



Historic Preservation Advisory Committee Agenda Monday, November 18, 2024, at 5:30 pm

1. Roll Call

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

2. Approval Of Minutes

Documents:

[MINUTES. 09_09_24.PDF](#)

3. Public Comment Period

4. Discussion Items

1. Welcome New Committee Members, Intros
2. Preservation Plans Next Steps
 1. Draft RFP Approval (need to attach document)
 2. Begin Grant Application, Draft Due December 9
3. Exceptional Landmark Awards - January
4. Other Business
 1. Saving Places Conference in January

Documents:

[PRESERVATION PLAN RFP REVISION 1.PDF](#)

5. Adjourn

Berthoud Historic Preservation Advisory Committee
Minutes of Meeting, Monday, September 9, 2024, at 5:30 PM
Berthoud Town Hall (807 Mountain Ave.)

I. ROLL CALL

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

A. The meeting was called to order at 5:31pm. A roll call attendance was taken.

II. MINUTES

Minutes from the August 12, 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. HPAC Board Update Presentation Sept 24

1. Todd Duval will present to Town Board
2. Todd will present a draft to HPAC by 9/18 for comment and return

B. Presentation Plan Next Steps

1. Input from Group
 - a discussion took place re the advisability of disclosing the total budget in the RFP
 - should the consultant proposal specify the number of meetings/interviews intended?
 - should the RFP include an overview of HPAC?
 - the introduction page pictures should only show Berthoud sites
 - a map of the Town and GMA should be included
 - the consultant's proposal will address the Town and GMA
 - a consultant's engagement is dependant on a State grant, with the possibility of Town help
 - the RFP deadline may be extended
 - consultants may make inquiries until a specific deadline
 - a completion date will be shown (as required by the State grant)
 - The Historical Presentation Plan Committee will be selected by the Town Board
2. A revised RFP will be created

C. Town Board Work Session Discussion

At a future determined date, a Town Board/HPAC work session will be scheduled

1. The Town Board may express its expectations for HPAC and the level of accomplishment
2. HPAC will express its near-term goals
 - HPAC will become more active, e.g. Farm Survey, building facade grants, tax benefits of preservation
 - HPAC will present a budget for these expanded activities
 - HPAC will expand contact with Historic Larimer County

D. Other Business

1. There was a discussion of The Main Street Group and its current status
2. The value of preserving the Foursquare Church was discussed
3. There will be a follow effort re the Town Coasters

V. Adjourn

Leslie Moore motioned to adjourn, James Massie seconded, the meeting adjourned at 6:34pm.

Respectfully submitted,
Fred Maine



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.

Berthoud is a statutory town located in Larimer and Weld Counties, Colorado. With a current population of approximately 12,700 residents, Berthoud is experiencing rapid growth, with significant new construction, which raises awareness and concern for the protection of the town's historic character.

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



Berthoud Historic Preservation

The Historic Preservation Advisory Committee (HPAC), formed in 2002, provides guidance and recommendations to the town government and will participate in the consultant selection process, as well as review of the Preservation Plan process.

Project Description

The Historic Preservation Plan will serve as a guide for preservation decision-making over the next ten 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 the Office of Archaeology and Historic Preservation Compass database, review locally, designated landmarks and districts, 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. A historic preservation plan committee will be formed by the town at this time. The committee may be comprised of representatives from key groups including, but not limited to the town Board of Trustees, HPAC, Planning Commission, and the Berthoud Historical Society.

Phase 2: Public Engagement Initiatives

The consultant will facilitate preparatory stakeholder interviews, as appropriate, to review stakeholder, property owner, neighbor, and citizen concerns, identifying plan opportunities and constraints. Additionally, the consultant will lead a minimum of two (2) 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 local 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

A consolidated set of comments will be provided, and revisions will be made by the consultant. Depending on the quality of the initial/subsequent drafts, this process may occur twice (or more as needed, within reason). The consultant project manager and/or town project manager will present the draft plan to the historic preservation advisory committee and the planning commission in a joint public meeting. After review and comment by the historic preservation commission and planning commission, the plan will be presented publicly to the town board and citizens. The draft plan will be amended and the final plan, with its accompanying regulatory language, will be incorporated into a final report.

Phase 4: Plan Adoption

The HPAC will review the proposed final plan and make a formal recommendation. The planning commission will then review the final plan and give their recommendation. The town Board of Trustees will discuss the proposed final plan, historic preservation advisory committee recommendation, and planning board 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.*

D. 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 June 1, 2026.

E. 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.

F. 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, no later than **5:00 p.m. on October 18, 2024**. 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 29, 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.

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| • Release of Request for Proposal | October 8, 2024 |
| • Deadline for Questions on RFP | 5:00 p.m. on October 22, 2024 |
| • Answers to Questions sent by email | October 25, 2024 |
| • Bid Responses Due by Electronic Delivery
(email proposal response to bdubois@berthoud.org) | 5:00 p.m. on October 29, 2024 |
| • Bid response review by Town Staff | November 4-5, 2024 |
| • Notification of any parties selected for further evaluation | November 6, 2024 |
| • Interviews of selected parties, if necessary | November 11-12, 2024 |
| • Staff recommendation and Board selection | November 14, 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.