultant should expect to have access only to the public records and public files of local government agencies in preparing the proposal reports. No compilation, tabulation, or analysis of data, definition or opinion, etc., should be anticipated by the Consultant from the agencies, unless volunteered by a responsible official of those agencies. Good business practices such as formal letters of request and making appointments should be followed. Violations of these practices may disqualify the proposal.
- This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of the proposal to this request, or to procure or contract for services or supplies. The City also reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the City to do so. The City may require the proposer selected to participate in negotiations, and to submit such proposals as may result from negotiations.

- The City has the authority to terminate its contract upon written notice to the Consultant at any time during the period of the study if the City finds that the Consultant's performance is not satisfactory.
- Contract payments will be made on the basis of satisfactory performance by the Consultant as determined by the City. Final payment to the Consultant will only be made when the City finds the work performed by the Consultant to be satisfactory and accepts the documents required.
- Responses to this RFP should contain a statement as to what contractual arrangements – if any – exist or have at any time in the past existed between the responding firm and the City.

E. Agreement

The Contractor to whom the Agreement is awarded shall be required to enter into a written Agreement with the City of Glendale in a form approved by the City Attorney. A Sample Professional Services Agreement is included as an attachment. The agreement specifies the terms and conditions of the contract and the required insurance provisions. The RFP, or any part thereof, and the Proposer's responses, may be incorporated into and made a part of the final Agreement; however, City reserves the right to further negotiate the terms and conditions of the Agreement with the selected Proposer. If the Proposer has any questions about or objections to any provision in the City's Professional Services Agreement, such questions or objects must be set forth in detail in the Proposal. If a Proposer is unable to comply with the terms and conditions of the City's Professional Services Agreement, such inability may be, in the City's sole discretion, grounds for rejection of a proposal.

Neither the Agreement nor any interest herein nor claim hereunder may be assigned by Contractor, either voluntarily or by operation of law, nor may all or substantially all of the Agreement be further subcontracted by Proposer without the prior written consent of City. Penalty or possible termination may result for failing to procure written approval from the City. No such consent shall be deemed to relieve Proposer of its obligations to comply fully with the requirements hereof.

F. Insurance Requirements

The City has substantial insurance requirements. Please make consideration of the insurance coverages and the subrogation endorsements required. Insurance is required for the following coverages:

- Professional Liability Insurance
- Workers' Compensation Insurance
- Commercial General Liability or Business Owners' Liability Insurance
- Business Automobile Liability Insurance

Detailed insurance requirements are included as an attachment.

G. Requests for Clarification

A Proposer may submit to the City a written request by email to Jay Platt at jplatt@glendaleca.gov for an interpretation or clarification of, or addenda to, this RFP. Any such written request must be received by the City no later than the date designated in this RFP. The City will review and prepare a written response to each request made pursuant to this section. The City's written determination will be emailed or otherwise furnished to all prospective Proposers by the date designated in this RFP.

The City reserves the right to make modifications or issue addenda to this RFP. If the City determines it is appropriate to revise any portion of this RFP, either at the request of a Proposer or upon the City's own initiative, the City will issue, and make available to all prospective Proposers, a written addendum setting forth this revision. Proposer shall acknowledge receipt of addenda by written notice thereof returned to the City. Where addenda require changes in the work to be performed under the Agreement, the date set for receipt of proposals may be postponed by such number of days as the City determines appropriate in order to enable prospective Proposers to revise proposals.

The City is not bound by any oral interpretations, clarifications, or changes made to this RFP by any City staff member. Any clarification or change to the RFP must be provided in writing pursuant to this section.

H. Acceptance of Proposals

Each proposal shall be submitted with the understanding that it is subject to the evaluation procedure set forth in Section 6 (Evaluation & Selection) and to negotiation at the option of the City. Upon acceptance in writing by the City of the final offer to furnish any and all of the services described herein, the parties shall promptly execute the final contract documents. The written Agreement shall bind the Proposer to furnish, deliver, maintain, operate or compensate in accordance with conditions of said accepted proposal and this Request for Proposals, as negotiated. The City reserves the right to make the award under this RFP based upon the initial proposals submitted. The City has the right to reject any and all proposals and to waive any informality in any proposal.

I. Restrictions on Lobbying and Contacts

During the period beginning on the date of the issuance of the RFP and ending on the date of selection of the Proposer, no person (or entity) submitting a proposal in response to this RFP, nor any officer, employee, representative, agent, or Consultant representing such a person (or entity) shall contact through any means or engage in any discussion concerning the award of the Contract with any member of the City Council of the City of Glendale or his or her personal staff. Any such contact shall be grounds for the disqualification of the proposal.

During the period beginning on the date of the issuance of this RFP and ending on the date of selection of the Proposer, each person or entity described in the previous paragraph shall limit his or her communication with City staff to the written clarification and amendment process described in Section 5G, and interviews or discussions pursuant to evaluation and selection process described in Section 6. At no time may any Proposer have any communication with a member of the City's Evaluation Committee, other than communication initiated by such member during interviews or discussions.

6. EVALUATION & SELECTION

Written proposals will be reviewed by a selection committee made up of members of the City staff. Complete proposals will be evaluated on the basis of the following submission information:

- Clarity and thoroughness of proposal
- Project cost
- Proposed timeline
- Previous experience and products of the Consultant and key personnel
- Favorable responses from references regarding the Consultant's performance
- Other criteria to be determined by City staff as necessary

This evaluation will allow the City's selection committee to identify the most qualified Consultant(s), who may, at the City's discretion, be invited for an interview.

The City reserves the right to reject the proposal of any Proposer who has previously failed to perform properly, or complete on time, contracts of a similar nature, or to reject the proposal of a Proposer who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to reject the proposal of any Proposer who is in default of the payment of taxes, Agreements, or other monies due to the City of Glendale.

7. SUBMITTAL DEADLINE

The signed original and three (3) copies of the proposal must be received by the City of Glendale Planning Department by the close of business at **5:00 p.m., Monday, April 29, 2024**. The Planning Division is located at 633 E. Broadway, Rm. 300, Glendale, CA 91206-4386. The Planning Division's phone number is (818) 548-2140; Jay Platt can be contacted at jplatt@glendaleca.gov.

8. REJECTION OF PROPOSALS

The City of Glendale reserves the right to reject any and all proposals and to solicit new proposals with modified terms and conditions. It also reserves the right to waive any informalities in connection with proposals.

9. ATTACHMENTS

1. East-West Glendale Study Area Map
2. North Glendale Study Area Map
3. Glendale Neighborhood Map
4. City Insurance Requirements and Information
5. Sample Professional Services Agreement
6. Relevant Previous Studies (distributed digitally)
 - a. South Glendale Historic Context (2014)
 - b. South Glendale Historic Resource Survey Report (2019)
 - c. South Glendale Historic Resource Survey Sample DPR 523A/B and 523D Forms
 - d. North Glendale Historic Context (2011)