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# Rock Island County, Illinois



## REQUEST FOR PROPOSALS

For

## Recordation of the former Rock Island County Courthouse

**Proposals due: December 3, 2021, 12:00 Noon.**

*Proposals will be delivered in a sealed envelope to c/o Rock Island County Administrator, 1504 Third Avenue, Administration Office, Rock Island, IL 61201 marked on the outside of the envelope the following information: **PROPOSAL FOR RECORDATION SERVICES.***

*Each proposal shall include a letter of transmittal which bears the signature of an authorized representative of the firm.*

*Proposals may be delivered by express mail, regular mail, or in person. **Faxed or E-mailed proposals are not acceptable.** Rock Island County will not be responsible for late mail deliveries and no proposals will be accepted if received after the time stipulated in this RFP.*

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**The County of Rock Island, Illinois (County) has entered into Memorandum of Agreement (MOA) with the Illinois Environmental Protection Agency (IEPA), and the Illinois State Historic Preservation Officer (SHPO) regarding the demolition of the Rock Island County Courthouse at 210 15<sup>th</sup> Street in Rock Island, Illinois**

**Scope of Services**

The Scope of Services and outlined in detail in the attached MOA. Please direct questions and request for information regarding county documents related to information about the courthouse building and access should be directed to Jim Snider, County Administrator at [jsnider@co.rock-island.il.us](mailto:jsnider@co.rock-island.il.us) and/or 309.558.3615.

**Terms and Conditions**

The County reserves the right to reject any or all responses, to waive any irregularities or informality in any bids or in the bidding, and to accept or reject any item or combination of items. The award of bid, if made by the County of Rock Island, will be to the qualified bidder whose response best complies with all the requirements set forth in the RFP document.

**Right of Rejection**

The County reserves the right to accept or reject any and all responses to this RFP. The County also reserves the right to enter into discussions and/or negotiations with one or more qualified suppliers at the same time.

**Right of Negotiation**

The County reserves the right to negotiate with the lowest and/or best proposer after proposal opening and establishment of the low cost/responsible bidder, before the contract is awarded and/or after contract award. The County reserves the right to negotiate the exact terms and conditions of the contract with the selected proposer, subject to the approval of stipulations set forth in the MOA.

**Codes & Regulations**

Proposer must comply with all applicable State and Federal Laws.

**Indemnification**

The bidder shall agree to indemnify and hold harmless the County, their officers and employees, from and against any and all claims, losses, judgments, liabilities or claims for attorneys' fees arising out of or resulting in whole or in part from the acts, errors, omissions or negligence of the provider's employees or agents. The duty to indemnify shall survive the expiration of the contract.

---- End of Document ----

**MEMORANDUM OF AGREEMENT AMONG  
ROCK ISLAND COUNTY,  
THE ILLINOIS ENVIRONMENTAL PROTECTION AGENCY, AND THE  
ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE DEMOLITION OF THE  
ROCK ISLAND COUNTY COURTHOUSE AT  
210 15<sup>TH</sup> STREET IN ROCK ISLAND, ILLINOIS  
(SHPO LOG #003092716)**

**WHEREAS**, Rock Island County (County) plans to demolish the Rock Island County Courthouse at 210 15<sup>th</sup> Street in Rock Island, Rock Island County, IL (Building); and

**WHEREAS**, the project requires a National Pollutant Discharge Elimination System (NPDES) permit from the Illinois Environmental Protection Agency (IEPA), thereby making the project an Undertaking subject to review under the Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420) and its implementing rules (17 IAC 4180) (Act); and

**WHEREAS**, the County has consulted with the Illinois State Historic Preservation Office (Office), a Division of the Illinois Department of Natural Resources (IDNR), pursuant to the Act; and

**WHEREAS**, the Office currently resides within the Illinois Department of Natural Resources (IDNR), and the Director of IDNR is the duly designated State Historic Preservation Officer (SHPO); and

**WHEREAS**, on November 9, 2017 the SHPO determined that the Building is individually eligible for listing in the National Register of Historic Places (NRHP) Historic District under Criterion A at the local level of significance; and

**WHEREAS**, the SHPO has determined that the Undertaking will have an adverse effect on the Building that is eligible for the NRHP; and

**WHEREAS**, the SHPO and IEPA, pursuant to 17 IAC 4180.350.b, has agreed that Landmarks Illinois, the National Trust for Historic Preservation, and the Rock Island Public Building Commission are among the consulting parties to the consultation; and

**NOW, THEREFORE**, the County, IEPA, and the SHPO agree that the Undertaking shall be implemented in accordance with the following stipulations in this Agreement, which is a feasible and prudent alternative in order to mitigate the adverse effects of this Undertaking to the NRHP-eligible Building as a result of this project.

**STIPULATIONS**

**I. MITIGATION**

**A. Recordation**

The County shall retain a historical contractor(s) of its choice (Contractor) who meets the Secretary of the Interior's Qualifications (36 CFR Part 61, [https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)) to complete the measures described below. Prior to the completion of the Undertaking, the County will ensure that the following mitigation and Historic American Building Survey (HABS) recordation (see: <https://www.nps.gov/hdp/standards/index.htm>) is/are completed by the Contractor. The Contractor must consult with the SHPO prior to the initiation of the work to ensure that expectations are understood. The expectations and requirements for the recordation shall take into account what is feasible given the current condition of the Building. To the extent allowed by HABS standards and guidelines, the Contractor and SHPO may attempt to use suitable existing images and documents provided by the County.

**1. Fieldwork: Site Visit, Photography, Measurements**

- a. The Contractor shall take site, interior, and exterior digital images of the Building. These photos should be used for reference in developing the architectural description outlined in I.A.2.d. Field notes/sketches should be used to create the digital sketch plans outlined in I.A.2.a.**
- b. The Contractor shall submit draft digital images of the same or very similar views that are proposed for HABS photography to the SHPO for comment. Selection of view and quantity of images shall be done in consultation with the SHPO. Images must include site, elevations, distinctive exterior and interior architectural features, primary interior spaces, and representative non-primary interior spaces. Upon SHPO concurrence in writing of the selected draft views, the Contractor may proceed with taking the final HABS photography as outlined in I.A.1.c.**
- c. Final HABS photographs must be taken by a professional photographer and must include all the views agreed to in I.A.1.b. Photographs must be taken with a large-format film camera using 4" x 5" or larger black-and-white negatives, processed according to HABS guidelines, with in-camera perspective correction (as needed).**
- d. Upon completion of I.A.1.a, b, and c, the Contractor shall digitally submit the images and copies of field notes to the SHPO for review and comment. The SHPO shall, within 30 days of the submission, advise in writing of any deficiency in the materials submitted or provide written confirmation that all of the information necessary to complete HABS recordation has been collected. Upon SHPO**

confirmation in writing that all of the information necessary to complete HABS recordation has been collected, the consultation process required by the Act shall be concluded. (However, further communication between the parties and/or their respective agents may be necessary to fully implement the terms of this MOA.) Within 10 days of the IEPA's receipt of SHPO's issuance of written confirmation that all of the information necessary to complete HABS recordation has been collected, the IEPA shall send a coverage acknowledgement letter to the County confirming coverage for the demolition of the Building under the NPDES permit and the demolition of the Building may commence.

2. Recordation components shall consist of the following items.
  - a. Sketch plans/elevations, as defined by HABS and digitally drawn, of the Building in its current condition printed drawing-size on vellum with either a large-format inkjet printer using a HABS-designated ink set or with a large-format laser printer (i.e., photocopier).
  - b. HABS photographs. Prints from the negatives taken in I.A.1.c must be either wet processed on regular (not resin-coated) photo paper or inkjet-printed, according to HABS guidelines. The size of the final prints shall be the size of the negatives, and their mounting and labeling shall be done in accordance with guidance provided by the National Park Service (NPS). Final recordation package must contain the photo prints, original negatives, and a contact sheet, per HABS standards.
  - c. Archival digital photography. This set of labeled photos are those taken as a part of the reconnaissance and agreed to as stated in I.A.1.a. They should be printed as directed by HABS staff.
  - d. Narrative and description. A written historic narrative and an architectural description of the Building using HABS-designated outline format printed single sided on regular-weight, archival (non-recycled, with 25% cotton fiber content) bond paper.
  - e. Original and/or historic drawings. Any original and/or historic drawings of the Building scanned at a minimum of 400 dpi, dropped full-size onto HABS title blocks, and printed on vellum with either a large-format inkjet printer using a HABS-designated ink set or with a large-format laser printer (i.e., photocopier). The Contractor must consult with the SHPO to determine which extant plans warrant scanning and inclusion in the recordation package.

- f. **Original field notes**, if applicable (i.e., field sketches, laser-scan info, photogrammetric data info.)
  - g. **Historic images and maps**. Photographic copies of illustrative historic images and maps must be scanned, and printed, and labeled according to HABS guidelines. The Contractor must consult with the SHPO to determine which historic images and maps warrant inclusion in the recordation package.
  - h. **CD/DVD**. Digital versions of items I.A.2.a through I.A.2.g must be saved onto an archival CD/DVD.
3. **Draft submission**. The Contractor shall email in pdf format and mail a hardcopy of the 95% draft of the items in I.A.2.a through g to the SHPO for review and comment. The SHPO shall, within 30 days of the submission, advise in writing of any deficiency in the materials submitted or provide written confirmation of the acceptance of the 95% draft submission. When the SHPO accepts in writing the 95% draft submission, the Contractor will complete the final documentation as directed in I.A.4.
4. **Final submission**. Upon completion of the final documentation, the Contractor shall submit the following to the SHPO:
- a. One (1) HABS recordation package containing items I.A.2.a, b, c, d, e, f, g, and h.
  - b. One (1) recordation package containing items I.A.2.a, c, d, e, g, and h in an archival clamshell.

Upon final approval, the SHPO will submit the HABS recordation package to the Heritage Documentation Programs in the NPS for eventual deposit in the Library of Congress, and the SHPO will deposit the recordation package with the Abraham Lincoln Presidential Library in Springfield, Illinois.

## II. DURATION

This Agreement shall be effective until such time as all of its terms are satisfied or it is amended or terminated and replaced. The IEPA may consult with the other signatories to reconsider the terms of the Agreement and amend it in accordance with Stipulation VI AMENDMENTS below. The County shall notify the signatories as to the course of action it will pursue.

## III. POST-REVIEW DISCOVERIES

If potential historic properties are discovered or unanticipated effects on historic

properties found, the County shall consult with the SHPO immediately and make reasonable efforts to avoid, minimize, or mitigate adverse effects to such properties. In the event of an unanticipated discovery of human remains or burials, the County understands and agrees that it must immediately stop work within the area of discovery, consult with the SHPO, and comply with the Human Skeletal Remains Protection Act (20 ILCS 3440) and its implementing rules (17 IAC 4170) as administered by IDNR, which provides that no human skeletal remains shall be disturbed without a permit issued by IDNR.

#### **IV. MONITORING AND REPORTING**

Each three (3) months following the execution of this Agreement until it expires or is terminated, the County or its Contractor shall provide all Signatories to this Agreement a summary report detailing work undertaken pursuant to its terms. Such report shall include any scheduling changes proposed, any problems encountered, and any disputes and objections received in the County's efforts to carry out the terms of this Agreement.

#### **V. DISPUTE RESOLUTION**

Should any signatory to this Agreement object at any time to the manner in which the terms of this Agreement are implemented, the IEPA shall consult with the signatories to resolve the objection. If the signatories cannot agree regarding a dispute, the signatories shall utilize the procedures provided in 20 ILCS 3420/4e.

#### **VI. AMENDMENTS**

This Agreement may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy is signed by all of the signatories.

#### **VII. TERMINATION**

If any signatory to this Agreement determines that its terms become impossible to carry out, that signatory shall immediately consult with the other signatories to attempt to develop an amendment per Stipulations V and VI above. If within thirty (30) days an amendment cannot be reached, any signatory may terminate the Agreement upon written notification to the other signatories.

#### **VIII. COUNTERPARTS; FACSIMILE OR .PDF SIGNATURES**

This Agreement may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement. A facsimile or .pdf copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

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**EXECUTION of this Agreement and the implementation of its terms evidences that the County and IEPA have afforded the SHPO an opportunity to comment on the effects of the Undertaking in compliance with the Act.**

**[Signature Pages to follow]**



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ILLINOIS STATE HISTORIC PRESERVATION OFFICER  
REGARDING THE DEMOLITION OF THE  
ROCK ISLAND COUNTY COURTHOUSE AT  
210 15<sup>TH</sup> STREET IN ROCK ISLAND, ILLINOIS  
(SHPO LOG #003092716)**

**SIGNATORY / CONSULTING PARTY**

ROCK ISLAND COUNTY (County)

Signature:  Date: 10/19/21


Name: Richard H. Brink

Title: County Board Chairman

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**SIGNATORY**


ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA)

Signature:  Date: 10/25/21  
Name: John J. Kim  
Title: Director

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SIGNATORY

ILLINOIS STATE HISTORIC PRESERVATION OFFICER (SHPO)

By:  Date: 10-28-21  
Colleen Callahan, Director and State Historic Preservation Officer  
Illinois Department of Natural Resources

APPROVED FOR EXECUTION

Date: 10/26/2021

Legal Counsel: 