



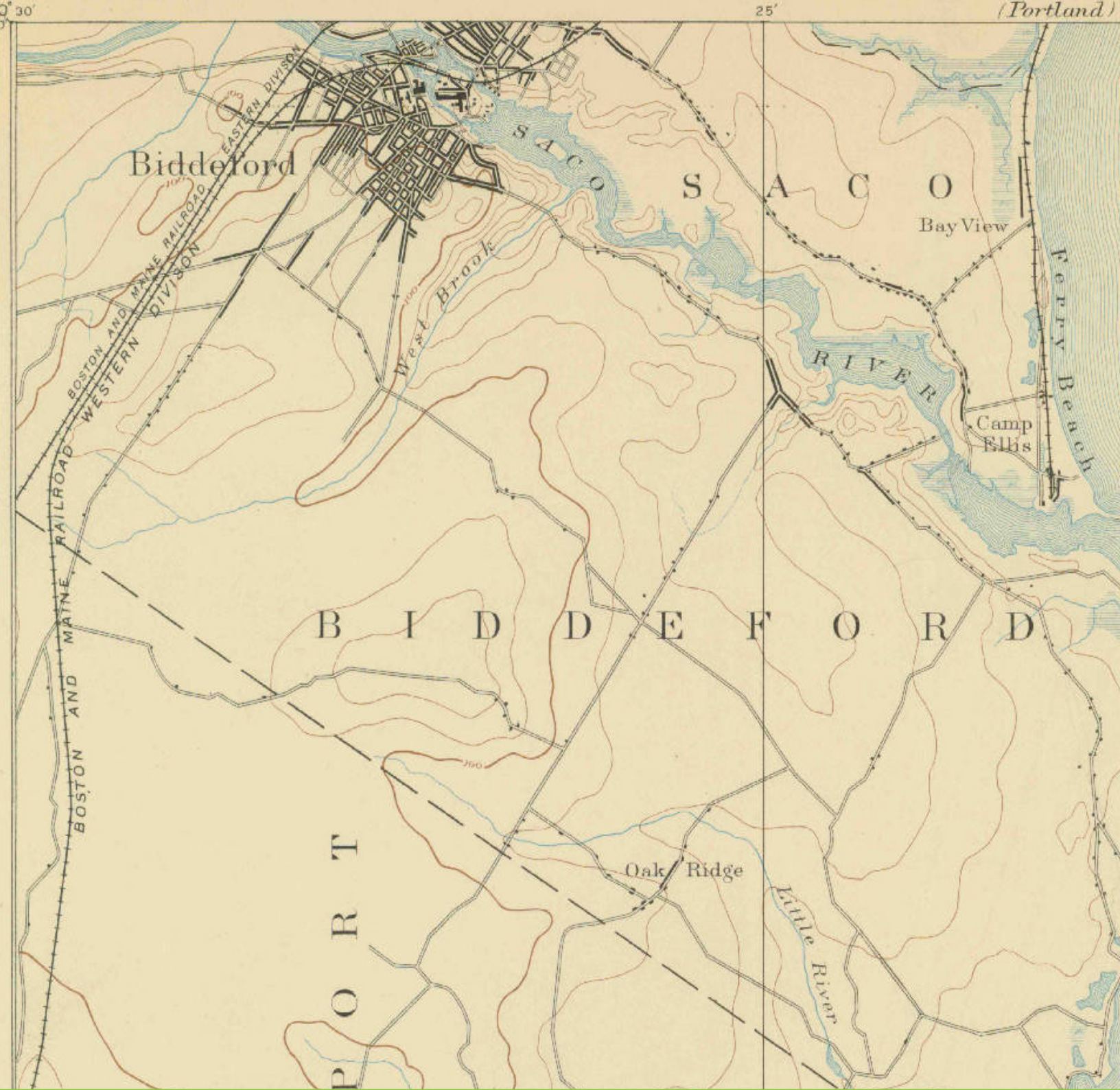
City of Biddeford
Historic Preservation Commission

October 17, 2024 at 2:00 PM
City Hall Council Chambers & Zoom

[Join Zoom Meeting Online](#)

Or call in by phone: +1 312 626 6799
Meeting ID: 984 3528 4216
Passcode: 267967

1. Adjustment(s) to Agenda
2. New Business
 - 2.a Introductions
 - 2.b JMT Design Guidelines Proposal
 - 2.c Design Guidelines - Review of Goals, Objectives, and Expectations
 - 2.d HPC Review District
3. Other Business
4. Adjourn



Request for Proposals

Historic Preservation Design Guidelines

Submitted to: City of Biddeford, Maine
Submitted on: July 24, 2024



July 24, 2024

Brad Favreau
The City of Biddeford
Planning and Development Department
205 Main Street
PO Box 586
Biddeford, ME 04005

RE: Historic Preservation Design Guidelines for the City of Biddeford, Maine

JMT Job No. 24-02202

Dear Mr. Favreau:

Johnson, Mirmiran & Thompson, Inc. (JMT) is pleased to submit our qualifications to develop the Historic Preservation Design Guidelines for the City of Biddeford (the City).

JMT has a full understanding of what is required to successfully develop the City's Historic Preservation Design Guidelines. Our Cultural Resources group supports federal, state, and local agencies and organizations as they strive to balance the current built environment and future needs of communities with the obligations and expectations associated with historic preservation.

JMT works nationwide, creating and revising design guidelines for clients in many states - including IA, MN, GA, NC, SC, VA, FL, and MD - becoming intimately familiar with various municipality architecture styles. Because of this experience, we understand regional architectural styles and local character-defining features.

JMT has created a project team with qualified architectural historians who have the experience and availability necessary to meet the needs of this project, its task deadlines, and corresponding deliverables. Our team has recent, relevant experience with public outreach and analyzing local codes and ordinances. We have the tools to draft design review guidelines essential to making this a successful venture. **JMT's Architectural Historians meet, or exceed, the professional qualifications for Historian and/or Architectural Historian as outlined in the Secretary of the Interior's Standards as outlined in 36 CFR 61.**

Sara McLaughlin is our proposed project manager and is your primary contact. She can be reached at 215-496-4747 or smclaughlin@jmt.com. We look forward to working with the City on this project and thank you for the opportunity.

Sincerely,

JOHNSON, MIRMIRAN & THOMPSON, INC.

Very truly yours,

A handwritten signature in blue ink, appearing to read "David DuPlessis".

David DuPlessis, PE
Senior Vice President
302-533-3961
dduplessis@jmt.com

A handwritten signature in blue ink, appearing to read "Sara McLaughlin".

Sara McLaughlin
Project Manager
215-496-4747
smclaughlin@jmt.com



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01. JMT Firm Description and Experience

BACKGROUND AND CAPABILITIES OF JMT TEAM

Founded in 1971, JMT is a multi-disciplined consulting firm providing comprehensive cultural resource, planning, environmental, engineering, and construction management services to municipal, county, state, and federal agencies throughout the country.

JMT’s Cultural Resources staff members are experts in the fields of history, architectural history, and archaeology. We support federal, state, and local agencies and organizations as they strive to balance the current built environment and future needs of communities with the obligations and expectations associated with historic and archaeological preservation.

JMT’s Cultural Resources Group consists of trained professionals working in all aspects of cultural resources, including Architectural History, Archaeology, and Historic Architecture. Our professional staff is supported by archaeological technicians, GIS practitioners, and graphics specialists who are utilized on an as-needed basis. Our key cultural resources staff has experience in all phases of architectural history and innovative design guidelines.

Our experience working in a national setting allows us to bring proven methodologies and solutions to projects no matter where they are located. We have the unique opportunity to learn about and understand regional architectural trends, local styles and forms, and character-defining features through both research and fieldwork. Our training and experiences have allowed us to experience, and given us the ability to better understand, regional development, and vernacular trends.



2,300 Employee-Owners



30 Dedicated Cultural Resources Staff

THE JMT ADVANTAGE

JMT has developed a highly skilled staff of architectural historians, archaeologists, architects, landscape architects, planners, environmental scientists, engineers, surveyors, construction managers, inspectors, CADD technicians, and GIS specialists available to support our key personnel as needed. We have a vast knowledge of applicable local and federal regulations.



Similar Experience: We have experience providing similar design guideline services and have experience in all areas of the scope. You can count on us to provide quality services for any project needs that arise.



Experienced PM and Qualified Key Staff: We will provide a skilled team of professionals who are committed to the project.



Nationwide Experience, Personal Service: We offer the staff capabilities and resources of a “national” firm while maintaining the personal touch and service of a “local” firm.

We are confident that, in bringing together a team of professionals who have successfully performed a wide range of design guideline projects for a variety of clientele, we offer the strongest abilities, at the right price. Our team’s overall project experience demonstrates our capability to provide the skills for this project.

JMT has completed numerous design guidelines for municipalities of varying sizes in varying geographic areas. While there is often some overlap, every project approach is customized to match the clients needs. Our staff has worked across the country and understands local architectural trends, development and history each define an area.

Our experience with these contracts has allowed us to develop the best team, with the skills necessary to complete the project.

This is important because the expectation is to deliver multiple projects simultaneously, and we have proven that we can deliver high-quality deliverables while working on multiple projects simultaneously.

01. JMT Firm Description and Experience

JMT’s Cultural Resources Group consists of more than 30 trained professionals working in all aspects of cultural resources, including architectural history, archaeology, and historic architecture. **Our team includes historical architects, historians, architectural historians, archaeologists, and conservationists, each qualified for the positions that they hold as outlined in the Secretary of the Interior’s Professional Qualifications Standards (36 CFR 61).** Our professional staff is supported by archaeological technicians, GIS practitioners, and graphics specialists who are utilized on an as-needed basis. Our key cultural resources staff has experience in all phases of archaeological and architectural history investigations throughout the United States.

Our cultural resources staff has in-depth knowledge of federal, state, and local regulations and facilitates

environmental processes and their compliance with Section 106 of the National Historic Preservation Act (NHPA). Our experience working in a national setting allows us to bring proven methodologies and solutions to projects no matter where they are located. We have the unique opportunity to learn about and understand regional architectural trends, local styles and forms, and character-defining features through both research and fieldwork. Our training and exposure have allowed us to experience – and given us the ability to better understand – regional development and vernacular architectural trends. This skillset provides cost savings solutions to our clients as well as ensures that the research and evaluation of resources are done using current best practices.

For example, please see below for some of the municipalities JMT has worked with in the past:

Recent Municipal Clients

- Summerville, SC
- York, SC
- Oxford, NC
- Pulaski, VA
- Tarpon Springs, FL
- Titusville, FL
- Easton, MD
- Cumberland County, MD
- Salisbury, MD
- Duluth, MN
- Cedar Rapids, IA
- Madison, WI

JMT’s experience with the design review guideline services is extensive. The following projects demonstrate that we have superior experience with recent projects of similar size, type, and scope.



Cedar Rapids Historic Preservation Design Guidelines

Cedar Rapids, IA

The City of Cedar Rapids selected JMT to update the City's Historic Preservation Design Guidelines as well as the city's preservation ordinance. These updates addressed new structures, materials, designs and allow for the Commission and City staff to be able to better evaluate Certificates of Appropriateness and provide timely and consistent reviews to applicants within the historic districts. City staff updated the Preservation Ordinance in 2017 and the Historic Design Guidelines in 2018.

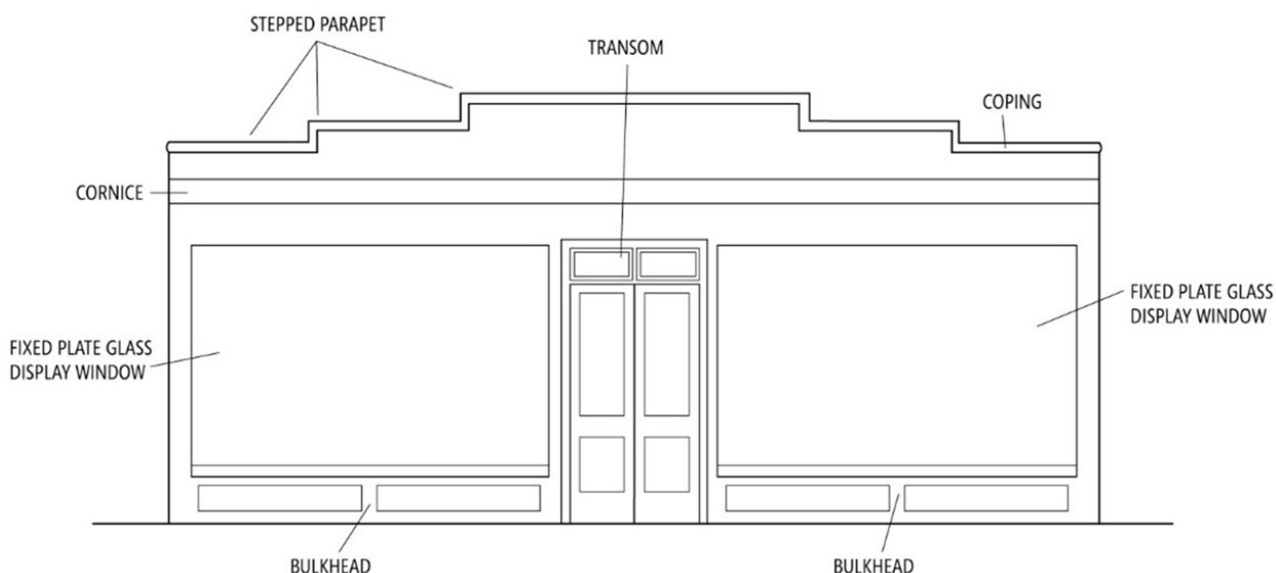
The final guidelines include chapters on the local Preservation Commission, Architectural Styles, Replacement Materials, Overarching Guidelines, Guidelines for Existing Buildings, Guidelines for Signage, Guidelines for Demolition and appendices including a glossary, disaster preparedness and resiliency, energy efficiency, and a bibliography.

This project was funded in part by a Certified Local Government (CLG) grant.

REFERENCE

Adam Lindenlaub
319-286-5064
a.lindenlaub@cedar-rapids.org

City of Cedar Rapids
101 First Street SE
Cedar Rapids, IA 52401
Dates: June 2022- Present
Fee: \$20,000





Historic District Preservation Design Guidelines

Duluth, MN

JMT was hired by the City of Duluth to create a design guidelines and standards manual for the Duluth Commercial Historic District under the guidance of the Planning and Development Division and the Historic Preservation Commission (HPC). The City's Commercial Historic District was added to the National Register of Historic Places in 2006. The guidelines incorporated considerations and guidance concerning historic materials preservation and rehabilitation for existing buildings, new materials, compatible additions, new construction, signage, landscape elements, etc.

The final document included images (local where possible) and illustrations to convey architectural ideas. The final manual included the following chapters: Introduction to Preservation, Procedures, District History and Character, Architectural Style Guide, Design Principles, Design Guidelines, HPC Review Process, Glossary, Substitute Materials, Bibliography, the Duluth Historic Preservation Ordinance, and a District Visual Inventory. A combination of illustrations and photographs specific to Duluth accompany text to illustrate examples of appropriate and inappropriate design choices for the district, some of which are included on the following page. The final document will be delivered as a hard copy, editable word document, and an interactive PDF.

You can view our deliverable here:

<https://duluthmn.gov/media/12043/duluth-commercial-hd-guidelines-final-draft-opt.pdf>



REFERENCE

Steven Robertson
Senior Planner
srobertson@duluthmn.gov
218-730-5295

225 W. Superior Street, Suite 110
Duluth, MN 55802
Dates: 05/2021 – 07/2021
Fee: \$29,823



Tarpon Springs Historic District Guidelines

Tarpon Springs, FL

JMT was selected by the City of Tarpon Springs to complete an update to and reformatting of their Design Review Guidelines Manual for residential and commercial buildings. Created in 1999, the guidelines had not been updated since. The new document was created to reflect updates in federal guidelines, updates to the Tarpon Springs Land Development Code and SmartCode, and to better reflect the local community. Owners of historic resources within the local District are required to maintain and update their properties in accordance with the Heritage Preservation section of the Tarpon Springs Land Development Code which refers to the Guidelines Manual as the guiding document.

Our work began with an in-person kick-off meeting and a tour of the City's Historic District. This trip to Tarpon Springs allowed an opportunity for the City and JMT to meet, review the goals and schedule of and methodology for the project ensuring all parties were on the same page from the start of the project. Additionally, time spent with City staff touring the Historic District provided valuable information regarding character-defining architectural and landscape features of the District as well as insight into challenges faced by their Heritage Review Board.

A public meeting was held at the beginning of the project. The purpose of this meeting was two-fold, to introduce the project to the public and to collect public input. Once the meeting was complete and all feedback collected, JMT began to draft the updated Guidelines Manual. Following an agreed upon outline, JMT updated and expanded upon the existing Guidelines which included adding sections on alternative energy and, floodplain adaptations. The Guidelines were supplemented with a vast array of local photos and drawings to support various topics.

To complete the project, JMT attended a final public meeting upon the completion and acceptance of the updated Guidelines.

You can view our deliverable here:

<https://www.ctsfl.us/wp-content/uploads/2020/08/Final-Design-Review-Guidelines-Manual-for-Board-of-Commissioners.pdf>



REFERENCE

Patricia McNeese, AICP
Principal Planner
727-938-3711
pmcneese@ctsfl.us

City of Tarpon Springs
324 East Pine Street
Tarpon Springs, FL 34689
Dates: 12/2019 – 02/2021
Fee: \$50,540



Easton Design Guidelines

Easton, MD

A The Town of Easton (the Town) has a long history of valuing the high quality of site and architectural design of its built environment. While differing viewpoints exist on what type of development is most appropriate for the Town, where it should occur, and how quickly the Town should grow, etc., there is universal agreement that whatever new development does occur, it should do so in a manner befitting the proud history of Easton. As such, JMT was hired to complete the first phase of a two-phase project, updating their existing historic district design guidelines for residential and commercial properties. Once the guidelines are finalized and there is a better understanding of what features and styles are prevalent within the Easton Historic District, the second phase will be to create historically sensitive guidelines for development outside of the historic District.

JMT began with an in-person meeting with members of the Town's planning department as well as members of their Historic District Commission (HDC). This meeting gave the client the opportunity to communicate common challenges and issues with the current document. JMT took this information, along with existing zoning ordinances and guidelines, and reviewed and analyzed the information using the findings to create a newly developed outline. Once this outline was approved, a new guideline document was developed that is in full accordance with the appropriate local, state, and federal requirements and regulations. Staff members and members of the HDC were given the opportunity to review the document and provide comments and feedback. JMT is currently preparing the final version of the guidelines for the Town.

You can view our deliverable here:

<https://eastonmd.gov/DocumentCenter/View/672/The-Easton-Historic-Districts-Design-Guidelines-revised-2022->



REFERENCE

Lynn Thomas, AICP
Town Planner
410-822-2525
lthomas@eastonmd.gov

Town of Easton
14 South Harrison Street
Easton, MD 21061
Dates: 06/2021 – 06/2022
Fee: \$40,000



Summerville Historic District Design Guidelines

Summerville, SC

JMT was contracted by Summerville, South Carolina, to create Design Guidelines for their Historic District, which was established in 1976. The District includes 700 contributing buildings, about 70% of which predate World War I. Prior to the creation of the Design Guidelines, the Town's Board of Architectural Review (BAR) issued Certificates of Appropriateness (COAs) based on the Secretary of Interior's Standards. The new guidelines, which were developed in conjunction with the current BAR and staff members, will assist the BAR and property owners in determining appropriate design for the rehabilitation of existing buildings and appropriate design for new buildings proposed for construction within the historic district. Additionally, the Guidelines will assist and support the Town's existing and projected regulatory plans and ordinances, including the Comprehensive Plan, Vision Plan, Zoning Ordinance and proposed Unified Development Ordinance.

The final document included the following chapters: Introduction to Preservation in Summerville, Procedures, Historic Context, Architectural Types and Styles, Design Guidelines, Glossary, Bibliography, Where to Find Additional Information and the Summerville Historic Preservation Ordinance. A combination of illustrations and photographs specific to Summerville accompany text to illustrate examples of appropriate and inappropriate design choices for the district.

The project included two in-person meetings with staff and BAR members and two public meetings; scheduled at the beginning and end of the project.

You can view our deliverable here:

<https://www.summervillesc.gov/DocumentCenter/View/2414/Historic-District-Design-Guidelines-PDF>



REFERENCE

Jessi Shuler
Director of Planning
843-851-4217
jshuler@summervillesc.gov

Town of Summerville
200 South Main Street
Summerville, SC 29483
Dates: 11/2018 – 09/2019
Fee: \$26,063

01. JMT Firm Description and Experience



FEDERAL OR STATE GRANT COORDINATION EXPERIENCE

JMT routinely completes projects funded through state or federal grants. The majority of our design guideline projects have been at least partly grant funded. We understand the requirements and are confident in our abilities to meet deadlines in accordance with your grant. We are fully capable of meeting the requirements specified in the grant agreement.

LOCAL KNOWLEDGE & EXPERIENCE WITH REGULATORY AGENCIES

JMT's Cultural Resources Group works nationwide and has extensive experience creating design guidelines and conducting historic resource surveys and NRHP nominations in many states (including ME, AR, FL, GA, KS, MD, NC, NJ, PA, SC, SD, TX, WV, and VA). Our experience working in a national setting allows us to bring proven methodologies and solutions to projects no matter where they are located. With each project, we have the unique opportunity to learn about and understand regional architectural trends, local styles and forms, and character-defining features through both research and fieldwork.

Our training and experiences have allowed us the ability to better understand regional development and vernacular architectural trends. This skillset provides cost savings solutions to our clients as well as ensures that the research and evaluation of resources are done using current best practices.

Our experience developing design guidelines has given us exposure to working with local government departments, including historic preservation commissions, planning and zoning boards, parks and recreation, and city councils. Each time we develop or update a set of design guidelines, at least one, if not more, of these departments are involved throughout the process.

01. JMT Firm Description and Experience

JMT is experienced in managing our clients’ most challenging projects. For this reason, we have a 91 percent customer return rate, which is well above the industry average of 78 percent customer return. We believe this is due to our approach to contract and project management. These activities are crucial to an effective and cooperative working relationship between our respective organizations. Our experience with historical resources survey contracts is second to none. What we have learned from that experience is that staffing for those contracts is critical. This is important because the expectation is to deliver multiple projects simultaneously, and we have proven that we can deliver high-quality deliverables while working on multiple projects simultaneously.

JMT has satisfactorily performed and completed several projects comparable in scope to this project. Similar municipal engagements include:

SIMILAR MUNICIPAL ENGAGEMENTS	
Summerville Historic District Design Guidelines*	Summerville, SC
Downtown Facade Manual	York, SC
Revision of Design Guidelines*	Oxford, NC
Commercial Historic District Design Guidelines*	Pulaski, VA
Tarpon Springs Historic District Guidelines*	City of Tarpon Springs, FL
Design Guidelines & Best Practices for Historic Residential and Commercial Buildings*	Titusville, FL
Downtown Façade Design Manual	City of York, SC
Easton Historic District Design Guidelines for Residential and Commercial Properties	Easton, MD
Historic Context and Preservation Design Guidelines Updates*	Cumberland County, MD
Salisbury Historic Design Guideline Updates*	Salisbury, MD
Duluth Design Guidelines*	Duluth, MN
City of Cedar Rapids Historic Preservation Design Guidelines*	Cedar Rapids, IA
City of Madison Illustrated Design Guidelines	Madison, WI

****Grant Funded Projects***

02. Project Team

The JMT team is well positioned to handle the requirements and commitments associated with this contract; the real value of JMT is in the quality of staff that we employ. Our experienced and qualified staff will provide exceptional service to the City.

We have carefully designated our Principal Investigator and key staff members who can be dedicated to MVCHP. Our Principal Investigator and Project Manager, Ms. Sara McLaughlin, holds an MS in Historic Preservation from the University of Pennsylvania and a BA in Mass Communications from State University of New York at Plattsburgh. Ms. McLaughlin has over 15 years of experience working on historic preservation and cultural resources projects for a variety of federal, state, and local clients. Her work focuses on working with local municipalities developing design guidelines and managing and conducting large-scale historic surveys. Ms. McLaughlin has an extensive understanding of Section 106, and state and federal documenting regulations.

The below chart showcases the organization of our staff for this project. Full resumes for our key staff follow this page.



JMT also offers over 30 dedicated cultural resources team members as well as over 2,300 staff of multi-disciplined professionals to provide support as necessary.

Sara McLaughlin

Project Manager



Education

MS | Historic Preservation | University of Pennsylvania | 2008

BA | Mass Communications | SUNY – Plattsburgh | 1995

ASS Interior Design | Fashion Institute of Technology | 2006

Years of Experience

15

Ms. McLaughlin will serve as Project Manager for this contract and will be the main point of contact for the City. She, along with the rest of the team, will develop the final guidelines document.

Ms. McLaughlin is a Senior Architectural Historian with experience in cultural resource management and preservation architecture. She exceeds the qualifications for Architectural Historian under the standards set forth by the Secretary of the Interior. Ms. McLaughlin has extensive experience working on historic preservation and cultural resources projects for a variety of federal, state, and local clients. Her work focuses primarily on design guidelines and large-scale survey projects including management, fieldwork, and research. Ms. McLaughlin's architectural experience spans the gamut from conservation to adaptive reuse. She has worked on design guidelines for Cedar Rapids, IA; Tarpon Springs, FL; Easton, MD; Summerville, SC; Pulaski, VA; and Titusville, FL among others.

Historic Preservation Design Guidelines, Cedar Rapids, IA. Project Manager and Senior Architectural Historian.

In 2022, JMT was hired to update both the City's Historic Preservation Ordinance and the City's Historic Preservation Design Guidelines. Funded by a Certified Local Government (CLG) grant, the updates were necessary for the City and Historic Preservation Commission (HPC) to be able to better evaluate Certificates of Appropriateness and provide applicants within historic districts with timely and consistent reviews. Ms. McLaughlin functioned as both a project manager and senior architectural historian on this project, serving as the main point of contact with the client as well as developing and producing the final documents.

Pulaski Design Guidelines, Town of Pulaski, VA. Project Manager.

Ms. McLaughlin managed this project for JMT including managing staff, project deliverables, deadlines, and client interactions. JMT was hired by the town to update the existing design guidelines and standards manual for the Pulaski Historic Commercial District under the guidance of the Community Development Department and the Town Architectural Review Board. The project entailed updating the design guidelines for the Town's Historic Commercial District which were created in 1987. The guidelines incorporated guidance concerning historic materials preservation and rehabilitation, new materials, compatible additions, new construction, signage, energy efficiency, alternative power, landscape elements, etc.

Illustrated Design Guidelines, City of Madison, WI. Project Manager. JMT is currently working with the City of Madison to develop a comprehensive set of Illustrated Design Guidelines to augment their Historic Preservation Ordinance. In May 2022, the City completed a years' long comprehensive revision to its Historic Preservation Ordinance. During the process, the Committee concluded there was a need for a set of Illustrated Design Guidelines to accompany the Ordinance once it was adopted. The intent of the Guidelines is to help "translate" the Ordinance requirements, so they are more easily understandable to all users, including but not limited to: property owners, contractors, architects, developers, policymakers, staff, and the general public. Ms. McLaughlin is serving as Project Manager for this contract, acting as main point of contact with the City, ensuring all contract requirements are met, managing staff, budget, schedule, and reviewing working documents.

Christine Leggio

Senior Architectural Historian



Education

MS | Historic Preservation | University of Pennsylvania | 2012
BFA | Painting and Drawing | University of the Arts | 2006

Years of Experience

12

Ms. Leggio will assist in the development of the guidelines.

Ms. Leggio has a wide range of professional and academic experience related to architectural history, architectural conservation, and documentation of historic structures. She also has experience in completing a variety of Environmental Review documents including Historic Resource Surveys/Determination of Eligibility Reports, Determination of Effect Reports, and National Register Nominations. Ms. Leggio has conducted numerous architectural studies, ranging from Reconnaissance-level surveys through large-scale assessment studies throughout the United States. Ms. Leggio meets the qualifications set forth by the Secretary of the Interior's as an Architectural Historian. Her responsibilities include project management, historical research, analysis, and report writing.

Historic Preservation Design Guidelines, Cedar Rapids, IA. Architectural Historian.

In 2022, JMT was hired to update both the City's Historic Preservation Ordinance and the City's Historic Preservation Design Guidelines. Funded by a Certified Local Government (CLG) grant, the updates were necessary for the City and Historic Preservation Commission (HPC) to be able to better evaluate Certificates of Appropriateness and provide applicants within historic districts with timely and consistent reviews. Ms. Leggio assisted with the development of the final design guidelines including the creation of necessary illustrations.

Architectural Style and Design Guidelines, Titusville, FL. Architectural Historian.

The City of Titusville hired JMT in 2022 to develop an architectural design guide that addresses representative architectural styles and building types and provides specific guidance on the appropriateness of various alterations and features to historic and potentially historic structures in the City. Prior to the development of these guidelines, Titusville was using the Secretary of the Interior's Standards for the Treatment of Historic Properties as its general standard. The new guidelines will provide the city and the Historic Preservation Board (HPB) with a basis for consistent decisions. Ms. Leggio served as the Senior Architectural Historian for this contract, assisting in the development of the guidelines, managing junior staff, and developing illustrations.

Historic District Preservation Design Guidelines, City of Duluth, MN. Architectural Historian.

JMT was hired by the City of Duluth to develop historic design guidelines for Duluth's Commercial Historic District. The Guidelines are being developed to not only protect the styles and details of the contributing buildings within the district but are addressing infill construction to ensure modern development is sympathetic to the historic character of the district and will be created to provide clear expectations to property owners throughout the area. Ms. Leggio assisted with the production of the document, including the development of illustrations to convey ideas and concepts throughout the document.

Samantha Smith

Architectural Historian



Education

MS | Historic Preservation | Tulane University | 2022

BA | History | University of Cincinnati | 2018

Years of Experience

2

Ms. Smith will work in concert with Ms. McLaughlin and Ms. Leggio to develop the final guidelines document.

Ms. Smith has two years of experience with urban architecture firms including project design, restoration fieldwork and site documentation as well as work experience on collaborative surveys in large-scale historic building documentation, individual property documentation, HABS documentation and creation of design guidelines. She primarily prefers historical and cultural projects that involve archival research, surveying, and digital documentation.

Historic Design Guidelines for the Historic Preservation Ordinance, Madison, WI. Architectural Historian. JMT is currently working with the City of Madison to develop a comprehensive set of Illustrated Design Guidelines to augment their Historic Preservation Ordinance. In May 2022, the city completed a years-long comprehensive revision to its Historic Preservation Ordinance. During the process the Committee concluded there was a need for a set of Illustrated Design Guidelines to accompany the Ordinance once it was adopted. The intent of the Guidelines is to help “translate” the Ordinance requirements, so they are more easily understandable to all users, including but not limited to property owners, contractors, architects, developers, policymakers, staff, and the public. Ms. Smith is responsible for the on-site survey work and documentation of Madison’s five local historic districts as well as the graphic development of the Illustrated Design Guidelines.

Historic Preservation Design Guidelines, Douglas, GA. Architectural Historian. The City of Douglas hired JMT to update the city’s historic design guidelines that address representative architectural styles and building types and provides specific guidance on the appropriateness of various alterations and features to both commercial and residential buildings in the city’s historic districts. The updated guidelines will provide the city and the Douglas Historic Commission with a basis for consistent decisions. Under the supervision of project manager, Ms. McLaughlin, Ms. Smith served as the Architectural Historian for this contract, developing content and layout as well as updating the document per client comments.

Historic Resources Survey of Newberry, FL. Architectural Historian. JMT conducted a historic structure survey to update approximately 83 FMSF forms located within 400 acres of the nationally listed Historic District and recover data from or about 40 identified structures outside of the Historic District; this included preparation and submittal of FMSF forms to the Department for eligible buildings, sites, or objects. FMSF forms were completed on all newly recorded historic properties and updated for all previously recorded sites. A Survey Log Sheet and Final Survey Report meeting the requirements of Chapter 1A-46.001 FAC were produced. Ms. Smith’s responsibilities included initial survey work and the completion of new and updated FMSF forms.

03. Project Approach and Methodology

PROJECT UNDERSTANDING

JMT understands the City of Biddeford is soliciting proposals from qualified cultural resource professionals to develop a comprehensive set of visually oriented, illustrated guidelines that will reflect the rich history and architectural uniqueness of Biddeford and will be used by property owners, designers, contractors, and city staff to ensure that changes to the built environment that take place over time enhance the historic character of Biddeford.

The city has two historic districts listed in the National Register of Historic Places, the Biddeford Main Street Historic District and the Biddeford/Saco Mills Historic District. The focus of this project includes both districts as well as other properties throughout the city that are listed in the National Register of Historic Places. Additionally, the Biddeford Historic Preservation Commission (HPC) has regulatory authority over most of three downtown land-use zones. These guidelines will also be used for these areas.

JMT understands that Biddeford is a Certified Local Government (CLG) and that this project is funded by a National Park Service Historic Preservation Fund through the Maine Historic Preservation Commission and by the City of Biddeford. JMT has significant experience navigating CLG grant-funded projects - see page 11 of this proposal for a list of our most recent experience with such.

All work will conform to the Secretary of the Interior's Standards for Archaeology and Historic Preservation, which include the Standards for Preservation Planning and Standards for the Treatment of Historic Properties. JMT Architectural Historians all meet, or exceed, the professional qualifications for Historian and/or Architectural Historian as outlined in the Secretary of the Interior's Standards as outlined in 36 CFR 61.

PROJECT APPROACH

KICK-OFF MEETING

Upon receiving notice to proceed, JMT will schedule a kick-off meeting with appropriate city staff and HPC members; we plan to hold this meeting in person. We have found in-person meetings to be a key aspect of a successful project. During the meeting, we will review the goals, project objectives, City and HPC participation process, project schedule, and related documents. City staff and HPC members in attendance will share their concerns regarding the existing document and any challenges or disconnects they experience between their positions, the public, and the documents.

Additionally, we request that any existing background information that is pertinent to the project be shared with the project team, including existing surveys, studies, plans, zoning information, histories, photographs, National Register nominations, and maps.

During this visit to Biddeford, JMT will spend time touring the districts in an effort to understand the unique developmental history and the architectural character of each. JMT will photograph each district, to create a collection of photographs to be used throughout the document.

EXISTING DOCUMENTATION RESEARCH

After the kick-off meeting, JMT will spend time reviewing all collected data prior to planning and organizing the document outline. This includes reviewing a selection of past and present applications, the application process, existing ordinances, other adopted documents, previous planning efforts and best practices, and downtown land-use zones.

DRAFT OUTLINE

After the kick-off meeting and district tours, JMT will prepare a draft outline detailing the proposed organization of the final document. This outline will ensure that the document is in alignment with the vision of the city staff and HPC, as well as guarantee that all desired and appropriate topics are covered prior to a full draft, ultimately streamlining the review process. At a minimum, per the RFP, topics will include introduction, historical development, guidelines for treatment of historic properties, guidelines for existing historic properties, guidelines for new construction, guidelines for demolition, neglect of properties, and relocating properties, strategies for non-contributing structures, and resources and references.

One round of revisions is anticipated before the final outline is approved.

PREPARATION OF DRAFT DESIGN GUIDELINES

Once the outline has been approved, JMT will begin drafting the guidelines. They will be user-friendly and written for the lay person without an architecture background, making them accessible for all users. Guidelines for residential and commercial properties will be included.

The completed document will be specific to Biddeford and will be applicable for each district. Our architectural historians have the skills, experience, and software needed

to produce effective graphics, edit photographs, and create maps if necessary for the new document.

The updated guidelines will follow the approved outline and will be completed in full accordance with the appropriate local, state, and federal requirements and regulations including those put forth by the Secretary of Interior.

Once a full draft of the guidelines is complete, it will be submitted for review. JMT requests all comments on the draft be collected and collated into one comment/response document for revisions. This document allows both the City and JMT to track comments, as well as how each comment has or has not been addressed.

Two round of revisions are anticipated before the final guidelines are submitted.

STAKEHOLDER ENGAGEMENT

Once a complete draft of the guidelines has been developed, JMT will attend an in-person public meeting to present the draft document. JMT will work closely with the town to schedule these meetings in an efficient manner, during one trip to avoid unnecessary travel and expense.

JMT has found that a meeting at this time results in the best, most applicable public input.

Our staff have extensive experience presenting design review guidelines and addressing questions and concerns. City staff will coordinate meeting logistics including finding a venue and issuing any necessary advertisements. JMT will prepare a PowerPoint presentation and supply up to four hard copies of the document for the meeting.

Additionally, JMT will attend an HPC meeting at the completion of the project to present the guidelines for formal adoption.

Should the City or the HPC request it, JMT will attend up to one additional meeting virtually. Attendance in person will require additional funds.

FINAL DOCUMENTS

Once the final guidelines are complete, JMT will provide the City a PDF of the guidelines along with all native files included therein. The document will be searchable and paginated such that it can be downloaded and printed from the website. Two bound copies will also be submitted.



04. Project Schedule

PROPOSED TIMELINE

PROPOSED TIMELINE	
Milestone	Timeline
JMT & City: Kick-off Meeting & Field View	Week of September 9, 2024*
JMT: Submit Draft Outline	September 27, 2024
City: Comments back to JMT on Draft Outline	October 11, 2024
JMT: Submit First Draft of Design Guidelines	December 13, 2024
JMT & City: Public Meeting	Week of December 16, 2025
City: Comments back to JMT on First Draft of Design Guidelines (First Round of Edits)	January 13, 2025
JMT: Submit Second Draft of Design Guidelines	February 1, 2025
City: Comments back to JMT on Second Draft of Design Guidelines (Second Round of Edits)	March 1, 2025
JMT: Submit Final Documents	April 1, 2025
JMT & City: Public Meeting	April 9, 2025

* Should the anticipated start date of September 9, 2024 be pushed back, subsequent dates will be adjusted with respect to a firm project completion deadline of April 1, 2025.

05. Fee Proposal

PROPOSED COST

	Project Manager	Sr. Architectural Historian	Architectural Historian	QA/QC	TOTAL
<i>Kick-off Meeting</i>	24	0	24	0	48
<i>Research</i>	2	0	12	0	14
<i>Draft Outline</i>	2	0	8	1	11
<i>Edits to Outline</i>	1	0	4	1	6
<i>Draft Guidelines</i>	16	8	40	8	72
<i>First Round of Edits</i>	16	0	24	4	44
<i>Public Meeting</i>	16	0	0	0	16
<i>Second Round of Edits</i>	2	0	16	1	19
<i>Final Meeting</i>	16	0	0	0	16
<i>Final Submission</i>	4	0	8	2	14
Subtotal (Hours)	9	8	136	17	260
	Hours	-	-	Hourly Rate	Total
<i>Project Manager</i>	99	-	-	\$148.05	\$14,656.95
<i>Sr. Architectural Historian</i>	8			\$132.54	\$1,060.32
<i>Architectural Historian</i>	136	-	-	\$81.78	\$11,122.08
<i>QA/QC</i>	17	-	-	\$148.05	\$2,516.85
Total Direct Labor	260	-	-	-	\$29,356.20
<i>Per Diem Total</i>	\$616.00		-	-	-
<i>Airfare</i>	\$1,200.00		-	-	-
<i>Car</i>	\$575.00		-	-	-
<i>Hotel</i>	\$840.00		-	-	-
Total Indirect Cost	-	-	-	-	\$3,231.00
				<u>TOTAL PRO-POSED COST</u>	<u>\$32,587.20</u>

06. Acknowledgments

ACKNOWLEDGMENT A

JMT acknowledges that we can provide proof of workman's compensation insurance, liability insurance of at least \$1,000,000 combined single limit and professional liability insurance and will provide the same upon award. Additionally, during the term of the contract, we agree to maintain such insurance and provide the City with current proofs of insurance.

ACKNOWLEDGMENT B

JMT acknowledges and shall agree to indemnify and hold the City harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance including claims of professional malpractice or negligence.



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The City of Biddeford, Maine

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Historic Preservation Commission Review Area

— Townline

■ Historic Preservation Commission Review Area

□ Parcels