

Request for Proposals

Borough of Berlin, Camden County, New Jersey

Intensive Level Architectural Survey

The Borough of Berlin seeks the services of an Architectural Historian qualified in accordance with the National Park Service Professional Qualifications Standards, to produce an intensive-level architectural survey of approximately 225 properties within and adjacent to the Berlin Historic District. Surveyed resources will be documented individually in order to determine their status within the larger historic district. The primary project goal is to update the Borough's previous 1991 survey and to have current detailed architectural descriptions and photos of each resource in the Historic District, along with an assessment of the Historic District's current boundaries and recommendations for potential modifications to those boundaries. The survey shall be undertaken by the professional consultant with active participation and assistance by the Berlin Historic Preservation Commission.

Information generated from this Intensive-level Architectural Survey will enable the Borough of Berlin's Planning Board, Zoning Board of Adjustment, and Historic Preservation Commission to make informed land use decisions in accordance with the municipal Master Plan, local ordinances, and the Municipal Land Use Law. It will also assist the Berlin Historic Preservation Commission in making reasonable, consistent, and justifiable decisions.

The survey must be conducted in accordance with the New Jersey State Historic Preservation Office's Guidelines for Architectural Survey (Guidelines) found at <http://www.nj.gov/dep/hpo/1identify/survarcht.htm>. The survey data will be gathered using a database application provided by the HPO, and mapping will be based on GIS data. Before beginning any project-related work, the HPO staff shall meet with the Grantee's consultant and provide the consultant with the appropriate database/GIS material and related training as needed. The results of the survey shall be compiled in a report that presents intensive-level research, eligibility findings, and summarizes the overall survey effort.

The following products will be created as part of the survey effort:

I. Intensive-level Survey Documentation

The Borough of Berlin shall conduct an Intensive-level Architectural Survey consisting of the following:

A. Survey Forms

1. Preparation of HPO-approved forms for approximately 225 properties. All forms must be submitted via both electronic and hard copy. The electronic copy must be submitted as a Microsoft Access database as provided by the HPO. The hard copy inventory forms will be generated from the database.

2. "The Description" field of each property's survey form shall, at a minimum, include a date of construction, architectural description, list of character-defining features, and summary of the property's history and development.
3. Preparation of attachments and eligibility worksheets for those properties identified as potentially individually eligible.
4. Assessment of "key-contributing" (i.e. individually eligible), "contributing" and "non-contributing" status for all properties surveyed as part of historic district(s).

B. Photography

1. Survey photography shall include at least one digital color photograph of the entire principal elevation or view for every historic property in the intensive-level survey (this photograph will appear on the Base Survey Form for the subject property).
2. Additional photographs, which clearly contribute to an understanding of the property's significance, are strongly recommended. These photographs shall appear on continuation sheets following the survey form for the subject property.
3. Survey photographs shall be submitted as color digital images in JPEG format with a minimum pixel array of 1200 by 1800 (approximately 4" by 6" at 300dpi).

C. GIS Mapping

1. GIS mapping must be based on existing digital parcel maps, or an HPO approved alternate, such as Global Positioning System (GPS) data.
2. Digital submissions must include separate ArcView shapefiles in the data structure provided by the HPO:
 - a. Historic District boundaries (polygons). Where the Historic District boundary coincides with a municipal boundary, the Historic District boundary must overlay the municipal boundary exactly.
 - b. Property locations (points).
3. Geospatial metadata sufficient to satisfy the metadata reporting requirements of the NJ Department of Environmental Protection Mapping and Digital Data Standards (2013) available online at http://www.nj.gov/dep/gis/assets/NJDEP_GIS_Spatial_Data_Standards_2013.pdf.
4. All digital data shall be submitted on CD-ROM in the formats referenced above.
5. The GIS data shall serve as the basis for creating the 2"x3" location map for each surveyed property. The location map shall be saved as a digital image in JPEG format that will be included on the hard copy survey forms.

II. Intensive-level Survey Report

The Grantee shall prepare an intensive-level survey report in accordance with Section 3.5 of the Guidelines for Architectural Survey. The report will be comprised of at least 30 pages of typewritten text (12-point font in a single-spaced format), not including survey forms, maps, photographs and illustrations.

The final report must be submitted to the Borough of Berlin and the HPO in electronic and hard copy. The electronic copy must be submitted on CD-ROM as a Microsoft Word document and PDF.

The requests will be due at 10:00 am on ~~??????~~Wednesday, March 21, 2018 at the Borough office located at 59 South White Horse Pike, Berlin, NJ 08009.