

## PLANNING DIVISION STAFF REPORT

April 4, 2016

PREPARED FOR THE LANDMARKS COMMISSION



**Date Prepared:** March 17, 2016  
**Prepared For:** Landmarks Commission  
**Prepared By:** Amy L. Scanlon, Preservation Planner  
**Regarding:** Historic Preservation Plan Scope of Services language for Request for Proposals

### Summary

The attached document related to the Historic Preservation Plan Request for Proposals (RFP) is being provided to the Landmarks Commission for their review and recommendation. The capital budget that approved the funding for the Historic Preservation Plan also included an amendment that "Any scope and Request for Proposals for expenditure of these funds will be recommended by the Landmarks Commission before being submitted to the Common Council for approval."

Due to the length of the standard City of Madison RFP document, the following sections have been excerpted and are being provided to facilitate the Commission's review and recommendation:

- Overview
- Scope of Services
- Deliverables
- Budget and Payment
- Schedule

### Recommendation

Staff recommends that the Landmarks Commission review the attached document and make revisions to the draft language as necessary. The recommendation of the Landmarks Commission and the revised document will be forwarded to the Common Council.