

Northville Historic District Intensive Level Survey Request for Proposals – Questions and Answers

The following questions were submitted to the City of Northville regarding details of the RFP to conduct an Intensive-Level Survey of the City's Historic District.

Question 1: The Request for Proposal notes there are approximately 434 buildings on 354 properties within the existing historic district boundary, and that no research, other than date of construction, shall be required for properties less than 40 years old. Can you provide an estimate of the number of buildings over and under 40 years old? We understand that this will only be a rough estimate but it would be helpful for developing the cost proposal.

Answer: Approximately 10-15% of the buildings in the district are less than 40 years old. (Note: Please see the answer to Question 5 below regarding inventory forms for properties less than 40 years old.)

Question 2: Can you clarify the number of meetings the consultant will be required to attend? Page 3 cites a minimum of 2 public information meetings, page 4 appears to add a public meeting with the study committee, and the work schedule cites a public hearing 60 days after the draft report “with consultant assistance.”

Answer: The following lists the proposed number of meetings with SHPO, the Study Committee, and the Historic Preservation Review Board. The City Council may also want the consultant to attend their meetings. However, City Council meetings may be optional. In addition to the fee for attending the “required meetings” listed below, please include a per-meeting fee to attend City Council meeting(s) in your proposal.

Required Meetings:

- a. Consultant to Meet with SHPO to determine boundaries of survey & discuss data to be collected.
- b. Consultant to facilitate project kick-off meeting with Study Committee in public meeting setting.
- c. Consultant to meet with Study Committee to review results of field work.
- d. Consultant to meet with Study Committee to review preliminary draft of study report.
- e. Consultant to meet with Study Committee and hold a public hearing on study report.
- f. Consultant to meet with Study Committee and Historic District Commission (one meeting) to review final draft of study report.
- g. Consultant makes presentation to the State Historic Preservation Review Board for their review & comments of National Register nomination materials.

Question 3: Will a new National Register nomination be required, or will this be an update/ expansion of the information in the existing nomination?

Answer: The survey information will be used to update the existing National Park Service files.

Question 4: Is there a format for the inventory forms you are requiring? Since SHPO is developing a new survey format will this be required or can we use forms previously developed by our firm? If a form developed by our firm is acceptable, is there a preferred format (Word, Excel, Access?)

Answer: Currently, SHPO doesn't have a format for the survey forms. We relayed this question to SHPO staff, and they told us that the electronic information should be in Word or Excel in a format that they can cut and paste into their database.

Question 5: Will an inventory form be required for properties less than 40 years old?

Answer: Inventory forms that list the address, date built, and name, and include a photo of the resource should be prepared for each property less than 40 years old. No additional research for these properties will be required.