

Memo

To: Historic Preservation Consultant Selection Subcommittee

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: ACTION RE: RECOMMENDATION OF A CONSULTANT FOR THE NATIONAL REGISTER
NOMINATION PROJECT

Date: 16 June 2016

The village received funds from the Wisconsin Historical Society Certified Local Government (CLG) Grant. The funds are to be used to hire a consultant to nominate the Miramar Drive Residential Historic District, the Roger Minahan House, and the Herman A. & Lillian Greiling House to the National Register. A stipulation of receiving the funds is to send out a RFP (request for proposal) to consultant firms who responded to the State's RFQ (request for qualification). The selection of the consultant is to be based on received proposals.

One consultant firm, Legacy Architecture, responded to the RFQ and was mailed the RFP. Legacy Architecture responded to the RFP. The subcommittee has reviewed the project proposal and estimated project cost. The subcommittee recommends moving forward with Legacy Architecture for the project. The project cost is \$16,400 for the nomination work of the Miramar Drive Residential Historic District, the Roger Minahan House, and the Herman A. & Lillian Greiling House to the National Register. However, the amount eligible to be reimbursed by the CLG Grant is \$12,200.

The committee is asked to make a motion whether or not to move forward with Legacy Architecture for the project. If the motion is to move forward with Legacy Architecture as the consultant, the recommendation should also include how the village should fund the project.

Copies of the Legacy proposal will be emailed to the committee. Copies will also be available for review at the Village Hall.