



City of Arkansas City

HISTORIC PRESERVATION BOARD MEETING

AGENDA

Monday, May 19, 2025 at 5:30 PM – 118 W Central Ave, Arkansas City, KS

GoToMeeting: <https://meet.goto.com/399510277> Phone: +1 (646) 749-3122 Access Code: 399-510-277

I. Call to Order

II. Roll Call

III. Consent Agenda

1. Meeting minutes, January 27, 2025 meeting.

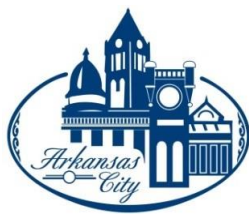
IV. Items for Discussion

1. Review bids for a consultant to revise the Downtown Commercial Historic District

V. Other Items

VI. Adjournment

Future Meetings: This Historic Preservation Board meets the 3rd Monday of the month if there is any business to come before the Board, or at the call of the Chair.



City of Arkansas City

HISTORIC PRESERVATION BOARD MEETING

MINUTES

Monday, January 27, 2025 at 5:30 PM — 118 W Central Ave, Arkansas City, KS

I. Call to Order

II. Roll Call

PRESENT: Kevin Cox, Foss Farrar, Jorge Lozano

ABSENT: Duane Oestman, Dotty Smith

III. Consent Agenda

1. Meeting minutes, November 25, 2024 meeting.

Motion made by Lozano, Seconded by Cox to approve the November 25, 2024 meeting minutes as written.

Voting Yea: Cox, Farrar, Lozano

IV. Items for Discussion

1. Review the proposed sign at 321 S Summit Street

White presented the staff report. The proposal was for a reverse lit channel letter sign placed on the sign board. White recommended approval. The board discussed the placement of the sign and after discussion, a motion was made by Lozano, Seconded by Cox to approve a permit for a sign at 321 S Summit St as reviewed in accordance with K.S.A. 75-224.

Voting Yea: Cox, Farrar, Lozano

2. View a training video and discuss

The board watched a training video originally presented to the Lawrence Historic Resources Board by Katrina Ringler of the SHPO. After the video ended discussion of the Standards for Rehabilitation was held.

3. Discuss amending the boundaries of the Historic District in accordance with the 2018 Survey Report.

White reported that the City Commission supported the grant application for a Historic Preservation Fund grant to amend the Downtown Historic District. He briefly discussed next steps and would finish the application and would notify the board if and when the grant was awarded.

VI. Adjournment

Motion made by Cox, Seconded by Lozano.

Voting Yea: Cox, Farrar, Lozano



Historic Preservation Board

Agenda Item

Meeting Date: 05/19/2025

From: Josh White, Principal Planner

Item: Review Bids for NHRP Consultant

Purpose: Review bids for a consultant to revise the Downtown Commercial Historic District

Background:

The city was rewarded with a grant in 2017 to conduct a resurvey of our downtown historic district. The survey was conducted and completed in May 2018. The survey made recommendations to modify the historic district by adding some properties and removing others. The report also recommended creating a thematic nomination of Arkansas City's historic churches but that will not be part of this project. This project also directly aligns with the City's Comprehensive Plan goal to "promote the maintenance and preservation of historical resources" as well as its accompanying action item to "Expand the existing historic district to match the recommendations from the 2018 Resurvey of the Downtown Historic District."

The city was rewarded with another grant earlier this year to continue the project. The new project is to review all the buildings in the district based on the 2018 Survey and nominate a newly revised Historic District with appropriate additions and removals from the district. An RFP was sent out and 7 bids were returned with bids ranging from \$20,000 to \$25,000. The grant award was \$25,000 so all proposals/bids are within the budget. At this meeting, we will briefly review each proposal and vote to recommend a consultant to the City Commission.

Action:

Review bids and make a motion to recommend a consultant to the City Commission to complete the project in accordance with the grant agreement.

Attachments: Bid tab, evaluation forms



Bid Summary

Project: National Register of Historic Places Nomination – Downtown Historic Commercial District Revisions

Dept: Neighborhood Services Department

Opening: May 1, 2025, 3:00 PM City Clerk's Office - 118 W Central Ave. Arkansas City, KS

Bid No.	Bidder	Total
1	IES - Integrated Environmental Solutions, LLC	\$25,000.00
2	Loggia Preservation, LLC	\$22,400.00
3	The Clark Group, LLC	\$21,399.61
4	Stantec Consulting Services Inc.	\$24,992.00
5	Clifton Historic Resources, LLC	\$24,990.50
6	Davis Preservation	\$20,000.00
7	RDG Planning & Design	\$24,920.00

Note: This bid summary worksheet is provided for review and comparison purposes only. The project will be awarded in accordance with the requirement outlined in the bid specifications.

Attendees: City Clerk Tiffany Parsons & Neighborhood Services Principal Planner Josh White

Time of Bid Opening: 3:00 pm – 3:45 pm

Bid Summary Prepared By: City Clerk Tiffany Parsons

Bidder: Davis Preservation

1. Complete proposal and overall presentation

The proposal is professional in nature overall. It appears to meet all of the requirements of the RFP

2. The bidder's ability to meet the Secretary of the Interior's Professional Qualifications Standards

They have demonstrated that they meet the Qualifications. Has extensive experience in Kansas including as Deputy SHPO

3. Demonstrated understanding of the proposed project

The bidder demonstrates a general understanding of the proposed project. Has done others, notably Emporia

4. Desirability of project approach methodology

The methodology of the proposal spells out the steps in the process. It is in a logical sequence

5. Understanding of the community and its relationship to the proposed project

Understanding of the community wasn't directly demonstrated in the proposal, however, based on the broad scope of projects listed in the proposal; it is evident that getting to know a new community is not an issue for the bidder. In fact, she visited the downtown district the day she submitted the proposal.

6. The ability of the consultant to complete the proposed project within the project deadlines

The bidder appears to be able to meet the appropriate timeline as spelled out in the RFP. In fact, it may even be done ahead of schedule in certain aspects. The proposal also demonstrates an understanding of the specific process for Kansas.

7. Quality of previous projects of a similar nature

Proposal shows a number of previous projects that are of a similar nature that appear to be of high quality.

8. Cost

The project cost is below the budget by \$5,000. The total cost is \$20,000.

9. Strength and credibility of references

The references seem to be credible and sufficient.

10. Expectation of City staff assistance in the completion of the project

No specific requests.

Bidder: Clifton Historic Resources

1. Complete proposal and overall presentation

The proposal is professional in nature overall. It appears to meet all of the requirements of the RFP. Probably close to the best overall presentation of all submittals.

2. The bidder's ability to meet the Secretary of the Interior's Professional Qualifications Standards

They have demonstrated that they meet the Qualifications in detail

3. Demonstrated understanding of the proposed project

The bidder demonstrates a general understanding of the proposed project. Has clearly researched the proposed project prior to submitting a proposal.

4. Desirability of project approach methodology

The methodology of the proposal is spelled out in the steps in the process. It is in a logical sequence

5. Understanding of the community and its relationship to the proposed project

This proposal clearly shows an understanding of the community and its relationship with the proposed project and is spelled out in detail.

6. The ability of the consultant to complete the proposed project within the project deadlines

The bidder appears to be able to meet the appropriate timeline as spelled out in the RFP.

7. Quality of previous projects of a similar nature

Proposal shows a number of previous projects that are of a similar nature that appear to be of high quality. Doesn't appear to have any experience specific to Kansas.

8. Cost

The project cost is below the budget by \$9.50. The total cost is \$24,990.50. Cost of travel is a major component but the proposal is very transparent about costs.

9. Strength and credibility of references

The references seem to be credible and sufficient.

10. Expectation of City staff assistance in the completion of the project

No specific requests.

Bidder: IES

1. Complete proposal and overall presentation

The proposal is professional in nature overall. It appears to meet all of the requirements of the RFP.

2. The bidder's ability to meet the Secretary of the Interior's Professional Qualifications Standards

They have stated that they can meet the standards.

3. Demonstrated understanding of the proposed project

The bidder demonstrates a clear understanding of the proposed project. The firm has experience in Kansas, most recently with the City of Topeka

4. Desirability of project approach methodology

The methodology of the proposal spells out the steps in the process. It is in a logical sequence.

5. Understanding of the community and its relationship with the proposed project

This bidder has a clear understanding of the community and its relationship with the proposed project.

6. The ability of the consultant to complete the proposed project

The bidder appears to be able to meet the appropriate timeline as spelled out in the RFP.

7. Quality of previous projects of a similar nature

Proposal shows a number of previous projects that are of a similar nature that appear to be of high quality.

8. Cost

The project cost is at the budget level. The total cost is \$25,000. This bidder has no travel costs budgeted and plans to conduct meetings virtually.

9. Strength and credibility of references

The references seem to be credible and sufficient.

10. Expectation of City staff assistance in the completion of the project

No specific requests.

Bidder: RDG

1. Complete proposal and overall presentation

The proposal is professional in nature overall. It appears to meet all of the requirements of the RFP

2. The bidder's ability to meet the Secretary of the Interior's Professional Qualifications Standards

They have demonstrated that they meet the Qualifications

3. Demonstrated understanding of the proposed project

The bidder demonstrates a general understanding of the proposed project.

4. Desirability of project approach methodology

The methodology of the proposal spells out the steps in the process. It is in a logical sequence

5. Understanding of the community and its relationship to the proposed project

Understanding of the community wasn't directly demonstrated in the proposal, however, based on the broad scope of projects listed in the proposal; it is evident that getting to know a new community is not an issue for the bidder. This does not appear to be a drawback of this particular bidder.

6. The ability of the consultant to complete the proposed project within the project deadlines

The bidder appears to be able to meet the appropriate timeline as spelled out in the RFP. In fact, it may even be done ahead of schedule in certain aspects.

7. Quality of previous projects of a similar nature

Proposal shows a number of previous projects that are of a similar nature that appear to be of high quality.

8. Cost

The project cost is below the budget by \$80. The total cost is \$24,920.

9. Strength and credibility of references

The references seem to be credible and sufficient.

10. Expectation of City staff assistance in the completion of the project

The bidder asks that staff assist with providing research about the development of the city which is reasonable.

Bidder: The Clark Group, LLC

1. Complete proposal and overall presentation

The proposal is professional in nature overall. It appears to meet all of the requirements of the RFP.

2. The bidder's ability to meet the Secretary of the Interior's Professional Qualifications Standards

They have stated that they can meet the standards.

3. Demonstrated understanding of the proposed project

The bidder demonstrates a clear understanding of the proposed project. The firm has numerous projects completed in Kansas.

4. Desirability of project approach methodology

The methodology of the proposal spells out the steps in the process. It is in a logical sequence.

5. Understanding of the community and its relationship with the proposed project

This bidder has a clear understanding of the community and its relationship with the proposed project.

6. The ability of the consultant to complete the proposed project

The bidder appears to be able to meet the appropriate timeline as spelled out in the RFP.

7. Quality of previous projects of a similar nature

Proposal shows a number of previous projects that are of a similar nature that appear to be of high quality.

8. Cost

The project cost is below the budget by \$3,600.39. The total cost is \$21,399.61. In order to keep travel costs down, this bidder prefers to do most meetings virtually but will visit the City at least once to visit the site and talk to staff.

9. Strength and credibility of references

The references seem to be credible and sufficient.

10. Expectation of City staff assistance in the completion of the project

No specific requests.

Bidder: Stantec Consultant Services

1. Complete proposal and overall presentation

The proposal is professional in nature overall. It appears to meet all of the requirements of the RFP and is maybe the best presentation received.

2. The bidder's ability to meet the Secretary of the Interior's Professional Qualifications Standards

They have stated that they can meet the standards.

3. Demonstrated understanding of the proposed project

The bidder demonstrates a clear understanding of the proposed project. The firm has numerous projects completed in Kansas.

4. Desirability of project approach methodology

The methodology of the proposal is spells out the steps in the process. It is in a logical sequence.

Very good demonstration of process of field documentation and research

5. Understanding of the community and its relationship with the proposed project

This bidder has a clear understanding of the community and its relationship with the proposed project.

6. The ability of the consultant to complete the proposed project

The bidder appears to be able to meet the appropriate timeline as spelled out in the RFP. Bidder notes that proper cushion is built into schedule.

7. Quality of previous projects of a similar nature

Proposal shows a number of previous projects that are of a similar nature that appear to be of high quality.

8. Cost

The project cost is below the budget by \$8. The total cost is \$24,992. The bid shows travel but not excessive and shows numerous staff members involved. It is very transparent.

9. Strength and credibility of references

The references seem to be credible and sufficient.

10. Expectation of City staff assistance in the completion of the project

No specific requests.

Bidder: Citysearch Preservation

1. Complete proposal and overall presentation

The proposal is professional in nature overall. It appears to meet all of the requirements of the RFP

2. The bidder's ability to meet the Secretary of the Interior's Professional Qualifications Standards

They have stated that they can meet the standards.

3. Demonstrated understanding of the proposed project

The bidder demonstrates a general understanding of the proposed project.

4. Desirability of project approach methodology

The methodology of the proposal spells out the steps in the process. It is in a logical sequence

5. Understanding of the community and its relationship to the proposed project

Understanding of the community wasn't directly demonstrated in the proposal, however, based on the broad scope of projects listed in the proposal; it is evident that getting to know a new community is not an issue for the bidder. This does not appear to be a drawback of this particular bidder. I can also tell that at least initial research about the community has already occurred.

6. The ability of the consultant to complete the proposed project

The bidder appears to be able to meet the appropriate timeline as spelled out in the RFP. In fact, it may even be done ahead of schedule.

7. Quality of previous projects of a similar nature

Proposal shows a number of previous projects that are of a similar nature that appear to be of high quality.

8. Cost

The project cost is below the budget by \$1000. The total cost is \$12,000. The bidder states that she can be lower because she has low overhead costs due to being a solo consultant.

9. Strength and credibility of references

The references seem to be credible and sufficient.

10. Expectation of City staff assistance in the completion of the project

The bidder asks that staff assist with providing research about the development of the city which is reasonable.

Bidder: Loggia Preservation

1. Complete proposal and overall presentation

The proposal is professional in nature overall. It appears to meet all of the requirements of the RFP.

2. The bidder's ability to meet the Secretary of the Interior's Professional Qualifications Standards

They have stated that they can meet the standards.

3. Demonstrated understanding of the proposed project

The bidder demonstrates a clear understanding of the proposed project. The firm, however, has no experience in Kansas.

4. Desirability of project approach methodology

The methodology of the proposal spells out the steps in the process. It is in a logical sequence.

5. Understanding of the community and its relationship with the proposed project

This bidder has a clear understanding of the community and its relationship with the proposed project.

6. The ability of the consultant to complete the proposed project

The bidder appears to be able to meet the appropriate timeline as spelled out in the RFP.

7. Quality of previous projects of a similar nature

Proposal shows a number of previous projects that are of a similar nature that appear to be of high quality.

8. Cost

The project cost is below the budget by \$2,600.00. The total cost is \$22,400. In order to keep travel costs down, this bidder prefers to have some meetings virtually but will visit the city at least once to visit the site and talk to staff and hold at least one of the public meetings.

9. Strength and credibility of references

The references seem to be credible and sufficient.

10. Expectation of City staff assistance in the completion of the project

No specific requests.