

CITY-WIDE HISTORIC CONTEXT STATEMENT
CONSULTANT TASKS, DELIVERABLES, SCHEDULE, AND SUBMITTAL REQUIREMENTS

SCOPE OF WORK

The historic context statement will identify the important themes relevant to the history and development of the built environment of Sausalito with an emphasis on the eight neighborhoods identified in the General Plan. The context statement will establish periods of historical significance for each of the important themes, identify important associated property types with their character defining and associative features, and establish evaluation criteria and integrity thresholds sufficient to provide a framework for identifying and evaluating individual resources and historic districts for the National, California, and local historic registration programs.

Preparation of the context statement should be based upon a reconnaissance survey and should identify existing and potential historic districts and establish priorities for future survey work. The final product should outline the overall pattern of development of the City and profile particular periods of significance along with example resources from each of the periods. The context statement will be used to assist with the identification of historic resources through future historic resource surveys and defining boundaries of historic districts. The context statement will be a resource used by decision-makers and public agency staff in administering City programs for the protection, management, and interpretation of historic resources as well as evaluating development proposals affecting local historic resources. The City recently accepted a Historic Context Statement for the Marinship and hence the subject "City-wide" Context Statement should not include the Marinship industrial area of the City. The context statement will compliment the City's recently-prepared Historic Design Guidelines and the City's upcoming update of its historic preservation regulations.

All work must 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, National Register Bulletin #16B – How to Complete the National Register Multiple Property Documentation Form, and the Office of Historic Preservation's instructions.

The consultant must meet the Secretary of the Interior's Professional Qualifications for historian or architectural historian as set forth in 36 CFR Part 61, Appendix A. The historic context statement will need to be consistent with standards and guidelines established by the Office of Historic Preservation (OHP), and will be prepared under the guidelines of a grant awarded through the Certified Local Government Program (CLG). The effort will result in a document containing a complete historic context statement as well as an update to the Historic Preservation Program Guidelines to identify significant periods and the types of development associated with each period.

CONSULTANT TASKS

Preparation of a historic context will be a joint effort guided by the selected consultant, and assisted by City staff along with Sausalito's residents, advisory bodies, and City Council. The consultant tasks must include the following:

1. Consult with OHP regarding context statement expectations and standards.
2. Prepare a project outline.
3. Organize, facilitate, and attend public workshops and meetings to engage interested citizens, neighborhood groups and local professionals from the development and preservation community. At least two of these workshops should be attended by the consultant.

4. Provide information to establish a web page on the City's website to describe activity and invite public comments.
5. Consult with the Sausalito Historical Society, neighborhood groups, and other agencies to help gather information and build consensus for the context statement.
6. Research existing City documents and resources to build the background for the context statement.
7. Prepare an administrative draft context statement.
8. Submit an administrative draft statement to the City and OHP for comment.
9. Prepare a public review draft context statement for public review and comment.
10. Attend meetings of the Historic Landmarks Board and Planning Commission on the public review draft context statement.
11. Prepare a final context statement which addresses any comments submitted during the public comment period.
12. Attend a City Council meeting on the final context statement
13. Prepare an approved context statement, based upon the City Council's action on the final context statement
14. Submit approved context statement to the City and OHP

The selected consultant will be responsible for the completion of all documents and be available for discussion at hearings before the HLB, Planning Commission, and/or City Council.

PUBLIC INVOLVEMENT

Public outreach is integral to the preparation of a well-accepted historic context statement. Sausalito has informed and engaged residents and other community stakeholders. As such, the public participation aspect of this process is especially critical. In Sausalito, we utilize newsletters, newspaper ads, mailers, public workshops within neighborhoods, web pages, and last but not least, notified public hearings as part of our outreach efforts. Since longtime Sausalito residents are often helpful in identifying local history we hope to engage residents as we begin to formulate a draft context statement. The City and consultant will work with the Sausalito Historical Society, neighborhood groups, and local professionals to ensure that the context statement includes a broad spectrum of local knowledge. The final product will be available on the City's website, available as a document at the City, public libraries, the Sausalito Historical Society, and given as resource materials to all City decision makers.

In addition, the consultant will need to attend the meetings listed below.

- 1 kickoff meeting with staff
- 2 Planning Commission / HLB public hearings
- 1 City Council public hearing

REQUIRED DELIVERABLES

- Work Plan and Historic Context Statement Outline (5 bound copies)
- Administrative Draft Historic Context Statement (5 bound copies)
- Draft Historic Context Statement (20 bound copies)
- Final Historic Context (final version endorsed and adopted by the City Council) including any recommendations to incorporate the context statement. The Final Historic Context Statement must include all corrections and responses to the Public Draft Historic Context Statement. (20 bound copies)

When each deliverable is submitted, the consultant will provide two unbound originals and an electronic copy compatible with Word, as well as pdfs of all exhibits.

SCHEDULE

Activity	Consultant	City	Schedule
Send RFP to consultants		X	September 2012
Interview consultants		X	October 2012
Select consultant and enter into contract		X	October 2012
Public Workshop/outreach/website updates	X	X	November-December 2012
Review existing Information	X		November-December 2012
Submit Context Outline	X		November 2012
Consult with OHP- Outline	X		November 2012
Submit Admin Draft Context Statement	X		January 2013
Consult with OHP- Admin Draft	X		January 2013
Submit Public Review Draft Context Statement	X		February 2013
Consult with OHP- Public Review Draft	X		February 2013
Public Hearings (HLB & Planning Commission)	X	X	March 2013
Submit Final Context Statement	X		April 2013
Consult with OHP-Final document	X		April 2013
OHP approval of Final document	X		April 2013
City Council approval of Final document	X	X	May 2013

ADMINISTRATION

The Community Development Department administers the City's Historic Preservation regulations and Guidelines with Associate Planner Heidi Burns, under the supervision of Community Development Director Jeremy Graves, acting as the primary contact and liaison to the Historic Landmarks Board.

CERTIFIED LOCAL GOVERNMENT GRANT

The State Office of Historic Preservation awarded the City of Sausalito a \$12,500 CLG grant to assist the City with the preparation of a historic context statement. City of Sausalito will provide additional funding (minimum 40% of CLG grant funds) for the balance of the costs for preparation and printing of the Historic Context Statement. The Consultant will be responsible for submitting billing and supporting documentation in a format, timeframe and manner that meets CLG grant requirements for reimbursement. City staff will be responsible for completing grant reporting and monitoring in accordance with grant reporting requirements established by OHP.

HISTORIC PRESERVATION RESOURCE MATERIALS

To view the City's existing Historic Preservation regulations, Guidelines, Marinship Historic Context Statement, and the OHP-preferred format for Historic Context Statements, please use the links listed below.

Document/Source	Location
General Plan of Sausalito	http://www.ci.sausalito.ca.us/Index.aspx?page=266
Historic Preservation Regulations- Chapter 10.46	http://ci.sausalito.ca.us/Index.aspx?page=265
Preservation of Historic Landmarks - Chapter 8.44	http://www.ci.sausalito.ca.us/Index.aspx?page=121
Historic Resource Materials (including Marinship Historic Context Statement)	http://www.ci.sausalito.ca.us/Index.aspx?page=695
Sausalito Historical Society	http://www.sausalitohistoricalsociety.com/ 420 Litho Street, Sausalito, CA 94965.
OHP-preferred format for Historic Context Statements	http://ohp.parks.ca.gov/pages/1072/files/format%20for%20historic%20context%20statements.pdf

SCHEDULE OF COMPENSATION

Compensation for preparation of Context Statement will be provided on a fixed cost basis on the following schedule.

- Delivery of an acceptable Administrative Draft Context Statement – 40% of fixed cost
- Delivery of an acceptable Public Review Draft Context Statement – 30% of fixed cost
- Delivery of an acceptable Final Context Statement and completion of all contractual duties – 30% of fixed cost

Compensation for meeting attendance (exclusive of the kickoff meeting) and printing will be provided on a time and materials basis. Approved invoices for time and materials charges will be paid within 30 days of receipt.

SUBMITTAL REQUIREMENTS

Four copies of the proposal should be submitted. The proposal must:

- Provide a work plan which describes the various tasks and steps that the consultant will undertake, estimates the time needed to complete each task, and describes how the tasks lead to specific deliverables.
- Describe the firm's experience in preparing historic context statements in accordance with the applicable Secretary of the Interior's Standards.
- Indicate the names, positions, and hourly rates of each professional who will perform various aspects of the day-to-day work. If the proposal includes sub-consultants, provide a summary of the administration and staffing of each sub-consultant.
- Identify any information, materials, and/or assistance required from the City of Sausalito and/or involved agencies or proponents to complete the project.
- Describe similar projects undertaken by the firm. Provide contact information for at least three individuals for each referenced project.

PROPOSAL SELECTION PROCEDURES

Proposals will be reviewed utilizing the submitted information. The selection process may include an interview of top consultant teams. The final decision will be based on the following criteria:

- Experience with the preparation of historic context statements;
- Quality and responsiveness of proposal;
- Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required;
- Recent experience in successfully performing similar services; and
- Cost.

I:\CDD\PROJECTS - NON-ADDRESS\CDD\2012\12-071 Historic Context Statement\RFP\RFP 9-27-Scope of Work.docx