



# CITY OF HUNTINGTON BEACH REQUEST FOR PROPOSAL

TO PREPARE A NEW HISTORIC RESOURCES SURVEY AND  
AMENDMENT TO THE HISTORIC AND CULTURAL RESOURCES  
ELEMENT OF THE GENERAL PLAN



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DISTRIBUTED BY:  
CITY OF HUNTINGTON BEACH  
PLANNING DEPARTMENT  
2000 MAIN STREET  
HUNTINGTON BEACH, CA 92648  
(714) 536-5271

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## **I. Introduction**

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### ***1.1 Background***

The City of Huntington Beach is seeking proposals from qualified consultants who are interested in being considered for completion of a new Historic Resources Survey, which effectively would update and expand on the City's 1986 Historic Resources Survey Report, and in conjunction with completion of the new Survey, update appropriate components of the Historic and Cultural Resources Element (HCRE) of the General Plan.

The consultant team must have demonstrated experience in processing municipal documentation and modern survey techniques as they pertain to the preservation of a community's historical resources. The City of Huntington Beach Planning Department will be the lead department in this project but will be working closely with the Community Services Department and Historic Resources Board.

The consultant selected will have the primary responsibility of preparing the documentation necessary for processing the project and must have adequate technical ability and resources to prepare the documents in a timely manner. The consultant will also be responsible for participating in study sessions and public hearings needed to prepare and adopt the documents.

### ***1.2 Project Objectives***

The key objective in undertaking this project is to identify, measure, and classify historic sites and structures, and possible candidates for historic districts as they pertain to the history and events that have contributed to the development of the City's built environment. Additionally, the preparation of an appropriate level of comprehensive documentation provides the opportunity to align current development and remodeling activity with the City's policies and regulations that protect and preserve those resources for future generations.

### ***1.3 Role of Consultant***

The role of the consultant is to be an extension of the City's staff. The consultant(s) are expected to keep an open dialogue and to work closely with staff in completing all project objectives. As an extension of staff, the consultant will be expected to function in the following capacities:

- ◆ Provider of technical information and unbiased recommendations
- ◆ Provider of solutions to potential conflicts
- ◆ Public educator of historic preservation considerations
- ◆ Solicitor of public input
- ◆ Organizer, facilitator & consensus builder
- ◆ Available to City staff via phone, fax, meetings, etc.

- ◆ Preparer of Historic Survey and General Plan documents, letters, memos, applications, meeting minutes, staff reports, etc.
- ◆ Presenter of update information, survey findings, staff reports, etc.

## **II. Project Background**

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### ***2.1 Project Description***

In 1986, a survey of potentially historic structures was completed for the City of Huntington Beach. A map of the surveyed areas is attached. With a cadre of volunteers, over 500 structures were reviewed as part of a windshield survey, with more detailed survey work being completed for approximately one third of these. In many cases, historical information was obtained and documented.

In 1996, the Historic and Cultural Resources Element of the General Plan was drafted and adopted to articulate goals and policies relevant to historic resources. Relying on the 1986 survey, the General Plan includes a listing of locally significant structures (see attached). Since that time there has been significant redevelopment and development in the downtown area where many of the historic structures are located. There have also been changes to the California Environmental Quality Act as it pertains to historic structures. The combination of these changes has resulted in increasing conflict between redevelopment and the preservation of resources. In addition, some of the structures identified in the General Plan have since been demolished.

The project consists of an update of the Historic Resources Survey Report (1986) to inventory the City's historic resources by conducting a new field survey and evaluation. In addition, the information gathered and analyzed by the new resources survey will be used to update existing facts, figures, goals and policies of the Historic and Cultural Resources Element (HCRE).

### ***2.2 Site History***

Situated on the coastline of northern Orange County, the City of Huntington Beach lies 40 miles south of Los Angeles and is home to approximately 200,000 residents. Boasting eight miles of accessible beachfront, Huntington Beach is a unique seaside community with strong connections to both its cultural identity and historical resources.

Huntington Beach began as a resort community project initiated by a group of farmers and investors to rival the success of Atlantic City on the East Coast in 1901. Named "Pacific City", the group wanted to establish a community that mirrored the popular destinations at that time of Long Beach and Newport Beach. Lacking sufficient resources, the group sold the project to a group of businessmen, including Henry E. Huntington who sought to extend his Pacific Electric Railway system into Orange County and the beach areas.

At the time of incorporation in February 1909, the project now known as Huntington Beach had grown to 3.5 square miles and 915 citizens. Slow and steady growth and development continued until 1919 when oil was discovered and the City experienced a major boom in population growth as thousands flocked to seek their fortunes. Much of Huntington Beach's original townsite area remained in agricultural and oil production until a period between 1957 and 1960 when a total of 11 farmland annexations increased the City limit to approximately 25 square miles.

In the decades that followed, increased housing pressure from Orange County and escalating land values resulted in residential development on both incorporated and outlying farmland. Today, the City of Huntington Beach includes approximately 28 square miles and a population of 200,000. Many of the oil fields of the past century have been redeveloped for residential use. Moreover, the oil industry and its influence on the community quality and development pattern of the City are considered a major part of Huntington Beach's character and image. Surfing has also had a defining influence on the City's character and the City continues to focus on strengthening this identity.

### **III. Scope of Services**

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In general, the consultant shall perform the necessary research, investigation and documentation to complete the survey documentation. The Scope of Services shall include the following:

#### ***3.1 Define Survey Area***

The City's 1986 Survey focused on the downtown area and immediate vicinity. The Historic Resources Board has suggested that the following areas be considered for inclusion in the current survey effort: Pirates Cove, Wintersburg, Ocean View, Meadowlark, various farm house sites and the Bolsa Chica.

The selected consultant will meet with City staff and the Historic Resources Board representatives to finalize the survey areas. It is understood that definition of the area is critical to the consultant's ability to provide an informed cost proposal. As such, the consultant should provide an estimate related to an updated survey of the 1986 Area and also provide an estimate (range) of additional costs associated with an expanded survey area based on the suggested additional areas listed above.

#### ***3.2 Historic Survey***

The consultant shall review all buildings, structures, and sites within the Previous Survey Area that are 50 years of age or older to determine historical and architectural significance. In addition, significant structures that are less than 50 years old should be evaluated. As noted above, additional survey areas will be identified and inventoried. The extent of review is described below. From this review, the consultant shall make preliminary evaluations of the historic and/or architectural significance of each structure, building, and site. The consultant will utilize evaluation and documentation systems and

methods that are suitable for use by the City and in a format acceptable to the State Office of Historic Preservation.

Task One: Field Survey and Evaluation

A. Individual Structures or Buildings

The consultant shall conduct a field survey of the following structures or buildings:

1. Residential and commercial structures or buildings currently designated as locally significant by the City of Huntington Beach;
2. Residential and commercial structures or buildings listed on the current survey; and
3. Residential and commercial structures or buildings 50 year of age or older, or that are significant, that were not evaluated in the previous survey.

B. Photographs

1. Provide black and white photos meeting the requirements on the DPR survey forms for each historic structure, building or site. Digital format is preferred.

*Note: A local resident, and archivist for the County of Orange, has photographed over 1,000 structures in the downtown and vicinity in the last two to three years. These photos are available in digital format for use by the consultant.*

Task Two: Historic Resources Recordation and Existing Context Statement

A. Based on the data collected, the Consultant shall evaluate historic resources within the areas surveyed. The consultant shall perform the following in order to identify historic resources that may be architecturally, historically, or culturally significant:

1. After data have been collected and analyzed, prepare a written narrative that synthesizes existing and newly gathered information. Important patterns, themes, events, person, architectural types and styles, or cultural values should be identified and discussed for the purpose of evaluating related properties.
2. Ensure that context statements support the identification and evaluation of all types of historical resources identified in the project area.
3. Establish standards, based on historic contexts and defined property types, that:
  - a. Explain how the National Register and California Register criteria are to be applied and what associative or physical characteristics and kinds of integrity a property must have to meet the National and California Register criteria; and
  - b. Explain how City of Huntington Beach Criteria are to be applied for judging properties of local importance;
3. Provide the appropriate DPR523 survey forms for each proposed historic resource.
4. Propose National Register Evaluation Codes for each historic resource within the Area in order to aid the city in future CEQA review as well as national, state and local designation considerations.

Additional Requirements for Completing Tasks One and Two

1. Follow guidelines in the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* and in *National Register Bulletin 24* as they pertain to identification of historic resources.

2. Follow instructions set forth in Instructions for Recording Historical Resources (March 1995).

The City will make available to the consultant all previously prepared reports for this project (including those noted above) as well as documentation that has been completed for specific projects. In addition, the City completed a comprehensive update of its General Plan in May 1996. This document, the Technical Background Report and the Environmental Impact Report are also available to the selected consultant.

### ***3.3 General Plan Historic and Cultural Resources Element Update***

As a result of the updated survey, the Historic and Cultural Resources Element of the City of Huntington Beach's General Plan will be updated.

#### Task One: Update Technical Synopsis

A. The consultant shall provide an updated Technical Synopsis for the General Plan, including narrative, photographs and tables as they pertain to Historic Resources.

#### Task Two: Provide Recommendations for Goals, Policies and Objectives

A. Goals, Policies and Objectives

The consultant shall provide written recommendations regarding changes to the goals, policies and objectives as they pertain to Historic Resources.

The City expects that this work will be completed with input from City staff and the Historic Resources Board. Therefore, the consultant should assume two rounds of edits to the initial draft and one meeting associated with this task. (This meeting is included in Section 3.6 below.)

### ***3.4 Environmental Documentation Support***

The consultant shall assist with the preparation of CEQA documentation related to the amendment of the General Plan Element. The City would expect this to be a Negative Declaration level document and will rely on the consultant for technical reports and technical write-up to support the analysis in the Negative Declaration.

The City will be responsible for production, distribution and notification of the Negative Declaration. The City will also be the primary author of the document; however, as noted above the Consultant will be asked to write portions of the document as well as peer review the remainder.

Should a greater level of environmental documentation be required, e.g. Focused EIR, the City will issue a new Request for Proposals for this effort.

### ***3.5 Content and Submission of Proposals***

The City requests that proposals be organized and presented in a neat and logical format and be relevant to the Scope of Services. Proposals shall be clear, accurate and comprehensive. Excessive (written proposals more than 30 pages, excluding tables, charts or graphics) or irrelevant material will not be favorably received.

The consultant shall identify the tasks required to complete 3.1-3.4 above. Each task should be responded to by the consultant team in the form of a technical work statement. Each major work item should be related to a cost figure. The technical work statement should contain the effort to be expended by the consultant in preparing each task, and the time frame in which the task will be completed. In addition, proposals should contain the following information:

1. Information on the general qualifications of the proposing firm(s) and on the particular experience of the firm relevant to the project at hand.
2. Information on which staff and subconsultants will be involved in the work, to include background/resume on the individuals (and subconsultants), team organization and the relationship of their capabilities and experience to the tasks undertaken. A project manager and an alternate project manager shall be named who shall be the prime contact and be responsible for coordinating all actions with the City. Any changes in project team membership shall be approved by the City.
3. References.

**3.6 *Schedule***

The City is requesting that the project commence upon notice to proceed.

**3.7 *Meeting Attendance***

The consultant team shall assume the following minimum number of meetings. More meetings may be suggested in the proposal. Payment for meetings will be based upon the actual number of meetings. The proposed fee for meetings shall be segregated by type of meeting and should include all necessary personnel (including sub-consultants) and presentation materials.

<u>MEETINGS</u>	<u>NUMBER</u>
Meetings with staff	4
Historic Resources Board	3
Community Meeting	1
Planning Commission	
Study Session/Public Hearing	2
City Council	
Study Session/Public Hearing	2

**Meetings required with other agencies in the preparation of the Survey are not included in the above numbers but should be accounted for in the consultant's budget.**

**3.8 Deliverables**

All documents and plans shall be the property of the City of Huntington Beach. Documents shall be organized so that they can be easily revised and reprinted, are adequately illustrated, are computer compatible, and are easily understood by diverse public interests. The number of documents and plans shall be as follows:

**Documentation**

The consultant will be expected to prepare and carry out the following:

1. Provide an electronic copy of the draft Historic Resources Report formatted in Microsoft Word and Portable Document Format (PDF). The document converted to PDF shall be indexed and searchable by chapter.
2. Preparation of recommendations for amending the existing Historic and Cultural Resources Element according to findings of the new Historic Resources Report.
3. Preparation of all graphic exhibits and handouts necessary for meetings, study sessions, and public hearings on the Project with the exception of the following GIS graphics which will be available from the City in a JPEG file: vicinity map, General Plan land use map, zoning map, assessors parcel map, and aerial photo.
4. Preparation of the Final Historic Resources Report, to include the following: objectives, area surveyed, survey methodology, context statement, sources, maps and results. Note the results are to include a discussion of how the survey findings will be incorporated into the local planning process.
5. Provide an electronic copy of the final Historic Resources Report formatted in Microsoft Word and Portable Document Format (PDF). The document converted to PDF shall be indexed and searchable by chapter.

**IV. Budget**

There will be a fixed price contract. A “not to exceed” amount should be provided for all miscellaneous expenses such as mileage, printing, etc. so that there are no costs to the City which are not identified in the proposal. There will be no compensation to consultant for hours expended resulting from consultant's errors and omissions.

A breakdown of labor hours by employee billing classification together with the cost of non-labor and subconsultant services shall be included. The labor breakdown shall be

compiled based on a listing of work tasks that correlates with the consultant's defined scope of work for the project proposal.

As noted in Section 3.1, the cost proposal should distinguish between an update of the 1986 Survey Area and the costs associated with the additional survey areas that are listed. In addition, the consultant should include a 10 percent contingency in the cost proposal for labor and deliverables.

#### ***4.1 Insurance/Indemnification Requirements***

Consultant shall maintain and provide proof of the following minimum insurance during the duration of the project:

Professional Liability Coverage - \$1,000,000 per occurrence. A claims-made policy is acceptable if the policy further provides that:

- a) The policy retroactive date coincides with or precedes the initiation of the scope of work (including subsequent policies purchased as renewals or replacements).
- b) Consultant will make every effort to maintain similar insurance during the required extended period of coverage following project completion, including the requirement of adding all additional insureds.
- c) If insurance is terminated for any reason, consultant agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with the contract.
- d) The reporting of circumstances or incidents that might give rise to future claims.

A sample contract is included as an attachment for reference. Any proposed modifications to the sample contract shall be subject to approval by the City Council and need to be identified in the proposal.

## **V. Selection Process**

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### ***5.1 Evaluation Criteria***

Consultants must meet the Secretary of the Interior's Professional Qualifications Standards for historian or architectural historian.

Of primary importance in the selection of a consultant or team of consultants will be the overall quality of the proposal as evidenced by previous accomplishments and a demonstrated willingness to work with City officials, staff, and agencies.

The selection process includes staff screening of the proposals to evaluate the consultant's capability to do the work. Staff, at its discretion, may also conduct follow up interviews with former clients to ascertain service satisfaction and may require personal interviews with the consultants.

### ***5.2 Interviews***

If warranted, consultants may be selected for interviews to be held the week of June 2<sup>nd</sup> or June 9<sup>th</sup>. **Should interviews be held, consultants will be notified of the interview time by May 30th.**

The interview shall consist of a presentation by the consultant and will allow the consultants an opportunity to demonstrate their understanding of the City's needs toward meeting its objectives. Any form of presentation may be used; however, the most effective presentation will demonstrate the experience and ability of key personnel and samples of the proposed product.

Interview will be limited to one hour. The interview will begin with the proposer's presentation and will be followed by questions from staff.

### ***5.3 Recommendation to City Council***

The staff will evaluate all eligible proposals and make the final recommendation for selection to the City Council based upon the following criteria:

1. Adequate technical and financial resources for performance prior to award of this contract.
2. Experience and organizational, technical and editorial skills and facilities prior to award of this contract.
3. Demonstrated qualification of the project leader(s) and assurance of his or her principal involvement in the project until its completion.
4. Ability to perform the required tasks within an acceptable time schedule.
5. A satisfactory record of ability and performance in other similar projects, and familiarity with issues pertaining to the project.
6. Ability and experience to work closely with City staff and advisory bodies.
7. Regularly and easily available to City staff and for day and evening meetings, as required.
8. An equal opportunity employer and qualified and eligible to receive and fulfill award of this contract under all applicable laws and regulations.
9. Information provided by references.
10. Ability to estimate and identify hidden and unforeseen costs.
11. Consultant's enthusiasm and creativity.

12. Past performance record with the City (if applicable).
13. A reasonable contract price.

#### ***5.4 Disclaimer***

This Request for Proposal does not commit the City to award a contract, or to pay any costs incurred in the preparation of the proposal. The City reserves the right to extend the due date for the proposal, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant, or to cancel this Request for Proposal in part or in its entirety. The City may require the selected consultant to participate in negotiations and to submit such technical, fee, or other revisions of their proposals as may result from negotiations.

### **VI. Proposal Submittal Deadline**

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*Written proposals are due by 5:00 p.m., May 23, 2008.* Send or deliver six (6) copies of the proposal to:

Chris Davis, Senior Administrative Analyst  
City of Huntington Beach  
Planning Department  
2000 Main Street  
Huntington Beach, CA 92648

### **VII. Contact Person**

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Questions regarding the project and consultant selection process should be directed to: Ricky Ramos, Senior Planner at (714) 536-5624.

### **VIII. Attachments**

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1. Sample Contract
2. City Map of Historical Resources Survey Area (1986)
3. City of Huntington Beach General Plan Cultural and Historical Resources Element:  
[http://www.surfcityhb.org/files/users/planning/historic\\_cultural\\_resources\\_element.pdf](http://www.surfcityhb.org/files/users/planning/historic_cultural_resources_element.pdf)