

**Request for Proposals to Utilize a \$50,000.00 Historic Preservation Grant Funds
within the City of Lawrence**

I. Proposal Information:

Project Overview

The City of Lawrence, Kansas, is requesting proposals to utilize \$50,000.00 of Historic Preservation Grant Funds for the purpose of furthering historic preservation within the City. Such furtherance may include rehabilitation of structures or properties, educational projects, programs, etc. Properties listed in or eligible for listing in the Lawrence Register of Historic Places will be given preference. Educational projects and programs should meet the intent of the Statement of Purpose of the "Conservation of Historic Resources Code," Chapter 22 of the City Code. The funds may be awarded to one or more worthy proposals, that provide a public benefit, as selected by the City Commission and approved by the Douglas County Community Foundation. Eligible applicants for this funding include but are not limited to corporations, non-profit groups, educational groups, and civic groups. City Departments may also submit proposals for consideration.

Proposals, letters of interest, or questions should be addressed to the City Manager at dcorliss@lawrenceks.org or the following address:

David L. Corliss
City Manager
Lawrence City Hall
P.O. Box 708, 6 E. 6th Street
Lawrence, Kansas 66044-0708

Any award of Historic Preservation Grant Funds will be based on an evaluation of the merits of the proposal and its furtherance of the historic fabric of the community.

The City reserves the right to reject any proposal not complying with the requirements outlined in this Request for Proposals (RFP) and may, at its discretion, opt not to select any proposal for an award of Historic Preservation Grant Funds at this time. The selected project(s) may be required to enter into a performance agreement with the City and/or a grant agreement with the Douglas County Community Foundation to ensure the project's completion and performance.

One written copy and one digital copy of any proposal must be received in the City Manager's Office no later than 5:00 p.m. on December 13, 2013. The City of Lawrence expects to award the contract in early 2014.

II. Minimum Specifications:

Scope of Work

Project proposals should include enough narrative and graphics to give the City Commission a solid idea of the project's scope and feasibility. Proposals should include, at a minimum, the following:

1. Property site address, if applicable.
2. Property owner information and contact information, if applicable.
3. Statement of project scope.

4. Schedule of costs to complete the project.
5. Timeline for completing the project.
6. Statement of how the project furthers historic preservation in the community and meets the purpose of the "Conservation of Historic Resources Code," Chapter 22 of the City Code.
7. Statement on the ability of the applicant to complete the proposed project with the funding requested and the timeline offered.
8. A list of projects similar in scope to the proposed project that have been completed in the last three years, if applicable.
9. Plans, elevations, graphics, *etc.* to graphically represent the project if necessary.

III. Evaluation Criteria and Selection Process

A review/selection committee composed of representatives of the Historic Resources Commission and City Staff will review all proposals received and determine those proposals that will be recommended for further consideration. Qualified applicants may be contacted for additional information if needed. The committee will then recommend a proposal or proposals for Historic Preservation Grant Funding based upon the criteria noted herein. The committee will then forward any recommended proposal to the City Commission and the Douglas County Community Foundation for determination as to which proposal (or proposals) will be awarded Historic Preservation Grant Funding.

The following criteria will be used in the evaluation of proposals.

1. Complete application and overall presentation.
2. Qualifications and ability of the applicant to complete the project outlined in the project scope within the timeline set forth.
3. Understanding of the community and its relationship to the proposed project.
4. Ability of the project to meet the purpose of the "Conservation of Historic Resources Code," Chapter 22 of the City Code.
5. Status or ability of the project to be listed in the Lawrence Register of Historic Places.
6. Quality of previous projects of a similar nature, if applicable.
7. Expectation of City staff aid in the completion of the project.

IV. Equal Opportunity Agreement

Upon selection of a project for grant funding, the City of Lawrence will begin contract negotiations based on the project requirements, applicant's qualifications, the proposed timeline, and any additional constraints. Any applicant selected for Historic Preservation Grant Funding shall agree to the following the language:

The applicant and any contractor thereof agrees that it will observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the contract because of race, religion, color, sex, disability, national origin, or ancestry. The applicant or its contractor shall, in all solicitations or advertisements for employees, include the phrase, "equal opportunity employer." The applicant or its contractor agrees that if it fails to comply with the manner in which it reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the applicant or contractor shall be deemed to have breached the contract and it may be canceled, terminated, or suspended, in whole or in part, by the City. If the applicant or its contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission, which decision has become final, the applicant or its contractor shall be deemed to have breached the contract and it may be canceled, terminated, or suspended, in whole or in part, by the City.

DISPLAY AD

PLEASE PUBLISH TWICE IN THE *LAWRENCE AND STATE SECTION* OF THE *LAWRENCE JOURNAL WORLD*

PLEASE SEND ONE COPY OF THE AFFIDAVIT TO THE LAWRENCE PLANNING OFFICE, CITY HALL, P.O. BOX 708, LAWRENCE, KS 66044-0708

REQUEST FOR PROPOSALS

The City of Lawrence is interested in receiving written statements of proposal to utilize \$50,000 of grant funds for the purpose of furthering historic preservation. Such furtherance can include rehabilitation of structures or properties, educational projects, programs, etc. The funds may be awarded to one or more worthy projects as determined by the City Commission and Douglas County Community Foundation. City of Lawrence Departments may also submit projects for consideration.

Requests for Proposals and letters of interest should be addressed to:

David L. Corliss
City Manager
Lawrence City Hall
P.O. Box 708, 6 E. 6th Street
Lawrence, Kansas 66044-0708

Proposals must be received in the City Manager's Office by 5:00 p.m. on December 13, 2013.

Copies of the complete Request for Proposals (RFP) for this project are available at the City Clerk's Office at the above address, or interested parties may call (785) 832-3466 or email dtrybom@lawrenceks.org to request a copy of the RFP.

The City of Lawrence is an Equal Opportunity Employer and shall comply with all applicable Federal, State, and local laws, rules, and regulations in the awarding of this grant.