



**HISTORIC PRESERVATION
COMMISSION
MEETING
June 24th, 2024
6:00 PM**

PUBLIC MEETING NOTICE

HISTORIC PRESERVATION COMMISSION

Michael Hittner, Chairperson
Jackie Bredl Dietrich, Vice Chair
Ryan Austin, Alderperson
William Parker
Vacant
Pat Kozicki, Alternate

AGENDA ITEM RECIPIENTS

Sue Schill, City Attorney
Erika Esser, Secretary
Jennifer Gossick, City Clerk

Notice is hereby given of a meeting of the Wisconsin Rapids Historic Preservation Commission to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on **Monday, June 24th, at 6:00 PM**. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. It is possible that members of the Historic Preservation Commission may appear remotely via video or audioconferencing for this meeting.

AGENDA

1. Approval of the report from April 18th, 2024, Historic Preservation Commission meeting
2. Selection of consultant for the Intensive Survey of Historical and Cultural Resources.
3. Commissioner updates – discussion/information only
4. Next meeting date
5. Adjourn

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at this meeting is not possible due to a disability or other reasons, notification to the city clerk's office at least 24 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



**Community Development
Department**
City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

REPORT OF THE HISTORIC PRESERVATION COMMISSION MEETING

April 18, 2024

The Historic Preservation Commission met at 5:30 p.m. on April 18, 2024 in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids. It was also streamed live on the City of Wisconsin Rapids Facebook page, Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present in the Chambers were: Chairperson Mike Hittner, William Parker, Jackie Bredl Dietrich and Jeff Penzkofer. Justin Pluess attended via Zoom; Ryan Austin was absent. Also present were Associate Planner Lizabeth Edwardsen, Community Development Director Kyle Kearns and Alderperson Dennis Polach.

The meeting was called to order at 5:30 p.m. by Mike Hittner.

1. Approval of the reports from the October 30, 2023, 2023 Historic Preservation Commission meeting

Motion by Bredl Dietrich to approve the report from the October 30, 2023 Historic Preservation Commission meetings; second by Parker.

Motion carried (5 – 0)

2. Certified Local Government Grant Update

Kyle Kearns stated that Historic Preservation and Council had already approved the Grant application. Mr. Kearns also said that RFPs would be reviewed and a consultant selected in the near future to complete the survey.

3. Request for Proposals of Historic Cultural Resources

Motion by Pluess to approve the RFP as proposed; second by Parker.

Motion carried (5 – 0)

4. Staff updates – discussion/information only.

5. Commissioner updates – discussion/information only.

6. Next meeting date

The next Historic Preservation meeting will likely be scheduled for June, 2024.

7. Adjourn

Motion by Parker to adjourn; second by Bredl Dietrich.

Motion carried (5 – 0)

Meeting adjourned at 5:50 p.m.

Respectfully submitted by Erika Esser, Secretary



**Community Development
Department**

City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

Memo

To: Historic Preservation Commission
 From: Lizabeth Edwardsen, Associate Planner
 Kyle Kearns, Community Development Director
 Date: 6/20/2024
 Subject: Selection of consultant for the Intensive Survey of Historical and Cultural Resources.

In March of 2023 the City became certified under the Certified Local Government (CLG) program. This certification allows the City to apply for Certified Local Government (CLG) grants. Staff submitted a Letter of Intent to the State Historic Preservation Office (SHPO) in July 2023 for CLG grant funds. Earlier this year, the City was awarded funding up to \$35,000 from the federal Historic Preservation Fund through a subgrant from the Wisconsin State Historic Preservation Office to conduct an intensive survey of historic and cultural resources.

The intensive survey will be completed in one phase and will include the whole City. The consultant will identify individual properties or districts that would be eligible for nomination to the National Register of Historic Places (NRHP). When individual properties and districts are placed on the National Register of Historic Places (NRHP), this enables those that own income-producing properties and those that own and occupy historic homes access to Historic Preservation Tax Credits and Historic Homeowners Tax Credits respectively. The application for property and/or district nomination would be eligible for future CLG grant funding.

A request for proposals was created and released in mid-May of 2024 to solicit experienced consulting firms for the project. A total of 3 firms responded, Legacy Architecture, NHPA Consultants, LLC, and UWM Archeological Research Laboratory Center, with which city staff reviewed and ranked. The graph below describes the scoring criteria.

FACTOR	MAXIMUM POINTS
WORK APPROACH	25
Background of the firm Strategy for the project	
TIMELINE & FUNDING	25
Ability to meet project timeline within budget Total anticipated cost	
REPORT FORMATTING	10
Creativity and utility of Final Report Data Accessibility	
TEAM & EXPERIENCE	40
Adequate number of qualified personnel assigned to this project Proximity of personnel to City of Wisconsin Rapids Similar projects completed Familiarity with survey	
TOTAL POSSIBLE POINTS	100

Two consultants scored very closely in the review, UWM has the slight advantage with higher scores for timeline and funding. Staff can provide additional information at the Historic Preservation Commission meeting regarding the recommendation on selection.



REQUEST FOR PROPOSALS INTENSIVE SURVEY OF HISTORICAL & CULTURAL RESOURCES

May 15, 2024

Project: Intensive Survey of historic properties of the City of Wisconsin Rapids, including preparation and submittal of an Intensive Survey Report.

Client: City of Wisconsin Rapids Community Development Department
Location: City of Wisconsin Rapids, Wisconsin
Organization: City of Wisconsin Rapids Historic Preservation Commission

Contact Person: Kyle Kearns
Director
City of Wisconsin Rapids, Department of Community Development
444 West Grand Avenue
Wisconsin Rapids, Wisconsin 54495-2780
kkearns@wirapids.org
715-421-8225

Project Summary

The City of Wisconsin Rapids department of Community Development is requesting bids for conducting an Intensive Survey of historic properties and preparing a full report of findings, both of which must comply with guidance and a Scope of Work provided by the Wisconsin State Historic Preservation Office (SHPO). The project is funded by the federal Historic Preservation Fund through a subgrant of up to \$35,000 from the Wisconsin SHPO. Interested consultants are invited to submit proposals by June 6th, 2024.

Project Background

A historic property reconnaissance survey of the City of Wisconsin Rapids was conducted in 1996. The Survey Report is available on the City of Wisconsin Rapids website and linked below. Within the City of Wisconsin Rapids, 5,784 residential and 500 commercial properties (with improvements) were built prior to 1985. Today, the city of Wisconsin Rapids contains approximately 8,500 parcels and is home to a population of around 18,877 residents (2020 Census). Approximately 32.5 % of the housing stock is now 55 years old or older (2020 Census). We do not anticipate additional funding sources outside of the subgrant program for this project.

[Wisconsin Rapids Historical Survey - 1996](#)

Project Description and Project Expectations

All procedures and products must comply with the stipulated *Scope of Work* between the city and the Wisconsin SHPO (Attachment A) and the *Architecture and History Survey Manual* provided by the Wisconsin SHPO, available online at: <https://www.wisconsinhistory.org/Records/Article/CS4120>

Proposal Requirements

Please submit proposals with a dated cover letter signed by the appropriate company official by June 6th, 2024, and include the following information:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company who will be responsible for completing project work. Include a description of the composition of the team, including backgrounds and work experience as it relates to the project.
3. Background experience and capabilities of your company and the project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Example of similar reports done by firm/team members.
6. Discussion of the general approach to the work, including proposed multi-year phasing of the entirety of the Intensive Resource Survey and Report for the entire City of Wisconsin Rapids and proposed plan to ensure continuity of the project from the first phase through the final phase.
7. Schedule and timeline for performing the work elements, including beginning, and ending dates for each phase of the project.
8. Appropriate fees to complete the proposed scope of work, broken down by project phase, including a maximum limit for each phase and for the overall project.
9. Other professional commitments already in place for company individuals who will be responsible for phase 2 & 3 of the project.

Timeline

The proposal shall be received at the above address by June 6th, 2024, at 12:00 PM CDT. The selected firm will present the City with two hard copies of the final proposal as well as one electronic copy in either MS Word or PDF format. Fax submissions will not be accepted.

Request for Proposals issued	May 15 th , 2024
Proposal Due	June 6 th , 2024
City Selects Candidate & Awards Project	June or July 2024
Consultant Completes Draft Report	June 2025
Council Approves Final Report	July – August 2025

**Above timelines are estimates and could shift based on work progress and meeting schedules*

Additional Resources:

1. Previous Intensive Resource Survey Report
https://www.wirapids.org/uploads/1/0/3/3/103347874/historic_property_reconnaissance_survey_-_february_1996_volume_1-r.pdf
2. Online GIS data <https://gis.wirapids.org/CityViewer/index.html>
3. City of Wisconsin Rapids Voting Ward map
<https://wisconsinrapids.maps.arcgis.com/apps/InformationLookup/index.html?appid=c902406a9412465094cef0c1ff3e98ad>

Compensation

Funds for this project are provided by a grant that was awarded to the city. The payment schedule can be negotiated with the selected contractor; however, it is assumed that payment would be made upon completion of each project phase or tied to key milestones.

Evaluation Criteria

City staff will review and score proposals according to the following criteria:

FACTOR	MAXIMUM POINTS
WORK APPROACH	25
Background of the firm Strategy for the project	
TIMELINE & FUNDING	25
Ability to meet project timeline within budget Total anticipated cost	
REPORT FORMATTING	10
Creativity and utility of Final Report Data Accessibility	
TEAM & EXPERIENCE	40
Adequate number of qualified personnel assigned to this project Proximity of personnel to City of Wisconsin Rapids Similar projects completed Familiarity with survey	
TOTAL POSSIBLE POINTS	100

Insurance

If selected, the consultant shall provide appropriate levels of insurance coverage, as required by the City in an agreement for services.

Hold Harmless

Consultant hereby agrees to release, indemnify, defend, and hold harmless the City of Wisconsin Rapids, their elected officials, officers, employees, and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney’s fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance of Consultant, its officers, officials, employees, agent or assigns. The City of Wisconsin Rapids does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability.

Submit two signed hard copies and one digital copy of your proposal no later than June 6th, 2024, at 12:00 pm CDT to:

Kyle Kearns, Director
City of Wisconsin Rapids
Department of Community Development
444 West Grand Avenue
Wisconsin Rapids, Wisconsin 54495
kkearns@wirapids.org
715-421-8225