

Historic Resources ILS Project Letter of Interest

PURPOSE

The City of Monmouth, through its Historic Commission, is seeking qualified consultants to prepare more in depth historic surveys for property owners that are interested in listing their buildings on the National Register of Historic Places.

PROJECT DESCRIPTION

The project would develop Intensive Level Surveys to help prepare 2-3 structures for potential National Register Nominations. The structures were identified for further research through previous historic survey work due to their high degree of historical integrity. The City's Historic Commission has a goal of assisting these property owners with listing their properties on the National Register.

SUBMISSION REQUIREMENTS

Letters of Interest must be **received** at City Hall by **4:00 p.m., Monday, September 24, 2018.**

The Letter of Interest must include the following materials:

- Cover letter and current **resumé** which shows the ability to complete the proposed project. These should highlight your qualifications, references, and experience conducting historic resource inventories. Include your name, address, email, telephone, website (optional), and best time and method to reach you.

Letters should be addressed to:

Community Development Department
Monmouth City Hall
151 Main St. W
Monmouth, OR 97361

Faxes will *not* be accepted. Letters received after the deadline will not be accepted, regardless of postmark. Applicants should allow for normal delivery time to ensure timely receipt.

PROCESS

City staff will review all submissions and select the consultant. Consultant selection will be complete by October 15, 2018. The project must be completed by March 30, 2019.

BUDGET

The budget for the project, including administrative costs, is approximately \$5,200. Approximately \$4,000 is available for consultant services.

INCURRING COST

The City of Monmouth is not liable for any cost incurred by respondents prior to issuance of a contract.

ADDITIONAL INFORMATION

For additional information, contact Suzanne Dufner, Monmouth City Hall, 151 Main St. W, Monmouth, OR 97361. Telephone 503-751-0147. E-mail: sdufner@ci.monmouth.or.us.