



Historic Preservation Advisory Committee Agenda Monday, September 9, 2023, at 5:30 pm

1. Roll Call

- Todd Duval, Chair
- Leslie Moore, Vice Chair
- Cheryl Szydlo, Secretary
- James Massie
- Lee Hardies
- Fred Maine
- Tim Hardy, Board Liason
- Andrew Wayland, Historical Society Liason
- Brian Dubois, Town Staff Representative
- Anne Johnson, Town Staff

2. Approval Of Minutes

Documents:

[MINUTES. 08_12_24.PDF](#)

3. Public Comment Period

4. Discussion Items

1. HPAC Board Update Presentation - September 27

1. Brief update to the Board about what has happened in last year and future plans

2. Preservation Plans Next Steps

1. Draft RFP Review

1. Review and provide comments about draft RFP, seeking approval by Committee

3. Town Board Work Session Discussion

1. Discuss potential topics, direction/priorities for committee, participants, etc.

4. Other Business

Documents:

[PRESERVATION PLAN RFP - DRAFT.DOCX](#)

5. Adjourn

Berthoud Historic Preservation Advisory Committee
Minutes of Meeting, Monday, August 12, 2024, at 5:30 PM
Berthoud Town Hall (807 Mountain Ave.)

I. ROLL CALL

Committee members present included: Leslie Moore (Vice Chair), Cheryl Szydlo (Secretary), James Massie, Lee Hardies and Fred Maine. Town of Berthoud: Brian Dubois (Town Staff Representative) and Tim Hardy (Board Liaison) and Andrew Wayland (Historical Society Liaison). The meeting was held in person.

A. The meeting was called to order at 5:33pm. A roll call attendance was taken.

II. MINUTES

Minutes from the July 8, 2024 meeting were reviewed, a motion to approve the Minutes was made by James Massie and seconded by Fred Maine. Minutes were approved unanimously.

III. PUBLIC COMMENT PERIOD

There were no public comments presented.

IV. DISCUSSION ITEMS

A. Alteration Application Approval – 609 5th Street

- An application for repainting this home was submitted to the town and approved by Town Staff per Code sections 30-9-102 Alterations i. Minor Alterations and 30-9-111 Alterations, relocations or demolitions. The project is complete.
 - Andrew shared that the owner of the property reached out to learn what color the house was painted in the past.

B. Terms Expiring

- Leslie Moore – Leslie will renew her term
- James Massie – James will renew his term
- Open Spot – Committee members will continue to recruit for candidates to fill this spot.

C. Preservation Plan Next Steps

- Lee will review examples of other town's preservation plans and RFP's from the Town of Berthoud to begin putting together an RFP with the goal of having a draft prepared prior to our next meeting.
 - Brian will check with Christian Samora (Town Clerk) regarding approval steps for the RFP to be sent out for bids.
 - a. Colorado Historical Society has a list of potential vendors to be contacted.
- CLG Grant application opportunity in once a year.
 - Fee proposals returned to the Town will be used for the grant application.

D. Town Board Strategic Plan

- Going hand-in hand with having the preservation plan in place the goal is to develop a list of priority sites for historic preservation and restoration.
 - One property of interest is the Newell Farm, a portion of which was purchased by the Town.
 - The Town is working with Carmen Farmer of Colorado Open Lands on conservation efforts for farms in and around our area.
 - a. She is a good resource for help with messaging to spread the word to landowners about preservation & conservation possibilities.
- Work Session to Enhance Understanding and Appreciation of Berthoud's history
 - The work session will include HPAC and the Town Board. It will be open to the public.
 - We are invited to suggest discussion ideas and items for the agenda. A date hasn't been announced.

E. Referral Comments

- River Trails – There is a development proposal for the property at the southeast corner of County Road 15 & County Road 6C
 - The Rockwell Ditch runs through part of the property.
 - a. A comment to consider making in response to the development proposal is to highlight the importance of irrigation to Berthoud and the state of Colorado's history by recognizing it with an interpretative sign.
 - Leslie suggested that there are often archaeological sites along river beds.
 - a. In reference to cultural resource surveys the Town Municipal Code could include language specific to archeological aspects of properties.
 - Discussion ensued re: the Town's Comprehensive Plan and Trails Plan that includes ideas for a Little Thompson River Trail that would potentially connect Town owned properties and privately held or development properties. Anne Johnson is a good resource to learn more about this.

F. Other Business

- The Berthoud Historical Society along with local realtor, Christine Torres, are organizing a Farmstead Barn Tour on September 14th.
 - We are invited to volunteer at the barn sites, if needed.

V. Adjourn

Leslie Moore motioned to adjourn, James Massie seconded, the meeting adjourned at 6:58pm.

Respectfully submitted,
Cheryl Szydlo
Berthoud HPAC Secretary



Request for Proposal

Berthoud Historic Preservation Plan

Town of Berthoud, Colorado

807 Mountain Avenue

Berthoud, CO 80513

DRAFT

2024

Overview

This request for proposal (RFP) is being issued by the Town of Berthoud, Colorado. The goal is to solicit proposals from qualified consultants with experience in historic preservation plans and policy, planning, and community member involvement/participation to prepare a new Historic Preservation Plan. The Town of Berthoud intends to fund the preparation of the Preservation Plan with a Certified Local Government (CLG) Grant.

Below are photos that represent a sample of the Town of Berthoud's existing historic buildings.



Project Description

The Historic Preservation Plan will serve as a guide for preservation decision-making over the next 10 years. The plan will combine the town's existing preservation efforts and the desires expressed by the community during the planning process and will recommend actions for integrating historic preservation into town policies and regulatory activities. The scope of this plan includes the town's entire planning area (i.e. Berthoud's town limits and Growth Management Area).

Scope of Services

The scope of work is intended to guide the consultant, but also allow for flexibility in terms of the project approach. The Town of Berthoud welcomes innovation and creativity from the consultant on any of the following tasks:

A. Data Collection and Analysis

The consultant will document Berthoud's existing historic preservation approach, review updated National Register Historic District survey information, contributing structures, designated landmarks, and existing plans and policies. Most of this work must be completed prior to any public engagement initiatives/meeting(s).

B. Public Involvement

Phase 1: Introductory Meetings

Following introductory meetings with the historic preservation advisory committee (HPAC), planning commission, elected officials, and town staff to identify major issues and concerns, the consultant will present the project schedule, process, goals and objectives in a public meeting. If recommended, formation of a historic preservation plan committee comprised of citizens/stakeholders may occur during this time. The committee may be comprised of representatives from key groups including, but not limited to the town board of trustees, historic preservation advisory committee, Planning Commission, and the Berthoud Historical Society.

Phase 2: Public Engagement Initiatives

The consultant will facilitate preparatory stakeholder interviews to review stakeholder, property owner, neighbor, and citizen concerns, identifying plan opportunities and constraints. Additionally, the consultant will lead multiple public engagement initiatives. While the actual format of the public engagement/meetings will be determined jointly by the consultant and town staff, they will be highly interactive and allow the community a variety of opportunities for input.

Phase 3: Plan Composition, Draft Plan Presentation/Revisions

The consultant will prepare and distribute a draft plan to the project manager for review by staff and/or the historic preservation plan subcommittee (depending on the approach used). The historic preservation plan subject matter may include the following:

- A. Description of benefits of historic preservation
- B. History of and legal basis for historic preservation efforts

- C. Analysis of historic properties and assets using recently updated National Register Historic District survey information
- D. Explanation and diagnosis of existing preservation approach
- E. Trends affecting historic preservation properties
- F. Historic preservation goals and policies
- G. Linkages between historic preservation goals/policies and other community goals/policies, including reconciling any conflicts (i.e. naturally occurring affordable housing, gentrification, etc.)
- H. Strategies for improving education and outreach for historic preservation
- I. Historic preservation action plan and implementation schedule
- J. List of preservation resources and partner organizations

Phase 4: Plan Adoption

The historic preservation advisory committee will review the proposed final plan and make a formal recommendation along with a presentation to the planning commission. The town board of trustees will discuss the proposed final plan, historic preservation advisory committee recommendation in a public meeting format. The board of trustees may hold a public hearing and then take action on the proposed plan.

**This phase, including revisions, can likely be completed without consultant assistance.*

C. Project Schedule

Project commencement is anticipated for April 2025, subject to the town being awarded the CLG Grant in March 2025. The project must be complete before December 2025

D. Project Management

The project manager for the Town of Berthoud will be Brian Dubois, Assistant to the Town Administrator. Town staff will assist the consultant with coordination of meetings. The consultant will prepare a work plan including a refined scope of work, timeline, and budget.

E. Proposal Submittal

Respondents should submit a written proposal that includes:

- 1. Cover Letter:** This letter shall briefly introduce the consulting team, indicate interest in the project, and be signed by an authorized company executive. Letters should be one page or less.
- 2. Firm Profile:** A brief history of the firm and relevant details.
- 3. Team:** Identification of the individual or individuals in the firm/firms who will work on the project. This information should include a list of each person's relevant experience and/or qualifications. This proposal shall highlight the firm or team's experience in completing similar projects for public agencies and include a reference for each project for the selection team to contact. This section shall also identify the key individuals that will be a part of the project team, their role and assignments in the project, and their individual qualifications/professional experience.
- 4. Experience/Examples:** Examples of previous work and relevancy to this project. This should include official references for the town's consideration.

5. **Services Offered:** A description of the range of services and list of products or deliverables to be provided. This should include a description of what work will be performed directly by the lead consultant and what work will be performed by sub-consultants or affiliated team members (if any).
6. **Work Scope:** A scope of work to complete the project based on this RFP.
7. **Budget/Costs:** Costs for the project, including hourly rates and a not-to-exceed total budget. The proposed fees for the project should include the hourly rates and estimated hours of each member of the team assigned to the project; any fixed expenses, and any other fees or expenses anticipated. The Proposed Fee should represent the full cost of completing the Preservation Plan.
8. **Schedule:** A schedule for the project, in month-long increments, including deadlines for completion of each Phase, dates for public outreach initiatives, and deadlines for draft plans and presentations.
9. **Submittal Format:** The proposal shall be submitted in electronic form, PDF format by email to:

*Brian Dubois, Assistant to the Town Administrator
bdubois@berthoud.org*

Submittal Process/Contact with Town of Berthoud Staff

If you or your company is interested in responding to this proposal, please send an email to the address listed below containing contact information for your firm. This is a non-binding statement, but this will form the list of parties who will receive notification of any questions and their answers.

All questions or requests for clarification, or official submittals to this RFP should be made through the following email address:

*Brian Dubois, Assistant to the Town Administrator
bdubois@berthoud.org*

Responses to any questions will be provided to all interested parties within 3 business days. If a more detailed response is required, you will be informed of a timeline in the initial response. The company that submits a question will not be identified in the public response.

To be considered for this RFP, an official Response submittal must be made by 5:00 PM on Tuesday, October 15, 2024, and sent to the e-mail address above. Late submissions will not be accepted.

All material submitted regarding this RFP shall become the property of the Town. The Town has the right to use any or all ideas presented in reply to this RFP, regardless of the consultant awarded; disqualification of any consultant does not eliminate this right. The Town reserves the right to reject or accept any or all proposals or waive any formalities, informalities, or information therein.

RFP Timeline and Selection Criteria

All time frames are expected targets, with the exception of Response due date of October 15, 2024. Unless notified in writing, no proposals will be accepted after this date.

- Release of Request for Proposal September 16, 2024
- Bid Responses Due by Electronic Delivery
email proposal response to bdubois@berthoud.org **5:00 PM on October 15, 2024**
- Bid response review by Town Staff October 16-23, 2024
- Notification of any parties selected for further evaluation October 28, 2024
- Interviews of selected parties, if necessary November 4-5, 2024
- Staff recommendation and Board selection November 8, 2024

The Town reserves the right to withdraw or cancel this RFP at any time. The Town also reserves the right to select any consultant that it believes can perform the work, in its sole discretion, regardless of fee estimate. Any contract negotiated between Town staff and the selected firm is subject to Town Board approval.