

# City of Biddeford

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## Planning & Development Department

### REQUEST FOR PROPOSALS

#### Reconnaissance Level Architectural Survey of Biddeford, Maine

The City of Biddeford requests proposals from qualified preservation professionals to conduct reconnaissance-level architectural survey of 900 structure and/or properties in Biddeford, Maine.

RFP Issuance: August 1, 2022  
Deadline for Response: August 26, 2022

Questions regarding this RFP should be directed to:

Brad Favreau,  
City of Biddeford  
Planning and Development,  
(207) 571-1612 or  
[brad.favreau@biddefordmaine.org](mailto:brad.favreau@biddefordmaine.org)

#### **1. Project Description**

The City of Biddeford seeks a qualified preservation consultant meeting appropriate federal professional qualifications requirements as published in *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, 48 CFR 44716, to conduct a reconnaissance-level architectural survey of the historic properties in Biddeford, Maine. The project will survey 900 properties, consisting of buildings, structures, sites and objects located in the study area, as shown on the attached Study Area Map (Attachment 1). The fee for these services shall not exceed \$42,750; payment schedule to be negotiated. The fee amount must cover all aspects of the survey process (including, but not limited to, research, travel, photography, and the survey project deliverables).

#### **2. Project Background**

This project will augment and update an existing architectural survey of Biddeford from 1998.

In 1997, the City of Biddeford hired architect Russell Wright, of Bridgeton, to conduct a reconnaissance-level survey of the downtown area. The primary objective of this survey was to document all extant buildings in the study area for use by the Planning Department to guide future development. All buildings within the 157-acre downtown study area, regardless of age, were included in the survey. The second objective, of equal importance to the City, was that such a survey would be used to determine the possibility of establishing a National Register Historic District. The survey produced 504 forms.



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An ad-hoc committee of the Biddeford Historical Society and the Planning Department delineated the study area of the survey; however, in the final report, the consultant suggested expanding boundaries in a future survey, to better document Biddeford's architectural resources. The project outlined here addresses this concern and expands the study area northerly to the Saco River, westerly to Bradbury Street, and easterly to High Street and Hill Street. The southerly boundary remains Birch Street and Mason Street, much as was used in the 1998 survey. Please refer to Attachment 1 for map of survey area. These boundaries are malleable, however; 900 survey forms is the expected result of this survey.

The study area of this project now comprises the Biddeford / Saco Mills Historic District and the Biddeford Main Street Historic District, which have since been established and added to the National Register, in 2008 and 2009 respectively.

Also, this survey will be used to assess the existing district over which the Biddeford Historic Preservation Commission has purview, as codified in the Biddeford Code of Ordinances. Currently, the Biddeford HPC has purview over three broad land use zones in the core of the city, MSRD-1, MSRD-2, MSRD-3, which also comprise Biddeford's two National Register Historic Districts. This survey will help determine if purview over these broad land use zones is appropriate and is the best use of the Biddeford Commission's focus and resources, or if the Biddeford ordinance should be amended to reduce the size of the HPC's jurisdiction.

### **3. Project Deliverables**

Please consult the Commission's survey manual at [Grant and Volunteer Above Ground Survey Manual \(Revised\) \(maine.gov\)](http://www.maine.gov) for survey specifications and instructions.

Two sets of hardcopy deliverables shall be provided, one for the City of Biddeford and one for the Maine Historic Preservation Commission.

1. Architectural Survey Forms. The forms will be field completed and electronically entered into the Cultural and Architectural Resource Management Archive (CARMA), and then printed and submitted in hard copy. Three sets of the hard copy version is expected; two for the City and one for MHPC;
2. Survey Report;
3. Survey Map, with required labeling;
4. Digital Images on CD;
5. Matrix and Image Index;
6. Photographs, affixed to hard copy forms.



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### **4. Proposal Requirements**

The following information must be addressed in each submitted proposal:

1. Written description of the proposed survey methodology including the specific background research to be undertaken.
2. Review of the study area boundaries and acknowledgement that 900 survey forms can and will be completed.
3. A work schedule for accomplishing the project by September 30, 2023, including no less than two and no more than four interim reports.
4. Estimated budget.
5. Résumé of all persons to be included on the project team, along with a list of prior similar experience, and references with telephone numbers.
6. Acknowledgement that the consultant can provide proof of workman's compensation insurance, liability insurance of at least \$1,000,000 combined single limit and professional liability insurance. Required upon award. During the term of the contract, the Consultant agrees to maintain such insurance and provide the City with current proofs of insurance.
7. Acknowledgement that the consultant shall agree to indemnify and hold the City harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance including claims of professional malpractice or negligence.
8. All proposals, which must be received no later than August 26, 2022, shall be sent to:

Brad Favreau  
The City of Biddeford  
Planning and Development Department  
205 Main Street  
P.O. Box 586  
Biddeford ME 04005  
[Brad.favreau@biddefordmaine.org](mailto:Brad.favreau@biddefordmaine.org)

### **5. Qualifications**

Proposals are solicited from individuals, and/or companies who employ individuals, or teams, who meet the minimum National Park Service professional qualification standards in 36 CRF 61



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for Architectural History.

Proposals may be submitted by teams as long as the principal in charge of this project is experienced in conducting architectural survey and meets the professional qualification standards cited above.

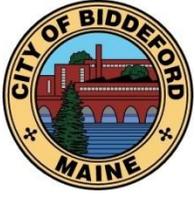
CARMA instruction for any consultant selected who has not yet trained on this data entry system is available from the Maine Historic Preservation Commission.

### **6. Evaluation of Proposals**

Proposals will be evaluated by a three member subcommittee of the Biddeford Historic Preservation Commission, including one city staff member. Evaluations will be based according to the following criteria:

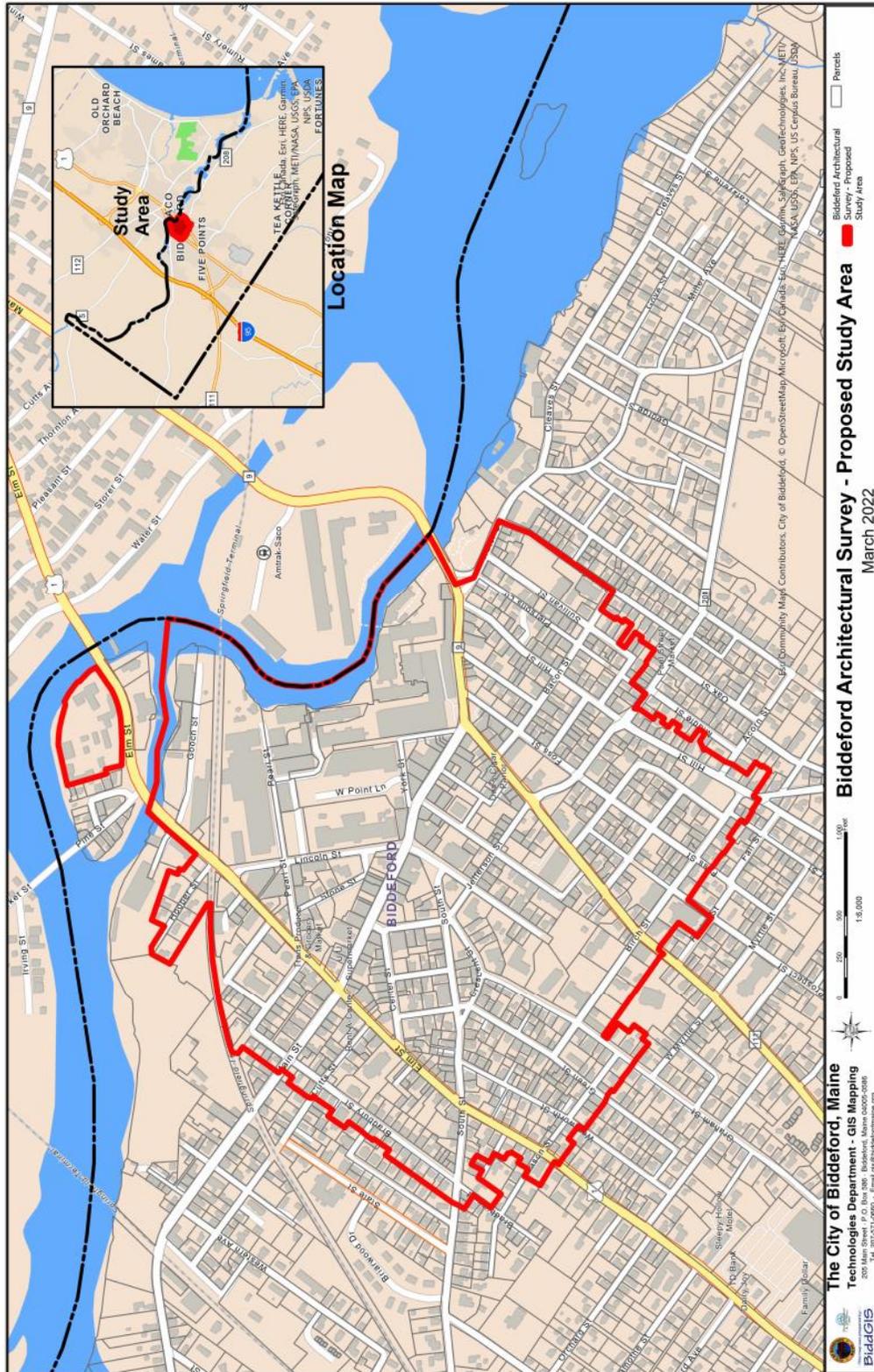
- Prior similar experience 15%
- Efficiency of methodology 10%
- Quality of previous work 40%
- Capacity to undertake the project in a timely manner 25%
- Demonstrated competence with the CARMA survey system. 10%

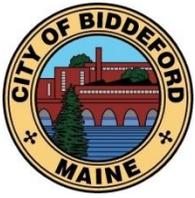
Finalists may be required to appear for an interview before members of the Biddeford Historic Preservation Commission prior to an award of the contract. The City of Biddeford reserves the right to reject any and all proposals.



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## Attachment 1 – Survey Area Map





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### Attachment 2 – Project Budget from MHPC Grant Contract

A Service/Action/Item	B By Whom	C Hours or quantity	D Cost per	Total Cost (C X D)	Notes
Fieldwork and Photography	Consultant	125	86.00	\$10,750	
Records Check	Consultant	10	100.00	\$1,000	
Research	Consultant	110	\$90.91	\$10,000	
Reporting, Mapping, and Forms	Consultant	230	\$91.30	\$21,000	
Admin	City Staff	73.5	30.62	\$2,250	
<b>TOTAL</b>				<b>\$45,000</b>	

Note: Total project cost may not exceed \$42,750. The budget shown here includes in-kind grant match of \$2,250 for administration.