

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

Request for Proposals

Historic Preservation Professional Consulting Services for the Preparation of an Architectural and Historical Survey of the City's Existing Historic Districts and Select Neighborhoods

The City of West Chicago is accepting proposals for a qualified consultant or firm to prepare an update of the City's architectural and historical survey of properties in the City's two existing historical districts, and to prepare an architectural and historical survey of properties in additional residential neighborhoods to determine each property's historical significance. This Request for Proposal package describes the scope of work and submittal requirements. Compliance with all federal, state, and local laws, rules, and regulations is required.

Website Link:

Type of Bid: Request for Proposals

City Representative: John Sterrett, Assistant Director of Community Development
jsterrett@westchicago.org
630-293-2247

Bid Release Date: March 19, 2025

Bid Due Date: April 2, 2025

Deadline: 4:00 P.M.

All Proposals must be received by the West Chicago Community Development Department, West Chicago City Hall, 475 Main Street, West Chicago, IL 60185 no later than 4:00 P.M. on the Bid Due Date outlined above.



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INTRODUCTION

The City of West Chicago is accepting proposals for a qualified consultant or firm to prepare an update of the City's architectural and historical survey of properties in the City's two existing historical districts, and to prepare an architectural and historical survey of properties in additional residential neighborhoods to determine each property's historical significance. This RFP package describes the scope of work and submittal requirements. Compliance with all federal, state, and local laws, rules, and regulations is required. Any future changes, additions, or deletions to this RFP will be in the form of written addenda issued by the City and will be posted on the website indicated in this RFP. Prospective consultants must check the website for addenda or other relevant new information during the response period. The City is not responsible for the failure of any prospective consultant to receive such addenda. All addenda so issued shall become a part of this RFP.

BACKGROUND

West Chicago is located 30 miles west of Chicago on the western edge of DuPage County. The City was founded in 1849 as the first railroad town in Illinois, originally named Junction and later Turner Junction, after its founder John Bice Turner, in 1855. The City's rich history as a railroad town has been maintained through its historic preservation efforts.

Interest in historic preservation in the City began several decades ago with the City Council creating the Historical Preservation Commission in 1990. The City then commissioned an architectural survey in the City's downtown central business district and established the community's first historic district in 1991 known as the Turner Junction Historic District. A second architectural survey was commissioned in 1998 in a residential neighborhood which led to the eventual establishment of the City's second historic district known as the East Washington Street Historic District. Both Districts remain active and the City's Historical Preservation Commission has jurisdictional review of all exterior modifications to the properties located in each district. Since the formation of the Historical Preservation Commission, the City has also locally landmarked seven properties.

PROJECT DESCRIPTION/OBJECTIVES

The City seeks to secure professional consulting services to conduct an intensive architectural and historical survey within the survey areas identified in this RFP, following Illinois Historic Preservation Agency guidelines, and provide an analysis to identify properties that are significant, potentially significant, contributing, or non-contributing. The survey area is subject to

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Ruben Pineda
MAYOR

Michael L. Guttman
CITY ADMINISTRATOR

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expansion based on the field reconnaissance from the selected firm. The final boundaries will be established in consultation with the selected firm.

The analysis will assist the City to identify buildings that are eligible for historic landmark designation and which areas could qualify as an additional historic district. The selected firm will provide a final survey report addressing at a minimum all of the deliverables. A timeline will be developed with the selected firm and will include a date for completion of preliminary research, project considerations, and final survey/report. The selected firm will share survey results with the City's Historical Preservation Commission prior to a presentation to the City Council.

The staff liaison to the City's Historical Preservation Commission as well as members of the Historical Preservation Commission will be available throughout the study to answer questions and provide information required to complete the study. The West Chicago City Museum and the West Chicago Historical Society will also be available as a resource for research and information.

SURVEY AREAS

The survey will include an update to the City's two established historic districts – the Turner Junction Historic District and the East Washington Street Historic District, as well as four additional residential neighborhoods that are not currently designated as historic districts. The survey areas are described below and depicted on the attached maps.

Turner Junction Historic District

The City's first Historic District was established in August of 1991 following the conclusion of the first architectural survey performed in the area known as the Turner Junction Historic District. This district is located in a portion of the City's Central Business District, approximately 30 acres in size and contains approximately 90 buildings. The architecture style of these buildings primarily consists of Art Moderne, Late Victorian, Greek Revival, Spanish Colonial, Classical Revival, and Queen Anne.

East Washington Street Historic District

The City's second Historic District was established in March of 2003 known as the East Washington Street Historic District. This district is located east of the Turner Junction Historic District located in one of the City's residential districts containing approximately 40 homes and 16 acres. The architecture style of these homes primarily consists of Queen Anne, Colonial Revival, and American Foursquare.

Old Heidelberg Neighborhood

A residential area southwest of the Turner Junction Historic District known as Old Heidelberg, this area is roughly 62 acres and contains approximately 90 residential homes primarily of Upright and Wing and Gable Front architecture.

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Town of Turner

This 85-acre residential area is northeast of the Turner Junction Historic District known as Town of Turner. This area has over 200 homes with a diverse variety of architectural styles including Queen Anne, American Foursquare, Bungalows, Italianate, and Craftsman.

Town of Junction

Immediately east of the Turner Junction Historic District and south of the East Washington Street Historic District, this residential neighborhood has around 80 homes, primarily Foursquare, Bungalow, and Cottage Style homes and is about 25 acres in size.

Elmwood & Highland

This residential area contain Sears Kit homes, bungalows, and mid-century modern homes, as well as other diverse types of architecture. The Elmwood & Highland neighborhood is directly north of the Town of Turner neighborhood, approximately 70 acres with around 100 homes.

SCOPE OF WORK AND SERVICES

The selected professional consultant will have the necessary qualifications to perform an intensive architectural and historic survey and provide a report based on the findings. The consultant, in the preparation of a proposal, should not be limited by the services identified herein but should describe any additional services they believe are beneficial in meeting the project objectives.

The selected professional consultant will field survey and document building conditions in the Project Area with an appropriate level of supporting evidence that supports or refutes significance, as readily accessible, and evaluate every primary structure, secondary structure, and site in the survey area and identify if structures are Significant, Contributing, and Non-contributing. Further, non-contributing buildings should be ranked as non-contributing due to (a) age, (b) reversible alterations, or (c) irreversible alterations. Research will be recorded on an inventory form.

An intensive survey report shall be compiled by the consultant. The report should include the following items:

1. **Introduction:** An introduction explaining the nature of the survey and its extent. The acreage and the number of buildings surveyed should be included. A short description of previous surveys undertaken in the community by federal, state, or local governments or private agencies, organizations or individuals shall be included. A detailed explanation of the objective of the survey must be outlined as well.
2. **Methodology:** A complete description of the survey methodology and the relevant National Register evaluation criteria, local landmark criteria, and integrity thresholds for designation shall be included. It is understood that an intensive survey will not gather all of the descriptive, contextual, and ownership information on every historic property in the survey area. "Data gaps" are anticipated; a discussion of what information (i.e. chain of title,

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architectural plans, etc.) is missing from the current and previous surveys and suggestion about future information gathering is required to be included in the report.

3. **History:** A detailed description of the historic context of the survey area or theme, including a general history of the surveyed area and the larger community should be part of this context. The context explains the important themes of history and physical patterns in the development of specific survey areas with a full description of the various characteristics that give the area its identity, including architectural styles, materials, building types, street patterns, topography and land use.
4. **Maps:** A general map of the community indicating the area(s) of the community surveyed. A more detailed map that records specific information on the location of individual properties. If necessary, multiple maps can be utilized.
5. **Results:** A tabulation of the results, including the number of properties investigated, the number of resources 45 years or older, and the exact number of buildings, structures and objects in the data collection including outbuildings and secondary buildings.
6. **Conclusion/Recommendations:** The survey report should conclude with a recommendation section that evaluates the potential for individual local landmarked properties or for new or expanded historic districts, and any other applications of the survey data. Also include general information on the present condition and future preservation of the resources, an impacts/threats assessment, losses, needs assessment, and strategies/priorities for resource preservation.
7. **Bibliography:** A bibliography of sources consulted.
8. **Spreadsheet organization:** A spreadsheet in digital form consisting of the information gathered from the survey including, but not limited to, each address of the surveyed property, survey area the property is located in, building type, architectural style, exterior condition, present use, date of construction, historical significance (significant, potentially significant, contributing, non-contributing), candidate for local landmark status, and any relevant notes. ESRI shapefile of this information preferred but not required to be incorporated with City's existing GIS framework.

PROPOSAL PROCESS

Each proposal shall specify the items as set forth in the scope of work and services section of this RFP and follow the format described herein:

1. **Description of the consulting team:**
 - a. Name, address, email, and phone number of the consultant.
2. **Statement of Qualifications:**
 - a. Qualification summary of the company.

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- b. List and qualification summary of each staff member who will work on the project.
 - c. List and qualification summary of other firms and consultants who will work on the project.
3. Project Approach:
- a. Consultants are asked to provide a list of actions to be taken to achieve the Scope of Work and Services
 - b. List of tasks to be performed for the project and which staff will be responsible for each task.
 - c. Project Schedule.
4. Fees and Insurance
- a. Provide the fees for performing the Survey broken down into the five categories as itemized in the Fees section below.
 - b. Provide break out of fees for travel and expendables.
 - c. Provide a fee structure for changes in scope.
5. References
- Provide a minimum of five similar architectural and historical surveys with the following information at a minimum:
- a. Location of survey.
 - b. Date the study was completed and the length of time to complete.
 - c. Name, title, and contact information for organization the study was conducted for.
 - d. Description of the deliverable(s) produced.
 - e. Notable results within the community as a result of the completed survey.

FEES

The fee proposal shall contain, but not be limited to the following information that constitutes the fee for costs for completing the project:

1. Proposed hourly rate of principal consultant on the project.
2. Proposed hourly rate of the field surveyor and/or assistants on the project.
3. Proposed number of hours by principal consultant, field surveyors and assistants to complete the project.
4. Proposed cost of materials required for the project.
5. Travel costs to the City for research/field surveying as well as City Staff meetings.

SELECTION PROCESS

Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications or deliverables without taking exception may be grounds for rejection. The City reserves the right to reject any and all proposals, and to waive any irregularity or informality in any proposal or in the Request for Proposal process, as long as, in judgment of the City, such action will not negate fair competition and will permit proper comparative evaluation of the

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proposal submitted. All proposals will be reviewed by the City to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For consultants that satisfy the minimum requirements, the City will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

1. The consultant's general approach to providing the services required under this RFP.
2. The consultant's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
3. The qualifications and experience of the consultant's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
4. The overall ability of the consultant to mobilize, undertake, and successfully complete the scope of work in a timely fashion. The criterion will include, but is not limited to, the following factors:
 - a. The qualifications of management.
 - b. Supervisory and other staff proposed by the consultant to perform the services required by this RFP and their designation as full- or part-time
 - c. The availability and commitment to the engagement of the consultant's management, supervisory and other staff proposed.
 - d. A listing of any survey projects under contract by the consultant for completion within the same proposed timeframe as the West Chicago project as well as the number of resources and completion dates for those projects and the type and size (not location) of any pending survey work the consultant is pursuing simultaneously.

Upon evaluation of proposals, the City will select the top consultants, which will then be required to be interviewed by the selection team. Interviews will take place the week of April 7, 2025. Following interviews, the City will select the consultant deemed most advantageous to the City, according to price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected consultant's proposal, and any changes negotiated by the parties. The West Chicago City Council will make the final award of the proposal or contract.

PROPOSAL CONDITIONS

1. All proposals must be received by the West Chicago Community Development Department by mail, email, recognized carrier, or hand delivered no later than April 2, 2025 at 4:00 PM. Late proposals will not be considered and will be returned unopened.
2. All costs incurred in the preparation and submission of proposals and related documentation will be borne by the prospective consultant.

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3. Any information submitted may be subject to public disclosure pursuant to the State of Illinois Freedom of Information Act.
4. All work products produced by the design team, consultant and its members, City of West Chicago, and/or by any third party during the term of a Contract resulting from this RFP are the sole property of the City of West Chicago. The City of West Chicago shall be the sole owner of all digital data, graphics and documents, as well as all hardcopy and publishable documentation resulting from the design and reports. The City of West Chicago has the right to use, distribute or dispose of the work products without the consent of the firm.
5. All documents/information submitted in response to this solicitation shall be available to the general public as required by the State of Illinois Freedom of Information Act.
6. Selection of qualified consultants will be by an impartial selection team. Selection will be made on the basis of the proposals as submitted, and the City reserves the right to interview applicants as part of the selection process. The proceedings of the selection team are confidential, and members of the selection team are not to be contacted by the prospective consultants.
7. The City reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request, and make more than one award, or no award, according to the best interests of the City. In the event that all proposals are rejected, the City of West Chicago reserves the right to re-solicit proposals.
8. This Request for Proposal does not constitute an offer of employment or to contract for services.
9. The selected individual or firm shall defend, indemnify and hold harmless the City of West Chicago, agents, elected officials, employees, and contracted third-parties from any and all costs of any nature whether for personal injury, property damage, or any other liability arising out of or in any way connected with the any acts or omissions of the individual or firm or any of its principals, employees, or agents under this RFP or under any agreement executed with the City of West Chicago.
10. All proposals shall remain firm for four months (120 days) following the closing date for receipt of proposals. 12. The City reserves the right to award the contract to the firm who presents the proposal which, in the judgment of the City, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the professional service fee.
11. All correspondence and questions should be directed to:

John Sterrett, Assistant Director of Community Development

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475 Main Street

West Chicago, IL 60185

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