

# Addendum #1

## Project Information

<b>Project Name:</b>	Sunrise Historic Survey - SHF Grant
<b>RFP Number:</b>	F24-04-038
<b>Date:</b>	April 26, 2024
<b>Project Manager:</b>	Betsy Kellums

## Addendum Questions

<b>Question #1</b>	Are matching funds being provided by the City for this survey in addition to the SHF grant funding?
<b>Answer</b>	Yes, the City has a 5% cash match for this project.
<b>Question #2</b>	Regarding the Scope of Services under item B - Hold two public meetings and prepare supplemental materials for outreach activities – is there an expectation that additional outreach activities will be conducted on part of the consultant outside of the two public meetings and oral history interviews? If so, does the city have an idea of what they would like to see?
<b>Answer</b>	Expectations would be for consultant to develop notices/letters for public meetings, PowerPoints and handouts for public meetings; you could provide cost for additional events that we might add on to the project, but those would not be required.
<b>Question #3</b>	Can you please provide clarification on which materials must be provided in both English and Spanish (public outreach materials, draft/final reports, oral history interview transcriptions, survey forms, etc.)?
<b>Answer</b>	The RFP indicates that the survey report needs to be translated into Spanish and those interviews done in Spanish (if any) will need to be translated into English.
<b>Question #4</b>	Will the 2011 "Sunrise Neighborhood Historical & Architectural Context Report" need to be updated?
<b>Answer</b>	The survey needs to include a historic context that is separate from that 2011 project. The 2011 context can be used as a reference.
<b>Question #5</b>	Does Greeley have a Spanish translation service?
<b>Answer</b>	As of recently, the Community Development Department has been using Mile High Multilingual Services: <a href="https://www.mhmultilingualservices.com/">https://www.mhmultilingualservices.com/</a> . However, the City of Greeley currently has an open/active formal solicitation for interpretation and translation services (RFP #F24-03-023).
<b>Question #6</b>	Do the oral histories need to be conducted and transcribed in Spanish and how will they be translated?

<b>Answer</b>	Some interviews would need to be conducted in Spanish, transcribed in Spanish and translated into English. That would ideally be the responsibility of the consultant to do all aspects of this part of the project.
<b>Question #7</b>	Does Spanish Translator have to be certified professional translator or could it be a native speaker?
<b>Answer</b>	Either a certified professional translator or a native speaker would be fine.
<b>Question #8</b>	What type of public outreach materials will be required? Flyers, brochures or posters, maps etc.? Please specify.
<b>Answer</b>	Letters to property owners about the public meetings, flyers, PowerPoint presentation for the public meetings
<b>Question #9</b>	Will the selected properties for the intensive survey have to be approved by the City?
<b>Answer</b>	Yes, the list of properties for intensive survey should be developed in consultation with the community (neighborhood - if some expresses interest in their property being surveyed, their property should be considered), the SHF staff and with the city staff. The final decision will be made by the city and SHF.
<b>Question #10</b>	Is completion of this RFP related to the recent zoning/rezoning issues? Do the zoning issues have an impact on anything in this RFP?
<b>Answer</b>	No. There is no connection between the zoning issues in the neighborhood and this project.
<b>Question #11</b>	Will the nine previously recorded sites within the neighborhood boundaries (i.e., 5WL.573, 5WL.574, 5WL.1969.78, 5WL. 6139, 5WL.6151, 5WL.6512, 5WL.6939, 5WL.7231, and 5WL.7373) need to be reevaluated as part of the 544 properties that will be surveyed at either a reconnaissance or intensive level? Two of them are already on the state register [i.e., the Borgens House (5WL.6512) and the Greeley Ice House (5WL.7373)] and would probably need to be considered under proposed districts.
<b>Answer</b>	The survey includes ALL properties in the neighborhood. If a property has been previously recorded that information could be updated.
<b>Question #12</b>	Have districts been defined within the neighborhood by Greeley or the SHF? If so, what are they?
<b>Answer</b>	No. The selected consultant would identify potential districts in the course of the project.
<b>Question #13</b>	Will Form 1417b also need to be completed for all accessory buildings on those properties for which Form #1417 is required?
<b>Answer</b>	The 1417b form can be used or a table and additional information added to the 1417 form that would include all of the same info as found on the 1417b can be used.
<b>Question #14</b>	The NRHP Listed Greeley UPRR Depot is at the edge of the neighborhood. Does it need to be considered for this RFP?
<b>Answer</b>	No, only the properties in the boundaries of the survey area.
<b>Question #15</b>	What will the contractor's required level of participation (i.e., tasks) be in the public meetings?

<b>Answer</b>	Staff will introduce the consultant, and then the consultant will do the main part of the meeting with a presentation about the project, the steps, requesting info about the neighborhood and properties from attendees, etc. For the final meeting, the consultant will present the project results. The consultant and staff will both answer questions at the meetings.
<b>Question #16</b>	The SHF Grant total as per the State Historic Society website is \$92,929. What level of funding is Greeley prepared to spend on the balance of the project?
<b>Answer</b>	See question #1 - the city has a 5% cash match
<b>Question #17</b>	Will reproduction of hard copies of the report and forms be required and, if so, how many?
<b>Answer</b>	No.
<b>Question #18</b>	Are there requirements regarding the number of personnel needed and their expertise level to complete all the requested tasks?
<b>Answer</b>	No. The consultant needs to meet the Secretary of the Interior's Professional Qualification Standards, as referenced in Section V, Subsection E of the RFP.
<b>Question #19</b>	The RFP states that 90% properties should be surveyed on a reconnaissance level using OAHF 1417 forms and 10% on an intensive level survey using OAHF 1403 forms. How will this 90/10 split be determined? By NRHP eligibility? Inclusion in an eligible district?
<b>Answer</b>	The 10 percent intensive will be selected during the recon survey. The consultant will recommend and discuss with city staff and History Colorado staff. City and HC staff will make final selections.
<b>Question #20</b>	The RFP states up to 10 oral histories will be conducted. Could it be more than 10?
<b>Answer</b>	We could consider that if the budget allows for it.
<b>Question #21</b>	Will this project be funded entirely through SHF grants or are other funding sources present?
<b>Answer</b>	It is funded by the SHF grant and the city's match.
<b>Question #22</b>	Has the City of Greeley received cost estimates from other contractors for this project prior to this solicitation?
<b>Answer</b>	We received estimates to justify the grant budget, but those are not being considered for the grant project. We will only consider those proposals we receive by the deadline.
<b>Question #23</b>	Can you clarify which deliverables need to be ADA (508) compliant? Do the final survey forms need to be ADA (508) compliant?
<b>Answer</b>	Section II Statement of Work, Subsection A Scope of Services, Sub-Subsection A Historic Resource Survey letter h (at the top of page 5 of the RFP) indicates: "In accordance with HB21-1110, the accessibility law for Colorado state and local government, all generated PDFs and documents must be designed to meet state digital accessibility compliance standards to ensure they are legible, scannable, and searchable to all readers."
<b>Question #24</b>	Does the City already have specific people in mind to be interviewed for the oral histories?
<b>Answer</b>	Yes, we have a few in mind.

<b>Question #25</b>	Will the transcribed oral histories be archived or housed anywhere after the project is completed?
<b>Answer</b>	They will be archived at the City of Greeley.