

# County of Santa Clara

## Department of Planning and Development

County Government Center, East Wing, 7th Floor  
70 West Hedding Street  
San Jose, CA 95110  
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### **INFORMAL COMPETITIVE PROCUREMENT FOR a historic survey of the San Juan Residential District PLN-ICP-FY20-01**

#### **I. INVITATION**

The County of Santa Clara Department of Planning and Development (hereafter, "County") is requesting proposals from qualified consultants to provide assistance with a historic survey of the San Juan Residential District.

This Informal Competitive Procurement (ICP) may result in a single award of the project. The anticipated contract period is from March 2020 through August 2020.

#### **II. TIMELINE AND SEQUENCE OF EVENTS**

A. The County will make every effort to adhere to the following anticipated schedule:

	<b>Action/Description</b>	<b>Date</b>
1	<b>Issue ICP</b>	<b>January 9, 2020</b>
2	Deadline to submit written questions	<b>January 17, 2020</b>
3	Respond to written questions and issue addendum to ICP if necessary	<b>January 24, 2020</b>
4	<b>ICP proposal due date</b>	<b>February 3, 2020</b>
5	Proposal evaluation	<b>February 18, 2020</b>
6	Vendor presentations/interviews (if applicable)	<b>February 18-21, 2020</b>
7	Selection of finalist(s) and negotiations	<del>Week of February 24<sup>th</sup></del>
8	Submission of agreement for execution	<del>Week of March 9<sup>th</sup></del>
9	Contract award and commencement of agreement	<del>Week of March 23<sup>rd</sup></del>

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Susan Ellenberg, S. Joseph Simitian  
County Executive: Jeffrey V. Smith

B. Potential proposers may submit written questions to this ICP as indicated in Section II, Item A. The Procurement Lead will not respond to questions in any other manner or format. Written responses to written questions regarding any changes to the ICP will be issued as an addendum to the ICP and distributed to potential proposers.

C. The due date of the ICP response is referenced in Section II, Item A.

### **III. POINT OF CONTACT**

The point of contact for this ICP is:

Angelina Usher, Procurement Lead  
County of Santa Clara, Department of Planning and Development  
70 W. Hedding Street, East Wing, 7<sup>th</sup> Floor San Jose, CA 95110  
Telephone: 408-299-6745  
Email: [angelina.usher@pln.sccgov.org](mailto:angelina.usher@pln.sccgov.org)

Any inquiries or requests relating to this ICP must be submitted to the Procurement Lead in writing via email. Proposers may contact ONLY the Procurement Lead regarding this ICP.

### **IV. BACKGROUND**

The Department of Planning and Development is located at 70 W. Hedding Street, on the seventh floor of the East Wing, in the downtown area of San Jose, California. The mission of the Department of Planning and Development is to protect the county's natural resources; to ensure quality and sustainable community development and affordable housing; and to protect the public health, safety and welfare of our constituents through the application and enforcement of the County of Santa Clara's Ordinance Code and land use policies.

The Planning Division reviews and shapes land use and development to conform to the County's General Plan Land Use Policies and Zoning Ordinances. The Planning Division also conducts advanced planning through updates to the General Plan and conducts special projects to advance community interests identified by the Board of Supervisors. Other responsibilities include policy analysis, geographic information system (GIS) services, research and technical assistance relating to land use, housing, environmental protection, and historic preservation. The Division supports the Planning Commission, Airport Land Use Commission, and Historic Heritage Commission and implements the Santa Clara Valley Habitat Plan for development in the unincorporated areas. The Planning Division also administers the Williamson Act, Historic Preservation Ordinance, and Surface Mining and Reclamation Act.

From the earliest days of Stanford University, its founders and trustees envisioned faculty residences on campus. The San Juan Residential District ("Residential District") located on the Stanford University campus, was established in the year 1900, with the San Juan neighborhood

being developed as faculty housing. The Residential District comprises eight neighborhoods and 860 faculty residences that are categorized by Stanford University as Standard/Unrestricted Leasehold Properties. The Residential District, developed incrementally between 1900 and 1990s, includes a varied mix of building types and architectural styles. There are several areas of clustered development resulting in a mixed development pattern with a variety of development densities.

The Residential District holds several buildings that have been registered as historic landmarks; three are listed on the National Historic Register. These include: the Lou Henry Hoover, MacFarland, and Hanna-Honeycomb Houses. In addition to these, there are five other houses identified as historically significant by the County. Owing to the concentration of historic homes and the feedback received from residents of the Residential District, there is a need for the County to assess the Residential District to determine a) if there are additional historic resources to be evaluated, and; b) if the Residential District or portions of it merit designation as a Historic District, based on shared historic characteristics.

If such findings are recommended, the County will establish specific development standards for the identified Historic District in accordance and recommend the appropriate zoning designation overlay to the County's Zoning Ordinance (Section 3.50.080 – Adoption of “-h” Districts).

The extent of the district is bounded by *Campus Drive* to the northwest, *Junipero Serra Boulevard* to the southwest and *Page Mill Road* to the southeast (please refer to Exhibit 2) and includes eight neighborhoods:

- 1) San Juan Neighborhood (Single-Family Dwellings (SFD); 1900-present; 178 units)
- 2) Pine Hill I (SFD; 1955-present; 116 units)
- 3) Pine Hill II (SFD; 1956-present; 120 units)
- 4) Frenchman's Hill (SFD; 1967-present; 190 units)
- 5) Pierce Mitchell (Condos; 1975; 82 units)
- 6) Peter Coutts Hill (Condos, 1982, 140 units)
- 7) Ryan Court (Condos; 1991; 26 units)
- 8) Hill Site (SFD; 1996, 8 units)

Geographic extent of the proposed historic survey for the Residential District as defined above, will exclude the three condominium neighborhoods of Pierce Mitchell, Peter Coutts Hill, and Ryan Court (please refer to Exhibits 1 & 2).

The survey will inform the County's Planning Department effort to determine whether the identified Historic District will require additional development standards to preserve the historic character. A community stakeholder group (CSG) comprising of different stakeholders will be established to advise the Department during the development process. The County is seeking assistance from Consultants to complete the survey component of the project. Consultants must submit a proposal that outlines their approach to the *Scope of Work* provided in this ICP, covering the entire Residential District.

## **V. PROJECT DESCRIPTION AND REQUIREMENTS**

### **A. Scope of Work**

#### **Task 1: Establish criteria framework to evaluate the historic significance of the San Juan Residential District.**

The selected consultant will work with County Staff to determine the context of the Federal, State and County's historical significance criteria that will be applicable to San Juan Residential District.

##### **DELIVERABLES:**

- A. Memorandum outlining significance criteria and framework for the historic survey.

#### **Task 2: Review background resources and determine methodology for field survey.**

The selected consultant will review existing background research and documentation, including an evaluation of existing buildings (such as studies done by Stanford University) within the Residential District, to strategize an effective approach and methodology to conduct the historic survey. The methodology will be reviewed and approved by County Staff before the survey takes place. The methodology may be presented to the CSG that may require the consultant to attend the CSG meeting.

##### **DELIVERABLES:**

- A. Memorandum documenting existing background research in context of the framework established under Task 1; the scope of the field survey, and; methodology (and timeline) for conducting the field survey;
- B. Attend CSG meeting to present methodology, as required.

#### **Task 3: Conduct a historic survey of the San Juan Residential District to determine whether the Residential District (or neighborhood within) qualifies for designation as a Historic District.**

The Consultant shall review existing data and evaluations and conduct a field survey and evaluate the eligibility of the Residential District (or a neighborhood within the Residential District) for designation as a Historic District based on the following evaluation process:

- Evaluation of the Residential District's historic significance based on the framework established under Task 1 *[utilizing national/state/local criteria]*;
- Identification of the Historic District's character-defining features;
- Evaluation of the physical integrity of the Historic District; and
- Establishment of the period of significance based on substantiated documentation.

The survey should include consultations with homeowners/stakeholders.

##### **DELIVERABLES:**

- A. Historic survey result documentation;
- B. Memorandum of initial findings.

#### **Task 4: Reporting of findings and documentation of recommendations.**

The Consultant shall provide a draft and final evaluation and recommendations report prepared in accordance with the *Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines*. The draft evaluation will address (a) the potential designation of the Residential District, or of neighborhoods within it, as a Historic District and (b) recommendations that individual buildings be recognized for historic significance. The draft report will be presented to County Staff and the CSG for review and feedback. The final report shall incorporate recommendations by County Staff and shall be submitted to the County.

##### **DELIVERABLES:**

- A. Draft Report;
- B. Attend CSG meeting to present findings, as required;
- C. Final Report.

#### **Task 5: Prepare California Department Parks and Recreation 523 (DPR523) forms for unlisted yet eligible residences within the Residential District.**

Should the findings of the survey result in identifying additional building(s) of historic significance, the consultant shall prepare DPR523 form(s) for those identified residence(s) eligible for individual listing as historic resources, and for any residences which contribute to the Historic District should the consultant determine that the San Juan Residential District or a subset is eligible.

##### **DELIVERABLES:**

- A. DPR523 forms for eligible unlisted resources;
- B. DPR523 forms for contributing residences.

#### **B. County Requirements**

The following attachments are part of the ICP process which the Proposer is required to adhere to:

Attachment A - Conditions Governing the ICP Process  
Attachment B - Sample Service Agreement  
Attachment C – Insurance Requirements

## **VI. PROPOSAL PREPARATION AND CONTENT**

The County discourages overly lengthy proposals. However, the proposal shall include the following information at a minimum: