

REQUEST FOR PROPOSAL

**City of St. George
Reconnaissance Level Survey of
St. George Downtown Core Area**

INFORMATION & REQUIREMENTS

I. OBJECTIVE

The City of St. George is soliciting competitive sealed proposals from qualified consultants to perform a reconnaissance level survey of the St. George Downtown Core Area for the purpose of resurveying old areas with focus on downtown core, or Arts District, of the City of St. George. The objective is to update the survey of the district to determine the scope of future survey work at the intensive level, and ultimately improve efficiency for the Planning Division Staff.

This Request for Proposal (RFP) is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Proposals must be limited to the provided budget. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

II. BACKGROUND

The City of St. George is seeking a reconnaissance level survey of the downtown core area. The purpose of this survey is to update the 1994 Reconnaissance Level Survey (RLS) that was completed in St. George. It is expected that the focus of this survey is to update the areas covered in the 1994 survey, and if budget allows to survey unsurveyed areas with remaining budget. The boundary of the 1994 survey includes the Arts District, located downtown (Exhibit "A"). The 1994 survey covered the area found on Exhibit "B", Downtown Core Extended Area. The properties within both boundaries are a mix of commercial and residential.

This project is funded through Certified Local Government (CLG) funding, in accordance with the survey requirements established by the National Park Service and the Utah State Historic Preservation Office (SHPO). The total maximum expenditure for the project shall not exceed \$18,000. Please refer to the Detailed Scope of Work for a more complete description of the service requirements.

III. DETAILED SCOPE OF WORK (SOW)

A. General.

1. The consultant, if doing business under an assumed name, i.e. an association, partnership, corporation, or otherwise, shall be registered with the Utah State Division of Corporations and Commercial Code.

Note: Forms and information on how to get registered may be obtained by called (801) 530-4849 or by accessing www.commerce.state.ut.us.

2. The requirements specified in this RFP may be more or less than what services will actually be performed; service requirements shall be determined by actual need.

B. Administration, Supervision and Personnel

1. Consultant shall assume full responsibility for damage to St. George City property caused by Consultant's employees or equipment as determined by designated City personnel.
2. Consultant shall be solely responsible for the safety of Consultant's employees and others relative to Consultant's work, work procedures, material, equipment, transportation, signage, and related activities.
3. Consultant shall possess and keep in force all licenses and permits required to perform service under this Agreement.

C. Responsibilities of the Consultant

1. Consultant shall provide a reconnaissance level survey of approximately 356 buildings within the St. George Downtown Core Area.
2. Consultant shall provide a reconnaissance level survey of buildings in accordance with the *Reconnaissance Level Survey Guidelines for Architectural Resources* and other requirements as required by the Utah State Historic Preservation Office (SHPO), and the Secretary of the Interior's Standards for Historic Preservation. Work that does not meet SHPO standards, or standards required by the St. George Historic Preservation Commission, will be ineligible for reimbursement.
3. Work performed under this RFP shall meet all standards and requirements set forth in the Code of Federal Regulations Procedures for State, Tribal, and Local Government Preservation Programs (36 CFR 61).
4. Consultant shall meet with City representatives regarding any and all aspects of this RFP at the request of City.
5. Consultant shall provide sufficient personnel to accomplish the required services as scheduled. All personnel shall be skilled in the various tasks assigned to them. Consultant must have the qualifications outlined in the State Historic Preservation Office (SHPO) document "*Reconnaissance Level Survey Guidelines for Architectural Resources*" (See Exhibit "D").
6. Consultant shall enter all architectural survey data into a copy of the SHPO database, such copy to be obtained by the Consultant from the SHPO.
7. Consultant shall make two (2) presentations of findings, using either color slides or PowerPoint within two months of submittal of final products. City

shall select dates of the two (2) presentations and the organizations and/or individuals to be in attendance.

D. Deliverables

Consultant shall submit the above-referenced reconnaissance level survey to the Planning and Zoning Division prior to July 29, 2022. The survey shall include the following items:

1. Two (2) print copies and one (1) digital copy of the survey data. The data shall be formatted as similar as possible as the data shown in Exhibit "C," Architectural Survey Data Format Sample. Photographs shall be color thumbnails of each JPEG, no more than twelve to a page, printed on archival paper, each labeled with property address.
2. A digital copy of the SHPO database, which includes all survey data and photograph identification numbers shall be sent to SHPO.
3. Photographs of all significant historic properties surveyed. Photographs shall be submitted as a high-resolution color JPEG file, delivered on a portable USB drive.
4. Survey map, delineating contributing, non-contributing, and Landmark Sites listed on the St. George City Local Landmarks Register.
5. A final report of the survey, to include the following items:
 - a. Findings, including a statement of the survey objectives, an explanation of fieldwork techniques.
 - b. A history of the district, derived from building permit files, Polk Directories, Sanborn maps, and public improvements related to transportation, utilities, and engineering.
 - c. A bibliography of the research sources used to compile the history including sources pertaining to both the general history of the neighborhood and individual buildings.
 - d. Recommendations for future survey work, particularly for intensive level survey work.

E. Ownership of Documents

The data used in compiling, and the results of, any test, surveys, or inspections, as well as all photographs, drawings, renderings, schedules, data processing output, computations, studies, audits, reports, models, and other items of like kind prepared by Consultant, its employees and subcontractors, shall be the property of the City on which the City shall own the copyright. Consultant shall not, without written approval by City, disclose publicly said records. Consultant understands that the information obtained in the performance of this Agreement is confidential and may be shared with employees of City or others only on a need to know basis.

IV. PROPOSAL CONTENT & EVALUATION CRITERIA

A. Qualifications. Include the following:

1. A statement of the firm's experience and qualifications to meet the requirements of the City as outlined herein. State whether or not you meet all

standards and requirements as set forth in the Code of Federal Regulations Procedures for State, Tribal and Local Government Preservation Programs (36 CFR 61). Include a general overview and history of your company, number of years in business, number of employees, corporate headquarters location, type of business, names of the firm's chief officers (include an organizational chart if possible), and where you do business. Offerors may include an annual report or statement of finances, if available, but it shall not substitute for the written narrative requested for this item.

2. Identify proposed staff members who would be involved in providing the services requested herein and submit statements or resumes detailing their qualifications. Your proposal should include information on levels of training received by each staff member and detailed descriptions of their involvement with projects of similar or identical scopes.
3. Detail your firm's experience in providing the services requested herein for similar customers of similar size, with dates of performance and/or completion, customer name, contact person, and telephone number(s). By providing such references you agree that neither Cedar City nor the clients referenced shall have any liability regarding the provision of such references or the City's use of such references in making selections under this request for proposal.
4. Is your company currently involved in arbitration or litigation for any reason? If so, please elaborate.
5. Has your company, or any of your proposed subcontractors, ever filed for reorganization or bankruptcy? If so, please provide dates and resolution.
6. Identify any of the work that you intend to subcontract to others and identify the proposed subcontractors including names, specific assignments, and the qualifications of the subcontracting firm and its key personnel.
7. In addition to the information and qualifications specified above, identify any special knowledge or skills provided by your firm that may be related or helpful to the services requested herein.

B. Proposed Approach to Project. Include the following:

1. A statement of your understanding of the project and a general description of your proposed approach to the project's scope of services.
2. A detailed work plan outlining each required task necessary for completion of the project described in the project scope of services.
3. A tentative schedule for completing the work based on Friday, July 29, 2022, deadline.
4. Identify the major risks associated with this project. For each risk, identify those activities which can be undertaken to reduce, mitigate or eliminate the risk. Identify the associated responsibilities. Ensure that these activities are reflected in your project and management plans.
5. In addition to the specific service proposals specified above, identify and/or recommend any additional or innovative services and products provided by

your firm that may be related to or helpful to this project. If there is a better way for the City to package or define the services that it has requested herein in order to obtain better pricing and/or service by making it easier for the selected Consultant, please explain what modifications would be necessary to achieve such better pricing and/or service.

C. **Proposed Fees**

Proposed prices must include all costs associated with the performance of the services specified, including materials, supervision, labor, insurance, transportation, delivery, fuel or other surcharges, demurrage, and related costs. Charges not listed in the RFP response will not be allowed. All prices and fees must be in U.S. dollars. State an offered not-to-exceed price for the project keeping in mind St. George's maximum available budget of \$18,000.

In addition, itemize the cost of project work items which make up the total price for the project. Detail all services to be performed for the price offered and include charges/rates to be billed for the labor, meetings, telephone calls, printing and travel.

V. **PROPOSAL SUBMISSION**

- A. Sign and return the Proposal Response Cover Sheet attached below. The form must be signed by a company representative authorized to bind the offeror contractually.
- B. Submit original proposal and five (5) proposal copies in a sealed envelope or sealed container.
- C. Submit proposals to: The City of St. George
Community Development
c/o Carol Davidson
175 N. 200 E. Street
St. George, Utah 84770
- D. Submission Deadline: 5:00 PM, Friday, February 11, 2022.
- E. Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

VI. **LENGTH OF CONTRACT**

Contract deliverables will be due to the City by July 29, 2022.

VII. **STANDARD CONTRACT TERMS AND CONDITIONS**

Any contract resulting from this RFP will include, but not be limited to, the City's standard terms and conditions.

VIII. ADDITIONAL PROPOSAL TERMS

A. Written Agreement

The selected consultant shall be required to enter into the Agreement for Professional Services (sample attached as Exhibit A). Signature on the RFP Response Cover sheet shall serve as an acknowledgment that the prospective Consultant is willing to enter into the referenced agreement with the City of St George if their proposal is accepted.

B. Omissions

Should the City omit anything from the RFP which is necessary for a clear understanding of the work, or should it appear that various instructions are in conflict, then the firm submitting a proposal shall secure clarification from City staff at least seventy-two (72) hours prior to the time of the opening date given above.

C. Acceptance/Evaluation of Statement of Qualifications

Responder's proposal will be evaluated using the following criteria: Lowest Qualified Bidder using the Technical Response Requirements and Cost Response Requirements listed above.

D. Rejection of Statements

No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Prospective Consultants will be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP. The City may reject any or all proposals.

E. Proposal Ownership/Confidentiality

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the City and will not be returned to the proposer. The only documents that will be considered confidential will be financial statements or trade secrets that are specifically marked "CONFIDENTIAL" on each page, and to which there is a validly asserted Claim of Business Confidentiality as outlined above. All other documents submitted to the City will be subject to Utah Code - Title 63G - Government Records Access and Management Act. Proposals that are copyrighted or marked "CONFIDENTIAL" in their entirety will be rejected and not receive consideration for award.

F. Debarment

By submitting a proposal, the bidder certifies that neither the company nor its principals are presently debarred, suspended, in the process of debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

G. Equal Opportunity

The City of St George is an Equal Opportunity Employer. Prospective Consultants will commit to and meet the nondiscrimination and equal employment requirements. Minority and Woman Owned Businesses are encouraged to submit a proposal.

The City of St George will make every effort to ensure that all interested Consultants are treated fairly and equally throughout the entire solicitation, evaluation and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

H. Cost of Developing Proposals

All costs related to the preparation of a proposal and any related activities are the sole responsibility of the prospective Consultant. The City assumes no liability for any costs incurred by prospective Consultants throughout the entire selection process.

I. Additional Information

For additional information, please contact: Carol Davidson, Planning and Zoning, at carol.davidson@sgcity.org or by phone at 435.627.4429.

For information concerning Request for Proposals procedures and regulations (i.e. submission deadline, forms required, etc.), interested parties may contact Carol Davidson at 435.627.4429.

Statement on Immigration Status: All contractors, including sub-contractors, are reminded of the requirements of Utah Code Annotated 63G-11-103. The City of St George is prohibited from entering into any contract for the performance of services with any party who does not provide the City with proof of registration and participation in a federally approved immigration status verification system. Failure to provide proof may be grounds for rejection of a successful proposal.

PROPOSAL RESPONSE COVER SHEET



City of St George

REQUEST FOR PROPOSALS

Certified Local Government Projects

Reconnaissance Level Survey

The undersigned, having carefully read and considered the Request for Proposals (RFP) for the above referenced project, does hereby offer to perform such services on behalf of the City of St George in the manner described and subject to the terms and conditions set forth in the attached RFP.

In submitting a response to this RFP, it is understood that the City of St George reserves the right to reject any and all proposals, and to waive any informalities in proposals as submitted. Firms submitting a proposal acknowledge that they are qualified in this area of work and have experienced personnel able to provide the required services. The City may request information substantiating the indicated requirements. Failure to provide this information may result in a prospective Consultant's proposal being declared non-responsive. It is the prospective Consultant's responsibility to verify if any addenda were issued prior to submission of their proposal.

Consultant acknowledges and accepts that all components of and responses to this RFP will be included and become a part of the final contract by reference.

The undersigned further states that this proposal is made in good faith and is not founded on, or in consequence of, any collusion, agreement, or understanding between themselves or any other interested party.

(All contact information must be filled out and form submitted with proposal)

PROPOSER (full lawful name of firm):

NAME AND TITLE OF PERSON WITH AUTHORITY TO BIND PROPOSER:

SIGNATURE OF PERSON WITH AUTHORITY TO BIND PROPOSER:

ADDRESS (Office & PO Box):

EMAIL ADDRESS: _____

OFFICE PHONE: _____ CELL PHONE: _____ FAX: _____

EXHIBIT "A"

Downtown Core Arts District



August 12, 2021

1:4,203

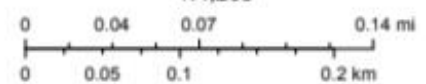
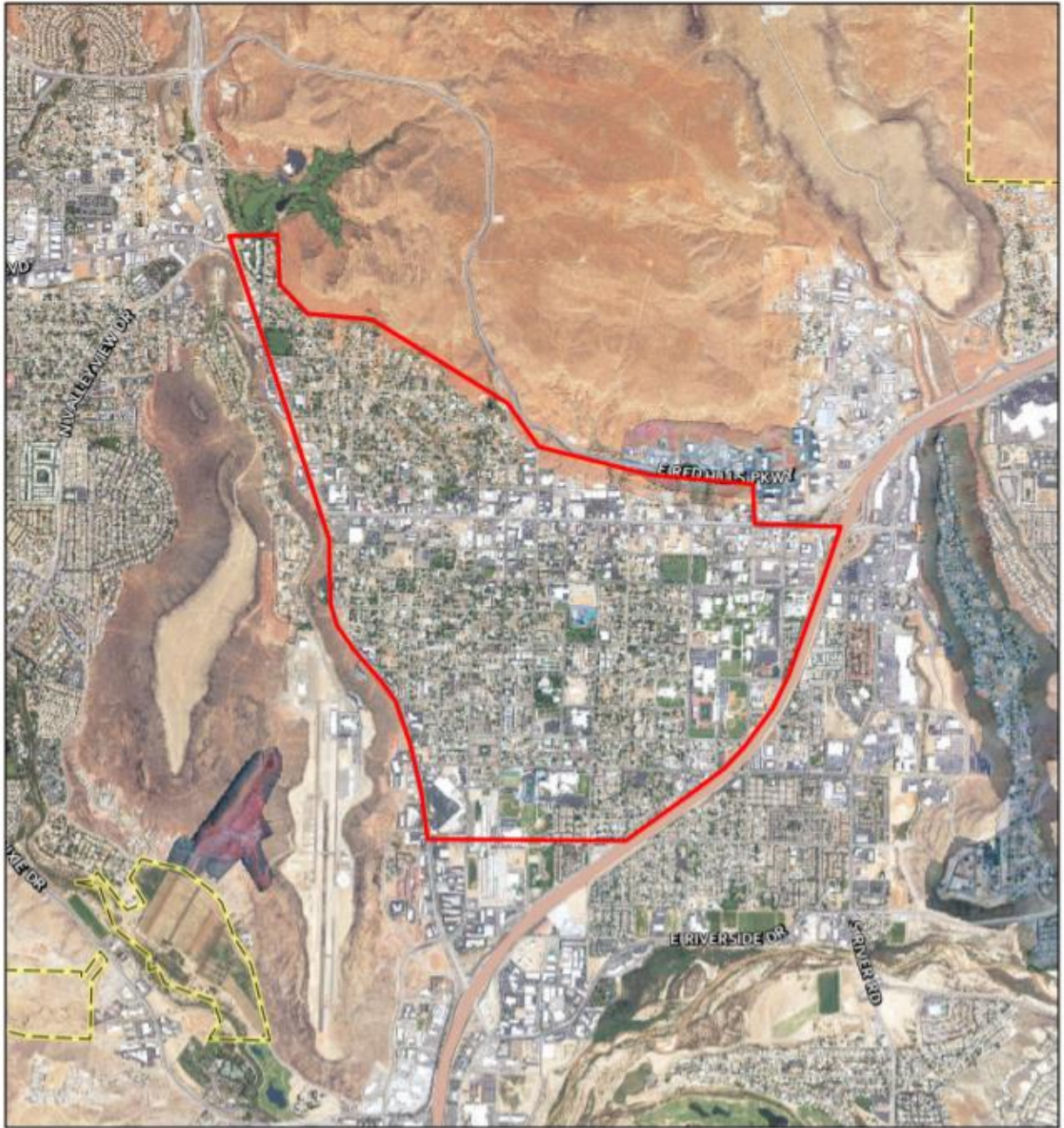


EXHIBIT "B"

Downtown Core Extended Area



August 12, 2021

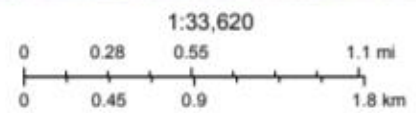


EXHIBIT "C"

Architectural Survey Data Format Sample

Page 1

Architectural Survey Data for SALT LAKE CITY Utah State Historic Preservation Office

(printout date: 5/20/2005)

Address/ Property Name	Eval/ Br	OutB N/C	Yr.(s) Built	Materials	Styles	Plan (Type) Orig. Use	Survey Year RLS/ILS/Gen	Comments/ NR Status
7 851 S 1300 EAST EAST HIGH BASEBALL	D 0.0 1	0.0 1	c. 1990	ALUM./VINYL SIDING CONCRETE BLOCK	OTHER/UNCLEAR STYLE	SCHOOL (GENERAL) EDUCATION (GEN.)	05 N47	EAST HIGH ATHLETIC STORAGE; AKA 845
877 S 1300 EAST AMERICAN OIL CO./TESORO	D 0.0 1	0.0 1	c. 1970	CONCRETE/OTHER	LATE 20TH C.; OTHER	SERVICE STATION SERVICE STATION	05 N47	
921 S 1300 EAST	C 0.0	0.0	c. 1950	ALUM./VINYL SIDING NON-WOOD HORIZ. SDNG	COLONIAL REVIVAL	OTHER RESIDENTIAL	05	LE GRANDE RICHARDS; +917
925 S 1300 EAST	C 0.0 1	0.0 1	1938	NON-WOOD HORIZ. SDNG ALUM./VINYL SIDING	COLONIAL REVIVAL	SINGLE DWELLING OTHER LATE 20TH C. TYPE	05	LE GRANDE RICHARDS
933 S 1300 EAST	D 0.0 1	0.0 1	1995	STUCCO/PLASTER	CONTEMPORARY	SINGLE DWELLING CONTEMPORARY	05	MUSA ARCH. 7
941 S 1300 EAST	A 0.0	0.0	1913	CORBELSTONE REGULAR BRCK STUCCO/PLASTER	ARTS & CRAFTS	SINGLE DWELLING BUNGALOW	05	SHIPLEY PHOTO - 6/1913
BRUNEAU, AMMON J., HOUSE	1.5					SINGLE DWELLING	85	
945 S 1300 EAST	B 0.0	0.0	1940	ASBESTOS SIDING ALUM./VINYL SIDING	INTERNATIONAL ART MODERNE	DOUBLE HOUSE / DUPLEX	05	+1305 MICHIGAN
967 S 1300 EAST	B 0.0 2	0.0 2	1946	REGULAR BRCK STONE VENEER	ENGLISH COTTAGE	MULTIPLE DWELLING PERIOD COTTAGE	05	L.G. PRICE
975 S 1300 EAST	A 0.0 1.5	0.0 1.5	1939	REGULAR BRCK VENEER/OTHER	ENGLISH COTTAGE	SINGLE DWELLING	05	GUY A. HART
979 S 1300 EAST	A 0.0 1.5	0.0 1.5	1922	STUCCO/PLASTER	ENGLISH COTTAGE	SINGLE DWELLING PERIOD COTTAGE	05	ELDRIDGE BLDG.; ARCH. SLACK WINBURN
DERRAH, ROBERT	1.5					SINGLE DWELLING	85	
983 S 1300 EAST	A 0.0 1	0.0 1	1931	STRIATED BRCK NEOCLASSICAL	BUNGALOW	BUNGALOW	05	NEILSON
1001 S 1300 EAST	D 0.0 2	0.0 2	1962	REGULAR BRCK ALUM./VINYL SIDING	EARLY RANCH (GEN.)	DOUBLE HOUSE / DUPLEX MULTIPLE DWELLING	05	+1308 GILMER

*approximate address/Evaluation Codes: A=eligible architecturally significant B=eligible C=usable/alt. altered D=usable out of period U=undetermined lack of info N=demolished

EXHIBIT “D”

Reconnaissance Level Survey Guidelines for Architectural Resources

RECONNAISSANCE LEVEL SURVEY

Guidelines for Architectural Resources

UTAH STATE HISTORIC PRESERVATION OFFICE
(Revised February 2020)

A. INTRODUCTION

- 1. Definition of Reconnaissance Survey.** Reconnaissance level survey is the most basic approach for systematically documenting and evaluating historic buildings in Utah. It is designed for dealing with large groups of buildings rather than for single sites. Most reconnaissance surveys include all or a large portion of the buildings in a community. The primary purpose is to provide a "first cut" of buildings in a given area that appear to be eligible for listing in the National Register of Historic Places. Reconnaissance survey involves only a visual evaluation of properties, not an assessment of associated historical events or individuals. That information can only be obtained through historical research conducted as part of an "intensive level survey," the next level of survey.
- 2. Evaluation Criteria.** Properties identified as "eligible" in a reconnaissance survey must meet National Register age and integrity requirements (outlined in federal regulations 36 CFR 60 and National Register Bulletin 15). This means they should retain most of their original appearance and be at least 50 years old. In order to extend the "life" of the survey, however, it may be advisable to include buildings that will turn 50 in the next several years as eligible properties.
- 3. Surveyor Requirements.** In order to ensure accuracy, it is necessary that surveys be conducted only by trained professionals. "Professionals" must meet the architectural historian qualifications outlined by the federal government in 36 CFR 61, Appendix A. These qualifications, in general, are a graduate degree in architectural history or a closely related field, or a bachelor's degree in the same fields plus at least two years of full-time experience in architectural history-related work. Non-professionals may assist with certain parts of the survey, but a professional must direct all aspects of the work. The State Historic Preservation Office (SHPO) periodically holds training workshops.

B. SURVEY PREPARATION

- 1. Selection of the survey boundaries.** The dominant factors in selecting a survey area are budget, time, and the location of known historic resources. If a town is being surveyed the survey boundaries are usually set so that all areas which contain historic properties are included. Sections of exclusively out-of-period buildings are typically not included in the boundaries. Survey boundaries are usually determined by local officials in conjunction with State Historic Preservation Office (SHPO) staff and the consultant. It is advisable to drive proposed survey areas in advance to confirm the boundaries.

Some cities may be too large to survey with one year's budget, so it is necessary to conduct the survey in phases. It may be appropriate in some cities to designate areas for both "standard" and "selective" surveys (see Section D). Areas with a concentration of historic buildings would receive "standard" survey coverage, while areas with a very low percentage of historic buildings would be surveyed on a "selective" basis. **All selective surveys need SHPO approval in advance.**

2. **Contact SHPO to obtain a specifically formatted spreadsheet for the proposed survey area.** Although many areas have not been previously surveyed, most populated areas in the state have been to some degree. The consultant will be required to obtain formatted spreadsheet of the proposed area, even if the area has not already been surveyed. The consultant is then responsible for updating the existing data as well as inputting data for new buildings recorded. This will then be submitted to the SHPO for review and acceptance before uploading to the database.

C. CONDUCTING THE STANDARD SURVEY

This section pertains only to the "standard" survey, which involves recording every building within the survey area. See Section D for instructions on conducting a "selective" survey in areas with very low percentages of historic buildings. The standard survey process involves recording each site on the survey map, photographing each site, and recording each site on the survey form.

1. **General Instructions.** Surveys are conducted along streets in a systematic house-by-house fashion. Surveys should cover first one side of the street then the other, rather than mixing the two. Only in sparsely settled rural areas would a both-sides-at-once approach be appropriate. Surveys must be conducted in a logical manner, beginning at one end of town and surveying in sequence to the other, or beginning at the middle point (Main or Center) and working out in each direction. For example, 100 South Street could be surveyed from one end of town to the other, or, beginning at Main Street, surveyed to the East then to the West.
2. **Mapping.** This involves selecting a survey map and recording individual sites on it. It also includes marking the survey boundaries on a separate "overview" map (aerial imagery map).
 - a. Selecting a Survey Map. Maps of most cities can be obtained from the city office or the County Recorder for a nominal fee. Maps drawn by the surveyor may also be used. Maps need not be drawn exactly to scale, though they should be approximately correct. If you use GIS or CAD software, you may use maps provided by the local planning office if available and update using the software. In certain instances, such as in sparsely settled survey areas, online mapping sites, such as Google Maps or Bing Maps, or a 7.5' USGS map may be used as the survey map.
 - b. Recording Sites on the Map. At the most basic, this involves drawing a square for each building, indicating with a simple graphic each building's eligibility, and recording the address. Maps used in the fieldwork stage of the survey are never adequate for the final report, so the information must be transferred to a legible and properly labeled map before it is acceptable.
 - (1) Marking Sites. As noted, each principal building should be identified by a square placed in the approximate location of the building along the street. Again, if using CAD or GIS software, you may outline the building footprint (but not the entire parcel boundary) as the indicator. Outbuildings are not drawn on the map unless they are substantial and potentially eligible in their

own right. Complexes containing several buildings, such as a house and an eligible barn and granary, should be circled to indicate their relationship to one another.

(2) Indicating Evaluations. All buildings evaluated as "eligible" (Significant or Contributing) should be identified by shading in the site square. We recommend cross-hatching "ineligible" (non-contributing) buildings to differentiate them from "out-of-period" buildings. Other symbols may be acceptable, but please consult SHPO before using. Color coding of sites is not acceptable since color cannot be easily duplicated.

(3) Recording Addresses. The address of each building must be recorded. If it is not visible on the house it should be extrapolated from surrounding addresses. "Estimated" addresses should be preceded by a question mark (?) to indicate that they are not necessarily correct. In estimating addresses, care must be given to whether it should be an odd or even number. Site numbers should not be used except in very unusual situations (e.g., extremely remote sites) and only with SHPO approval.

c. Marking the Aerial Boundary Map. The general survey boundaries must be indicated on an aerial survey map (e.g., ArcGIS, Google Earth, Bing Maps, etc.) at 1:200 scale or on a 7.5' USGS quad map. This makes the information consistent with the statewide inventory of historic and archaeological surveys.

3. Photographic Documentation. Digital photographs are required for every building evaluated; this includes principal buildings as well as major outbuildings.

For **digital images** a thumbnail/contact print mockup should be implemented when printing the photographs. The SHPO has a copy of an MS Word document that has a table set up for 12 photos and captions per page. You may request a copy of this from the SHPO. (It is recommended that you use an image file compressor when importing images into the contact document, otherwise the file size can get quite large and unmanageable.) The thumbnail-print pages should be submitted as a PDF as part of the survey report. An archival **Gold** CD/DVD-ROM with all the images should be submitted along with the photo sheets. The size of each image must be at least 3000x2000 pixels at 300 ppi (pixels per inch) or larger. TIF images are preferable, but JPEG images are acceptable.

The Utah SHPO expects that all submissions will be digital, but if for some reason you must use standard film please contact us for approval first!

For standard film, 35mm black-and-white contact prints and negative sheets are required. Contact prints must be arranged in order on proof sheets no larger than 8 1/2" x 11" (larger sheets do not fit in the files; no stapled appendages please). A sheet this size will accommodate 35 photographs – 7 rows of 5 each. Proof sheets must be labeled with the name and date of the survey and addresses for the individual sites. Estimated addresses should be indicated by a question mark in front of the building number. Sites must be identified on the proof sheet by marking "ES," "EC," "NC," or "OP" in the corner of each photo. Negatives must also be labeled the same way. In fact, labeling the negative sleeves with a photographic marker will produce proof sheets that are already labeled. (The requirement for labeling negatives can be waived if the negative sheets are numbered to correspond with the fully labeled proof sheets. In this case, proof sheets must be labeled individually.)

If film is used, **Color slides** of some or all eligible sites are encouraged for use in public and other presentations. Check with the city or agency having the survey conducted to see what their needs are.

4. **Recording Sites on the Form & in the Database.** Sites must be recorded on the Reconnaissance Survey Form and/or on a preformatted spreadsheet (see below) using the appropriate codes.¹ If using forms, please use a new form for each street; do not combine sites from different streets on one form. If handwritten, all writing must be legible, and give special attention to crossing zeros and "Z"s (to distinguish them from the letter "O" and number "2").

Helpful hints: Make a "master" form by filling in city/county codes, surveyor name, and survey date. Photocopy this master form and take copies into the field for recording at least the basic information (address, evaluation, construction date, height, outbuildings, and comments). It can be especially helpful to make notes on the form about materials or other features while in the field.

Entering Data. When you begin survey you will need to enter data into a preformatted spreadsheet which you will submit to be uploaded into the online database. You will need to contact the SHPO to get pre-approval and instruction on how to do this. Once you have completed the survey, update existing data and enter new data from the forms into the survey. The data will then be reviewed by USHPO staff before uploading into the main database. (See B.2 above).

D. CONDUCTING THE SELECTIVE SURVEY

Areas with very low percentages of older buildings may be surveyed on a selective basis. The selective survey, unlike the standard survey, does not require that every building in the area be recorded. Rather, it allows for recording only the buildings constructed during the historic period. This includes both eligible and ineligible buildings from the historic period. **Permission from the SHPO is required in advance to conduct a selective reconnaissance survey.**

The guidelines and requirements for a selective survey are as follows.

1. **Determining Selective Survey Boundaries.** Selective surveys are usually conducted in conjunction with a standard survey or as a later phase of one. Standard surveys cover the core area of a community where there is a concentration of older buildings, while selective surveys usually cover fringe or outlying areas. Examples of areas that might be surveyed on a selective basis include relatively new communities with very few older buildings, areas that were formerly on the fringes of towns but are now part of new subdivision developments, rural areas outside of a traditional town setting with only a few older buildings intermingled with new houses, mobile homes, etc.
Areas not eligible for selective survey are isolated sections in the historic core of a community, even if they no longer contain a concentration of older buildings. These must be surveyed at the standard level along with their neighboring buildings. "Islands" of selective survey areas within a standard survey area are not allowed.
2. **Mapping.** Selective survey mapping differs from standard survey mapping in only two ways. First, only buildings constructed within the defined historic period are marked on the map; out-of-period buildings are not shown. All in-period buildings must be shown, even the ineligible ones that have lost their integrity. Just as in the standard survey, squares for eligible buildings are darkened, squares for ineligible buildings are cross-hatched, and in-period buildings are left blank.
3. **Photography.** The same photographic requirements apply. However, only the buildings that are documented and mapped are photographed.

¹ Please obtain a code key from the SHPO that includes the appropriate codes for type, style, original use and construction materials.

4. **Recording the Sites on the Spreadsheet/Form.** Follow standard survey procedures for these steps. Be sure to use a new form for each street; do not combine sites from different streets on one form.

E. FINAL REPORT

After the fieldwork has been completed, a Final Report must be written. This report summarizes the results of the survey. The final report must contain the following information:

1. **A statement of the survey objectives.**
2. **Boundaries.** Explanation and justification of the boundaries of the survey area.
3. **A brief outline history** of the community derived from the available secondary resources.
4. **A bibliography** of the research sources used to compile the outline history.
5. **A "survey results" section.** This outlines the types of properties that were actually identified in the survey. The types of properties (along with a few specific examples) should be organized under the historic contexts developed for the report. This will be a starting point for future National Register nominations. A complete listing of all eligible sites is not necessary; this can be generated by the computer at a later date.
6. **Recommendations.** This section will serve as a preservation plan for the community for the next few years, so considerable attention should be given to providing recommendations that are both professionally sound and practical. The consultant should receive input from the SHPO and the local historic preservation commission before completing this section. Recommendations should include activities from each of the three basic areas of preservation--survey, designation, and treatment.
For example, recommendations might include priorities for intensive level survey, a suggestion to establish a local register or designate sites or districts to the National Register, and earmarking of any significant buildings that are in need of architectural analysis and rehabilitation or building materials that are common in the community and in need of attention (e.g., deteriorating soft-fired brick).
7. **An explanation of fieldwork techniques.** Since each survey area is different, minor variations from the standard procedures are often necessary. Any variations must be approved by the SHPO and must be thoroughly explained in written form in the final report.

Instructions for Completing the RECONNAISSANCE LEVEL SURVEY FIELD FORM

(Updated March 2012)

****The Field Forms will eventually be updated****

Survey Form Headings: Street, City, County, Survey Date, Page Number

A new sheet must be started whenever the street changes. Street names are recorded from left to right leaving a blank space between words. Numbered streets should be recorded with numbers rather than spelled out (e.g. 100 South instead of First South).

Examples:

4 0 0 S O U T H
Street

J E F F E R S O N A V E
Street

The city and county blanks should be filled in freehand, and the corresponding code boxes filled in using the appropriate codes obtained from the SHPO.

Example:

City Ogden

County Weber

The month and year of the survey must be recorded in the boxes provided. Note: the months are numbered not letter abbreviations.

Example: Survey Date 0 2 1 2 (Feb 2012)

Number each survey sheet as you proceed through the survey.

Shot # (Photographs)

To aid in labeling photographs, each roll of film should be numbered and indicated on the on the survey form. at the beginning of each roll. (Numbering the film canisters can also avoid confusion when getting the film processed.) The frame or shot number should be noted on the line provided. Some properties may require more than one photo and should be numbered as such.

House No. (Address)

House numbers should be justified to the right when entered. If the address is an estimate, a question mark (?) should be recorded in the first box. The direction (from the center of town) should be recorded in the "Dir" box.

Examples:

1 1 2 6 S
1126 S.

? 9 3 5 E
approx. 935 E.

Eval. (Evaluation)

Evaluations are based primarily on age (50+ years old) and integrity (see section A.2 of the Guidelines). There are four choices:

ES/A - Eligible/Significant: built within the historic period and retains integrity; excellent example of a style or type; unaltered or only minor alterations or additions; individually eligible for National Register under criterion "C"; also, buildings of known historical significance (briefly explain in Comments section).

EC/B - Eligible: built within the historic period and retains integrity; good example of a style or type, but not as well-preserved or well-executed as "ES" buildings; more substantial alterations or additions than "ES" buildings, though overall integrity is retained; eligible for National Register as part of a potential historic district or primarily for historical, rather than architectural, reasons (which cannot be determined at this point).

NC/C - Ineligible: built during the historic period but has had major alterations or additions; no longer retains integrity.

OP/D - Out-of-period: constructed outside the historic period.

X - Demolished

Constr. Date

Enter the estimated year the building was constructed.

Example: building constructed in 1890

Ht. (Height)

Enter the actual number of stories. For structures with half stories, enter 5 in the block to the right. Otherwise, leave that block blank.

Examples: 3 stories 1 1/2 story

Mat. #1 & #2 (Materials)

Record up to two primary material types for the building as provided on the Code sheets:

Style #1 & #2

Record up to two architectural styles as provided on the Code sheets:

[Note: See Utah's Historic Architecture (Carter and Goss, 1992), or <http://history.utah.gov/architecture/index.html>, for more details]

Type (Plan)

Record the primary building type as provided in Preservation Pro:

[Note: See Utah's Historic Architecture or https://issuu.com/utah10/docs/architectural_guide_booklet, for more details]

Orig. Use (Original Use)

Encode the original use of the property as provided in the Code sheets:

[Note: See "National Register Bulletin 16A" pp. 18-23 for more details]

#Non #Con (Number of Non-contributing outbuildings; Number of contributing outbuildings)

Enter the number of non-contributing outbuildings associated with the site and the number of outbuildings that contribute to the significance of the site. Contributing outbuildings should date from the historic period and retain their integrity.

Examples:

2 non-contributing outbuildings

3 non-contributing outbuildings,
1 contributing outbuilding

4 contributing outbuildings

Comments

The "Comments" field allows for additional relevant site information to be entered on the form, often to further explain an evaluation. Examples: "large rear addition" or "picture windows added" to explain an "ineligible/non-contributing" rating; "converted into apts." or "currently law office" to clarify a building's use.

The property name, if you know it (such as Monroe City Hall, Dairy Freeze, Chevron, etc.), can be written freehand **below the encoding line rather than in the Comments section.**

COVER SHEET
Reconnaissance Level Survey

City Surveyed: _____ Complete _____ Partial

Survey Conducted For: _____

By: _____ Date: _____

Type of Survey: ____ Standard Recon. ____ Selective Recon. ____ Combination of Both
____ Update of Previous Survey (date _____)

Number of Properties Surveyed: _____ Number of Eligible Properties: _____

Estimated Acreage Surveyed: _____

Name of USGS Quad Map on Which Surveyed Area is Located (if used):

To Be Completed By SHPO Staff

Evaluation: ____ Approved ____ Conditionally Approved ____ Returned for Corrections
(see Comments) (see Comments)

Evaluated By: _____ Date: _____

Checklist of Required Items (all paper items to be submitted as PDFs)

1. __ Properly Marked Survey Map (original and 1 copy)
2. __ Aerial Imagery Map (or USGS topo map) Showing Location of Surveyed Area
3. __ Completed Survey Forms and/or Updated Official Spreadsheet
4. __ Properly Labeled Digital Contact Sheets & image files (through file download or CD)
5. __ Final Report, including outline of historic contexts and recommendations for future action
6. __ Completed "Cover Sheet" Accompanying Final Report and Survey Materials
7. __ Duplicates of everything (except negatives); the originals for the SHPO and one copy for the contracting community or agency.

Comments:

RECONNAISSANCE SURVEY FORM ☐ Utah State Historic Preservation Office

Page No. _____

STREET _____

City: _____

County: _____

Survey Date _____

MONTH		YEAR	

SHOT #	?	/	HOUSE NO.	/	DIR.	EVAL.	CONSTR. DATE	HT.	/	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/	#CON	#NON	COMMENTS
SHOT #	?	/	HOUSE NO.	/	DIR.	EVAL.	CONSTR. DATE	HT.	/	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/	#CON	#NON	COMMENTS
SHOT #	?	/	HOUSE NO.	/	DIR.	EVAL.	CONSTR. DATE	HT.	/	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/	#CON	#NON	COMMENTS
SHOT #	?	/	HOUSE NO.	/	DIR.	EVAL.	CONSTR. DATE	HT.	/	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/	#CON	#NON	COMMENTS
SHOT #	?	/	HOUSE NO.	/	DIR.	EVAL.	CONSTR. DATE	HT.	/	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/	#CON	#NON	COMMENTS
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SHOT #	?	/	HOUSE NO.	/	DIR.	EVAL.	CONSTR. DATE	HT.	/	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/	#CON	#NON	COMMENTS
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SHOT #	?	/	HOUSE NO.	/	DIR.	EVAL.	CONSTR. DATE	HT.	/	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/	#CON	#NON	COMMENTS
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SHOT #	?	/	HOUSE NO.	/	DIR.	EVAL.	CONSTR. DATE	HT.	/	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/	#CON	#NON	COMMENTS
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SHOT #	?	/	HOUSE NO.	/	DIR.	EVAL.	CONSTR. DATE	HT.	/	(.5)	MAT.#1	MAT.#2	STYLE#1	STYLE#2	TYPE	ORIG. USE	/	#CON	#NON	COMMENTS

SURVEYOR(S) _____

(Updated May 2012)