

MEETING DATE: August 18, 2008

AGENDA ITEM: Consideration of a Request for Proposals (RFP) for a Consultant to Complete a Citywide Historic Resources Inventory Update and Discussion Regarding Process for the Establishment of an Advisory Committee

ATTACHMENTS

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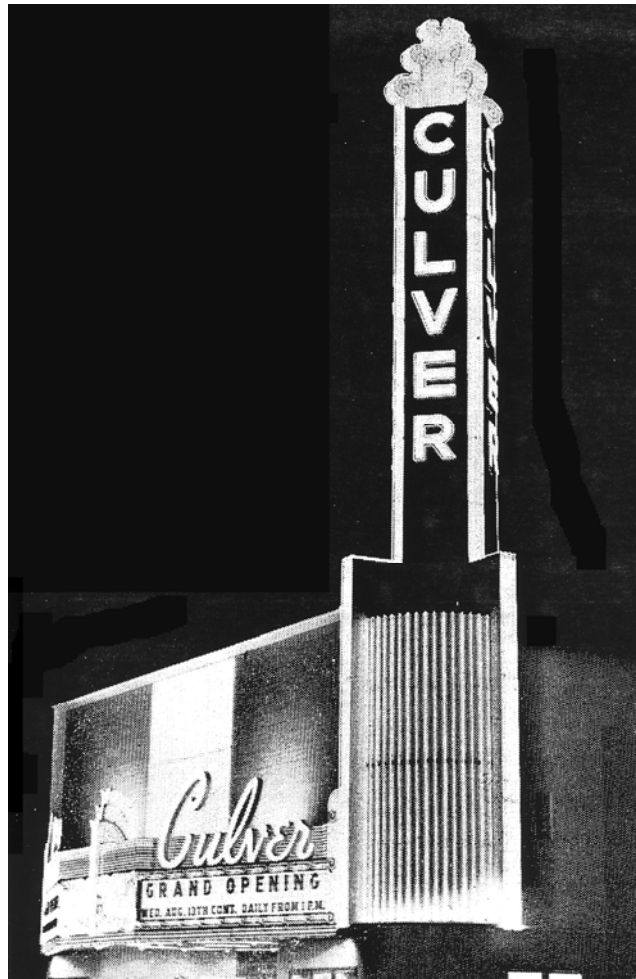
ATTACHMENT 1



City of Culver City Request for Proposals For

Citywide Historic Resources Inventory Update

Release Date: _____



I. Introduction & Objectives

The City of Culver City seeks to hire a historic resource professional, meeting the Secretary of the Interior Standards, to complete an intensive-level citywide historic survey of structures built through 1963. This survey will update the current inventory of historic structures which is based on data collected in 1987. The resulting update of the City's historic resources inventory will be a vital tool for land use planning in the City. The inventory will also be an important tool for evaluating proposed alterations to identified properties and demolition permit requests involving buildings over 45 years of age, and may be used by the City's Cultural Affairs Commission, Planning Commission and City Council to prioritize designation initiatives and to assess project proposals that have the potential to impact neighborhood character and historic continuity.

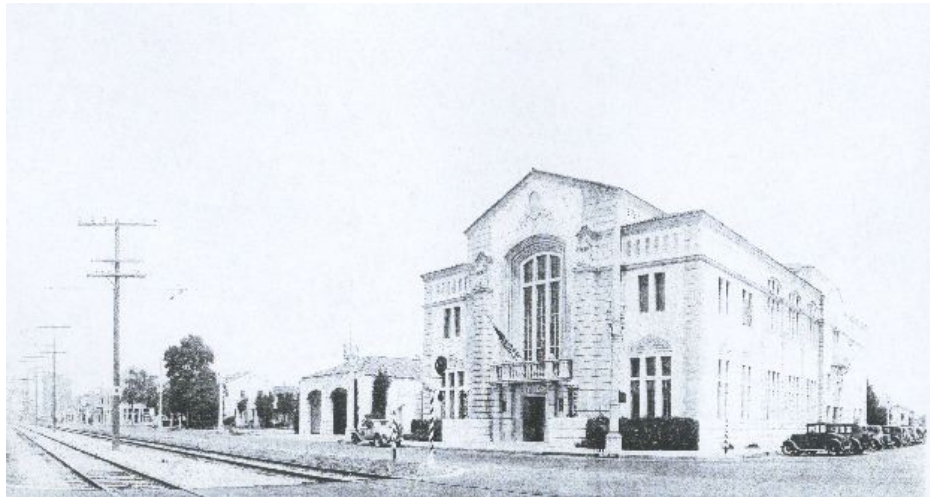
The project involves the completion of an initial reconnaissance-level survey of the entire City and development of a historical context statement for the City as a whole, as well as for specific areas as appropriate. The historical context statement(s) will be used to identify potential districts and determine which resources will warrant additional study for purposes of completing the survey. The more intensive survey of relevant properties shall result in completed California DPR 523 forms including: Primary Record (DPR 523A), Building, Structure and Object Record (DPR 523B), District Record (DPR 523D), and/or Continuation Sheet (DPR 523L) for each such property.

According to Los Angeles County Assessor records, there are approximately 8,165 properties with buildings or structures constructed through 1963 within the City (of these approximately 672 properties have no date associated with them).

The City's existing historic resources inventory contains approximately 124 (residential and commercial) structures, derived from an initial survey completed by Thirtieth Street Architects, Inc. in 1987. The existing 1987 survey information -- that includes structures built prior to 1940 -- is a foundation for the project. The project goal

is to achieve a uniform level of evaluation for the entire City that is consistent with current California criteria and accepted preservation practices.

The updated survey shall be completed in accordance with National Register Bulletin No. 24: *Guidelines for Local Surveys: A Basis for Preservation Planning and Instructions for Recording Historical Resources* (March 1995), the Secretary of Interior's *Standards and Guidelines for Archeology and Historic Preservation* and the California Office of Historic Preservation's "Instruction for Recording Historical Resources."



II. Background & City History

The City of Culver City adopted a Historic Preservation Ordinance in 1991 (Culver City Municipal Code Section 15.05.100 et seq.) after completion of a citywide survey in 1987. A total of approximately 190 structures were identified in the field survey, including the City's two movie studio lots – currently Sony Pictures Studios and The Culver Studios – originally founded by Thomas Ince. Sony Pictures Studios identified locally designated cultural resources in its Comprehensive Plan that was adopted in 1993. Historical documentation packages have been prepared in conjunction with certain projects on the Sony lot in 2004 and 2007. The Culver Studios

also has a comprehensive plan that has been amended several times. The last amendment was in 2006 and included an updated environmental assessment of the entire lot.

A copy of the field survey and the ensuing Historic Resources Advisory Committee Report (August 1990) is available on the web at <http://www.culvercity.org/cultural/preservation.asp?sec=arts>. The City's Historic Preservation Ordinance is currently undergoing revisions so as to remain compliant with state guidelines and environmental laws, and current professional preservation standards. The updated Historic Preservation Ordinance language will be considered by the City Council for adoption in early 2008.

Incorporated in 1917 by founder Harry Culver, Culver City today encompasses 5 sq. miles with a resident population of approximately 40,000. Known for its small town atmosphere, two nationally recognized live theatres and art gallery district, open spaces, and many new restaurants, the City today faces the challenges of preserving its history and charm, while supporting responsible development that helps sustain a vital economic base.

Extensive information about Culver City's history is available on the City's web site at <http://www.culvercity.org/info/history.asp?sec=vis>.

III. Project Scope and Deliverables

A. The Project Scope includes:

- Developing an appropriate Historical Context Statement for the entire City and for sub-areas of the City based on review of previously adopted context statements, additional research, interviews and survey results. Consultant should propose a methodology for preparing these statements.
- Completing a reconnaissance survey of approximately 8,165 properties – both commercial and residential -- built in 1963 or earlier. Relevant properties in these areas will need to be integrated into the City- wide inventory, and the consultant

shall propose a methodology for doing this.

- Completing an intensive level field survey of relevant properties. The project shall include the identification, photography and evaluation of properties built through 1963 for historic, architectural, and/or cultural significance. Evaluation will be based on National Register, California Register and local criteria. The contribution of individual properties to a potential historic district or thematic/typological grouping shall also be evaluated, and California Historical Resources Status Codes will be assigned to all relevant properties.
- Completing property-specific research on all resources identified as potentially historical and/or architecturally significant, in accordance with survey work.
- Recording the results of the survey work and research, including digital photography, that meets California State Office of Historic Preservation standards and documenting the properties on the appropriate State Historic Resources Inventory forms (DPR 523). Primary Record forms and Building, Structure and Object Record forms for newly identified properties, and Continuation Sheets for previously identified properties will be completed. District Record forms shall be completed as necessary. Properties on the existing inventory that have since been lost to demolition will be documented. Consultant should propose a methodology for documenting the review of those buildings that are deemed not to have significance, as well as those that are deemed to be potentially significant.
- As an integral component of the inventory update process, conducting an educational/community outreach program to increase general community awareness of the goals and importance of the survey and to educate affected property owners.
- Based on the historical context statement(s), identifying significant streetscape components, such as trees, light standards, subdivision patterns and other elements

that represent unique features and establish historic neighborhood characteristics for an area, neighborhood, or historic district.

- Completing a Final Report that includes: 1) Objectives, 2) Area Surveyed, 3) Research Design, 4) Methodology, 5) Context Statement, 6) Results, 7) Sources, 8) Maps and 9) Recommendations. The Final Report will include complete lists of those properties to be added to the inventory and those properties to be deleted due to alteration, demolition or loss of context.
- Creation of a database for the City using the California Historical Resource Information Database program.
- Formal presentation of findings to the Cultural Affairs Commission and City Council/Redevelopment Agency.

B. Project Deliverables include:

1. Materials for community outreach component (handouts, PowerPoint/presentation materials, etc.);
2. Draft and final Historical Context Statements;
3. _____ draft copies of the report;
4. California Historical Resources Information Database program with fully uploaded survey information, with capability for posting on the City's website and including photos that may be uploaded from the website application.
5. _____ copies of the Final Report (in color, if necessary), including: 1) Objectives, 2) Area surveyed, 3) Research design, 4) Methodology, 5) Context Statements, 6) Results, 7) Sources, 8) Maps and 9) Recommendations;
6. Electronic copy [in PDF] of the Final Report;
7. One complete, original hardcopy final set of relevant California DPR forms;
8. One complete electronic copy final set [in PDF] of relevant California DPR forms; and,
9. Materials/recordings resulting from oral history component.

All final products are subject to, and shall be delivered upon receipt of, final City approval.

IV. Relationship and Role of City Staff:

1. The consultant shall work under the supervision of the City's Community Development Department/Cultural Affairs staff.
2. City staff will be available to assist in the following:
 - Facilitation of research and meetings;
 - Assistance with educational/community outreach program;
 - Provision of all City GIS data relevant to the project scope; and
 - Provision of any other relevant City information.
3. A professional services agreement will be completed with the selected consultant.

V. Timeline/Schedule of Project Submittals:

The City of Culver City has set a time frame of approximately 12 months maximum for the completion of its citywide historic structures survey from the time a consultant is select and a contract has been executed. The proposal shall include thorough explanation of the proposed course of action of the project, including:

- A timeline outlining major milestones and successful delivery of project elements to City staff.
- Chronological explanation of all stages of survey as well as expected duration of each stage.
- Deadlines for each task.

A schedule of deadlines and submittal dates will be discussed and established with the selected consultant. In all cases, the consultants shall adhere to project deadlines as specified in the final contract.

VI. Funding

Total funding available for this project is \$200,000 which includes all phases of this project as identified in this Request for Proposals as well as costs associated public noticing. \$165,000 of the funding comes from a restricted fund, the Art Fund (Fund 413); \$35,000 will be paid for by the Culver City Redevelopment Agency.

VII. Minimum Required Content of Proposals:

Introduction: Include an introduction that conveys the consultant's understanding of the project's objectives, scope and requirements.

Technical Approach: Provide a thorough description of technique and methodology that the consultant is prepared to employ. Consultant should also propose procedures for City review of draft work products, including DPR forms, and an appropriate number of meetings with City staff to facilitate the project and with the Cultural Affairs Commission and City Council to present work products, evaluate survey processes and discuss findings.

Timeline: Present per above specifications.

Staffing Identification: Identify key personnel and their assignments and responsibilities. Include detailed explanation of division of consultant labor throughout survey process, including resumes and experience for each.

Fee Structure: Break down fees into tasks for each phase of the project, including hours and staff assignment for each component.

A Public Outreach Strategy Proposal: Propose a program that would be appropriate for a project of this scope, including an educational component, and describe how it would be implemented.

Oral History Proposal: Include ideas for including an oral history component to supplement the research.

Previous Work Samples: Provide five (5) DPR forms and one sample survey report, including context statement, for projects completed within the last three (3) years.

References: Provide three (3) client references that may be contacted, including names, addresses, telephone numbers and e-mail addresses.

VIII. Consultant Qualifications and Selection Criteria

The contract will be awarded only to a responsible historic preservation consultant. In order to qualify, a consultant must meet the following standards, which will be considered in the selection process:

- Have the technical/financial/staffing resources indicative of past experience with intensive level historic survey work.
- Be able to meet the Secretary of Interior's professional qualification standards outlined in 36 CFR Part 61, Appendix A.
- Be able to comply with proposed timeline and scheduling.
- Have an exemplary performance record that can be verified with client references based on similar project work.
- Certify that neither the principals nor any other individuals associated with the consulting work are presently debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- Propose an appropriate and effective approach, tasks and methodology to be used in providing the required services;
- Propose a reasonable fee schedule in relation to the proposed work plan;
- Demonstrate an appropriate and effective distribution of responsibilities within the project team;

IX. Consultant Selection Process

The City's selection committee will review all proposals based on the above-stated criteria. Two (2) to three (3) consultants will then be invited to make individual presentations. **Interviews will take place on _____** City staff will inform finalists regarding their interview times at least one week in advance.

X. Submittal Deadline Information and Contact Person

Send _____ copies of proposals by _____ to:

B. Christine Byers
Redevelopment/Cultural Affairs
9770 Culver Boulevard
Culver City, CA 90232

Other Information

You are advised that the City reserves the right to retain an expert to evaluate your work if you are chosen as the consultant. Additionally, any contract entered into will be subject to termination at any stage if in the judgment of the City, such termination is in the best interest of the City. In the event such decision is made, appropriate written notice would be given before any termination and the consultant would be paid on a pro-rata basis for work performed.

By submitting a response to this Request for Proposals, prospective consultant waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this request. The City reserves the right to select any number of qualified finalists. In addition, the City reserves the right to issue written notice to all participating firms of any changes in the proposal submission schedule, should the City determine in its sole and absolute discretion that such changes are necessary.

The City of Culver City reserves the right to reject any and all proposals and to solicit new proposals with modified terms and conditions. It also reserves the right to waive any informality in connection with the proposals.

Acceptance of any materials proposal submitted pursuant to this Request for Proposals shall not constitute any implied intent to enter into a contract for consulting services. The City reserves the right to reject any and all proposals. Consultant selection will be made by the City of Culver City's Community Development Department with approval from the City Council. The consultant selected will be under contract to the City of Culver City.

ATTACHMENT 2

Comments from the Cultural Affairs Commission Pertaining to the Formation of an Ad-Hoc Advisory Committee

At the August 12, 2008 Cultural Affairs Commission (“CAC”) meeting, the CAC unanimously supported the formation of an ad-hoc Advisory Committee in conjunction with the upcoming citywide historic structures survey.

The CAC also made the following comments and asked these be forwarded to the City Council and Redevelopment Agency for consideration:

- The members of the Advisory Committee should not only represent the various entities included in the staff report (Culver City Historical Society, etc.) but also represent as many of Culver City’s neighborhoods as possible;
- That the Culver City Unified School District be represented on the Advisory Committee;
- The CAC would strongly prefer that nominations include persons who have a design, urban planning or preservation background; and,
- That the CAC review the list of nominations for comment and make a recommendation to the City Council / Redevelopment Agency who will make the final decision.