

Agenda of the City and Borough of Juneau
Historic Resources Advisory Committee
Regular Meeting – September 1, 2021
Zoom Webinar Meeting

MEMBERS	
Name	Attendance
Zane Jones	
Shannon Crossley	
Shauna McMahon	
Gary Gillette	
Sarah Hieb	
Benjamin Huskinson	
Olivia Lihou	
Dorene Lorenz	
Chuck Smythe	

STAFF	
Name	Attendance
Allison Eddins	
Beth McKibben	
Niko Sanguinetti	

- I. Call to Order
- II. Approval of Agenda
- III. Approval of August 2021 Minutes
- IV. Public Comment
- V. RFP review for Juneau Townsite Survey

Next Meeting – October 6, 2021

City and Borough of Juneau
Historic Resources Advisory Committee
Regular Meeting – August 4, 2021
Zoom Webinar Meeting
Draft Minutes

Members:

Zane Jones (Chair)	P Benjamin Huskinson	P Shauna McMahon (Recorder)
Sarah Hieb	P Gary Gillette	P Dorene Lorenz
Olivia Lihou	Chuck Smythe	P Shannon Crossley

Staff:

P Allison Eddins (CDD)	Beth McKibben (CDD)	Niko Sanguinetti (JDCM)
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- I. Call to Order
 - Meeting was called to order at 5:10pm.
- II. Welcome Benjamin!
 - The Committee had a quick round of introductions to welcome Benjamin Huskinson to HRAC.
- III. Approval of Minutes
 - June 2021 minutes approved.
- IV. Public Comment
 - No members of the public were present to comment. Review of the 2020 Annual Report
 - Ms. Crossley rejoined the discussion.
 - Staff presented the report to the Committee.
 - The report was approved with amendments to the membership description for Ms. Hieb, Ms. Lihou and Ms. Lorenz.
- V. Vice Chair Nominations
 - Shannon Crossley was nominated to be HRAC's new Vice Chair. The committee voted Ms. Crossley in unanimously.
- VI. RFP review for Juneau Townsite Survey
 - Ms. Crossley recused herself from the discussion since her firm will likely bid on the project.
 - Without Ms. Crossley the Committee lost its quorum.
 - The RFP conversation was postponed until September or a special meeting may be called before the September meeting.
- VII. Webpage Updates.
 - Staff walked the Committee through the latest webpage updates.
 - The Committee had recommendations for re-wording the "Welcome" and a few organizational comments.
 - Staff will make those changes prior to the September meeting.
- VIII. Committee Comments

- No additional committee comments.

Meeting adjourned at 6:25 pm

DRAFT



Finance Department, Purchasing Division

Mailing Address: 155 South Seward Street, Juneau, AK 99801
Physical Address: 105 Municipal Way, Room 300, Juneau AK
Email: Purchasing@juneau.org E-Submission: [Public Purchase](#)
Phone: (907) 586-5215 X 4 // Fax: (907) 586-4561

**RFP No. 2X-XXX
TITLE**

Issued by: XXX, Buyer, CBJ Purchasing Division

Date of Issue: XX

Proposal Deadline: XXX, prior to 2:00 p.m. Alaska Time

Contact & Questions: CBJ Purchasing Division of Finance is the sole point of contact for all matters pertaining to this solicitation. No oral interpretations will be made. Submit any interpretation requests in writing, noting issuing buyer, solicitation number and title, via email to purchasing@juneau.org or the Public Purchase "Ask Questions" link or Fax to (907) 586-4561. Request must be received a minimum of five (5) business days prior to the solicitation deadline.

Submission: Timely responses are to be submitted electronically. CBJ uses [Public Purchase](#) for eProcurement submittal services. Register online prior to submitting. Submit one (1) signed complete electronic copy. For more information visit www.publicpurchase.com.

STATEMENT OF NO PROPOSAL: If you DO NOT intend to submit a response or wish to be removed from the plan holders list please complete and return this form immediately via email or fax. Indicate your reason by checking one or more of the boxes below. Your response will assist us in evaluating all responses for this project and improve our solicitation process.

Do not offer product /service. ☐ Cannot meet specifications. ☐ Insufficient time to respond. ☐
Insurance requirements Issue. ☐ Scheduling Conflict. ☐ Remove from planholder's list. ☐
Unclear Specifications (explain) ☐ Other (explain). ☐

Company Name & Rep. (name & title): _____

Date: _____ Email: _____

Phone: _____ Fax: _____

1. **Purpose.** The City and Borough of Juneau (City or CBJ) seeks proposals from qualified firms for the provision of a complete survey and inventory report for the Juneau Townsite historic neighborhood. The inventory will update the previous survey and inventory report that was completed in 1988. The inventory will be made public through the website of the Community Development Department with the intent that it be used as a resource for researchers and property owners. An update survey and inventory will allow the CBJ to approach property owners with the proposal of nominating the district for listing on the National Register of Historic Places. The survey and inventory work will be Phase I. Phase II will focus on the nomination.
2. **Contract Period.** The contract period will be from date of award through [DATE], with the option to renew for [NUMBER] additional one-year periods. Renewals will be by mutual agreement.
3. **Grant Funding.** Funding for this procurement is to be provided by the State of Alaska Office of History and Archaeology Historic Preservation Fund (HPF #) Due to grant limitation, the contract price for this project cannot exceed \$24,000. Contractor must meet the Secretary of the Interior's professional qualification standards in [36 CFR 61](#).
4. **Contract Administration & Compliance.** In an effort to maintain the expected level of services and ensure that the Contractor is fulfilling all duties and reporting requirements, CBJ will assign Allison Eddins, Planner II or other designee as Contract Administrator for this project.
5. **Review of General Terms & Conditions, Insurance & Contract.** Attached to this RFP are documents required for this project (ATTACHMENTS A, B & C). Contractor should carefully review all these attachments. Awarded Contractor is expected to comply with these requirements.
6. **HIPAA Business Associate Agreement.** TBD by CBJ Purchasing. The City has designated certain health care components as covered by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The successful vendor will be designated a business associate of those agencies identified as health care components of the City, upon award of contract. The successful vendor will be required to execute the BRH's Business Associate Agreement (ATTACHMENT D) and must adhere to all relevant federal, state and local confidentiality and privacy laws, regulations, and contractual provisions of that agreement.
7. **Project Description.** The following services shall be required in the performance of this contract:

This is a project to conduct an intensive survey of the entire Juneau Townsite neighborhood. The survey work and products should comply with the Alaska Historic Buildings Survey Manual and Style Guide. The project shall include the following:

- Conduct a minimum of two public meetings to introduce the project and share the survey results with the community. The Consultant will work with CBJ Staff to prepare a presentation for the meetings.
- Perform reconnaissance survey of the project area, excluding properties already listed in the National Register of Historic Places, in order to document properties of architectural or historical interest and potential significance. Update previously surveyed properties that have been altered, restored, or demolished.
- Perform site specific research and prepare the intensive survey report. Conduct historic research on all properties potentially eligible for the National Register of Historic Places.

Prepare an intensive report including an introduction and chapters on survey methodology; historical overview; all themes represented in the history of the survey area; architecture; designers, engineers, and builders; notable people; survey results; and recommendations. Submit a draft report to the CBJ for review and approval.

8. **Proposal Requirements.** Proposals shall be no more than 25 pages long. Provide the following information in your proposal:
- a. **Title page and transmittal letter.** Include the number and title of the RFP, the name of your firm, name of the contact person, address, telephone and fax number, email address and date of submission. Provide notice if you qualify as a “Juneau Proposer”. A person who has authority to bind the company must sign the transmittal letter and provide their title.
 - b. **Understanding and Methodology.** Briefly describe briefly your understanding of the project, the services required and your proposed method to accomplish the project. **(20 points)**
 - c. **Experience & Qualifications.** Specify each person who will provide services to CBJ under this Contract, their role, and a brief summary of qualifications and specialized experience. Specify project manager, their availability and anticipated scale of involvement. **(30 points)**
 - d. **References.** Describe two projects accomplished by the proposed personnel which are similar in concept and scope. Provide client names, individual contact persons, and telephone numbers for these projects. **(30 points)**
 - e. **Fee proposal.** Provide a price proposal for the compensation that you expect to receive for the performance of the contract. **(20 points)**
 - f. **Juneau proposer preference.** CBJ will determine and qualify Proposers at the time of submitted proposal per CBJ Ordinance 53.50.010 and 53.50.050 to determine preference points awarded. **0 or 5 points).**

Each proposal will be given a numerical score and then ranked. The proposal with the highest score will be selected for contract negotiations. Proposers may be asked to clarify their proposals during the evaluation process.

9. **Evaluation Form**

Evaluator No.____ Proposer_____			Maximum Score Achievable = 1,000 points
CRITERIA	Weight	Score (0 – 10*)	Total Points = (Numerical Score X Weight)
Understanding & Methodology	XX		
Experience & Qualifications	XX		
References	XX		
Price proposal (determined using formula)	XX	Determined by Purchasing	
Juneau Proposer Preference	5	Determined by Purchasing	
Rank _____ Grand Total			
*Point Guide: Outstanding (10 points)_Adequate to Good (6 to 8 points) Marginally Acceptable (3 or 4 points)_Unacceptable (0 or 1 point)_No scores using numbers 2, 5 or 9			



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7. **Scope of Work.** The following services shall be required in the performance of this contract:
 - An initial public meeting to introduce the Juneau Townsite property owners and interested members of the public to the project and answer questions. CBJ will be responsible for the public outreach and will host the meeting. The contractor should be present to introduce themselves and answer project-related questions from the public. The contractor will work with CBJ staff to prepare a presentation.
 - An Intensive-Level Historic Resources Survey for all historically and culturally significant resources within the Juneau Townsite neighborhood and the creation of a database and base map of surveyed properties. CBJ can assist with the base map. Database should be in a format easily shared on a project webpage.
 - Documentation of surveyed properties on the appropriate forms for a future National Register Nomination. Documentation will include high quality digital photos of each structure and street scape.
 - Final report and survey.

Project tasks are listed individually however it is anticipated that some work may be done simultaneously.

Task 1: Project Commencement

Bring consultant(s), CBJ staff and the Historic Resources Advisory Committee (HRAC) together to understand key issues, organize background materials and data, clarify the work plan and schedule, and launch the project website.

- A. Project Team Meeting – Consultants(s), CBJ and HRAC will meet (in person or virtually) to review and finalize the scope of work and project schedule. The meeting will include a discussion of project goals, opportunities and constraints, project management roles and responsibilities, establishing a communication strategy, data management procedures, and the provision of relevant background information and documents.

CBJ Deliverable:

- 1.1 - Memorandum detailing the topics discussed and action items / next steps.
- 1.2 - Copies of project schedules and work plans.

- B. Project Website – CBJ will design a project website that will serve as the primary website for the Juneau Townsite survey project. The site will: 1) Provide general information about the project and FAQs; 2) Serve as a regularly updated library of project documents, presentations and other materials as they are completed; and 3) Alert the public of upcoming meetings and other methods of participation.

CBJ Deliverable:

- 1.3 - Project Website

- C. GIS Database and Base map – CBJ will compile a GIS database of the survey area showing street and address information. As the relevant information is gathered, the consultant will assist CBJ in updating the map to show the locations of significant cultural and historic resources and other information relevant to the structures and project.

CBJ Deliverable:

- 1.4 - GIS Database and base map

Task 2: Initial Public Outreach

Inform the Juneau Townsite property owners and interested residents of the project, share the project's goals and objectives, scope of work and project timeline and answer general questions from the public.

- A. Kick-off Public Meeting – CBJ will host a kick-off meeting where Juneau Townsite property owners and interested residents will be given the opportunity to learn about the project and ask questions. The consultant will be present to help answer questions. CBJ will provide public notice through a PSA and social media posts. Other outreach methods may be used.

CBJ and Consultant Deliverable:

2.1 - Brief presentation summarizing the project. CBJ will bring paper copies of the presentation for those interested. The presentation will be made available on the project webpage.

Task 3: Pre-Fieldwork Research and Documentation

The consultant shall gather and assess the significance of all relevant historic resources data and associated surveys, reports, studies, plans, publications, mapping and property data. Research should include information about the building's use and ownership history. Archival research should include both primary and secondary sources.

The inventory shall also assess the existing status of all known historic properties within the Juneau Townsite neighborhood including:

- Known properties that are listed on the National Register of Historic Places as an individual property;
- Locally designated buildings; and
- Properties eligible for the National Register of Historic Places.

Consultant Deliverables:

3.1 - Written summary of all inventory and findings.

3.2 - All historic and survey images.

Task 4: Intensive-Level Historic Resources Survey

The consultant will perform an HRS for each significant resources within the Juneau Townsite neighborhood. The HRS will take a detailed look at each resource and collect in-depth information through photo documentation of the resources including all building exteriors. The HRS should also include the following:

- Physical address
- Ownership information
- Historic name of building (if any)
- Current name of building (if any)
- Resource type (building, structure, object, site)
- Approximate date of construction
- Name of architect or building
- Architectural style and description of the building
- Accessory buildings or site features (if any)
- Current use
- Historic use
- Brief history and statement of significance
- Contributing or non-contributing status
- Historic images of resource (if found)
- Current, high-quality images of the resource

Consultant Deliverable:

4.1 – Written summary of all findings

4.2 – High resolution digital photos of all resources included in the survey

Task 5: Draft Historic Resources Survey Report

The consultant shall produce a draft HRS report for the CBJ staff and HRAC to review. The draft HRS must include the following:

- Title page

- Name of survey
- Municipality and borough
- Name of consultant
- Funding source of the survey
- Date of completion
- Methodology
 - Project Objective – A clear statement regarding the purpose of the survey and how it is intended to be used
 - Explanation and justification of geographic scope of the survey (include a map); note number of square miles and number of properties in the survey area
 - Brief description of the archival research techniques and field survey methods
 - Summary of the 1988 survey
 - Dates of field work
 - Community involvement and participation

- Brief Historic Context and Associated Property Types

This section of the report should broadly illuminate patterns of development and growth as represented by surviving historic resources in the survey area. It should be written in such a way as to be concise and easily understood by the public. It is not intended to be an exhaustive account, rather, it should adhere to broad trends of development specific to the survey area and how these patterns are reflected by historic properties.

Associated property types that have relevance and importance in illustrating the various historic contexts will be included. A property types may include buildings, sites, structures, or any combination of these resources that share common physical and/or associative attributes.

The historic context should include images that help to illustrate the historical and architectural development of the survey area. These may include historic and current maps, photographs, site plans, etc. All image should be integrated into the text, labelled and of high quality. Any maps or site plans should include scale and north arrow.

The historic context should:

- Discuss significant historic themes, events, persons, architectural types and styles
- Provide an overview of property types found in the survey area and how they relate to the historic context. Include images of property types representing different themes, architectural types or styles
- Outline and justify the specific physical and associative characteristics and quality of historic integrity that properties must possess to represent their type and theme
- Recommendations

This section of the survey report will explain what discoveries were made and suggestions for future work, including:

 - Summarize the survey results
 - Discuss areas or topics requiring further investigation
 - Provide recommendations both for individual properties and potential historic district, that appear to meet the National Register criteria;
 - An annotated list or table of inventoried properties to include, at a minimum, property name (if applicable), address, approximate date of construction, brief description, brief significant statement, and applicable NR criteria;

- Map showing property location
- Note any historic preservation strategies and educational outreach opportunities, if applicable.
- Bibliography
- Provide a list of all sources consulted during the project using a standard bibliographic format.

8. Proposal Requirements. Proposals shall be no more than 25 pages long. Provide the following information in your proposal:

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Rank _____ Grand Total			
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