



# Historic Preservation Commission

335 South Broadway  
De Pere, WI 54115  
<https://www.deperewi.gov/>

## Regular Meeting

### Agenda

Monday, June 17, 2024

5:00 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Historic Preservation Commission** of the City of De Pere will be held on **June 17, 2024 at 5:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

**The Public or Members of the Historic Preservation Commission, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:**

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.  
United States (Toll Free): [1 866 899 4679](tel:18668994679)  
United States: [+1 \(312\) 757-3117](tel:+13127573117)  
Access Code: 154-883-285

*This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://depercitywi.iqm2.com/>.*

#### Call to Order

1. Roll Call
2. Approval of the minutes of the April 15, 2024 Historic Preservation Commission meeting.
3. Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation Commission. §6-3(f) DPMC.
4. Discussion about Historic Preservation Commissioner Basics, related to the De Pere Historic Preservation Ordinance, historic designated properties, etc. Discussion by Jason Tisch, Certified Local Government Coordinator and Preservation Education Coordinator from the State Historic Preservation Office.
5. Consideration and possible action regarding a Memorandum of Agreement, Scope of Work, and Template for Consultant Contract for funding up to \$6,000 from the federal Historic Preservation Fund through a subgrant from the Wisconsin State Historic Preservation Office to the City of De Pere, Wisconsin, to nominate the State Bank of De Pere at 127 N Broadway ST to the State and National Registers of Historic Places (Parcel ED-768.\*

#### Adjournment

Any person wishing to attend this meeting, who, because of disability, requires special accommodations should contact the City Planner's office at 339-4043 by noon on the day of the meeting so that arrangements can be made.

\*Items with an asterisk require City Council approval.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Wisconsin Historical Society



City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

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**MEETING DATE:** June 17, 2024

**DEPARTMENT:** Historic Preservation

**FROM:** Kelly Barker

**SUBJECT:** Approval of the minutes of the April 15, 2024 Historic Preservation Commission meeting.

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**ATTACHMENTS:**

- HPC\_Apr2024\_Minutes\_Draft(PDF)



# Historic Preservation Commission

335 South Broadway  
De Pere, WI 54115  
<https://www.deperewi.gov/>

## Regular Meeting

### Draft Minutes

Monday, April 15, 2024

6:00 PM

Council Chambers and Virtual

#### Call to Order

The meeting was called to order at 6:00 PM by Chairperson Jonathon Hansen

Attendee Name	Title	Status	Arrived
Patrick Boyd	Commissioner	Present	
Gene Hackbarth	Vice Chairperson	Present	
Jonathon Hansen	Chairperson	Present	
Mark Reinhart	Commissioner	Present	
Jane Schueller	Commissioner	Present	
Adam Turriff	Commissioner	Excused	

Also present: City Planner Peter Schleinzi.

- Approval of the minutes of the February 19, 2024 Historic Preservation Commission meeting.

Ald. Hansen requested that the spelling of AARPA be corrected in Agenda Item #7 to "ARPA". Staff noted that the correction would be made. There were no other corrections. Gene Hackbarth moved, seconded by Jane Schueller, to approve the minutes with the suggested correction. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gene Hackbarth, Vice Chairperson
<b>SECONDER:</b>	Jane Schueller, Commissioner
<b>AYES:</b>	Boyd, Hackbarth, Hansen, Reinhart, Schueller
<b>EXCUSED:</b>	Adam Turriff

- Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation Commission. §6-3(f) DPMC.

There were no public comments.

<b>RESULT:</b>	<b>DISCUSSED</b>
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- Consideration and possible action on the proposed 2024-2025 Wisconsin Historical Society grant for the Federal and State Registries designation of the Former State Bank of De Pere at 127 N Broadway ST. Presentation by Gene Hackbarth.

Gene Hackbarth noted that the grant is a CLG subgrant. He will reach out to the owners and request that they write a formal letter stating their approval of the federal and state designation. City Planner Peter Schleinzi noted that City staff review of the Memorandum of Agreement does not require HPC action. No formal bid proposals have been received. Jane Schueller moved, seconded by Gene Hackbarth, to receive the update and place on file. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jane Schueller, Commissioner
<b>SECONDER:</b>	Gene Hackbarth, Vice Chairperson
<b>AYES:</b>	Boyd, Hackbarth, Hansen, Reinhart, Schueller
<b>EXCUSED:</b>	Adam Turriff

5. Consideration and possible action on Educational Program #1. Presentation by Mark Reinhart and Patrick Boyd.

Patrick Boyd and Mark Reinhart provided an update on the educational program #1. They are looking at the historical significance of street names in De Pere. Both members are also volunteers at White Pillars. Ald. Hansen stated that he is in favor of this project. He asked how they plan on presenting the information to the public. Patrick suggested it could be featured on the City's social media. Both Patrick & Mark are in favor of this method of communication. Gene Hackbarth stated that he liked the partnership of the De Pere HPC and the De Pere Historical Society for this project. City Planner Peter Schleinze stated that the educational program is designed to be completed in May during Wisconsin's Historic Preservation month. Patrick stated that it could possibly be ready for June. Ald. Hansen moved, seconded by Gene Hackbarth, to receive the update and place on file. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jonathon Hansen, Chairperson
<b>SECONDER:</b>	Gene Hackbarth, Vice Chairperson
<b>AYES:</b>	Boyd, Hackbarth, Hansen, Reinhart, Schueller
<b>EXCUSED:</b>	Adam Turriff

6. Consideration and possible action on historic district sign distribution, instructions, and installation. Presentation by Jonathon Hansen and Mark Reinhart.

Ald. Hansen provided an update on the historic district sign distribution and installation. He suggested sending letters to all homeowners, or going door-to-door and delivering the signs. Mark Reinhart is in favor of sending letters and then hand delivering the signs. A set of instructions for installing the signs will need to be drafted by the HPC members. Ald. Hansen moved, seconded by Patrick Boyd, to receive the update and place on file. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jonathon Hansen, Chairperson
<b>SECONDER:</b>	Patrick Boyd, Commissioner
<b>AYES:</b>	Boyd, Hackbarth, Hansen, Reinhart, Schueller
<b>EXCUSED:</b>	Adam Turriff

7. Consideration and possible action on ARPA funded historic district descriptive signage. Presentation by Jane Schueller, Jonathon Hansen, and Mark Reinhart.

The correct HPC members working on this project are Ald. Hansen, Jane Schueller and Patrick Boyd. Ald. Hansen provided an update on ARPA funded historic district signage. The locations for the signs were finalized in February 2022. The project was halted in 2022 when it was determined that the signs were ineligible for funding from the ARPA funds. However, in 2023, other funding became available to continue with this project. Ald. Hansen stated the locations for the signs. The next step in the process is sign design and content. If the dollar amount is over \$5000, it would need to go to an RFP. City

Planner Peter Schlein suggested that the HPC members touch base with the Department of Public Works to make sure the locations are ok with them and that no utilities would be in the way. Mark Reinhart moved, seconded by Gene Hackbarth, to receive the update and place on file. Upon vote, motion carried unanimously.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Mark Reinhart, Commissioner
<b>SECONDER:</b>	Gene Hackbarth, Vice Chairperson
<b>AYES:</b>	Boyd, Hackbarth, Hansen, Reinhart, Schueller
<b>EXCUSED:</b>	Adam Turriff

8. Discussion about the Historic Walking Tour update. Presentation by Jonathon Hansen.

Ald. Hansen provided an update on the historic walking tour. He is part of a three person sub-committee with Definitely De Pere to make improvements to some of the photos and formatting issues. New photos will be sent from St Norbert College and the curator of the De Pere Historical Society. Public launch will hopefully take place in time for the month of May. This is a discussion only item, so no action was taken.

<b>RESULT:</b>	<b>DISCUSSED</b>
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#### Adjournment

Patrick Boyd moved, seconded by Mark Reinhart, to adjourn the meeting at 6:40 PM. Upon vote, motion carried unanimously.

Respectfully submitted,  
Kelly Barker



City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

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**MEETING DATE:** June 17, 2024

**DEPARTMENT:** Historic Preservation

**FROM:** Kelly Barker

**SUBJECT:** Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation Commission. §6-3(f) DPMC.

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City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

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**MEETING DATE:** June 17, 2024

**DEPARTMENT:** Planning

**FROM:** Kelly Barker

**SUBJECT:** Discussion about Historic Preservation Commissioner Basics, related to the De Pere Historic Preservation Ordinance, historic designated properties, etc. Discussion by Jason Tisch, Certified Local Government Coordinator and Preservation Education Coordinator from the State Historic Preservation Office.

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The length of time for this discussion item is approximately two hours, depending on the number of questions that the Historic Preservation Commission members may ask.

**RECOMMENDATION:** This is a discussion item, no formal action needed. However, come prepared with questions to ask.



City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

**MEETING DATE:** June 17, 2024

**DEPARTMENT:** Planning

**FROM:** Peter Schleinz

**SUBJECT:** Consideration and possible action regarding a Memorandum of Agreement, Scope of Work, and Template for Consultant Contract for funding up to \$6,000 from the federal Historic Preservation Fund through a subgrant from the Wisconsin State Historic Preservation Office to the City of De Pere, Wisconsin, to nominate the State Bank of De Pere at 127 N Broadway ST to the State and National Registers of Historic Places (Parcel ED-768.\*

SHPO Project No. WI-24-10014.

The attached documents need to be signed by the City and returned to the Wisconsin State Historic Preservation Office. The documents act as an agreement for a subgrant that the Historic Preservation Office awarded to the City. The agreement includes project deadlines, allowable reimbursement costs, record retention requirements, status reports, and a scope of work with product expectations/deliverables, etc. Also included is a draft of a document that may be used as the model when hiring a consultant.

**RECOMMENDATION:** Review the Memorandum of Agreement, Scope of Work, and Template for Consultant Contract. Recommend approval and forward to Common Council for consideration, noting that necessary revisions may be made by the City Attorney after HPC and Common Council review when negotiating with the Wisconsin State Historic Preservation Office.

**ATTACHMENTS:**

- DRAFT MOA+SOW - DePere 2024, nom - 15 Apr 2024 (PDF)
- Request for Proposals - DRAFT - 07 Jun 2024 (DOCX)




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MEMORANDUM OF AGREEMENT  
BETWEEN  
WISCONSIN STATE HISTORIC PRESERVATION OFFICE  
AND  
CITY OF DE PERE, WISCONSIN

**SUBJECT:** Funding up to \$6,000 from federal Historic Preservation Fund through a subgrant from the Wisconsin State Historic Preservation Office to the city of De Pere, Wisconsin.

**SHPO Project No. WI-24-10014**

**DATE OF GRANT AWARD:** Feb. 23, 2024

**POINT OF CONTACT:** Jason Tish: jason.tish@wisconsinhistory.org 608-264-6512

**GRANTEE PROJECT MANAGER:** Peter Schlein

This agreement between the State Historic Preservation Office (SHPO), and the City of De Pere, Wisconsin (Grantee) stipulates the terms and conditions of the funding for the above-referenced project, as well as the scope of work for the project. The Grantee will undertake and coordinate a project to nominate the following property in De Pere to the National Register of Historic Places (NRHP):

- State Bank of De Pere – 127 N. Broadway St.

Completion of this nomination is supported by a grant of up to \$6,000 from the federal Historic Preservation Fund (HPF) through a subgrant from the Wisconsin SHPO in support of historic preservation activities in Wisconsin. The HPF program was established by the National Historic Preservation Act of 1966 (as amended), and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SHPO and the Grantee agree to the following:

*Scope of Work*

The Grantee shall carry out the project as stipulated herein and in the attached *Scope of Work*.

*Period of Work Performance*

All work related to this project shall be conducted between the date of the *Purchase Order* issued by the Wisconsin Historical Society for this project and **September 30, 2025**, with intermediate deadlines as stipulated below. A *Purchase Order* will be issued after this MOA is executed.

### *Intermediate Deadlines*

There are intermediate deadlines for project activities, reporting, and deliverables stipulated below and in the *Scope of Work*. Intermediate deadlines may be amended subject to the *Amendments* section below.

*Oct. 18, 2024* – **Consultant** must be hired. First **Progress Report** to SHPO is due.

*Jan. 16, 2025* – Second **Progress Report** to SHPO is due (if project has not been completed).

*April 19, 2025* – Third **Progress Report** to SHPO is due (if project has not been completed).

*July 26, 2025* – All **deliverables** in the *Scope of Work* are due.

*Aug. 29, 2025* – **Project work must be complete**, final reimbursement requests prepared.

*Sept. 5, 2025* – Final **Reimbursement Request** is due.

*Sept. 30, 2025* – End of grant period.

The Grantee shall notify the SHPO if any situation arises that may adversely affect the timely or successful completion of this project.

### *Qualified Professional Consultants*

To complete the *Scope of Work*, the Grantee will enter into a contract with a principal investigator whose professional qualifications have been reviewed by the SHPO and determined to meet the [Secretary of the Interior Professional Qualifications Standards for Architectural History, Historic Architecture, or History](#). (Professional Standards)

Subcontractors hired by the principal investigator to conduct project work shall also meet the Professional Standards. The Grantee shall verify that subcontractors meet the Professional Standards.

SHPO staff shall maintain contact with the project manager and principal investigator for the duration of the project and provide any training, advice, and technical assistance needed for the successful completion of project work.

### *Contracts*

If requested by SHPO, the Grantee shall allow SHPO staff to review and approve drafts of contracts for project-related work prior to executing such contracts.

The Grantee will comply with federal procurement standards in Chapter 17 of the [Historic Preservation Fund Grants Manual](#) (*HPF Manual*) when obtaining professional consulting services, and will submit documentation of such *prior to contracting* with a vendor.

The Grantee will not contract with any party who is disbarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under *Executive Order 12549, Debarment and Suspension*.

SHPO staff will provide the Grantee with a list of qualified consultants who are known by the SHPO to have provided qualified staff for historic preservation projects in Wisconsin.

### *Allowable Costs*

Generally, expenses for the following types of activities directly related to project work are reimbursable under this grant when they are incurred in the completion of project. See Ch. 13 of the *HPF Manual* for more specific eligibility requirements.

- Professional and consulting service
- Travel
- Equipment, materials, and supplies used for project activities
- Exhibits for public display of progress and accomplishments
- Meeting facilities
- Printing of project materials and deliverables
- Public outreach (print and digital), mailings, public meetings
- Time spent by local government staff coordinating project activities or hiring and collaborating with consultants.

Deviation from items in the budget proposed by the Grantee must be negotiated with and approved by SHPO staff – see *Amendments* below.

All project-related costs are subject to applicable principles in the following [Office of Management and Budget \(OMB\) Circulars](#).

- *A-21 Cost Principles for Educational Institutions* (as revised 5/10/2004);
- *A-87 Cost Principles for State, Local and Indian Tribal Governments* (as revised 5/10/2004);
- *A-122 Cost Principles for Nonprofit Organizations* (as revised 5/10/2004);
- *A-102 Grants and Cooperative Agreements with State and Local Governments* (as amended 8/29/97);
- *A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, (as amended 9/30/99), and
- *A-133 Audits of Institutions of States, Local Governments, and Nonprofit Institutions* (as revised 6/27/03).

If the Grantee receives \$750,000 or more annually in federal funds, the Grantee will comply with the provisions of [OMB Circular A-133](#), [Single Audit Act of 1984](#), and submit to the SHPO a copy of the audit report within 30 days of publication.

All project-related spending shall meet federal requirements for the Historic Preservation Fund, meet state requirements for the HPF subgrant program, conform to the approved project budget and occur within the period of performance, and be necessary and reasonable for the completion of the *Scope of Work*.

Grant funding may not be used for any work associated with "lobbying," in accordance with [18 U.S.C. 1913](#).

### *Reimbursement*

The Grantee may request reimbursement for project-related expenses throughout the project period as consultant's invoices are paid. Reimbursement requests will be paid up to 75% of the total project cost until all stipulations are satisfied.

The Grantee will request reimbursement for project-related expenses by completing a *Reimbursement Request* form provided by the SHPO. Each *Reimbursement Request* must be accompanied by:

- Documentation of project-related expenses (receipts, invoices, etc.)
- Documentation that those expenses were paid (receipt, paid invoices, payment records, etc.)

On receipt of a *Reimbursement Request*, the SHPO will reimburse the Grantee within 60 days for allowable, paid, and documented costs directly related to the grant-funded project.

The SHPO will reimburse the Grantee up to 75% of the grant award prior to the completion of the project. The SHPO will release the remaining 25% of the grant award after completion of all project work and receipt of all deliverables stipulated in the SOW.

The Grantee will submit a final *Reimbursement Request* on or before **September 5, 2025**, for the remainder of project-approved expenses.

Reimbursement of project-related expenses is subject to availability of federal HPF funding committed to the SHPO from the National Park Service.

### *Retention of Records*

The Grantee will retain all records related to project expenses and the procurement of professional services for at least five years after completion of the project. The Grantee will provide, upon request, access to these records to the State Legislative Audit Bureau, the SHPO, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives.

### *Amendments*

*Scope of Work* - After the execution of this MOA, the Grantee may propose changes to the *Scope of Work* or deliverables to the SHPO in writing in accordance with the requirements in section 11 of the *CLG Subgrant Manual*. The SHPO will respond in writing within 30 days, either accepting or rejecting the proposed changes.

*Budget* - Amendments to line items in the budget proposed in the Grantee's application, and approved by virtue of the grant award, must be approved in consultation with SHPO staff before unexpected costs are incurred.

*Period of Performance* - The *Period of Performance* may be extended under extenuating circumstances. If the Grantee believes their project has become subject to circumstances such that an extension is needed to successfully complete the project, they may request an extension from the CLG Coordinator.

### *General Stipulations*

Because federal funds will be used to complete this project, materials produced with this funding will remain in the public domain and may not be copyrighted.

The Grantee shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices.

The Grantee will comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including applicable Secretary of the Interior's standards.

The Grantee shall comply *with Title VI of the Civil Rights Act of 1964* that states that no person, on the grounds of race, color, marital status, religious creed, or national origin, will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The Grantee shall comply with the *Rehabilitation Act of 1973* and the *Age Discrimination Act of 1975* and all requirements imposed by or pursuant to the *Department of the Interior Regulations (43 CFR 17)* issued pursuant to these titles, to the end that, no person in the United States will, on the grounds of age or physical ability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

During the period of this grant (execution through **September 30, 2025**), any income earned by a Grantee from any project-related activities for which the Grantee requests reimbursement will be subtracted from the amount of the grant award.

The Grantee does hereby indemnify and hold harmless the State Historic Preservation Office, the Wisconsin Historical Society, and its officers, employees, and agents from actions or claims filed in response to any injury or damage received by any persons or property resulting from the Grantee's efforts to accomplish the *Scope of Work*.

### *Acknowledgment of Federal Assistance*

The following acknowledgment of federal assistance will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, websites, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

*The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin State Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin State Historic Preservation Office. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin State Historic Preservation Office.*

*Termination of This Agreement*

Either party may terminate this agreement by written notification to the other before the project is completed, and at least 60 days prior to the termination of the agreement.

If this agreement is terminated by the SHPO, except for reasons of non-compliance by the Grantee, the SHPO shall reimburse the Grantee up to 100% of the eligible costs incurred up to the termination date.

If this agreement is terminated by the Grantee, the SHPO may, at the discretion of the State Historic Preservation Officer, reimburse the Grantee for a maximum of 50% of the eligible costs incurred to the termination date, or may require the Grantee to return any or all federal funds transferred to the Grantee by the termination date, depending upon the circumstances of the termination.

This agreement becomes effective upon signature by both parties below, and the receipt by the Grantee of a *Purchase Order* for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer.

CITY OF DE PERE

\_\_\_\_\_  
Pamela Manley  
*Finance Director - City of De Pere, Wisconsin*

\_\_\_\_\_  
Date

WISCONSIN STATE HISTORIC PRESERVATION OFFICE

\_\_\_\_\_  
Daina Penkiunas  
*State Historic Preservation Officer*

\_\_\_\_\_  
Date



## Scope of Work

Project No. WI-24-10014

De Pere, Wisconsin

The State Historic Preservation Office (SHPO) and the City of De Pere, Wisconsin (Grantee), agree to the following scope of work and conditions for the preparation of National Register of Historic Places (NRHP) nomination documents for the following property in De Pere:

- State Bank of De Pere – 127 N. Broadway St.

## Scope

The Grantee will undertake and coordinate the completion and submission to the SHPO of sufficient documentation for nomination of this property to the NRHP.

## Compliance with Federal and State Guidance

Forms and supporting materials for the nomination will be completed in accordance with the guidance in [National Register Bulletin 16A: How to Complete the National Register Registration Form](#).

The nomination will comply with *Additional Wisconsin SHPO Requirements* and will be submitted using the *"Wisconsin Preferred" nomination form*, both of which are available at <https://wihist.org/NR-Manual>. The Grantee will direct the principal investigator to these documents and advise them that compliance is required.

## Subgrant Manual

The Grantee will comply with all standards and requirements in the [CLG Subgrant Manual \(Subgrant Manual\)](#) for allocation and use of federal funding. The Grantee will direct the principal investigator to the *Subgrant Manual* and inform them that compliance is required.

## Request for Bids

After the execution of the *Memorandum of Agreement (MOA)*, the Grantee will issue a Request for Bids (RFB) to qualified historic preservation consultants. The Grantee shall use a competitive process in the procurement of consulting services.

## Contract Template

A template for a contract between the Grantee and the selected consultant will be provided for convenience. While this template may be revised to suit the Grantee's specific circumstances, the following sections (sections XIII and XIV in the template) are critical to the integrity of the National Register program and shall be included unrevised in the executed contract:

## Ownership of Documents

All information gathered, data collected, photos taken, and reports prepared during the completion of this project are the property of the SHPO and shall not be made publicly available until the project is complete and deliverables are submitted to the SHPO.

## Intellectual Property

The Consultant hereby grants the SHPO a non-exclusive, irrevocable, royalty-free license to all copyrightable material (“Material”) created within the scope of the agreement without limitation. The SHPO shall have the right to reproduce, alter, modify, publish, and display all Material created under the scope of this agreement as necessary in the opinion of SHPO to conform to and comply with their requirements and standards, and those of the National Park Service.

### *Principal Investigator and grantee staff*

The Grantee’s Project Manager shall assist the principal investigator as needed. Time spent by city staff to facilitate the project is eligible for reimbursement by the subgrant and may be tracked and claimed for reimbursement.

### *SHPO Review of nomination documents*

After a draft nomination is submitted to the SHPO, the SHPO shall retain editorial privilege over the nomination. The Grantee shall inform the consultant(s) of their responsibility to assist with an iterative revision of the nomination with the National Register Coordinator at the SHPO, which may extend beyond the Period of Performance.

### *Deliverables*

All deliverables are due on or before **July 26, 2025**.

The completed nomination packet will be submitted to SHPO by **July 26, 2025**, to allow staff to confirm that all deliverables are complete and sufficient prior to the end of the Period of Performance.

The SHPO shall retain non-exclusive, irrevocable, royalty-free license to all copyrightable material (“Material”) created within the scope of the agreement without limitation. The SHPO shall have the right to reproduce, alter, modify, publish, and display all Material created under the scope of this agreement as necessary in the opinion of SHPO to comply with Wisconsin SHPO requirements and standards, and those of the National Park Service.

The SHPO shall review all deliverables within 30 days of receipt, and work with the consultant to rectify incomplete or inadequate content. Project-related activities may occur after submission of deliverables.

The following items will be submitted for each nominated property by **August 30, 2025**:

1. One complete electronic and one paper copy of the National Register of Historic Places Nomination Form on the ["Wisconsin Preferred" version of NPS Form 10-900](#).
2. One electronic copy and one paper copy of a 200-300-word summary of the significance of the property.
3. Photographs: One commercially printed set of digitally produced images printed at a size of 4" x 6" and labeled on the back in pencil.
4. A PowerPoint presentation that fully documents the significance and appearance of the property, to be presented at a quarterly meeting of the State Historic Preservation Review Board. The PowerPoint presentation must be compressed to create a file of 15MB or less. The presentation must be submitted on a CD along with the individual original uncompressed image files. Image files must be in JPG format at a minimum resolution of 300 DPI and a minimum width of 2000 pixels on the longest side. This should result in a file size of around 7MB for each image file. The individual image files must contain the Architecture and History Inventory number and some description of the content.
5. Original USGS quadrangle maps (or an [NPS-approved digital equivalent](#)) necessary to identify the nominated property and its entire historic boundary. The map(s) must clearly show the location of the property labeled (in pencil if maps are paper) with the UTM or Latitude/Longitude coordinates.
6. Historic district maps, site plans, and/or floor plans, as needed.
7. A complete list of all current property owners as listed in the land or tax records after the nomination is scheduled for a State Historic Preservation Review Board meeting.
8. One completed submission checklist.
9. New information about the nominated property shall be entered into the Wisconsin Historic Properties Database (WHPD) by the consultant. The consultant will be given access to WHPD to enter new data on properties included in this project.

#### *Other Budget Considerations*

1. The consultant will be responsible for presenting the nomination(s) in-person to the State Historic Preservation Review Board when it is scheduled on the Board's agenda. Travel costs to present the nomination in-person should be included in the consultant's project budget.
2. The consultant will be responsible for any edits or additional information required by the State Review Board or the National Park Service before the property is listed in the NRHP. Costs associated with this review process should be included in the project budget.

**DRAFT REQUEST FOR PROPOSALS  
TO PREPARE THE  
STATE AND FEDERAL REGISTER OF HISTORIC PLACES NOMINATION MATERIALS  
FOR A BUSINESS AT  
127 N BROADWAY ST  
IN THE  
CITY OF DE PERE, WISCONSIN**

**July 1, 2024**

Project Number: WI-24-10014

Project: State and Federal Register of Historic Places nomination document preparation and submittal of a business building located at 127 N Broadway ST.

Client: City of De Pere Historic Preservation Commission (HPC)

Location: City of De Pere, Wisconsin

Organization: City of De Pere

Contact Person: Peter Schleinz  
Senior Planner | Zoning Administrator  
City of De Pere Development Services Department  
335 S. Broadway Street  
De Pere, WI 54115

[pschleinz@deperewi.gov](mailto:pschleinz@deperewi.gov)

920.339.4043 x2

**Project Summary**

The City of De Pere Historic Preservation Commission (HPC) is requesting proposals for the State and National Register of Historic Places nomination of a business building located at 127 N Broadway ST. The business building is referenced in both the De Pere 2017 Historical & Architectural Resources Survey and the De Pere 2001 Intensive Survey. Both documents are available on the City of De Pere website. For convenience, links are provided below:

2017 Survey: [https://www.deperewi.gov/egov/documents/1709157499\\_02791.pdf](https://www.deperewi.gov/egov/documents/1709157499_02791.pdf)

2001 Survey: [https://www.deperewi.gov/egov/documents/1633976682\\_2367.pdf](https://www.deperewi.gov/egov/documents/1633976682_2367.pdf)

Funding for the project is from a Wisconsin Historical Society CLG Grant.

Interested consultants are invited to submit  
one digital PDF copy of their proposal to be received no later than  
**August 1, 2024 at 5:00pm CDT.**

**Project Area Background**

The three residences are in the City of De Pere, Brown County, Wisconsin. The City of De Pere incorporated in 1857 and has an estimated population of 25,290 in 2024.

The 127 N Boadway ST building (AHI# 1801), known as the State Bank of De Pere, was built in 1877 with an addition in 1904. The 0.075-acre parcel is approximately 1 block to the east of the Fox River in a downtown mixed-use district.

*More information is available in the "Historic" Layer of the City of De Pere GIS maps: <https://depere.maps.arcgis.com/apps/webappviewer/index.html?id=203d2a7fc9ef43f3b293888fff43cd97>*

**Project Description and Project Expectations**

All procedures and products shall comply with the Architecture-History Survey Manual and Wisconsin supplementary Manual provided by the Wisconsin Historical Society Division of Historic Preservation. An interactive PDF version of the Survey Manual and Additional SHPO Requirements are available online using the three following links:

<https://www.wisconsinhistory.org/pdfs/hp/consultants/survey-manual/HPR-survey-manual.pdf>

<https://www.wisconsinhistory.org/pdfs/hp/HPR-SUPSpecialRequirementsChecklist.pdf>

[https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)

The project expectations (scope of work and deliverables) identify project products and requirement that are specifically needed for the project. A copy of the Scope of Work is attached to the Request for Proposal as Supplement A.

**Proposal Requirements**

Submit proposals with a company official signed and dated cover letter and the following data:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company that will be responsible for the project. Include a description of the composition of the team, listing backgrounds and work experience as it relates to the project.
3. Background experience and capabilities of your company and the project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Appropriate fees required to complete the proposed scope of work.
6. Proposed timeline to complete the project.

**Timeline**

The proposal shall be received at the above address by **August 1, 2024 at 5:00pm CDT.**

The selected firm will present the City with one digital PDF copy of the final proposal as well as one electronic copy in either MS Word or PDF format. Fax submissions will not be accepted.

Request for Proposals issued	July 1, 2024
Proposal Due	<b>August 1, 2024 at 5:00pm CDT.</b>
City Selects Candidate & Awards Project	August 2024

Consultant submits Progress Reports to SHPO	Oct. 18, 2024, Jan. 16, 2025, Apr. 19, 2025
Consultant Completes Report for Staff & HPC	May 31, 2025
HPC Reviews and Approves Reports	June 23, 2025
Council Reviews and Approves Reports	July 1, 2025
Consultant Edits and Submits <u>Final Report</u> to HPC	July 15, 2025
Consultant Submits all Deliverables to SHPO	<b>July 31, 2025</b>
Consultant Submits reimbursement request	July 31, 2025

**Additional Suggested Resources:**

1. Online GIS with various years of Air Photographs (1938-2023)
2. 2017 City of De Pere Historical & Architectural Resources Survey
3. 2001 City of De Pere Intensive Survey Report
4. 2010 City of De Pere Comprehensive Plan

**Compensation**

Funds for this project are provided by a grant that was awarded to the City of De Pere. The payment schedule can be negotiated with the selected contractor; however, it is assumed that payment would be made upon completion of the project or tied into key milestones.

**Submit one digital PDF copy of your proposal to be received  
no later than August 1, 2024 at 5:00pm CDT to:**

Peter Schleinz  
Senior Planner | Zoning Administrator  
City of De Pere Development Services Department  
335 S. Broadway Street  
De Pere, WI 54115

[pschleinz@deperewi.gov](mailto:pschleinz@deperewi.gov)

920.339.4043 x2

***\*\*Fax submissions will not be accepted\*\****

**SUPPLEMENT A: SCOPE OF WORK**

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