





The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 2

 List View 


General Information | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)

Procurement Folder: 563619

SO Doc Code: CRFQ

Procurement Type: Central Purchase Order

SO Dept: 0432

Vendor ID: VS0000018963 

SO Doc ID: DCH1900000007

Legal Name: Designing Local Ltd.


Published Date: 5/7/19

Alias/DBA: Designing Local

Close Date: 5/15/19



Total Bid: \$54,500.00

Close Time: 13:30

Response Date: 05/15/2019 

Status: Closed

Response Time: 12:09

Solicitation Description: Addendum #1 Historic Preservation: Multi County Survey. 


Total of Header Attachments: 2

Total of All Attachments: 2



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder : 563619

Solicitation Description : Addendum #1 Historic Preservation: Multi County Survey.

Proc Type : Central Purchase Order

Date issued	Solicitation Closes	Solicitation Response	Version
	2019-05-15 13:30:00	SR 0432 ESR05151900000005238	1

VENDOR
VS0000018963 Designing Local Ltd. Designing Local

Solicitation Number: CRFQ 0432 DCH1900000007

Total Bid : \$54,500.00 **Response Date:** 2019-05-15 **Response Time:** 12:09:22

Comments:

FOR INFORMATION CONTACT THE BUYER
 Stephanie L Gale
 (304) 558-8801
 stephanie.l.gale@wv.gov

Signature on File	FEIN #	DATE
-------------------	--------	------

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Historic Preservation: Multi County Survey.				\$54,500.00

Comm Code	Manufacturer	Specification	Model #
71112107			

Extended Description : Provide the service of conducting a reconnaissance-level architectural Survey of Tyler, Ritchie, Gilmer, Braxton and Doddridge Counties in West Virginia.Per attached specifications.

PROPOSAL FOR
MULTI COUNTY HISTORIC SURVEY
MAY 15, 2019

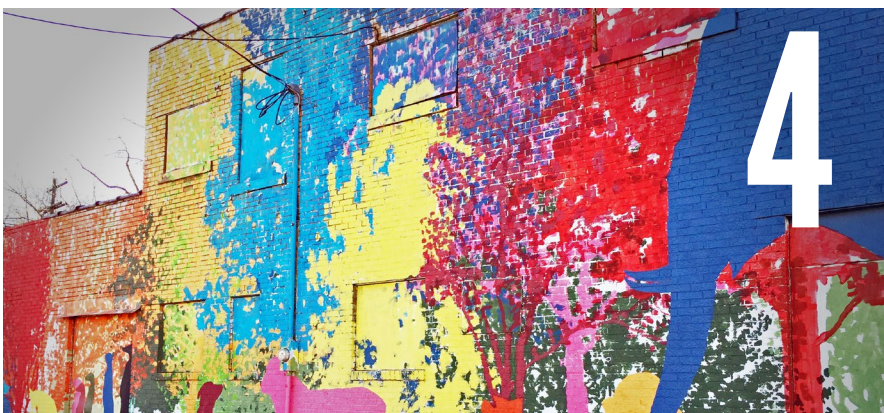


DESIGNING LOCAL

YOUR PLACE. REVEALED.

**PRESERVE THE PAST AND PLAN THE
FUTURE FOR A COMPELLING
LOCAL IDENTITY**

CONTENTS



TEAM PROFILE

FIRM OVERVIEW	7
OUR MISSION	8
SERVICE OFFERINGS	9
BUSINESS CERTIFICATIONS & REGISTRATIONS	10
REFERENCES.....	11

OUR PEOPLE

JOSHUA LAPP	14
AMANDA GOLDEN	15
NANCY RECCHIE	16
JEFFERY DARBEE	17
MATT LEASURE, AICP PLA LEED AP	18
LAUREN CROSBY	19

EXPERIENCE

HISTORIC PRESERVATION EXPERIENCE	22
PLACEMAKING & URBAN DESIGN EXPERIENCE	32

WORK PLAN

PROJECT UNDERSTANDING	38
PROJECT ORGANIZATION	38
PROJECT SCOPE OF WORK.....	39
PROPOSED FEE	40





1

TEAM PROFILE

QUALIFICATIONS & SERVICES

Though our work at Designing Local is diverse, it all has the same ultimate purpose - to connect people to place through culture. Whether the subject matter is public art, historic preservation, urban design, economic development or another avenue, we accomplish our ultimate goal by engaging with stakeholders in novel ways to get a true pulse of the community. We bring a youthful passion and curiosity to our work that results in planning efforts which are unique to each community and have clear action plans. Our open, honest, and clear communication coupled with principal-level service means your planning process straightforward, thoughtful, and successful.



FIRM OVERVIEW

Designing Local is a certified woman-owned business dedicated to helping communities connect people to place through culture. Founded in 2014, our firm was born from the belief that design, art, culture, historic preservation and other important unique attributes of communities are often overlooked in the planning process. We bring an authentic curiosity and passion to our work.

We recognize that prosperity and economic development come from strategically planning and investing in our communities culture and unique assets. The result: better community relations, increased pride and ownership by stakeholders, and revered places that people and businesses naturally choose to be a part of. We seek to help communities grow their pride, realize their ability to influence the future, and create a prosperous community for all.

Our process is straightforward and simple. Through robust and creative public engagement we help to extract the story of the place in which we are working. We take that story, as told by the community itself, and help translate that into a unique, interesting, powerful built environment.

OUR MISSION



WE REVEAL THE ESSENTIAL CHARACTER OF A COMMUNITY

Through historical research, site analysis, and stakeholder engagement, we define the distinguishing characteristics of your community. This serves as the foundation for our creative process.

WE APPROACH PLACEMAKING AS ECONOMIC DEVELOPMENT

Investing in quality of life and sense of place is a key strategy for attracting and retaining businesses and residents. We work to bring the unique elements of your community to the forefront so you stand out.

WE TREAT CREATIVITY AS A CULTIVATED RESOURCE

Each community has a significant latent resource in the form of the creative energy of its residents. Our projects enable this energy to be focused toward building community pride, identity, and investment, and growing an environment that enables success for artists and creatives.

WE BELIEVE THAT CITIES SHOULD BE FUN

Whether a resident or visitor, spending time in cities should be enriching, enjoyable, and engaging. To put it simply, cities should be fun. We strive toward this ideal with all of our projects.

WE EMPOWER OUR CLIENTS TO DO MORE

With a broad set of service offerings, we bring multiple perspectives to each project, and collaborate with our clients to create visionary but achievable outcomes. We are passionate about our work and strive to build lasting relationships with our clients to achieve long term success.

SERVICE OFFERINGS

PLACEMAKING

PUBLIC ART & PLACEMAKING PLANNING

We work with communities to create policies, implementation plans, and review processes for public art and cultural facilities. We author plans which articulate a community's desire to implement a vision for public art.

CONCEPT DEVELOPMENT

We conceptualize and visually communicate concepts which highlight and enhance a community's sense of place including ideas for public art, public space enhancements, signage and wayfinding, gateways, and other custom elements.

PUBLIC ART PROCUREMENT & ARTIST MANAGEMENT

We manage the process for procuring art on behalf of our clients. We create a call for submissions, facilitate a juried review process, and manage a contracting process.

GRANT WRITING

We assist our clients in preparing grant applications for public art and cultural activities.

HISTORIC PRESERVATION

HISTORIC TAX CREDITS

We prepare applications for federal and local historic tax credits and guide our clients through the process of completing a project in compliance with program regulations.

NATIONAL & LOCAL HISTORIC REGISTER NOMINATIONS

We research historic places and generate the documentation, photography, and mapping required for nominations of sites to the National Register of Historic Places and local registers.

PRESERVATION PLANNING & GUIDELINE DEVELOPMENT

We work with communities to develop appropriate guidelines and policies for preservation of historic resources and to outline appropriate new development in historic districts.

HISTORIC REDEVELOPMENT CONSULTATION

We examine a site to determine the ideal strategy for preservation including the use of tax credits and private equity.

HISTORIC SURVEYING & DOCUMENTATION

We document historic sites for various purposes including recordation, historic inventory, HABS reports and more.

URBAN PLANNING & DESIGN

STRATEGIC PLANNING

We collaborate with municipalities and the public to create plans for corridors, districts, parks, and neighborhoods.

SITE & CAMPUS MASTER PLANNING

We develop master plans for public, institutional, cultural, and private facilities. The process includes the analysis of the site's physical and aesthetic features to determine the ideal organization of buildings, infrastructure, and open space.

LAND PLANNING & DEVELOPMENT CAPACITY ANALYSIS

We work with property owners and developers to test various approaches to site development and to determine associated yields for use in pro formas and entitlement strategies.

DESIGN GUIDELINES

We generate guidelines which will shape development toward a community's vision for its future.

PUBLIC ENGAGEMENT

PUBLIC INPUT

We develop creative and effective methods for public input through interactive activities and strong communication.

WORKSHOP FACILITATION

We build consensus around a strategic vision through on-site graphic production, group discussions, and iterative feedback.

LANDSCAPE ARCHITECTURE

PUBLIC SPACE DESIGN

We design public spaces including parks, streets, open spaces, plazas, playgrounds, and gardens.

PRIVATE DEVELOPMENT

We perform detailed site planning and design for mixed-use, commercial, and residential development including requisite documentation for permitting and construction.

RESIDENTIAL MASTER PLANNING & DESIGN

We creatively approach the planning and design of private residential properties to incorporate art, natural features, gardens, drives, paths, and other features.

BUSINESS CERTIFICATIONS & REGISTRATIONS



DESIGNING LOCAL

CITY OF COLUMBUS

- Certified Female Business Enterprise (FBE)
- Authorized Services: Urban Planning, Public Art, Public Engagement, Historic Preservation

GEORGIA DEPARTMENT OF TRANSPORTATION

- Certified Disadvantaged Business Enterprise (DBE), Vendor code 15652
- Authorized Services: Landscape Architecture Services, Graphic Design Services

OHIO DEPARTMENT OF TRANSPORTATION

- Certified Disadvantaged Business Enterprise (DBE)
- Authorized Services: Bicycle Facilities and Enhancement Design, City/Land Use/Town/Urban Planning, Graphic Design Services

US GREEN BUILDING COUNCIL

- Member Organization

DESIGNING LOCAL LANDSCAPE ARCHITECTURE

OHIO ARCHITECTS BOARD

Local Studio, LLC dba Designing Local Landscape Architecture is an affiliate of Designing Local and is able to provide landscape architectural services in Ohio which require technical design documentation for zoning/building permitting and construction.

- Business Registration: Architects Board, FIRM.18314025
- Individual Registration: Architects Board, Matthew Leasure, LA.0701159

REFERENCES



DAN SECKEL
Board Chair
Historic Preservation Commission
Mansfield, Ohio
419.524.5050
Project: Mansfield Historic Preservation Plan



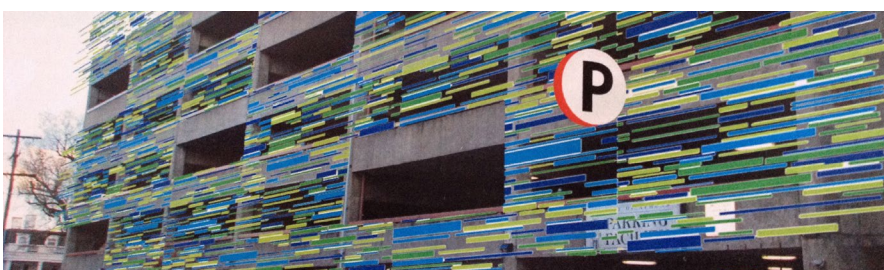
JENNIFER KIME
CEO
Downtown Mansfield Inc.
Mansfield, Ohio
419.522.0099
Project: Downtown Mansfield National Register Nomination



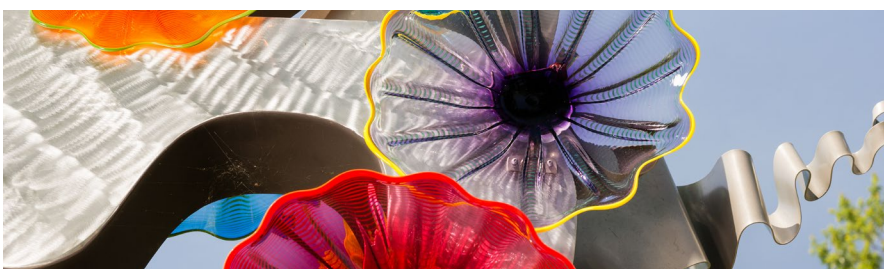
LORI BAUDRO
Senior Project Coordinator
City of Columbus Dept. of Development
Columbus, Ohio
614.645.6986
Project: Art on High Strategic Plan



SHANNON PINE
City Council Member
Village of Plain City
Plain City, Ohio
614.313.0895
Project: Plain City Comprehensive Plan



PAUL LOGUE, AICP
City Planner
City of Athens
Athens, Ohio
740.592.3306
Project: Essence of Athens



ROCHELLE MUCHA
Executive Director
Roswell Arts Fund
Roswell, Georgia
770.367.1779
Project: Roswell Public Art Master Plan





2

OUR PEOPLE

RESUMES & PROFILES

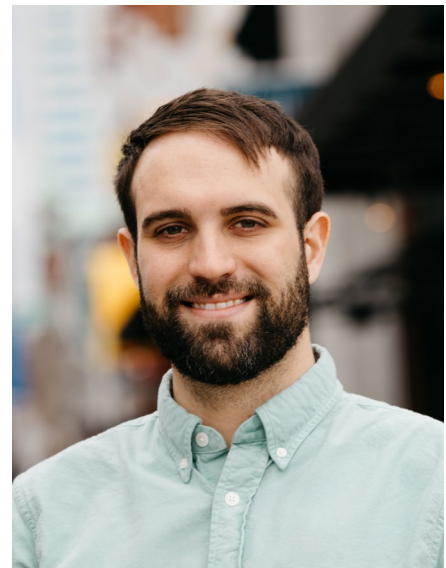
At Designing Local we're a small team working hard and building together. Internally and externally we prize open, honest, and clear communication. Principal-level service is among the core values of our firm. We have a passion and curiosity for what we do and we bring the devotion we have for our community to each of those we work in.

JOSHUA LAPP

PRINCIPAL, DESIGNING LOCAL

PROJECT ROLES: PROJECT MANAGER

As a city planner who has extensive professional experience in real estate development, Josh knows what it takes to get something built. From a prominent role on leading a transit advocacy organization to working in neighborhoods as an urban planner, his strongest skill set is in public involvement and community action. He wants to take your community's collective passion and uniqueness and translate that into your brand and your physical form. Josh believes that the branding and built environment of a place should communicate the essence of its people.



RECENT RELATED PROJECTS

- Downtown Mansfield National Register Nomination | Mansfield, Ohio | Project Manager
- Mansfield, Ohio Historic Preservation Plan | Engagement Lead
- Roscoe Village, Ohio Heritage Tourism Plan, Ohio Humanities Council Grant Recipient
- Madison's and White Haines Buildings, State and Federal Historic Tax Credits | Columbus, Ohio
- Worthington Masonic Lodge, State and Federal Historic Tax Credits | Worthington, Ohio
- State and Federal Historic Tax Credits | Various Locations
- Surprise, Arizona Arts and Culture Master Plan | Surprise, Arizona | Project Manager
- Montpelier, Vermont ArtSynergy Public Art Master Plan | Montpelier, Vermont | Engagement Lead
- University District Arts and Character Plan | Columbus, Ohio | Project Manager
- The Essence of Athens Plan | Athens, Ohio | Principal, Engagement Strategist
- Duluth Public Art Master Plan | Duluth, Georgia | Principal, Engagement Strategist
- San Luis Obispo Public Art Master Plan | San Luis Obispo | California, Principal
- Emeryville Public Art Master Plan | Emeryville, California | Principal
- Leveque Tower, Federal Historic Tax Credits | Columbus, Ohio
- Retune the KLD, economic development initiative, | Columbus, Ohio | Creator
- North of Broad redevelopment initiative | Columbus, Ohio | Project Manager

APPOINTMENTS

- Transit Columbus multi-modal advocacy group, Chair of Board
- Former Commissioner, Create Columbus Commission
- Former Commissioner, Italian Village Historic Review Commission

EDUCATION

- Bachelor of Science in City & Regional Planning, The Ohio State University

AMANDA GOLDEN

MANAGING PRINCIPAL, DESIGNING LOCAL

PROJECT ROLES: PRESERVATION PLANNER

Amanda is a Certified Creative Placemaker and an Executive Board Member of the Central Ohio Chapter of the American Planning Association. She has extensive knowledge and practice in tapping and extracting the beloved local stories and values people care about in every community. She also has an insatiable curiosity for helping citizens visually define their local culture utilizing her urban planning, research, and public participation background. As a writer, graphic designer, and a plan publisher, Amanda's joy is putting her skills to work for places that want to stand out from the rest.



RECENT RELATED PROJECTS

- Art on High Strategic Plan Implementation | Columbus, Ohio | Project Manager
- Sandusky Public Art and Placemaking Plan | Sandusky, Ohio | Project Manager
- Art on High Strategic Plan | Columbus, Ohio | Project Manager
- Frisco Public Art Master Plan Update | Frisco, Texas | Project Manager
- Montpelier, Vermont Artsynergy Public Art Master Plan | Montpelier, Vermont | Project Manager
- Los Altos Public Art Master Plan | Los Altos, California | Project Manager
- Emeryville Public Art Master Plan | Emeryville, California | Principal, Project Manager
- San Luis Obispo Public Art Master Plan | San Luis Obispo, California | Principal, Project Manager
- University District Arts and Character Plan | Columbus, Ohio | Engagement Strategist
- Duluth Public Art Master Plan | Duluth, Georgia | Principal, Project Manager
- Roswell, Georgia Public Art Master Plan | Roswell, Georgia | Principal, Project Manager
- The Essence of Athens Plan | Athens, Ohio | Principal
- Roscoe Village, Georgia Heritage Tourism Plan, Ohio Humanities Council Grant Recipient
- Surprise Public Art Master Plan | Surprise, Arizona | Engagement Strategist
- Mansfield, Ohio Historic Preservation Plan | Principal, Engagement Lead
- Louis Sullivan Bank Building State and Federal Historic Tax Credits | Newark, Ohio
- The Columbus Dispatch State Historic Tax Credits | Columbus, Ohio

APPOINTMENTS

- Central Ohio APA, Director
- State of Ohio APA, Board Member
- Development Commissioner, City of Columbus, Ohio

EDUCATION

- Master of City & Regional Planning, The Ohio State University
- Bachelor of Science in City & Regional Planning, The Ohio State University

NANCY RECCHIE

ARCHITECTURE HISTORIAN

PROJECT ROLE: ARCHITECTURE HISTORIAN

Nancy Recchie has over 38 years of experience working full-time in historic preservation. She has worked in all aspects of the field, including work with community organizations, volunteers, neighborhood groups and public officials in many Ohio communities and in other states.

She established the Central Ohio Regional Preservation Office, part of Ohio's official state preservation agency, in 1976 and was responsible for coordinating preservation activities in an eight-county region. Responsibilities included documenting historic resources through surveys and National Register nominations; technical preservation assistance; and coordination with government agencies, neighborhood associations and preservation organizations. Nancy was also instrumental in forming the Columbus Landmarks Foundation in 1978.

Since 1980, Nancy has worked with her husband, Jeffrey Darbee, in private sector historic building rehabilitation and consulting. Nancy's preservation activities have included preparing comprehensive surveys and preservation strategies for a number of Ohio communities; writing design guidelines; advising architects on rehabilitation of and additions to historic buildings such as the Ohio Statehouse, the Cleveland Federal Reserve Bank, and the Columbus Metropolitan Library; working with the Ohio Arts Council to develop a regional heritage area program in 31 Ohio counties; and developing educational workshops targeted for specific groups including Realtors, landmarks commissions, community leaders, and merchants involved in downtown revitalization efforts. She has spoken at a number of statewide and national conferences on preservation topics. She has also worked on several public art projects including selecting artwork for the Main Library and nine branch libraries in Columbus and coordinating the design competition for artwork for the Broad Street Bridge in downtown Columbus.

In addition to consulting work for others, Nancy and Jeff have undertaken the rehabilitation of a deteriorated carriage house in downtown Columbus and converted it into three condominiums; moved and rehabilitated a historic house in Granville, Ohio to prevent its demolition; constructed a new single-family residence in downtown Columbus, Ohio (the first in over 50 years) utilizing the historic stone façade from a building being demolished by Grant Hospital; rehabilitated a three-family residence in the German Village Historic District in Columbus, Ohio and turned it into a single-family dwelling; and rehabilitated the former Lazarus House in the East Town Street Historic District in Columbus, Ohio and converted it into three luxury apartments. The Granville house and the Lazarus house utilized federal historic tax credits and the Lazarus House is using the Ohio historic tax credit, as well.

Nancy holds a Bachelor's of Art from Ohio Dominican College and a Master of Art in Architectural History from the University of Virginia.



AWARDS AND APPOINTMENTS

- Ohio Preservation Alliance, Past Board Member
- Columbus Landmarks Foundation, Past President, Honorary Trustee
- Junior League's President Award, 1987
- Columbus Landmarks Foundation's Outstanding Person Award, 1995
- Ohio Dominican University, Board member
- Discovery District Special Improvement District (Columbus), Board Member
- Ohio Humanities Council, Past Board Member
- Ohio Citizens for the Arts, Past Board Member
- Ohio Citizens for the Arts, Ohio Arts Day Committee Member

FACULTY POSITIONS

- Ohio Dominican University, Adjunct Faculty teaching Urban History and leading study abroad courses to Rome, Florence, Venice and Paris
- The Ohio State University, Adjunct Faculty at the Knowlton School teaching Historic Preservation Planning

JEFFREY DARBEE

HISTORIAN

PROJECT ROLE: HISTORIAN

Jeff Darbee just celebrated his 40th anniversary in historic preservation. He began his career when he joined the staff of the Ohio Historic Preservation Office, Ohio Historical Society, in early 1974. In his positions as Historian and Grants Manager he worked in all phases of preservation, including research and writing of history; survey and inventory of historic properties; nominations to the National Register of Historic Places; review of federal projects under Section 106 of the National Historic Preservation Act; public information and education; administration of over 100 federal preservation grants; and technical training in historic preservation. As Grants Manager, Jeff attended several technical training sessions offered by the Association for Preservation Technology and the National Park Service. His work with grant projects and other historic structures gave him wide familiarity with historic architecture and training in the special needs of older buildings.

In 1980 Jeff and his wife, Nancy Recchie, began Benjamin D. Rickey & Co., a consulting firm specializing in historic preservation. A major part of the company's work has been nearly 100 certified rehabilitation projects using the Historic Preservation Tax Credit. One of the firm's specialties is serving as preservation consultants on major public building projects such as the Ohio Statehouse, Ohio Stadium at the Ohio State University, and the Federal Reserve Bank of Cleveland.

Jeff has worked in many of the firm's survey and planning projects and has developed several training workshops offered by Benjamin D. Rickey & Co. for real estate professionals, preservation organizations, local governments and historic preservation commissions. He was author of a preservation policy document for the New Jersey legislature in 1981 and was coauthor in 1976 of *Architecture: Columbus*, a major publication which documented the architecture of Ohio's capital city. Other published efforts include *German Columbus*, *Cincinnati Parks and Parkways*, *Little Cities of Black Diamonds*, and *Delaware and Delaware County for Arcadia Publishing Company* and the *AIA Guide to Columbus Architecture*, which is an update and pocket-sized guide of the earlier architecture publication. Jeff has also written rehabilitation design guidelines for Delaware, Celina, Westerville, Worthington, Grandview Heights, Ohio; the German Village and Hilltop neighborhoods in Columbus, Ohio; and Greenville, South Carolina; and a historic building maintenance manual for the State of South Carolina.

In addition to consulting work for others, Jeff and Nancy have undertaken the rehabilitation of a deteriorated carriage house in downtown Columbus and converted it into three condominiums; moved and rehabilitated a historic house in Granville, Ohio to prevent its demolition; constructed a new single-family residence in downtown Columbus, Ohio (the first in over 50 years) utilizing the historic stone façade from a building being demolished; rehabilitated a three-family residence in the German Village Historic District in Columbus; and rehabilitated the former Lazarus House in the East Town Street Historic District in Columbus converting it into three luxury apartments. The Granville and Lazarus house utilized federal historic tax credits and the Lazarus House is using the Ohio historic tax credit, as well.

Jeffrey holds a Bachelor's of Art from Lake Forest College.



AWARDS AND APPOINTMENTS

- Boards of Preservation Action, Past Board Member
- Columbus Landmarks Foundation, Founding Member
- Columbus Architecture Foundation, Past Board Member
- Columbus Historical Society, Past Board Member
- Ohio Preservation Alliance, Past Board Member
- Downtown Ohio Inc., Founding Member
- Historic Preservation Program of Belmont Technical College, Past Advisory Board Member
- Midwest Railroad Research Center, Advisory Board Member
- Lake Forest College Alumni Association, Board Member
- Columbus Landmarks Foundation, Outstanding Person Award, 2002

FACULTY POSITIONS

- Ohio Dominican University, Adjunct Faculty teaching Urban History and leading study abroad courses to Rome, Florence, Venice and Paris
- The Ohio State University, Adjunct Faculty at the Knowlton School teaching Historic Preservation Planning

MATT LEASURE, AICP PLA LEED AP

PRINCIPAL, DESIGNING LOCAL

PROJECT ROLE: URBAN DESIGNER

Matt is a recent addition to Designing Local and brings over 15 years of professional experience in urban design and landscape architecture in a wide-range of project types. His experience in both large scale planning efforts and built projects translate into ambitious and context-driven plans that are grounded in the realities of constructibility, regulatory processes, and cost. Matt utilizes a combination of historic preservation, sustainable design, creative placemaking, and high quality public space to bring new energy to existing communities. He is also a strong proponent of public engagement as a fundamental element of the creative process. This approach weaves local storytelling into each design and supports fundraising and implementation.

RECENT RELATED PROJECTS

- Sandusky Public Art and Placemaking Plan | Sandusky, Ohio | Urban Designer
- Cape May County Creative Placemaking Plan | Cape May, New Jersey | Principal-in-Charge / Project Manager
- Delaware County Courthouse | Delaware, Ohio | Principal Landscape Architect
- Marysville Five Points Area Study | Marysville, Ohio | Principal-In-Charge
- Ohio and Erie Canal Southern Descent National Register Nomination | Southern Ohio | Urban Planner
- Downtown Mansfield National Register Nomination | Mansfield, Ohio | Urban Planner

PERSONAL PROJECT EXPERIENCE

- Green Business and Urban Agriculture Strategic Plan | Columbus, Ohio | Project Manager*
- Monroe County Urbanizing Area Plan | Bloomington, Indiana | Project Manager*
- Connect Columbus Plan | Columbus, Ohio | Project Planner*
- Historic East Piqua Master Plan | Piqua, Ohio | Project Manager*
- Piqua Parks and Recreation Master Plan | Piqua, Ohio | Landscape Architecture Project Manager*
- Market Square Conceptual Design | Canton, Ohio | Project Manager*
- Fort Hayes Development Plan | Columbus, Ohio | Project Designer*
- Scioto Greenways | Columbus, Ohio | Project Designer*
- Franklin County Government Center | Columbus, Ohio | Project Designer*
- Historic Brookville Town Center | Brookville, PA | Project Manager*
- Third Street Corridor Study | German Village, Columbus, Ohio | Project Landscape Architect*

*Projects completed while at a previous employer.



ACCREDITATIONS

- Professional Landscape Architect, Ohio
- Member, American Institute of Certified Planners
- LEED Accredited Professional, US Green Building Council

APPOINTMENTS

- Columbus Landmarks, Trustee & Advocacy Committee Chair
- OSU Knowlton School of Architecture, Auxiliary Faculty
- German Village Society, Civic Relations Committee
- Former Buckeye Section Chair, Ohio Chapter ASLA

MEMBERSHIPS

- American Society of Landscape Architects
- American Planning Association

EDUCATION

- Master of City & Regional Planning, The Ohio State University
- Bachelor of Science in Landscape Architecture, The Ohio State University

LAUREN CROSBY

PLANNER, DESIGNING LOCAL

PROJECT ROLE: URBAN PLANNER

A native of Memphis, Tennessee, Lauren joined Designing Local in 2017 as a City Planner. Her wide range of experience in planning, construction, and architecture gives her a unique understanding of how to approach both large- and small-scale planning and development projects. Some of her previous projects include: project coordinator and “previtalization” event facilitator for the adaptive reuse of a historic U. S. Marine Hospital; Listed Building Consent Package developer for international historic renovation projects; and editor of a published book recording all National Register properties and districts in Shelby County, Tennessee. Lauren is passionate about not just preserving historic places, but activating and invigorating streets and communities to insure long term success.

RECENT RELATED PROJECTS

- Plain City Comprehensive Plan-Historic Preservation | Plain City, Ohio, Planner
- State Historic Tax Credit | Mansfield, Ohio
- Budd Dairy State and Federal Historic Tax Credits | Columbus, Ohio
- The Dispatch Building, State and Federal Historic Tax Credits | Columbus, Ohio
- Downtown Mansfield Historic District National Register Nomination | Mansfield, Ohio
- The Astrup Company Building National Register Nomination | Cleveland, Ohio, Nomination Lead
- Frisco Public Art Master Plan | Frisco, Texas | Planner
- Montpelier Artsynergy Public Art Master Plan | Montpelier | Vermont, Planner
- Art on High Public Art Master Plan | Columbus, Ohio | Planner
- Los Altos Public Art Master Plan | Los Altos, California | Planner



EDUCATION

- Master of City & Regional Planning, University of Memphis
- Bachelor of Construction Science and Management, Clemson University





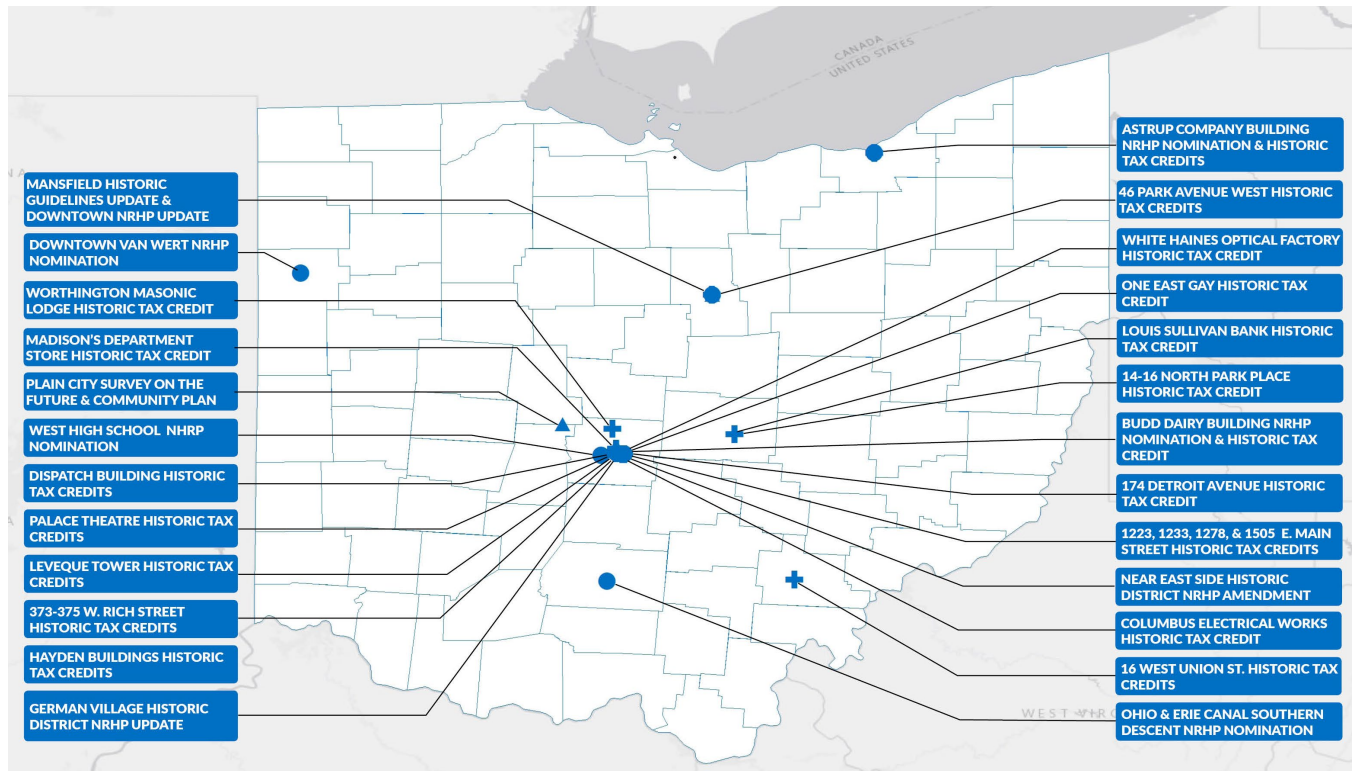
3

EXPERIENCE

OUR WORK

Our work has taken us both down the street and across the country. Whether working in a large metropolitan city, mid-sized suburb, or rural village we bring the same careful focused attention to each of our projects. On the following pages are examples of our most interesting and impactful projects.

HISTORIC PRESERVATION EXPERIENCE



HISTORIC TAX CREDIT APPLICATIONS

- 14-16 West Union Street | Athens, Ohio
- Astrup Company Building | Cleveland, Ohio
- 1223 East Main Street | Columbus, Ohio
- 1233 East Main Street | Columbus, Ohio
- 1505 East Main Street | Columbus, Ohio
- 174 Detroit Avenue (Columbus Candy Company) | Columbus, Ohio
- Budd Dairy Building | Columbus, Ohio
- Columbus Dispatch Building | Columbus, Ohio
- Columbus Electrical Works | Columbus, Ohio
- Hayden Buildings | Columbus, Ohio
- LeVeque Tower | Columbus, Ohio
- Madison's Department Store | Columbus, Ohio
- One East Gay | Columbus, Ohio
- Palace Theater | Columbus, Ohio
- White Haines Optical Factory | Columbus, Ohio
- 373-375 West Rich Street | Columbus, Ohio

- 46 Park Avenue West | Mansfield, Ohio
- Louis Sullivan Bank Building | Newark, Ohio
- 14-16 North Park Place | Newark, Ohio
- Worthington Masonic Lodge | Worthington, Ohio

NATIONAL REGISTER OF HISTORIC PLACES (NRHP) NOMINATIONS

- Astrup Company Building | Cleveland, Ohio
- West High School Historic District | Columbus, Ohio
- Mansfield Downtown District | Mansfield, Ohio
- Van Wert Downtown District | Van Wert, Ohio
- Columbus Dispatch Building | Columbus, Ohio
- Budd Dairy Building | Columbus, Ohio
- German Village Historic District Amendment | Columbus, Ohio
- Columbus Near East Side Historic District Amendment | Columbus, Ohio
- Ohio & Erie Canal Southern Descent | Various Sites, Southern Ohio



LOCAL REGISTER NOMINATIONS

- 1505 E. Main St./McClure Nesbitt Motor Company | Columbus, Ohio
- 1223 and 1233 East Main Street | Columbus, Ohio
- 46 Park Avenue West | Mansfield, Ohio
- Astrup Company Building | Cleveland, Ohio

HISTORIC AMERICAN BUILDINGS SURVEY

- Grandview Mercantile (recordation) | Columbus, Ohio
- Park & Spruce (recordation) | Columbus, Ohio

HISTORIC PRESERVATION PLANNING & DESIGN GUIDELINES

- Mansfield Historic Preservation Plan Update | Mansfield, Ohio
- Plain City Survey on the Future | Plain City, Ohio
- Plain City Community Plan | Plain City, Ohio
- New Albany Design Guidelines Technical Training | New Albany, Ohio

HISTORIC PRESERVATION REFERENCES

- Chris Ruess, President | Capitol Square Ltd. | 614.270.7705
- Ricky Day | Day Companies| 614.227.0600 ext. 5
- Dan Seckel | Mansfield Historic Preservation Commissioner | 419.961.3540
- Shannon Pine | Uptown Plain City Organization Vice President, Plain City Village Council Member | 614.313.0895



Home Introduction Video 1 Video 2 Video 3 Video 4 Video 5 Video 6 Video 7 Video 8

Design Guideline Video Training Series

Watch the short introduction video below first



This training portal can be accessed on a mobile device.

Get Started



NEW ALBANY DESIGN GUIDELINES TECHNICAL TRAINING

CITY OF NEW ALBANY, OHIO

WHY

The best community design guidelines are often the most accessible and usable. Municipalities work hard to shape their built environments by writing and implementing thoughtful design standards.

Unfortunately, printed guideline documents tend to end up on shelves, collecting dust. The City of New Albany realized this, and invested in video design guideline training to save money on training over time and created more interesting and engaging content.

HOW

The New Albany Design Guideline videos were carefully curated and edited to assist design professionals, developers, and citizens in understanding the architectural and design requirements of New Albany.

The videos are use-on-demand and have lessened reliance on in-person training sessions. Members of architectural review boards and commissions have the ability to train themselves anytime, anywhere with easily sharable lessons. The greater citizenry can also learn about their community's character, special story, and how they can contribute.

WHAT

The Designing Local team delivered the Design Guideline Video Training Series web portal to The City of New Albany, Ohio. New Albany has an instantly recognizable design standard for new construction and high expectations. The portal and training documents can be viewed at <http://designguidelines.newalbanyohio.org/>.

PROJECT INFO

Client: City of City of New Albany, Ohio
Contact: Adrienne Joly
614.855.3913
Role: Prime Consultant
Time: 2015
Team: Benjamin D. Rickey (Sub-Consultant)





MANSFIELD HISTORIC PRESERVATION PLAN UPDATE

CITY OF MANSFIELD, OHIO

WHY

Mansfield has a long history of historic preservation activities. There have been some notable successes, including the preservation of the Ohio State Reformatory, the designation of both local and National Register historic districts and landmarks, and the work of Downtown Mansfield, Inc., and the Historic Preservation Commission of Mansfield. There have been significant challenges as well including the loss of historic fabric, especially manufacturing facilities and residential structures. Given this scenario and that the original historic preservation plan was nearly 30 years old, it was an ideal time to evaluate past successes, identify current and future challenges, and develop a plan that addresses these issues.

HOW

The Mansfield Historic Preservation Plan update began in January 2015, and was finalized in September 2015. Through strategic public involvement, including a pop-up meeting in an abandoned Eagles building and a social media campaign called “This Place Matters”, the plan was created through generating excitement in the community. The City of Mansfield believes in the community’s ability to come together around preservation and protect what is most important to them.

WHAT

The updated plan includes existing incentives, as well as other strategies that have been proven successful in a number of communities. These include land banks, revolving loan funds and grants. The plan broadens the focus of what might be potentially eligible for the National Register, local listing and for long-term preservation.

PROJECT INFO

Client: City of Mansfield, Ohio
Contact: Dan Seckel (Historic Preservation Commissioner)
419.961.3540
Role: Prime Consultant
Time: 2015
Team: Benjamin D. Rickey (Sub-Consultant)





PLAIN CITY COMMUNITY PLAN

VILLAGE OF PLAIN CITY, OHIO

WHY

Plain City is a community at a crossroads. Celebrating its Bicentennial in 2018, the village will achieve 'city' status in 2020 and is poised for even more growth. Despite the recent growth, Plain City is a community that cherishes its history and small town feel.

The next 30 years will bring significant residential and commercial growth. In order to guide this growth, the village undertook a comprehensive planning process led by MKSK in collaboration with Designing Local and Mannik Smith Group.

HOW

The yearlong process began with a community engagement process that built upon previous surveying conducted by Designing Local. Through community engagement, historic preservation and the revitalization of Uptown Plain City was identified as vitally important to residents and other stakeholders.

Designing Local led the historic preservation portion of the planning process and subsequent recommendations. As part of the process, Designing Local inventoried historic buildings in the uptown area in order to assist in future National Register Nominations and to identify significant buildings and collections of building in the plan.

WHAT

Designing Local identified four priorities to help Plain City embrace historic preservation: Establish Plain City as a Certified Local Government, Establish a National Register Historic District in Uptown, Encourage the use of historic tax credits, and elicit support from business owners for preservation.

PROJECT INFO

Client: Village of Plain City
 Contact: Shannon Pine, Uptown Plain City Organization Vice President, Plain City Village Council Member 614.313.0895
 Role: Subconsultant
 Time: 2017-2018
 Team: MKSK (Prime Consultant)





HISTORIC SITE & DISTRICT NOMINATIONS

VARIOUS SITES THROUGHOUT OHIO

NATIONAL REGISTER NOMINATIONS

- Astrup Company Building | Cleveland, Ohio
- West High School District | Columbus, Ohio
- Mansfield Downtown District | Mansfield, Ohio
- Van Wert Downtown District | Van Wert, Ohio
- Columbus Dispatch Building | Columbus, Ohio
- Budd Dairy Building | Columbus, Ohio
- German Village District Amendment | Columbus, Ohio
- Columbus Near East Side Historic District Amendment | Columbus, Ohio
- Ohio & Erie Canal Southern District Locks | Various Sites, Southern Ohio

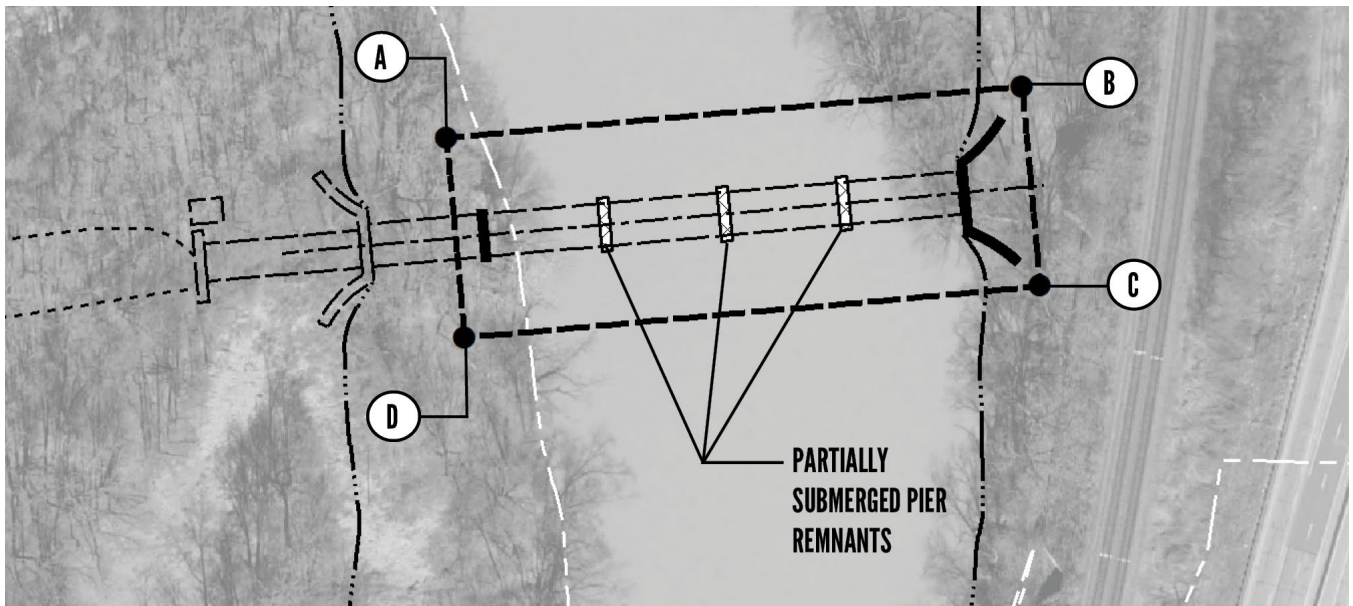
LOCAL REGISTER NOMINATIONS

- 1505 E. Main St./McClure Nesbitt Motor Company | Columbus, Ohio
- 46 Park Avenue West | Mansfield, Ohio
- Astrup Company Building | Cleveland, Ohio
- 1223 and 1233 East Main Street | Columbus, Ohio

HISTORIC AMERICAN BUILDINGS SURVEY

- Grandview Mercantile (recordation) | Columbus, Ohio
- Park & Spruce (recordation) | Columbus, Ohio





OHIO & ERIE CANAL SOUTHERN DESCENT NOMINATION

VARIOUS SITES THROUGHOUT CENTRAL AND SOUTHERN OHIO

WHY

The Ohio & Erie Canal was originally constructed in the 1820's and 1830's and conveyed goods from Portsmouth to Cleveland. The canal system played a critical role in the early development of Ohio and established the growth of Akron, Columbus, Chillicothe, Newark, and numerous other cities along the route. The canal system was the key transportation system up until proliferation of railroads in the 1860's.

Although parts of the canal are on the national register, much of the southern portion is not. This nomination covers many of the lock structures and other remaining infrastructure that remain on the southern descent between Columbus and Portsmouth.

HOW

The nomination team aggregated a list of potential infrastructure to be placed on the register and contacted private property owners or municipalities to seek support. The final list includes existing lock structures, watered canals, bridge abutments, and other elements that are located in 4 counties throughout Central and Southern Ohio.

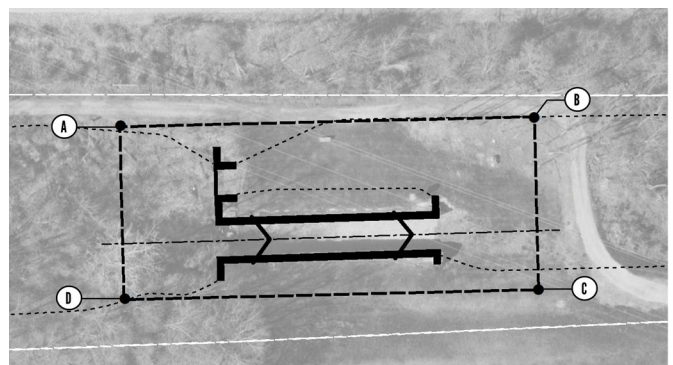
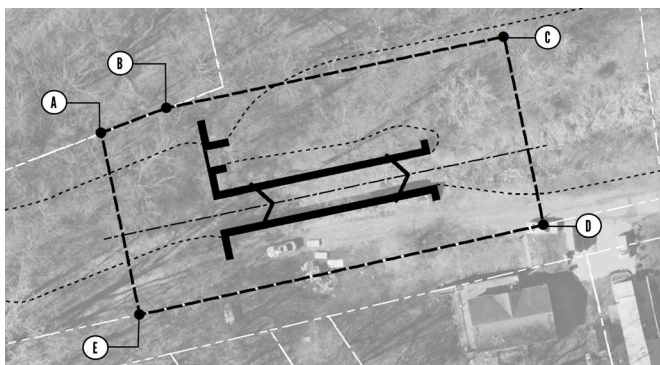
Identifying the location for each the elements included field visits and the use of high resolution aerial photography. A boundary was created for each element which will serve as the official historic site on the National Register of Historic Places.

WHAT

Given its geographic reach and broad collection of relatively small sites, this nomination was technically challenging. However, it serves as a model for other non-contiguous district nominations that preserve transportation, infrastructure, or other geographically complex historic sites.

PROJECT INFO

Contact: Nancy Recchie/Jeff Darbee
614-582-8268
Role: Sub-Consultant
Time: 2018
Team: Benjamin Rickey & Company
(Prime Consultant)





ASTRUP BUILDING HISTORIC NOMINATION AND TAX CREDIT

CLEVELAND, OHIO

WHY

The Federal Historic Tax Credit Program and the Ohio State Historic Tax Credit Program are two funding mechanisms that developers in the state of Ohio have to reuse and restore historic buildings. The Federal Tax Credit requires that the building be listed on the National Register of Historic Places. The Ohio State Tax Credit Program is extremely competitive, with less than half the applicants in the state receiving tax credits for their projects.

The state program requires that the property be historically designated either locally or nationally. The Federal Tax Credit and State Tax Credit can be used together to fund up to 45% of the total project cost, offering developers the chance to rehabilitate and reuse historic buildings and revitalize communities.

HOW

From November of 2017 until February of 2018, Designing Local researched the Astrup Awning Company building at 2937 West 25th Street in Cleveland, with the help of the Great-Grandson of the Astrup Company's founder and old company records, and assembled a National Register Packet.

In June of 2018, the Astrup Company Nomination was approved by the Ohio Historic Site Preservation Advisory Board and on August 31st of the same year the National Parks Service announced the official listing of the building.

During this time, Designing Local also worked with the State Historic Preservation Office, as well as the owner and project architects, to apply for the 21st round of Ohio Historic Preservation Tax Credits, of which only 43% of the projects in the state were awarded credit. The Astrup Company Project was awarded \$1,615,000 in State Historic Tax Credits in December of 2018.

WHAT

The Astrup Company Building is a former industrial complex in the Clark-Fulton neighborhood south of downtown Cleveland. The project combines the rehabilitation of the historic complex with construction of new residential buildings on a vacant lot.

The historic buildings will be converted for community-focused and arts-based end users, including the Boys and Girls Club, Cleveland Museum of Art, dance, theater, and artist studios. New-construction housing will have dedicated affordable units as well as market-rate units.

PROJECT INFO

Client: Foran Group Development LLC
Contact: Rick Foran
216.832.2266
Role: Prime Consultant
Time: 2017-2018
Cost: \$16,158,929
Team: Smith & Sauer (Architects)
Gaslamp Capital

TAX CREDIT PROJECT LOCATIONS

ATHENS, OHIO

- 14-16 West Union Street

CLEVELAND, OHIO

- Astrup Company Building

COLUMBUS, OHIO

- 1223 East Main Street
- 1233 East Main Street
- 1278 East Main Street
- 1505 East Main Street
- 174 Detroit Avenue (Columbus Candy Company)
- Budd Dairy Building
- Columbus Dispatch Building
- Columbus Electrical Works
- Hayden Buildings
- LeVeque Tower
- Madison's Department Store
- One East Gay
- Palace Theater
- White Haines Optical Factory
- 373-375 West Rich Street

MANSFIELD, OHIO

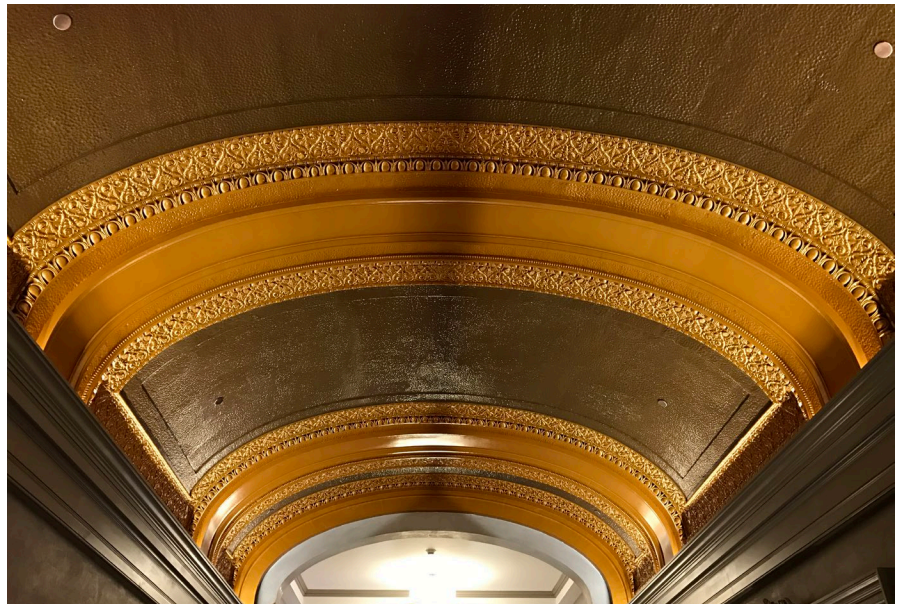
- 46 Park Avenue West

NEWARK, OHIO

- Louis Sullivan Bank Building
- 14-16 North Park Place

WORTHINGTON, OHIO

- Worthington Masonic Lodge





FEDERAL & STATE HISTORIC TAX CREDIT APPLICATIONS

VARIOUS SITES THROUGHOUT OHIO

WHY

Federal and State Historic Preservation Tax Credits provide a powerful incentive for building owners to redevelop their historic buildings in a manner consistent with the principles of preservation.

The tax incentives help jump-start economic development, often in the historic centers of cities and towns throughout the country and Ohio. Though the rewards are high when the credits are awarded, the process can be challenging, particularly to those unfamiliar with the intricacies of historic preservation. Our firm provides services to provide a smoother process for those interested in applying for the credits.

HOW

Designing Local acts as a liaison between those interested in applying for the credits, their architects and designers, the State Historic Preservation Office, and the National Parks Service. Most importantly to the benefit of our clients, our team develops the Part 1, 2, and 3 portions of the tax credit application. These portions of the federal and state applications are critical to the success of projects utilizing the credits.

We pride ourselves in assisting our clients in achieving financially feasible projects while maintaining our state's historic assets.

WHAT

The economic benefits of Federal and State Historic Tax Credits have been indispensable in helping to revitalize downtown areas and historic buildings throughout the State of Ohio. At a value of 45% of all qualified expenses, the tax credits have benefited developers, non-profits, and anyone else who otherwise would be unable to affordably rehab historic buildings. Our services help these users to navigate this difficult but highly important process.

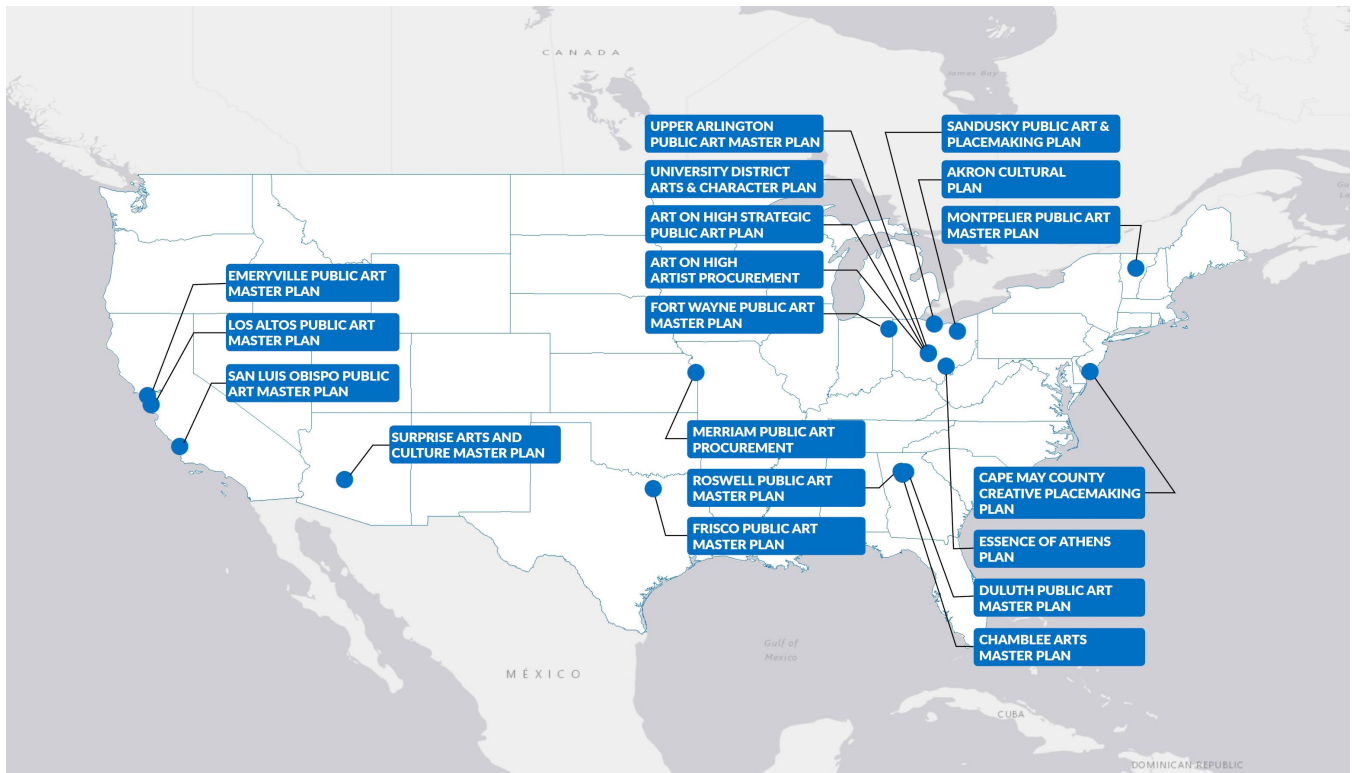


TAX CREDIT REFERENCES

Chris Ruess, President
Capitol Square Ltd.
614.270.7705

Ricky Day
Day Companies
614.227.0600 ext. 5

PLACEMAKING & URBAN DESIGN EXPERIENCE



ACTIVE AND COMPLETED PLACEMAKING PLANS

- Akron Cultural Plan | Akron, Ohio
- Art on High Strategic Public Art Plan | Columbus, Ohio
- Art on High Artist Procurement | Columbus, Ohio
- Cape May County Creative Placemaking Plan | Cape May County, New Jersey
- Chamblee Arts Master Plan | Chamblee, Georgia
- Duluth Public Art Master Plan | Duluth, Georgia
- Emeryville Public Art Master Plan | Emeryville, California
- Essence Of Athens | Athens, Ohio*
- Frisco Public Art Master Plan | Frisco, Texas
- Fort Wayne Public Art Master Plan | Fort Wayne, Indiana
- Los Altos Public Art Master Plan | Los Altos, California
- Merriam Community Center Artist Procurement | Merriam, Kansas
- Montpelier Public Art Master Plan | Montpelier, Vermont
- Roswell Public Art Master Plan | Roswell, Georgia
- San Luis Obispo Public Art Master Plan | San Luis Obispo, California
- Sandusky Public Art & Placemaking Plan | Sandusky, Ohio
- Surprise Arts & Culture Master Plan | Surprise, Arizona
- University District Arts & Character Plan | Columbus, Ohio
- Upper Arlington Public Art Master Plan | Upper Arlington, Ohio

*Awards: 2015 Donald E. Hunter Award for Excellence in Economic Development Planning, American Planning Association
 2015 Focused Planning Project Award: Ohio Chapter of the American Planning Association
 2015 Vernon Deines Award for Outstanding Small Town Special Project Plan, American Planning Association Small Town and Rural Planning Division



ART ON HIGH STRATEGIC PLAN & ARTIST SELECTION

CITY OF COLUMBUS, OHIO

WHY

In 2010, the City of Columbus, Ohio dedicated \$25 million to the High Street Streetscape Project which will transform both the Short North Arts District and the southern University District portions of High Street, one of the busiest corridors in Columbus. The streetscape improvements will create a safer, more walkable and more inclusive neighborhood by burying overhead utilities, increasing sidewalk widths, standardizing streetscape elements, upgrading lighting, adding marked crosswalks, improving stormwater management, and adding new street trees. In addition 2% of the total project budget has been dedicated to an investment in public art within the streetscape project.

HOW

Designing Local advised the City of Columbus as it planned for its anticipated investment, and managed a consultant team of three additional consultants; MKSK, Kolar Design, and curator Marc Pally. Through extensive public engagement and a thorough understanding of the existing and future built environment,

Designing Local selected eight ideal locations within the two mile stretch of streetscape. Each location was vetted by Columbus Department of Public Service and the design team to ensure future investment in those selected locations would be suitable for public art.

WHAT

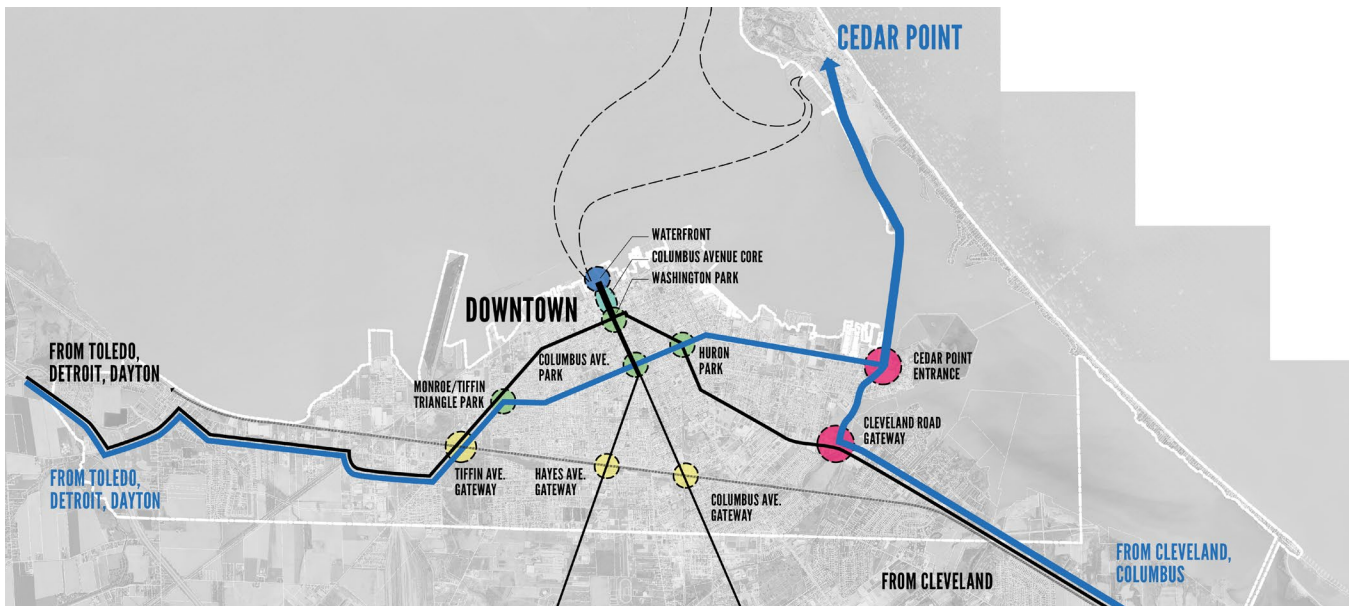
The team held three public meetings, monthly walkabouts, and conducted extensive stakeholder interviews. Accepted by the Columbus Arts Commission and project partners in January of 2018, the Art on High Strategic Plan provided direction and a community-wide vision for how public art can be integrated into the corridor and how this initial investment will be used to catalyze investment in public art within the corridor in the future.

Phase 2 of Art on High is now complete and the team has been hired to manage the \$420,000.00 call for artists. A national caliber artist was selected and implementation of the artwork will be complete in 2019.

PROJECT INFO

Client: City of Columbus, Ohio
 Contact: Lori Baudro
 614.645.6986
 Role: Prime Consultant
 Time: 2017 - Present
 Team: MKSK, Marc Pally, Kolar Design (Sub-consultants)





SANDUSKY PUBLIC ART & PLACEMAKING PLAN

CITY OF SANDUSKY, OHIO

WHY

The City of Sandusky is one of Ohio's hidden gems that is seeing a significant amount of new investment and cutting-edge planning. Seeing an opportunity to increase attachment to place and to draw new tourists, the City of Sandusky passed a public art ordinance in January of 2018 guaranteeing funding for public art through a 1% allocation of their general fund.

In an effort to invest the newly earmarked public art dollars responsibly, the City set out to complete a Public Art and Placemaking Plan. The plan is intended to direct spending to high priority projects and to think critically about the needed infrastructure for creating a robust public art program.

HOW

Designing Local organized extensive stakeholder engagement and a public art popsicle pop up to kickoff the planning process. Participants were asked their vision for public art in the City and were asked to think about potential transformative projects.

The team will host several additional meetings to co-create ideas for the City's first projects that will be a result of the planning process. In addition to developing placemaking strategies, the team will train their newly formed Public Art and Cultural commission on procurement process for public art, write policy for maintenance and collection management, and donations.

WHAT

The Sandusky Public Art and Placemaking Plan will offer the City an opportunity to inspire elected officials and to create public art strategies that are uniquely Sandusky.

PROJECT INFO:

Client: City of Sandusky, Ohio
 Contact: Greg Voltz
 419.627.5973
 Role: Prime Consultant
 Time: 2018





MARYSVILLE FIVE POINTS CONCEPT STUDY

CITY OF MARYSVILLE, OHIO

WHY

The City of Marysville has a beautiful historic downtown and significant new commercial and industrial development. While this growth is welcome, it is creating development pressure in culturally and aesthetically important areas of the community.

The Five Points area of Downtown is the fulcrum between highway-oriented development and the historic urban Downtown. This area currently has a number of fast-food restaurants, strip centers, and gas stations intermingled with historic homes and commercial buildings. Developers are purchasing both historic and non-historic properties for redevelopment and are proposing inappropriate development for this area.

HOW

The City requested this project to have a quick production schedule in order to influence current development proposals. Two concept plans were provided which demonstrate different strategies to handle infrastructural modifications. The City of Marysville staff and Designing Local participated in a charrette to develop preliminary approaches to development types, traffic movements, open space enhancements, and shared use trail enhancements.

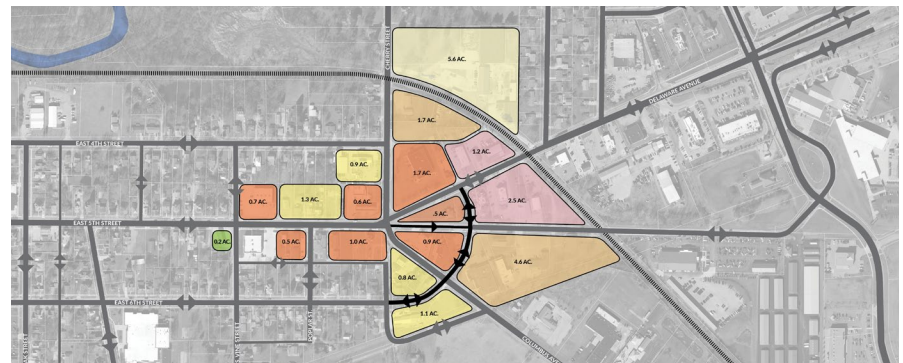
Using this as a starting point, the Design Team created site plan sketches, development benchmarks, and compendium document to communicate the future development intent for this area.

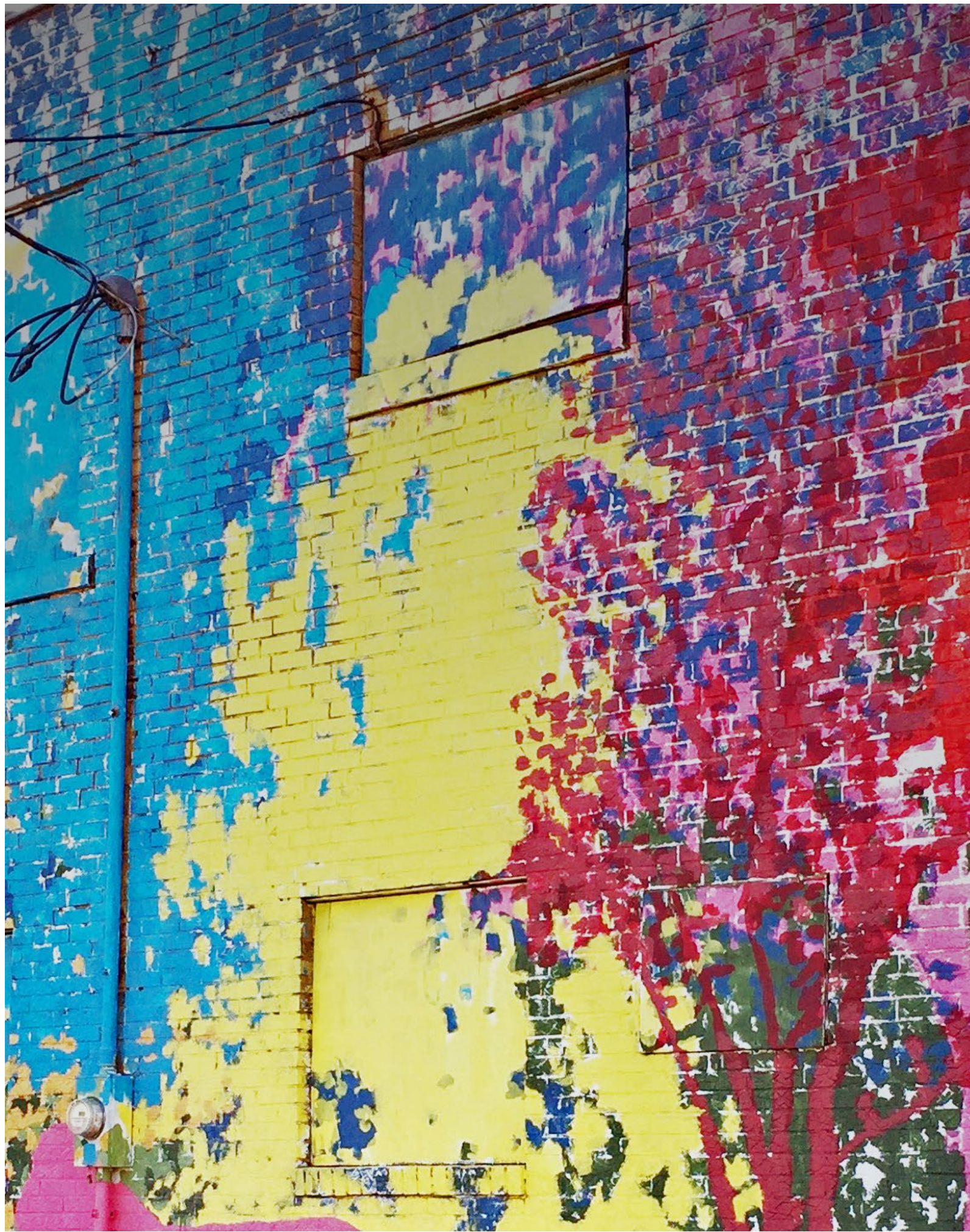
WHAT

The concepts are being used by the City of Marysville to guide new development in the study area. During the conceptual review process, City staff utilizes the concepts to demonstrate the overall vision for the study area and how each individual development is able to support this vision.

PROJECT INFO

Client: City of Marysville
 Contact: Chad Flowers, City Planner
 937.645.7361
 Role: Prme Consultant
 Time: 2018





4

WORK PLAN

PROPOSED SCOPE OF WORK, SCHEDULE, AND FEE

The following work plan is based on our understanding of the project goals, scope, and outcomes. We look forward to reviewing this scope and refining it to meet your needs.

PROJECT UNDERSTANDING

The Multi County Survey Project will entail the completion of a county history, 150 historic inventory forms, mapping, national register eligibility and other project work for each of the five following counties: Tyler, Ritchie, Gilmer, Braxton, and Doddridge Counties. The consultant team will have the discretion to choose which resources will be surveyed in each county, however the team will strive for geographic diversity. Each resource surveyed will be at least 50 years old and will have historic architectural integrity as defined in National Register Bulletin: How to Apply the National Register Criteria for Evaluation.

The final document for this project will be utilized by various groups including the public, members of the historic preservation community, local civic leaders, potential developers utilizing historic tax credits and staff of the West Virginia State Historic Preservation Office (SHPO). Based on the potential users, the final document produced by Designing Local will be both deliver the needs placed on this project by SHPO and the National Park Service but will also be highly visual and very direct in its approach to communicating key information and concepts.

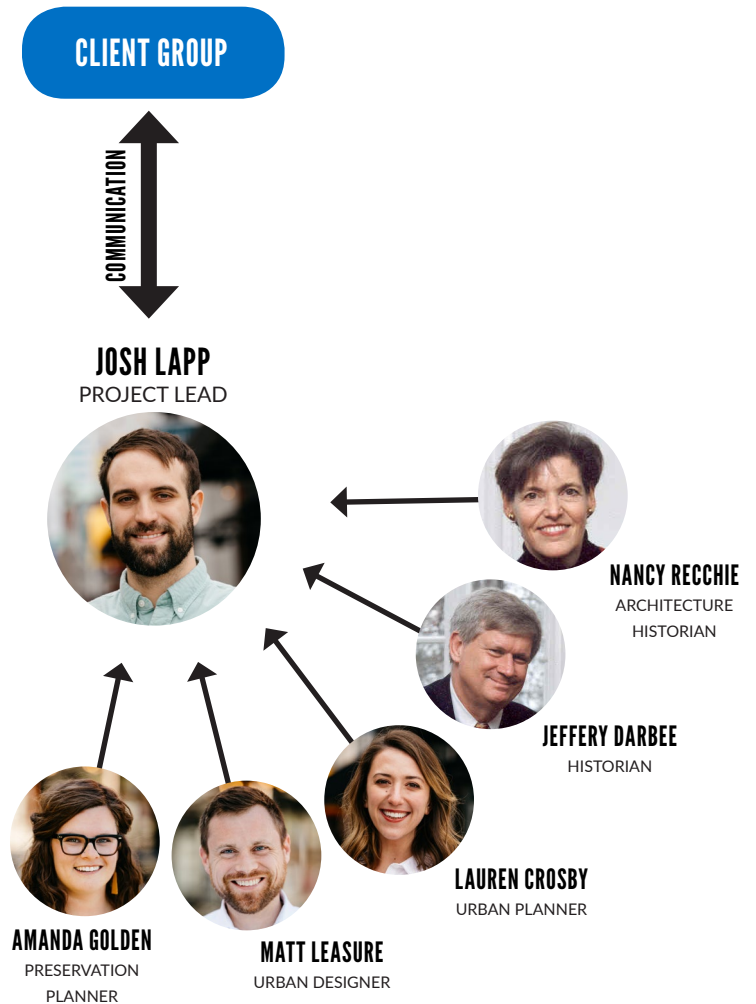
PROJECT ORGANIZATION

CLIENT GROUP

The Client Group will consist of staff members of the West Virginia State Historic Preservation Office and Department of Arts, Culture, & History. This small group of critical people will be the primary entity that will provide direction and guidance to the Consultant Team. A representative designated by the Client Team will be designated to directly coordinate with Designing Local for all logistical considerations. This person will coordinate all Client Group meetings (if needed), and any necessary facilities required for such activities.

DESIGNING LOCAL

Our team will be lead by Josh Lapp. Nancy and Jeffery will co-lead the development of county histories and National Register eligibility. Josh, Amanda Golden, and Lauren Crosby will lead the physical surveying. Matt Leasure will lead all mapping activities.



PROJECT SCOPE OF WORK

1.01: RESEARCH AND WRITE A HISTORY OF EACH COUNTY.

- Prepare a 10- to 20-page history for each of the five counties: Tyler, Ritchie, Gilmer, Braxton, and Doddridge Counties. The histories will provide contexts that identify specific themes of history associated with the built resources in order to identify geographic areas and building types for the reconnaissance survey and to evaluate resources for NRHP eligibility. The history will be prepared using easily accessible primary and secondary sources, including websites; published county and regional histories; and historic maps and atlases located at libraries in the individual counties, as well as the West Virginia Regional History Collection at West Virginia University. The drafts will be submitted to the West Virginia Division of Culture and History (WVDCH) for review in Portable Document Format (.pdf) along with the draft HPI forms.
- Utilize the research results to develop a survey methodology for each county.

1.02: COMPLETE WEST VIRGINIA HISTORIC PROPERTY INVENTORY FORMS

- We will complete HPI forms for a maximum of 750 historic resources. Each resource will be at least 50 years old and will have historic architectural integrity as defined in National Register Bulletin: How to Apply the National Register Criteria for Evaluation. Prior to beginning the survey, we will meet via telephone with WVDCH staff to determine the individual coverage and the number of HPI forms to be completed for each county.
- We assume that we will receive ESRI shape files in UTM 17 NAD 83 projection for all previously surveyed resources in the county from the WVDCH. Following the meeting and receipt of the information, we will survey each county in accordance with the Secretary of Interior's Standards for Identification and Evaluation and the WVDCH's Survey and National Register Manual.
- Form Content:
 - We will take at least two digital black-and-white photographs of the exterior of all historic resources constructed prior to 1969 that retain integrity. Resources built after 1969 or that lack integrity will not be surveyed. One of the historic resource photographs will be a three-quarter view showing the main elevation. Photographs will be embedded in the HPI forms and will also be submitted separately as .jpg images on CD-R media with each photograph labeled by West Virginia site number. All digital photographs will meet current National Park Service standards for electronic images.
 - All descriptive fields in the HPI forms will be

completed and the essential physical characteristics of each historic resource will be noted. Deed research will not be conducted on individual properties, nor will historic research on each individual property. Significance under NRHP Criterion C will be recommended based on the architecture of the resource. If information about the history of the property is known due to overall county research, a summary of that information will be added to the form.

- To reduce costs and preserve the environment, we will submit the HPI forms digitally only, along with the photographs.

1.03: UNITED STATES GEOLOGICAL SURVEY TOPOGRAPHIC MAPS

- We will use ESRI Arc GIS to note resource locations on USGS 7.5 minute series quadrangle base maps. One set of hard copy maps will be printed out with the resource numbers noted. Each map will be labeled with the name of the county and quadrangle and resource site numbers. The locations will also be digitized as ESRI shape files in UTM 17 NAD 83 projection. The electronic data will be conveyed to the WVDCH's Information System Coordinator.

1.04: FORMAL WRITTEN NRHP ELIGIBILITY RECOMMENDATIONS

- Following the completion of the historic resources survey, we will produce a database and printed table containing which resources or historic districts are recommended as eligible or potentially eligible for NRHP listing. The database will also contain the following information about each resource: site number; approximate year built; property type; architectural style; thumbnail description; and proposed NRHP criterion or criteria.

1.05: FINAL HPI FORMS AND SURVEY REPORT

- We will produce final survey reports for each county. Each report will include the county history; a description of the survey methodology; descriptions of the property types; USGS maps; a summary of the results; and the table of NRHP recommendations. The final HPI forms will also be submitted to the WVDCH. The final report and the HPI forms will be provided as both .pdf and hard copies.
- Because the county histories, HPI forms, and recommendations will have previously been submitted to the WVDCH for review and comment, it is assumed that draft and final copies of the report will not be necessary; We propose to produce one copy of the final report in both hard copy and electronic .pdf. The final reports shall be completed by one year after the date of Notice to Proceed.

PROPOSED FEE

The following task and fee worksheet is based on the preceding project scope of work. Designing Local anticipates refinement of the scope of work, and subsequently, the task and fee worksheet.

Historic Resources Survey Budget		
	Associated Cost	Total Cost by Task
TASK	COST	
Tyler County	Total	\$ 10,900.00
150 Forms	\$ 6,000.00	
County History	\$ 3,000.00	
Mapping and Other Work	\$ 1,000.00	
Travel	\$ 900.00	
Ritchie County	Total	\$ 10,900.00
150 Forms	\$ 6,000.00	
County History	\$ 3,000.00	
Mapping and Other Work	\$ 1,000.00	
Travel	\$ 900.00	
Gilmer County	Total	\$ 10,900.00
150 Forms	\$ 6,000.00	
County History	\$ 3,000.00	
Mapping and Other Work	\$ 1,000.00	
Travel	\$ 900.00	
Braxton County	Total	\$ 10,900.00
150 Forms	\$ 6,000.00	
County History	\$ 3,000.00	
Mapping and Other Work	\$ 1,000.00	
Travel	\$ 900.00	
Doddridge County	Total	\$ 10,900.00
150 Forms	\$ 6,000.00	
County History	\$ 3,000.00	
Mapping and Other Work	\$ 1,000.00	
Travel	\$ 900.00	
TOTAL COST		\$ 54,500.00

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Designing Local

Company



Authorized Signature

5/15/19

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

REQUEST FOR QUOTATION
WEST VIRGINIA DEPARTMENT OF ARTS, CULTURE AND HISTORY
Historic Resources Survey of Tyler, Ritchie, Gilmer, Braxton, and Doddridge Counties
CRFQ DCH19

11. MISCELLANEOUS:

11.1. Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Josh Lapp
Telephone Number: 614.607.1557
Fax Number: n/a
Email Address: josh@designinglocal.com

