



REQUEST FOR PROPOSALS
NATIONAL REGISTER OF HISTORIC PLACES APPLICATION FOR FOUR SITES IN
WAUKESHA, WISCONSIN

May 3rd, 2019

The Waukesha Landmarks Commission is requesting proposals to conduct the necessary research and prepare applications to add four local properties to the National and State Registers of Historic Places. Funding for the project is from a Wisconsin Historical Society CLG Grant. Interested consultants are invited to submit proposals by June 15th, 2019. Interviews and final consultant selection will be made at Waukesha City Hall on August 7, 2019. The project shall be completed, and National Register application shall be submitted by no later than August 15, 2020. The consultant will also attend any necessary meetings of the Wisconsin Historic Preservation Review Board following submission of the applications.

Background:

The City of Waukesha is the County Seat of Waukesha County. It is the largest city in the county and the third largest city in the Milwaukee Metropolitan Area. It was founded as Prairie Village in 1834 and incorporated as the City of Waukesha in 1895. The Waukesha Landmarks Commission was formed in 1985 and has worked since then to help preserve both the city's historic structures and the memory of the city's past, particularly the Springs Era.

The four properties were identified by the 2013 Intensive Survey of Historic Properties in Waukesha (available here: <https://waukesha-wi.gov/1041/Landmarks-Resource-Library>).

- St. Mary's Catholic Church-225 S. Hartwell Avenue: Built 1950-1963. Designed by Wenzel, Zoller, and Gunn architectural firm. Architect George Gunn was a longtime member of the Waukesha Landmarks Commission (this does not make St. Mary's eligible under the Significant Persons criteria). The church is a good example of Contemporary Architectural Style, and the school and church complex together are an example of a 1950's-1960's era church and school complex.
- St. Luke's Lutheran Church-300 Carroll Street: Church was built in 1967 and parish hall was completed in 1954. The church was designed by the architecture firm Cooley & Borre & Associates. It is a prominent example of Contemporary style architecture.

- Paul and Thelma Strong House-617 Downing Drive: Built in 1956 for a prominent local businessman named Paul Strong. Designed by Roy Jacobs of Milwaukee. The house is a good example of contemporary style architecture.
- Ted and Margaret Morey House-1516 Pleasant View Avenue: built in the late 1920s and remodeled to its current appearance around 1940. Not eligible under the Architectural Criteria. Potentially eligible under Criteria B: Significant Persons. Ted Morey was a prominent local developer who built many subdivisions throughout the City of Waukesha and Waukesha County. The Westowne subdivision, where the house is located, was the first subdivision he built. It also includes the Westowne Cobblestones, four houses which are on the National Register for their distinctive architecture. Morey later built the Caples Park subdivision, most of which is now a Historic District.

Proposal Requirements:

Please submit proposals with a dated cover letter signed by the appropriate company official by June 15, 2019 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 that will be responsible for the project. Include a description of the composition of the team, listing 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. Appropriate fees to complete the proposed scope of work.
6. Proposed timeline to complete the project.
7. Other professional commitments already in place for this time period.

Nomination forms and all other work for this project must comply with the attached "Waukesha Work Program."

Project Deliverables/Expectations

1. All materials listed in the attached MOA Work Program to be submitted to the State Historic Preservation office by the due date of August 15, 2020
2. An additional digital copy of all materials submitted to the Landmarks Commission.
3. Attendance at any required Wisconsin Historic Preservation Review Board meetings
4. Preferred: attendance at one Waukesha Landmarks Commission meeting after completion of the applications to present findings.

Selection Criteria

1. Experience with preparing National Register applications, particularly experience evaluating similar property types.
2. Demonstrated ability to complete the project in accordance with National Register application guidelines and State of Wisconsin Historical Society grant requirements
3. Ability to work within the grant budget
4. Ability to complete the project within the prescribed timelines.

Either mail a physical copy or email a PDF copy of your proposal to:

Charlie Griffith
Associate Planner
City of Waukesha Community Development Department
201 Delafield St., Room 200, Waukesha, WI 53188
cgriffith@waukesha-wi.gov
262-524-3529.

Reservation of Rights

The City reserves the following rights in regard to the Request for Proposals

- To pose questions to respondents prior to the deadline in order to clarify the content and to ensure a complete understanding of each submission.
- To cancel or withdraw the RFP prior to the submission deadline.
- To modify or issue clarifications to the RFP prior to the submission deadline or to modify the deadline for submissions or other actions.
- To reject any response it deems incomplete or unresponsive to the submission requirements.
- To reject all submissions submitted under the RFP.
- To reissue the RFP, a modified RFP, or a new RFP, or other process (Request for Qualifications) whether or not any submissions have been received in response to the initial RFP

Ownership and Use of Submissions

All submissions shall become the property of the City of Waukesha and the City may use any and all ideas in any submission whether the submission is selected or rejected.