

**Town of Orchard Park  
Orchard Park Historic Preservation Board  
Request for Qualifications**

For professional services related to an historic resources intensive level survey.

Date of issuance: Thursday, December 1, 2011

Proposal due date: Tuesday, January 3, 2012 - Accepted until 3:00 PM.

The Town of Orchard Park Historic Preservation Board is inviting interested parties to submit professional qualifications responsive to all the requirements set forth in this Request for Qualifications (RFQ).

The purpose of the RFQ is to select a qualified party to provide professional services to the Town of Orchard Park Historic Preservation Board. The party's primary responsibility will be to complete the research, writing and presentation of an intensive level historic resources survey related to the sixty properties identified in the 2009 comprehensive historic resource survey. These sixty properties may be National Register eligible (NRE) and/or have local or state designation eligibility. RFQ's will be accepted until Tuesday, January 3, 2012 until 3:00 pm. All proposals must be received by the Clerk's Office by this date and time.

Mr. Bradley Rauch, Chairman  
Town of Orchard Park Historic Preservation Board  
C/O Orchard Park Town Clerk  
Orchard Park Municipal Center  
4295 South Buffalo Street  
Orchard Park, NY 14127

**Project Background:**

The Town of Orchard Park and the Orchard Park Historic Preservation Board initiated a Comprehensive Historic Resources Survey to identify and evaluate the historic resources within the town and retained Foit-Albert Associates, a historic preservation and restoration architectural firm, assisted by Town Historian Suzanne Kulp. Field work was conducted in the fall and winter of 2009. The survey follows New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) standards and was designed to meet the following primary objectives: 1) to establish the themes and contexts important in the history and development of Orchard Park; 2) to develop a working list of significant historic resources to serve as a basis for further, intensive

investigation, and 3) to promulgate restoration of properties in accordance with the CLG status of, and regulations regarding, future development.

The survey area encompassed the entire incorporated Town of Orchard Park and addressed all readily observed buildings, structures, sites, and objects constructed prior to 1960. The historic overview, written by Suzanne Kulp, synthesizes information from many sources. Various historical themes and contexts were explored including settlement, transportation, industry, recreation, religion, education, commerce, and government. Historic maps of the town were used to supplement the historic overview. Criteria and guidelines were developed to guide the selection of properties worthy of future intensive level documentation for National Register Eligibility and local designation. An annotated list of 601 observed properties has been created which has been used to identify geographic areas, building types, building materials, architectural styles, and integrity. Color digital photographs of potentially significant historic resources are keyed by address to the text. Selected lists of properties for potential NRE status, and for potential local status were sent to the NYSOPRHP for further review.

Several progress meetings were held for the Town Historic Preservation Board review in the fall of 2009 and in 2010 the Board approved the survey. A public positive meeting was conducted to present the survey and consultant, Board and State recommendations.

A copy of the 2009 Historic Resources Survey will be available for review in the Clerk's Office, Orchard Park Municipal Center, 4295 South Buffalo St., Orchard Park, NY 14127.

The intensive level Historic Resources Survey will be used in planning for the preservation of historic resources and their preservation and integration into the future physical and cultural fabric of our community. The purpose of the intensive level survey will be to assist in the identification, evaluation, and preservation of significant historic buildings, sites, districts, and structures associated with the growth of Orchard Park.

**Purpose of this Request for Qualifications:**

This RFQ initiates the Town of Orchard Park's process for selecting a party or firm to provide research and writing services to produce the intensive level survey. The successful party will provide expertise and experience to see this project to a successful conclusion.

## **Scope of Services:**

### **Responsibilities**

The party or firm is responsible for undertaking historical research, preparing the written statements and presenting its findings to the Orchard Park Historic Preservation Board. The project requires a thorough understanding of the process and standards for research and for determining significance for the New York State Register of Historic Places.

### **Qualifications:**

1. Education and experience consistent with the Secretary of the Interior's standards for Preservation Professionals for History and/or Architectural History.
2. Demonstrated knowledge and expertise in New York state history and architecture.
3. Strong research skills and the ability to present information clearly and consistently in written and electronic forms.

### **Project Outcomes:**

The primary product will be an Intensive Level Historic Resource Survey consistent with the New York State Register of Historic Places.

The selected party will conduct historical research and write summary information about the history of the sixty selected properties, including information on the property style, development, outbuildings, any significant historic or cultural influences and their significance to the history of Orchard Park.

### **Review of Drafts:**

Consultation with the Town of Orchard Park Historic Preservation Board at key points during the process is expected. Drafts shall be provided for review and comment at (stages).

### **Deliverables:**

At the completion of this project:

- 1) 5 bound hard copies of completed work
- 2) A digital version of the survey that is compatible with printing and editing of the Town of Orchard Park software
- 3) A digital copy of photographs, maps, and illustrations
- 4) 5 hard copies of photographs, maps, and illustrations

**Project Schedule:**

A table of contents and work schedule shall be submitted for review no more than 30 days after notice to proceed.

The expected date of project completion is August 15, 2012.

**Funding:**

This survey will be funded from a combination of funds provided by the New York State Department of Recreation and Historic Preservation and the Town of Orchard Park.

**Submittals:**

- 1) Letter of intent, and point of contact for the firm with address, telephone, and email information.
- 2) Scope of service: Describe how services will be provided. Include a detailed listing and description of tasks, deliverables, and time lines. Provide a summary of the proposed approach to the project, as well as a description of the methodology to be used to provide the requested services and deliverables.
- 3) Experience and Capacity: Describe background and experience of personnel. Include description of firm's history, background, organization as well as the firm's capacity to provide requested services.
- 4) Provide references to support firm's abilities.

**Evaluation Criteria:**

Criteria used in the evaluation of qualifications will include, but not be limited to, the following:

- 1) Quality, thoroughness and clarity of qualifications.
- 2) Demonstrated understanding of the Scope of Services.
- 3) Organization, management, and technical approach to the project.
- 4) Demonstrated experience in the fields of expertise required to complete this work.
- 5) Qualifications and experience of staff.
- 6) Demonstration of capacity to successfully complete the project.
- 7: Review of references.

**Selection:**

The Orchard Park Town Board will ultimately select and approve the consultant for this project. The Town Board will base its selection on information and recommendations provided by the Orchard Park Historical Preservation Board. Both the Orchard Park Town Board and the Orchard Park Historic Preservation Board may require interviews with finalists. Selection is expected to occur on or about February 1, 2012.

**Questions:**

Questions regarding this RFQ and/or submission requirements may be directed to:

Mr. Bradley Rauch, Chairman  
Town of Orchard Park Historic Preservation Board  
C/O Orchard Park Town Clerk  
Orchard Park Municipal Center  
4295 South Buffalo Street  
Orchard Park, NY 14127.

Mr. Rauch can also be reached via email at [JBRKJB@Yahoo.com](mailto:JBRKJB@Yahoo.com).