

Full Time Equivalent (FTE):

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
20	1840	41200	5045	Wages	
20	1840	41206	5045	PT/Seasonal Wages	
20	1840	41210	5045	Overtime	
20	1840	41304	5045	Uniform Allowance	
20	1840	42021	5045	FICA	\$ -
20	1840	42022	5045	PERSI	\$ -
20	1840	42023	5045	Worker's Comp	\$ -
20	1840	42025	5045	Employee Insurance	\$ -

<b>Total Personnel Costs</b>	<b>\$</b>	<b>-</b>
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***Please only complete the fields highlighted in Orange.***

### Amendment Details

Title:		<b>Historic Preservation Plan</b>	
Department Name:		Historic Preservation Commission	
Presenting Department Name:		Parks & Rec	
Department #:		1840	
Primary Funding Source:		20	
Going	Total	CIP#:	
	\$ 12,000	Project #:	5045

Is this for an Emergency? ☐ Yes ☒ No  
New Level of Service? ☒ Yes ☐ No

## Operating Expenditures

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	One-Time	On-Going	Total
20	1840	53801	5045	Historic Preservation Plan	\$ 12,000		\$ 12,000
01	1840	53801	5045	CLG Match	\$5,500		\$ \$5,500
01	1840	53801	11159	Adjust HPC Base Budget	-\$5,500		\$ -\$5,500
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
20	1840		5045				\$ -
<b>Total Operating Expenditures</b>					<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ 12,000</b>

<b>Total Operating Expenditures</b>	<b>\$</b>	<b>12,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>12,000</b>
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## Capital Outlay

[illegible]

<b>Total Capital Outlay</b>	<b>\$</b>	<b>-</b>
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## Revenue/Donations

Fund#	Dept.#	G/L#	Proj.#	G/L# Description	Total
20	1840	33100	5045	Historic Preservation Plan	\$ 12,000
20	1840		5045		
20	1840		5045		

Total Revenue/Donations	\$	12,000
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## Acknowledgement

Steve Siddoway 1/3/2025

Department Director

**REVIEWED**

*By Todd Lavoie at 4:52 pm, Jan 06, 2025*

Chief Financial Officer

Approved Luke Cavener via email

1/6/2025

Council Liaison

1-7-25

Mayor

**Total Amendment Request \$ -**

## City of Meridian FY2025 Budget Amendment Form

## Total Amendment Cost - Lifetime

	Prior Year(s) Funding	Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	Fiscal Year 2029	Department Name: <u>Historic Preservation Commission</u>
Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	<b>Title: <u>Historic Preservation Plan</u></b>
Operating		\$ 12,000	\$ -	\$ -	\$ -	\$ -	<b>Instructions for Submitting Budget Amendments:</b>
Capital		\$ -					> Department will send Amendment with Directors signature to Finance (Budget Manager) for review
Total	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	> Finance will send Amendment to Council Liaison for signature
<b>Total Estimated Project Cost: \$ 12,000</b>							> Council Liaison will send signed Amendment to Mayor
							> Mayor will send signed Amendment to Finance (Budget Manager)
							> Finance (Budget Manager) will send approved copy of Amendment to Department
							> Department will add copy of Amendment to Council Agenda using Municode Agenda Manager

## Evaluation Questions

Please answer all Evaluation Questions using the financial data referenced above.

<b>1. Describe what is being requested?</b>	
This request is for spending authority of the State Historic Preservation Office (SHPO) Certified Local Government (CLG) grant for \$12,000 that was awarded to create an updated Historic Preservation Plan for the City of Meridian. We have an executed agreement for the grant. We will also use \$5,500 of the HPC consulting budget (01-1840-53801-11159) for this project, totaling a \$17,500 project.	
<b>2. Why was this budget request not submitted during the current fiscal year budget cycle?</b>	
The grant was not awarded with an executed contract during the budget cycle.	
<b>3. What is the explanation for not submitting this budget request during the next fiscal year budget cycle?</b>	
This project must begin work this fiscal year, as per the grant expectations and project timeline.	
<b>4. Describe the proposed method of funding? If funding is split between Funds (i.e. General, Enterprise, Grant), please include the percentage split. List the amounts and sources of anticipated additional revenue that will result from approval of this request.</b>	
NET ZERO BUDGET AMENDMENT. This will be funded with \$12,000 from the SHPO grant, and with \$5,500 of the current HPC consulting budget (01-1840-53801-11159).	
<b>5. Does this request align with the Department/City's strategic plan? If not, please explain how this request was not included in the Department/City strategic plan?</b>	
Yes. This project is an update to HPC's 2014 plan. SHPO recommends that we create an updated plan every 10 years.	
<b>6. Does this request require resources to be provided by other departments? If yes, please describe the necessary resources to be provided by other departments.</b>	
Yes. Planning Staff will need to help identify current code, regulations, plans related to historic preservation, and help to create some GIS maps. No more than a 3-5 hours of planning staff time.	
<b>7. Does this Amendment include any needed Equipment or Software that will utilize the City's network? (Yes or No)</b>	No
<b>8. Is the amendment going to result in the disposal of an asset? (Yes or No)</b>	No
<b>9. Any additional comments?</b>	
This is a NET ZERO budget amendment	

**Total Amendment Request \$ 0**

*Every effort should be made to avoid reopening the budget for an amendment. Departments will need to provide back up and appear before the City Council to justify budget amendments. Budget amendments are intended for emergency or mandatory changes to the original balanced budget. Changes to the original balanced budget may cause a funding shortfall.*

## IDAHO CERTIFIED LOCAL GOVERNMENT GRANT MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT ("Agreement") is entered into by the Idaho State Historic Preservation Office ("SHPO"), a division of the Idaho State Historical Society, and **Meridian (UEI: 028-451-367)** ("Grantee"), effective as of the date of final signature ("Effective Date") and relates to a project to be undertaken by the Grantee, with financial assistance from a National Park Service ("NPS") matching grant in aid program (Assistance Listing No. 15.904 -- Historic Preservation Fund Grants-In-Aid; Federal Award Identification Number: P24AF01296) supporting the Certified Local Government ("CLG") and National Register of Historic Places programs in Idaho, administered by SHPO. The National Register of Historic Places program was established by the National Historic Preservation Act of 1966, as amended, and is administered by the National Park Service, U.S. Department of the Interior. DE  
8/28/2024

The SHPO and the Grantee agree as follows:

### 1. Application, Project Description and Budget.

Grantee submitted an Application (Attachment A) for **Historic Preservation Plan** ("Project") for FY24. SHPO has reviewed the Application and has determined that SHPO will provide a matching grant in aid from the National Park Service to assist Grantee with a portion of costs related to the Project as described in Attachment B ("Project Description"). Grantee hereby agrees to carry out the Project work as described in Attachment B within the budget set forth in Attachment C ("Project Budget"). All funds provided by SHPO for this Project shall be federal funds from the National Park Service. No state funds shall be used under this Agreement.

### 2. Period of Performance.

The Idaho Certified Local Government Grant program period shall begin 1 October 2023 and end 30 September 2026. Work under this Project shall commence after the Effective Date and shall be completed no later than 30 September 2026. Prior to the Certified Local Government incurring expenses on this Memorandum of Agreement, a fully executed copy of the MOA must be in place.

### 3. Allowable Costs.

Allowable Project costs are for items described in Attachment B and are included within the Project Budget set forth on Attachment C. Allowable Project costs must be documented to the satisfaction of SHPO and determined by SHPO to:

- a. Meet federal requirements as set forth in the Office of Management and Budget Guidance Property Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Rules, 2 C.F.R. Part 200, and any amendments thereto;
- b. Be allowable under the U.S. Department of the Interior, National Park Service, State,

Tribal, Local Plans & Grants Division, Historic Preservation Fund Grants Manual (June 2007), <https://www.nps.gov/orgs/1623/hpf-grant-manual.htm>;

- c. Be necessary and reasonable for the completion of the Project;
- d. Have been incurred for the Project during the Period of Performance as described in Section 2 of this agreement; and
- e. Meet the Project description outlined in Attachment B.

#### **4. Project Payment.**

Upon successful completion of the Project as described in Attachment B, Grantee is awarded **\$12,000 in CLG Grant funds**. Grantee agrees to contribute cash or donated services to the Project in the minimum total of **\$12,000** or 50% of eligible Project costs, whichever is less. Upon SHPO's verification of successful completion of the Project by Grantee, Grantee may submit a request for reimbursement by SHPO. With prior approval from SHPO, Grantee may request partial reimbursement from SHPO after the completion and acceptance by SHPO of each completed milestone activity for the Project, as agreed to by SHPO and Grantee. All bills submitted must include supporting fiscal documentation detailing the federal and non-federal share of Project costs. Reimbursements will be made by SHPO for expended funds only. Grantee's final request for reimbursement shall include a comparison of completed activities and budget to those in the approved Project Budget. Grantee agrees to maintain all financial and administrative documents and records pertaining to the full Period of Performance of this grant as described in Section 2 of this agreement for a period of not less than five (5) years after completion of the Project.

#### **5. Procurement of Personnel and Services.**

- a. Grantee shall comply with the United States Office of Management and Budget Guidance Property Standards Rules, 2 C.F.R. §§ 200.310 through 200.327, and any amendments thereto, for soliciting supplies, equipment and other services. At a minimum, all procurement transactions, regardless of whether by sealed bids or by negotiation, and without regard to dollar value, shall be consistent with the requirements of 2 C.F.R. §§ 200.310 through 200.327, and any amendments thereto. Procurement procedures shall not restrict or eliminate competition. Written selection procedures shall include, at a minimum, the following procedural requirements:
  - i. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured. When necessary, descriptions shall set forth those minimum essential characteristics and standards necessary to satisfy its intended use. Detailed product specifications should be avoided, if possible. When a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equal" description may be used as a means to



- define the performance or other salient requirements of a procurement. The specific features of the named brand which must be met shall be clearly stated.
- ii. Clearly set forth all requirements which must be fulfilled and all other factors to be used in evaluating bids or proposals, such as a deadline for completion of the Project.
  - iii. Contract awards shall be made only to responsible contractors that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
  - iv. Contract awards shall not normally be made to a contractor or professional who has developed or has drafted bid specifications, requirements, a statement of work, an invitation for bids, and/or a request for proposals for a particular procurement. If formal advertising does not result in any acceptable bids, Grantee or subgrantee may negotiate with any available contractor, including the contractor who produced the bid requirements.
- b. Procurement shall be made by one of the following methods: (1) small purchase procedures; (2) competitive sealed bids (formal advertising); (3) competitive negotiation; or (4) noncompetitive negotiation. Evidence of competitive negotiation for professional services and/or formal advertising must be forwarded to SHPO to evidence compliance with federal procurement requirements prior to disbursement of funds;
  - c. Grantee shall include all of the terms and conditions of Attachment D ("Required Conditions for CLG Subagreements") of this agreement in any and all agreements between Grantee and any consultant or contractor.

#### **6. Project Supervision.**

Grantee agrees to ensure that work performed related to the Project conforms to Attachments B and C, to all appropriate guidance documents from SHPO, and to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, 48 Fed. Reg. 44,716 (Sept. 29, 1983), available at <https://www.nps.gov/subjects/historicpreservation/standards.htm>.

#### **7. Interim Reports and Requests for Reimbursement.**

Grantee shall submit to SHPO interim fiscal and programmatic reports in compliance with the schedule set forth in the SHPO, Idaho State Historical Society, Idaho Certified Local Government Grant Manual, available at: <https://history.idaho.gov/clg/>. Reimbursement requests can be made for federal funds at the completion of the Project. Within thirty (30) days after the completion of the Project, 100% of the federal grant award must be requested. Grantee shall contact SHPO immediately in writing if any situation arises that will affect the

timely or successful completion of this Project.

**8. Indemnification.**

To the extent not prohibited by Idaho law, Grantee shall indemnify, defend, and save harmless the State of Idaho, SHPO, and the Idaho State Historical Society, its officers, agents, and employees from and against all liability, claims, damages, losses, expenses, actions, and suits whatsoever, including injury or death of others or any employee of the contractor or subcontractor caused by or arising out of the negligent acts or omissions of Grantee in the performance, act or omission of any term of this Agreement.

**9. Amendment.**

This Agreement shall not be amended without the parties' prior written agreement. Any major alterations, increases, or decreases in the Project or any changes to the Project Budget must be submitted in writing for review and approval to SHPO at least 30 days in advance of the proposed Project commencement date and in accordance with the requirements detailed in the SHPO, Idaho State Historical Society, Idaho Certified Local Government Grant Manual, available at: <https://history.idaho.gov/clg/>. SHPO will endeavor to respond to requests for review and approval in writing within 15 days of receipt.

**10. Attachments.**

All attachments referenced herein and attached hereto are incorporated into the terms of this Agreement.

**11. Termination.**


This Agreement may be terminated by either party upon fifteen (15) days' prior written notice. Should this Agreement be terminated by SHPO, except for reasons of non-compliance by Grantee, SHPO will reimburse Grantee for up to 100% of the eligible costs incurred up to the termination date. Should this Agreement be terminated by Grantee, SHPO, at its sole and absolute discretion, may reimburse Grantee for up to 100% of the eligible costs incurred prior to the termination date, or may require Grantee to return any or all federal funds transferred to Grantee prior to the termination date, depending upon the circumstances of the termination.

**12. Special Conditions.**

The Idaho State Historical Society reserves the right to include any additional special conditions on this Agreement as outlined below:

- a. Meridian shall provide a copy of any Request for Proposal or other solicitation for consultant services for review and approval by the Idaho State Historic Preservation Office;
- b. Meridian shall provide the Idaho State Historic Preservation Office a copy of an executed contract with a contractor for completion the Meridian Historic Preservation Plan project prior to any work being done, said contractor meeting the Secretary of the Interior's Professional Qualification Standards: Federal Register Vol. 62, No. 119, p. 33719, 1997 (36 CFR part 61) in at least one (1) of the following fields: Architectural History; Historic Architecture; Historic Preservation; Historic Preservation Planning; or History;
- c. All drafts of the HP Plan shall be submitted to SHPO staff in Word format (no PDFs);
- d. The Meridian Historic Preservation Plan must include an acknowledgement of the National Park Service, as outlined in the Idaho Certified Local Government Grant Manual;
- e. Meridian shall submit an in-progress draft of the HP Plan to SHPO staff on or before 31 January 2026 for review and comment; and
- f. Meridian shall submit a completed draft of the HP Plan to SHPO staff on or before 31 May 2026 for final review and approval.

IDAHO STATE HISTORICAL SOCIETY:

  
 Janet Gallimore, Executive Director  
 Idaho State Historical Society  
 Idaho State Historic Preservation Officer

Date

8/29/2024

GRANTEE: City of Meridian

Name

Print:

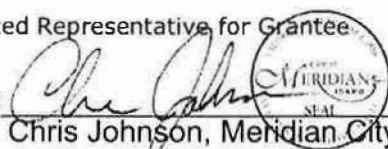
Robert E. Simison

Title:

Mayor, City of Meridian

Authorized Representative for Grantee

Attest:

  
 Chris Johnson, Meridian City Clerk 8-27-2024

8-27-2024  
 Date

CLG-2024-06

**ATTACHMENT A: APPLICATION**



**Idaho State Historic Preservation Office  
Certified Local Government Subgrant Application  
FY2024**

**Application Coversheet**

**Applicant/Local Government**

Name: Meridian Historic Preservation Commission (MHPC)  
Address: 33 East Broadway Ave.  
Address: Meridian, Idaho 83642  
Telephone: \_\_\_\_\_  
UEI No.: 028-451-367

**City/County Staff Contact**

Name: Cassandra Schiffler, Meridian Arts and Culture Coordinator  
Address: 33 E Broadway Ave. Ste. 206  
Address: Meridian, Idaho 83642  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Grant Coordinator (if different from City/County Staff Contact)**

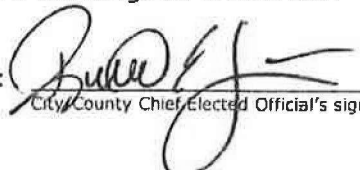
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Budget Summary**

Total CLG Grant request: \$15,000  
Total Matching share: \$12,500  
Total cost of all project(s): \$27,500  
Source(s) of match: \$2,500 MHPC cash; \$10,000 In kind staff/volunteer hours  
**Please provide a more detailed budget breakdown on the attached budget form.**

**Authorization**

The undersigned certifies that he/she is authorized to apply for this subgrant on behalf of the local government, to commit local matching funds to the project, and to enter into a contract if the subgrant is awarded.

Signature:   
City/County Chief Elected Official's signature

Date: 12/6/23

Print: Robert Simison  
Title: City of Meridian, Mayor

Project: Historic Preservation Plan for the City of Meridian

Applicant: Meridian HPC

## **Part A: Proposed Project**

### **Project Description**

Complete a separate Part A: Project Description for each proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

The Meridian Historic Preservation Commission (MHPC) wishes to create an updated Historic Preservation Plan for the City of Meridian.

The City of Meridian has experienced tremendous growth and is now the second largest city in Idaho. In times of rapid growth, historic sites and buildings can often be neglected or demolished. It is important that the history of Meridian continues to be responsibly preserved and protected. The City of Meridian's Comprehensive Plan supports creative opportunities which allow historic resources to remain in active and productive use while maintaining their historic character. Towards that goal, the city has a Historic Preservation Plan. The current Plan was crafted in 2014. As it is coming up on the ten-year-old mark, and as recommended by SHPO, it is now an advantageous time to update the plan and make it more robust.

To accomplish this goal, the MHPC plans to contract with a professional historic research consultant who is trained and experienced in this area. The consultant will work with the City and the Historic Preservation Commission to deliver a complete Historic Preservation Plan that meets all requirements, is within the budget, and is delivered in the agreed to time period. Once those goals are accomplished, the project will be complete.

This project is in direct alignment with the Idaho State Historic Preservation Plan's stated goals. The Plan will create a local preservation plan to help ensure that Meridian decision makers and the general public are informed and knowledgeable about historic preservation issues, practices, and opportunities; it will create an opportunity for people to take an active role in historic preservation efforts; it will help efforts to transition into the 21st century through current best practices and technologies, and it will provide the financial support to ensure historic preservation efforts locally. This plan will follow the Secretary of the Interior's Standards and Guidelines for historic preservation, and will fulfill the MHPC's mission to to preserve the character and fabric of historically-significant areas and structures within the City of Meridian to honor and preserve its rich heritage for future generations.

### **Final Products**

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

The final product of this project is an updated Historic Preservation Plan for the City of Meridian. The final plan will include, at a minimum: an introduction; a history of Meridian; an overview of relevant regulations, codes, laws; an overview of the National Register of Historic Places and a list of locally recognized sites; an overview of the CLG program; a SWOT analysis; a recommendation for Vision, Goals, Objectives, and Strategies for future preservation efforts; an implementation plan; and a community input survey. The plan would be presented and recommended to City Council to approve and adopt.

The MHPC is currently working on an RFP for the plan, and a current version of the draft RFP is attached to this grant.



Project: Historic Preservation Plan for the City of Meridian

Applicant: Meridian HPC

### Timetable

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

March 2024- SHPO notifies applicants of grants awarded or not awarded

April 2024 - RFP for Historic Research Consultant to complete a Meridian Historic Preservation Plan issued

May 2024 - HPC reviews RFP applications, selects historic research consultant

June 2024 - contract negotiated with consultant

September 1, 2024: Project Start date: dependent on SHPO receiving its notice of funding from the National Park Service

September 2024 - July 2025: consultant to create updated Meridian Historic Preservation Plan, monthly in-progress reports will be sent to MHPC. Completed first draft due by July 1, 2025

August 2025: HPC review of draft

September 2025: HPC shall submit a final copy of the Historic Preservation Plan to SHPO

(\*September 1, 2026 Final projects and reimbursement request due, as per SHPO guidelines)

### Key Staff/Personnel

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g. - "consultant," "architect," "building contractor," et cetera).

Cassandra Schiffer, Meridian Arts and Culture Coordinator: City Staff - coordinate and manage contracting, marketing logistics, documentation, ensure all deliverables are met

Meridian Historic Preservation Commission: review and approve work completed by consultant, assist consultant with any volunteer tasks as needed for plan

Patrick Gittings, Meridian Historic Preservation Commissioner: Lead Project Manager for HPC

Historic Research Consultant: research, write, and complete the Historic Preservation Plan

Brian McClure, City of Meridian Long Range Planner: Review plan and answer any questions from the Historic Research Consultant

### Attachments (Surveys, A&D, reprinting)

Attach any additional documents in support of this project application. Note: some project types have **required** attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project?

Yes ☒ No ☐

Project: Historic Preservation Plan for the City of Meridian

Applicant: Meridian HPC

## Part B: Project Budget

Applicant: Meridian HPC

Project: Historic Preservation Plan for the City of Meridian

Provide a breakdown of the budget items for this specific project. Include hourly or daily rates for professional fees, costs for specific project items, and any associated travel costs. For any cash matches from the Applicant, please include the source of the matching money (e.g. - CDBG, Idaho Heritage Trust, private donation, et cetera).

Item	Federal Share	Local Match		Total
		Cash	In-Kind	
Cash match from Meridian HPC budget		2500		2500
Estimated volunteer time from HPC commissioners			3000	3000
Estimated City Staff administrative support time			7000	7000
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
<b>Subtotals</b>		2500	10000	
<b>Totals</b>	<b>0</b>	<b>12500</b>		<b>12500</b>

# Meridian Historic Preservation Plan RFP

## Draft

### 1. Introduction

The City of Meridian has experienced tremendous growth and is now the second largest city in Idaho. In times of rapid growth historic sites and buildings can often be neglected or demolished. It is paramount that the history of Meridian continues to be responsibly preserved, protected, and experienced, not just remembered. The City of Meridian's Comprehensive Plan supports creative opportunities which allow historic resources to remain in active and productive use while maintaining their historic character. Towards that goal, the city has a Historic Preservation Plan. The current Plan was crafted in 2014. As it is coming up on the ten-year-old mark it is advantageous to update the plan and make it more robust.

### 2. Project Description

The city wishes to update the existing Meridian Historic Preservation Plan 2014. The new plan will be effective for 10 years and meet the requirements of the Certified Local Government Program (CLG) as well as other requirements. To accomplish this goal, the city plans to contract with a professional consultant who is trained and experienced in this area.

The consultant will work with the city and the Historic Preservation Commission to deliver a complete Historic Preservation Plan that meets all requirements, is within the budget, and is delivered in the agreed to time period. Once those goals are accomplished, the project will be complete.

### 3. Project Schedule and Deliverables

The project schedule and deliverables are established by the CLG Grant Program agreement between the City and SHPO. This agreement requires:

Deliverable	Description/Comment
Historic Preservation Plan	The consultant will work with the city and the HPC to deliver a complete Historic Preservation Plan per requirements.
Monthly progress reports	The consultant will provide HPC with monthly updates including progress against requirements.
Schedule	<ul style="list-style-type: none"><li>● The Consultant will begin work on or before <b>September 1, 2024</b>.</li><li>● The Consultant shall submit a draft of the [Historic Preservation Plan] to HPC on or before <b>July 1, 2025</b>, for review and comment;</li><li>● The City of Meridian shall submit a final copy of the [Historic Preservation Plan] to SHPO staff on or before <b>September 30, 2025</b>.</li></ul>
All related project artifacts	The consultant may produce documents or data related to this project which shall become the property of the city.
Summary of all project work products	At the end of the project, the consultant will present a summary report of all work completed to the Historic Preservation Commission.

# Meridian Historic Preservation Plan RFP

## Draft

### 4. Project Area

The project area for the project shall include the City of Meridian, and its area of impact. An area of interest shall also include the Old Town district of the city.

### 5. Staffing and Budget

The city anticipates an approximately 12-month timeline and a consultant project budget of \$17,500, not including printing cost or in-kind volunteer and staff hours. Per the agreement between the City and SHPO, the financial breakdown of the consultant budget is as follows:

CLG grant: \$15,000

Local cash match: \$ 2,500

Consultant Budget: \$17,500

The consultant budget includes all tasks in the scope of work, deliverables, and consultant travel. The selected consultant will conduct activities identified under the tasks listed below and ultimately produce the preservation plan.

The City is the ultimate client of the consultant. The funding is provided by SHPO's CLG Grant Program, and primary oversight will be provided by the Historic Preservation Commission and City Staff.

Key staff and personnel in this project include:

Meridian Arts and Culture Coordinator: coordinate and manage contracting, marketing, logistics, documentation, ensure all deliverables are met

Meridian Historic Preservation Commission: review and approve work completed by consultant, assist consultant with any volunteer tasks as needed for plan

City of Meridian Long-range Planning: Review plan and answer any questions from the Historic Research Consultant

Historic Research Consultant: research, write, and complete the Historic Preservation Plan

### 6. Scope of Services

The Historic Preservation Plan shall include:

- I. Introduction – The Purpose of the Preservation Plan
  - a. Meridian's rich history and its contribution to the community
  - b. The importance of historic preservation in maintaining Meridian's character
  - c. The need for an historic preservation plan
- II. Regulations, Programs & Management
  - a. The National Historic Preservation Act of 1966
  - b. Federal government's responsibility to protect historic resources
  - c. Partnership with states, tribes, and local governments

# Meridian Historic Preservation Plan RFP

## Draft

- III. National Register of Historic Places
  - a. Recognition of historic properties
  - b. Listing on the National Register
- IV. Certified Local Government Program
  - a. Partnership between local, state, and national governments
  - b. Assistance for local historic preservation efforts
- V. History of Meridian
  - a. Settlement and development linked to irrigation
  - b. Establishment of canals and irrigation districts
  - c. Growth of agriculture, fruit orchards, and dairy industry
  - d. Meridian's history with minority groups such as Chinese, Hispanic, and Indigenous populations.
  - e. Transition from rural center to urban community
- VI. Historic Preservation Accomplishments
  - a. Establishment of the Historic Preservation Commission
  - b. Meridian's designation as an Idaho Heritage City
  - c. Certified Local Government status
  - d. Historic resources surveys and documentation
  - e. Use of maps, charts, tables, photographs, and illustrations
- VII. Public Survey and Community Outreach
  - a. Summary of issues and concerns from the public, qualified experts, the HPC, County and City government boards, and Idaho SHPO.
- VIII. Current Historic Preservation Tools and Conditions; SWOT analysis
- IX. Vision, Goals, Objective, and Strategies for future preservation efforts
  - a. Investigate current incentive programs in the City of Meridian and other cities.
  - b. Recommendations for Historic Preservation Districts in Meridian
  - c. Recommendations for educational programs to expand the public's awareness of historic preservation.
- X. Implementation Plan with priorities and resources
- XI. Reference information
- XII. Maps and surveys
- XIII. Survey of National Register of Historic Places Nomination Forms
- XIV. Historic Sites Inventory

## 7. Required Activities

Research the City of Meridian's current municipal code, zoning regulations, building code, ordinances, design review guidelines and standards, policies, and programs regarding historic preservation. Make recommendations for additions and improvements. Perform a thorough SWOT analysis.

Explore new policies and regulations that will maintain historic neighborhoods as livable, affordable communities.

Research the step-by-step process for restoring a historic building in Meridian.

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Develop recommendations so that the City of Meridian is helping, not hindering the process of preservation and restoration of buildings and sites.

Investigate current incentive programs in the City of Meridian and other cities. Make recommendations about tax incentives, grant programs, and other financial incentives available to maintain and rehabilitate historic structures

Research the process that building owners must go through to restore a historic building. Talk to owners of historic properties to ensure the process is working.

TAG has identified two areas that are potentially eligible for the national historic register. The report should be documented, with recommendations on next steps.

Survey community and other interested stakeholders to ascertain interest in historic preservation.

Develop a step-by-step process for owners of historic buildings. Create an awareness program.

Make recommendations for incentivizing preservation instead of demolition, and develop a realistic, integrated workflow to implement within or modifying the existing development review process.

Interview building owners who preserved or restored a building in the city of Meridian and make recommendations.

### 8. Contract Type

The selected proposer(s) will be required to execute a professional services agreement with the City of Meridian that includes a not-to-exceed cost. Terms will be negotiated with the successful consultant. The contract period for the services contemplated by this RFP is expected to be through September 30, 2025. The terms of the contract shall commence upon the awarding of the contract. The successful consultant will be required to provide general liability insurance.

### 9. Qualifications and Evaluation

The selected consultant must meet the minimum qualifications in at least one of the following fields as outlined in the draft revisions to the Secretary of the Interior's Historic Preservation Professional Qualification Standards that were published in 1997 (also referred to as Notice 1997). Additionally, the grant agreement between the City of Meridian and SHPO specifies that a professional in one of the following professions must be selected to prepare the Historic Preservation Plan for Meridian. *Special preference will be given to Historic Preservation Planners.*

- Architectural History
- Historic Architecture
- Historic Preservation Planning
- Historic Preservation
- History



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### **Standard for Architectural Historian**

(a) The applicant, an employee, consultant, or advisor will have a graduate degree in Architectural History or a closely related field of study (see Academic Background for Architectural History), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Architectural History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Architectural Historians); or

(b) An undergraduate degree in Architectural History or a closely related field of study (see Academic Background for Architectural History), plus a minimum of four (4) years of full-time professional experience applying the theories, methods, and practices of Architectural History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historians).

### **Standard for Historical Architect**

(a) The applicant, employee, consultant, or advisor will have a State Government-recognized license to practice Architecture, plus, a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Architecture that enables professional judgments to be made about the evaluation, documentation, or treatment of historic structures in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historical Architects); or

(b) A Masters of Architecture degree with demonstrable course work in Architectural Preservation, Architectural History, Historic Preservation, Historic Preservation Planning, or a closely related field (see Academic Background for Historic Architecture), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Historic Architecture that enables professional judgments to be made about the evaluation, documentation, or treatment of historic structures in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historical Architects); or

(c) A Bachelors of Architecture degree with at least one year of graduate study in Architectural Preservation, Architectural History, Historic Preservation, Historic Preservation Planning, or a closely related field (see Academic Experience for Historic Architecture), plus a minimum of two (2) years of full-time professional experience applying the theories, methods and practices of Historic Architecture that enables professional judgments to be made about the evaluation, documentation, or treatment of historic structures in the United States and its Territories; and

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products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historical Architects).

### **Standard for Historic Preservation Planner**

(a) The applicant, employee, consultant, or advisor will have a State Government-recognized certification or license in Land-use Planning, plus, minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Historic Preservation Planning that enables professional judgments to be made about the identification, evaluation, documentation, registration, protection, or treatment of historic and archeological properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historic Preservation Planner); or\* \* \*.

(b) A graduate degree in Planning with demonstrable course work in Historic Preservation, or a graduate degree in a closely related field of study with demonstrable course work in Historic Preservation (see Academic Background for Historic Preservation Planning), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Historic Preservation Planning that enables professional judgments to be made about the identification, evaluation, documentation, registration, protection, or treatment of historic and archeological properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historic Preservation Planner); or\* \* \*.

(c) An undergraduate degree in Planning with demonstrable course work in Historic Preservation or an undergraduate degree in a closely related field of study with demonstrable course work in Historic Preservation (see Academic Background for Historic Preservation Planning), plus a minimum of four (4) years of full-time professional experience applying the theories, methods, and practices of Historic Preservation Planning that enables professional judgments to be made about the identification, evaluation, documentation, registration, protection, or treatment of historic and archeological properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historic Preservation Planner).

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### **Standard for Historic Preservationist**

(a) The applicant, employee, consultant, or advisor will have a graduate degree in Historic Preservation or a closely related field of study (see Academic Background for the Historic Preservation discipline), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of Historic Preservation that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic and prehistoric properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historic Preservationists); or \* \* \*.

(b) An undergraduate degree in Historic Preservation or a closely related field of study (see Academic Background for the Historic Preservation discipline), plus a minimum of four (4) years of full-time professional experience applying the theories, methods, and practices of Historic Preservation that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic and prehistoric properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historic Preservationists).

### **Standard for Historian**

(a) The applicant, employee, consultant, or advisor will have a graduate degree in History or a closely related field of study (see Academic Background for History), plus a minimum of two (2) years of full-time professional experience applying the theories, methods, and practices of History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historians); or\* \* \*

(b) An undergraduate degree in History or a closely related field of study (see Academic Background for History), plus a minimum of four (4) years of full-time professional experience applying the theories, methods, and practices of History that enables professional judgments to be made about the identification, evaluation, documentation, registration, or treatment of historic properties in the United States and its Territories; and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation (see Documenting Professional Experience for Historians).

See full details in the proposed Professional Qualification Standards document (Notice 1997), which is available online at: <https://www.nceptt.nps.gov/articles/c2a/soi-professional-qualification-standards/>

It is important to note that, as per the definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

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### 10. Evaluation and Selection

Proposals should demonstrate a clear understanding of the project and provide a summary of the team's qualifications, examples of successful projects, and proposed deliverables. Proposals should not exceed 20 pages and must include the following items:

1. Provide a cover letter, including a brief history of your firm, key personnel, and background experience, as well as a narrative addressing your interest in the project and your understanding of the anticipated work identified in this proposal. **(20 points)**
2. Please provide a detailed scope of work incorporating the tasks identified in the RFP, as well as a timeline for deliverables. **(20 points)**
3. Provide a detailed resume for all individual professionals you will have available for this project, if selected - including education, expertise, and experience. Please identify any partners, consultants or sub-contractors. **(20 points)**
4. Please list relevant and similar studies you have completed. Include the following:
  - . Project description
  - a. Conclusions and recommendations
  - b. Start and completion dates
  - c. Names of project personnel involved
  - d. Project owner contacts – name, title and current phone numbers **(20 points)**
5. Please provide three (3) references from recent historic preservation planning engagements of similar size and scope, with name, title and current contact information. **(10 points)**
6. Please provide an itemized budget not to exceed \$17,500. **(10 points)**

The Historic Preservation Plan Subcommittee of the HPC and City Staff will perform the RFP evaluation.

### 11. Directions for Submission

To be completed by Purchasing. Applicants will submit via BONFIRE application.

## **ATTACHMENT B: PROJECT DESCRIPTION**

**The following Projects have been approved for Idaho Certified Local Government Grant funding for FY24:**

**Project #1:** Historic Preservation Plan

**ATTACHMENT C:  
PROJECT BUDGET(S)**

**Project #1: Historic Preservation Plan**

<b>ITEM</b>	<b>FEDERAL \$</b>	<b>LOCAL \$</b>	<b>TOTAL \$</b>
Consultant Fees	12,000	2500	14,500
In Kind Match		10,000	10,000
<b>TOTAL</b>	<b>\$12,000</b>	<b>\$12,500</b>	<b>\$24,500</b>



**ATTACHMENT D:  
REQUIRED CONDITIONS FOR CLG SUBAGREEMENTS**

The following conditions must be included in any subagreement between the Certified Local Government and any consultant or contractor:

1. Consultant shall complete all work related to this project in accordance with the most recent version(s) of all applicable United States Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation;
2. All billable costs from the Consultant for reimbursement to the Certified Local Government shall be allowable under the most recent version of the United States National Park Service Historic Preservation Grants Manual;
3. Consultant shall complete all work related to this project in accordance with the most recent version(s) of all applicable guidance documents from the Idaho State Historic Preservation Office, including, but not limited to: Consulting with the Idaho SHPO; IHSI Manual of Instruction for Data Entry; ASI Manual of Instruction for Data Entry; the Idaho Certified Local Government Grants Manual; and any other appropriate guidance documents as identified by the Idaho State Historic Preservation Office;
4. Consultant shall complete all work related to the project in accordance with the Grant Agreement between the Certified Local Government and the Idaho State Historic Preservation Office;
5. Consultant shall make all revisions or modifications to submitted project materials as required by the Idaho State Historic Preservation Office.