

Historic Structure Reports, Feasibility Studies and Master Plans

Suggested Considerations in Developing a Request for Proposal (RFP)

June 22, 2003

1. Who is the sponsor of the project, who are the stakeholders and who is the audience?
 - a. Identify stakeholders who will participate actively (provide information, research/write portions or review the document) in the project process.
 - b. Identify those who will be informed by the work (municipality, local or state historical societies, architectural/engineering team, grant giving agency).
2. What are the project goals and objectives?
 - a. Define goals and objectives in gathering information and creating a report.
3. What is the scope of work?
 - a. Outline the scope of work including the types and level of architectural and historical assessment required.
 - b. Determine if information needs to be packaged in a graphically appealing manner (important if there is a fund-raising intent).
 - c. Define the level of interaction desired with the consultant team.
 - d. Indicate if there will be additional activities involved including public presentations, assistance with grant writing or the development of promotional materials to assist with fundraising or political activity.
4. What is the anticipated schedule for the project?
 - a. Intended start date.
 - b. Desired completion date.
 - c. Degree of flexibility.
 - d. Major deadlines to meet.
5. What are the anticipated project deliverables?
 - a. Provide preliminary identification of the major elements of the report including number of chapters (and topic areas), number of photographs and other elements (such as bibliography and appendices) to be included.
 - b. Indicate the types of architectural drawings required.
6. What disciplines are expected to be involved?
 - a. Preservation Architect
 - b. Architect
 - c. Architectural Historian
 - d. Structural Engineer
 - e. MEP Engineer
 - f. Graphic Designer
7. What studies or research have been completed previously and are available to the project?
 - a. Technical or historical studies of the building and/or site.
 - b. Existing historical or contemporary architectural drawings.
 - c. Historical photographs.
 - d. Potential oral history candidates.
 - e. Relevant archival holdings.
8. At what depth are cost estimates and project/construction scheduling required?

- a. Itemized budget might include professional design fees and construction costs, anticipated soft costs (fees, permits, compliance) property purchase, inflation factors.
9. What are your criteria for selection?
- a. Qualifications.
 - b. Previous related experience and expertise.
 - c. Compliance with requirements of the National Park Service for professional qualifications.
 - d. Location.
 - e. Fee.
10. Consider requesting a proposal that includes:
- a. Letter of interest.
 - b. Statement of approach to the project.
 - c. Proposed schedule citing anticipated activities, meetings and milestones.
 - d. Identification of deliverables including summaries or outlines of intended chapters.
 - e. Credentials and experience related to at least three similar projects, including references.
 - f. Identification of key staff and their responsibilities.
 - g. Fee proposal.