

**CITY OF NORMAN UPDATE OF HISTORIC
PRESERVATION HANDBOOK GUIDELINES PROPOSAL**

For

**The City of Norman Planning and Community
Development Department**

RFP#: 1920-29

**Submitted by:
MAINSTREET ARCHITECTS INC.**

709 Avenue E

San Antonio, Texas 78215

(210) 732-9268

www.mainstreetarchitectsinc.com

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Mainstreet Architects Inc.

8 October 2019

City of Norman, OK
Anaïs Starr, Historic Preservation Officer
P.O. Box 370
Norman, Oklahoma 73070

Dear Ms. Starr,

Mainstreet Architects Inc. is pleased to submit this Statement of Qualifications for your consideration in providing services to update the Historic District Design Guidelines for the City of Norman, Oklahoma. We are pleased that the project is fully funded this year.

Mainstreet is recognized for looking closely at development patterns and historic buildings, conducting surveys and inventories and preparing guidelines and standards that provide specific guidance for appropriate interventions within specific historic contexts. Our extensive experience in both conducting and teaching preservation planning, survey methods, conditions assessments, Historic Structures Reports and National Register Nominations makes us uniquely qualified to assist the City Norman.

We have reviewed the current Design Guidelines and, while they are an outstanding document, it would be useful to expand and clarify in some areas. Creating new historic districts should easily fall within the overall Design Guidelines. Without a major change to the Design Guidelines we understand the need to include such sections as sustainability, energy efficiency and new parking facility requirements.

Mainstreet Architects Inc. is interested, qualified and ready to provide professional services in updating the City of Norman's Historic District Design Guidelines. The project will be completed according to the National Parks Service's Secretary of Interior's Standards for Rehabilitation and the Secretary of the Interiors Standards for the Treatment of Historic Properties and will meet the requirements of the Oklahoma State Historic Preservation Office.

The firm's principal, Sue Ann Pemberton, FAIA, will be the Point of Contact for this contract. Thank you for your consideration when selecting a firm to conduct this study.

Respectfully submitted,



Sue Ann Pemberton, FAIA

President

210.732.9268 o

210.364.7701 c

Legal Name of Company
Description

Mainstreet Architects Inc. is a San Antonio based qualified architectural firm with over twenty-five years of experience in all aspects of architecture, from master planning and predesign through construction documents and contract administration.

- The firm specializes in the following:
 - General Architectural Services
 - Historic preservation and renovation
 - Rehabilitation of historic structures
 - Building conditions assessments
 - Emergency evaluation and stabilization
 - Historic structures reports
 - Building and neighborhood surveys
 - Design guidelines and standards
 - New design for historic neighborhoods
 - Preservation planning
 - Programming
 - Research and preparation of National Register nominations

Mainstreet Architects Inc. has a reputation for and a strong commitment to thoughtful and sensitive design with a meticulous attention to context and detail. Each project receives the direct and personal attention of the principal as project architect, assuring each client the direct involvement of an experienced, responsible professional in all decision-making aspects of the project. The firm is dedicated to excellence in architecture and to client satisfaction.

Mainstreet Architects Inc. believes that active participation and committed involvement in the community and the city are vital to the continuing quality and future enhancement of the built environment.

The firm's client base is diverse and ranges from providing architectural and planning services in the public sector to design and construction management for individual clients.

**Introduction
Continued**

Current and past clients include:

- City of San Antonio Office of Historic Preservation
- City of Paris, Texas
- The National Trust for Historic Preservation
- Historical Society of Leon Valley, Texas
- San Antonio Parks and Recreation Department
- San Antonio Housing Authority
- City of San Marcos, Texas
- City of Uvalde, Texas
- City of Kingsville, Texas
- Preservation expert and consultant for numerous architectural firms

Firm Organization

Mainstreet Architects Inc. has been in business for over twenty-five years, established as a corporation on August 17, 1992. It is owned 100% by Sue Ann Pemberton, FAIA, a licensed Architect registered to practice Architecture in the State of Texas #8830. As president of the firm, she is responsible for day to day management and policy decision-making. Mainstreet Architects Inc. certifies that no one employed at this firm in presently or has ever been debarred, suspended, or proposed for debarment or excluded from providing professional services on any local, state, or national level.

Key Personnel

Sue Ann Pemberton, FAIA, is the principal of the firm with over thirty-two years of professional experience in private practice, state, and federal government. She is a leader in historic preservation as a practitioner, consultant, and educator. Ms. Pemberton leads the design team and is the project architect directly involved with each and every project.

Christelle Arreola is an architectural intern who assists in the research and preparation of documents for National Register Nominations, Design Guidelines, as well as developing design and construction documents for various projects. Ms. Arreola obtained her master's degree of Architecture with a Certificate of Historic Preservation from The University of Texas at San Antonio.

Firm Directive

The directive of Mainstreet Architects Inc. is as follows:

- To provide quality services in a professional manner
- To offer well detailed and comprehensive services on time and within budget
- To be sympathetic and responsive to user needs and client guidelines
- To make a positive contribution to the built environment of San Antonio and all communities in which we provide services

Certifications

Professional Liability Insurance will be secured.

**Small Business Enterprise /
Women Business Enterprise**

Mainstreet Architects Inc. is a qualified Small Business Enterprise / Woman Owned Business/ Emerging Small Business Enterprise and has been recognized as such by the South Central Regional Certification Agency (SCTRCA) *ESBE/SBE/WBE Certification #212059409 (Pending Renewal)

Historically Underutilized Business

Mainstreet Architects Inc. is a statewide Historically Underutilized Business and has been recognized as such by the South Central Regional Certification Agency (SCTRCA) HUB Certification #1742643207000 (Pending Renewal)

Disadvantaged Business Enterprise Mainstreet Architects Inc. is a qualified Disadvantaged Business Enterprise and has been recognized as such by the South Central Regional Certification Agency (SCTRCA) DBE Certification #213129409 (Pending Renewal)

Facilities Mainstreet Architects Inc. is located near the center of San Antonio just a few blocks northwest of the Alamo on 709 Avenue E. The firm's facility includes a reception and waiting area, an area for six work stations and reproduction and communication services, a reference/resource library area and an administrative area.

Address 709 Avenue E
San Antonio, Texas 78215

Telephone (p) (210) 732-9268 (f) (210) 732-9268

Website www.mainstreetarchitectsinc.com

Email pemberton@mainstreetarchitectsinc.com

Number of Years in Business Mainstreet Architects Inc. has been in business for over twenty-seven (27) years.

Staff	Professionals	
	Female	1

	Para-professionals	
	Male	1
	Minority Female	1

	Total	3
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Qualifications

Mainstreet Architects more than meets the Department of the Interior's "Historic Preservation Professional Qualification Standards". The principal, Sue Ann Pemberton, FAIA, has focused her career on historic buildings, places, materials and cultures throughout Texas and the mid-west.

Evaluating historic buildings for architectural, cultural, historical and material significance is a mainstay for Mainstreet Architects. From conducting a survey of more than 2,200 buildings and structures for the Monte Vista historic district to writing Design Guidelines for numerous towns and neighborhoods to conducting Condition Assessments of individual historic buildings, Mainstreet is well versed in historic preservation.

Sue Ann Pemberton is also a professor at the University of Texas at San Antonio, teaching what she does professionally. She leads HABS documentation teams in and around San Antonio as well as Taliesin West in Scottsdale, Arizona. She teaches students to conduct Condition Assessments and material conservation and building surveys. She also teaches materials courses and design studios, which frequently focus on adaptive reuse.

Sue Ann Pemberton is a licensed architect and has a strong working relationship with the State Historical Commission, neighborhoods, stakeholder groups, and City staff. Sue Ann Pemberton is familiar with working with and in State Historic Preservation Offices, having worked at the State of Iowa Historical Society as the State Preservation Architect.

Mainstreet Architects Inc. has reviewed the existing Historic Preservation Handbook for Norman, Oklahoma to ensure our familiarity with the architectural styles and types found in Central Oklahoma. There are many similarities to those of Paris, Texas, for whom we have written Design Guidelines.

Prohibited Interest

Mainstreet Architects Inc. attests that there are no existing relationships by relative, business associate, or any other such kinship between Mainstreet Architects Inc. and any City of Norman employee, officer or agent.

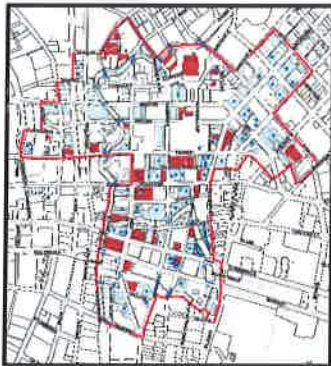
Mainstreet Architects Inc. has experience in a wide range of project types, size and scope. The firm provides traditional architectural services as well as preservation planning and publications. The firm has received recognition for their work from AIA San Antonio, Preservation Texas, the San Antonio Conservation Society and International Making Cities Livable Board of Directors.

- Outlined below is a sampling of Mainstreet's current and related work experience.



National Register Nomination, Downtown Uvalde, Uvalde, Texas: Research and Documentation of contributing and non-contributing commercial buildings within the proposed historic downtown area and preparation of a National Register Nomination. 2017 (in progress)

National Register Nomination, Our Lady of Charity School, San Antonio, Texas: The monastery of Our Lady of Charity was constructed in 1899. In 1950 a schoolhouse was built to house Our Lady of Victory School. Research and Documentation of the school to complement to already listed building on the campus such as the monastery, kitchen and carriage house. 2017 (in progress)



National Register Nomination, Downtown San Antonio, San Antonio, Texas: Research and Documentation of contributing and non-contributing buildings in the proposed downtown area. 2016 (prime)



National Register Nomination, Old Kabelmacher House, Spring Branch, Texas: Research and Documentation of the 1860 limestone farm house. Preparation of a National Register Nomination. 2016 (prime)



Madison Square Presbyterian Church, San Antonio, Texas: The church was initially constructed in 1882 and later added a Fellowship in 1916 with numerous modifications since the dates of construction. A condition assessment was conducted to determine the severity of issues both buildings faced along with recommendations for action. 2016 (prime)

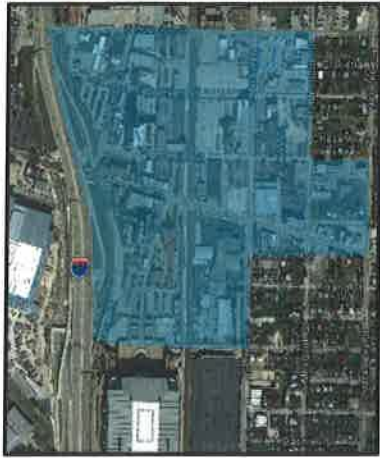


National Register Nomination, John T. Floore Country Store, Helotes, Texas: Research and Documentation Preparation of a National Register Nomination for this landmark to Texas Country Western Music. Publication date: 2005



435 Donaldson, San Antonio, Texas: The residence is located in the Monticello Historic District. A condition assessment was conducted to analyze the severity of issues the residence was challenged and recommendations for action. 2016 (in progress)

“Lessons Learned: Understanding Architecture in Neighborhoods of the Past” A paper prepared for and presented at the 42nd International Making Cities Livable Conference, Charleston, 6-19 March 2004. This paper discussed neighborhood planning and design issues and presented a comparison of older urban and new suburban neighborhoods.



St. Paul Square Redevelopment Plan, San Antonio, Texas: Study in a limited area of the east side of downtown San Antonio intended to be utilized as a development plan. 2016 (prime)

National Register Nomination, Huebner-Onion Homestead and Stagecoach Stop, Leon Valley, Texas: Research and Documentation of 1850's stagecoach stop, ranch and homestead. Preparation of a National Register Nomination. Publication date: 2005 (association)



Huebner Homestead, Historical Society of Leon Valley: This limestone structure dates to the 1850s serving as a stagecoach stop owned and operated by Joseph Huebner. The prominent Onion Family occupied the homestead from 1930s-1986. The first phases included stabilization and measures to mothball and preserve the structure. (prime)

A Preservation Master Plan is nearly complete in association with Ford, Powell and Carson.

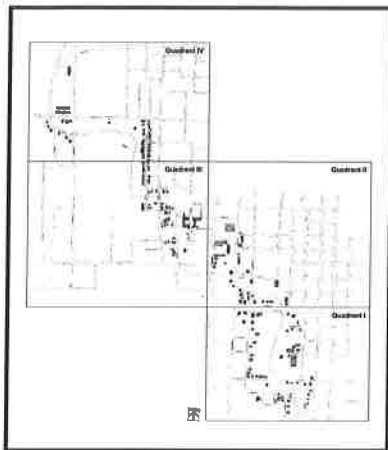


River Reach, Photographs, THC Historic Resource Forms and mapping of 51 structures. A Brief history and background of each property/structure on the banks of the San Antonio River from Josephine Street to Lexington Avenue. (prime)



Standing Structure Survey San Antonio River, San Antonio, Texas: Prepared for The Center for Archaeological Research at the University of Texas at San Antonio, this survey inventoried all built structures and objects along the banks of the San Antonio River between Josephine Street and Lexington Avenue in preparation of redevelopment. The inventory identified fifty-two man-made structures or objects as Historic Resources through corresponding survey forms and photographs for every property was completed for the study area.

Publication Date: 2006 (prime)

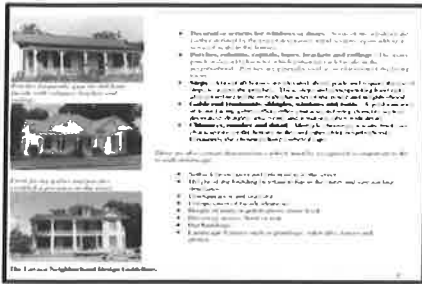


Standing Structure Survey Walnut Branch Master Plan, Seguin, Texas: As part of a Development Master Plan, Mainstreet Architects Inc. researched, surveyed, photographed, and mapped two hundred forty-one buildings and structures. Of these structures, fifty-two were determined to be eligible for listing on the National Register of Historic Places, for which, were further studied and researched. Other structures were identified as potentially eligible individually or as part of a district. Publication Date: 2008 (prime)

“When a Neighborhood Talks” A Study of Design Issues That Impact Neighborhood Identity. A paper prepared for and presented at the 40th International Making Cities Livable Conference, London, 13-17 June 2004. This paper discussed character-defining features of neighborhoods and what makes them distinctive.

“Affordable Housing Does Not Equate to Poor Design.”

A Study of Design Issues. A paper prepared for and presented at the 36th International Making Cities Livable Conference, 13-17 April, 2003. This paper discussed issues of building orientation, ventilation, design and materials as they relate to affordable housing. It discusses the comparison of builder cost versus ownership and maintenance.



Lavaca Neighborhood Design Guidelines, San Antonio, Texas: Under contract with the National Trust for Historic Preservation, this publication was prepared as guidelines for the affordable rehabilitation of historic houses by homeowners in this modest income neighborhood. Publication Date: 1998 (prime)



Design Guidelines for the Historic Districts of the City of San Marcos, Texas: Preparation of "Do and Don't" guidelines for the commercial and residential buildings with the regard to the Secretary of the Interiors Standards and the unique setting of San Marcos, Texas.

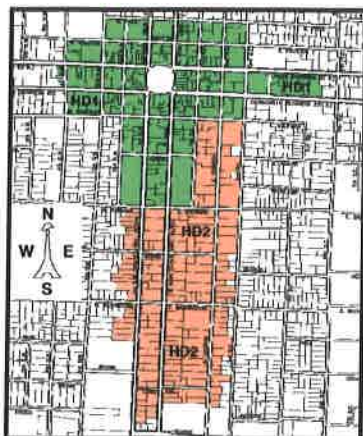
Publication Date: 1999 (prime)



Design Guidelines for the Historic Districts within the City of Uvalde, Texas: As a response to the growth and development occurring in the historic areas of Uvalde, this document acts as a design standard within the Downtown District and a design guideline to the property owners outside the district. It speaks to issues outline as part of the Visionaries in Preservation Program of the Texas Historical Commission and is intended to offer guidance in maintaining the 'Old Town' character and visual history of Uvalde. Publication Date: 2011(prime)



Design Guidelines for the City of Blanco, Texas: Through researching Blanco's history, guidelines were established for the Downtown Historic District and nearby historic residential areas to assist the city in retaining its rural historic character. The Visionaries in Preservation Program of the Texas Historical Commission's outlined issue are addressed through the document, as well as, implementing the town's sign ordinance. Publication Date: 2011 (prime)



Design Standards for the Historic Districts of the City of Paris, Texas: Design standards were established through researching Paris's history in conjunction with the Secretary of the Interior's Standards to create standards and recommendation intended to preserve and maintain the unique character of the historic buildings and districts of Paris, Texas. The document addressed the Paris Commercial Historical District and the large residential Church Street Historic District.

Publication Date: 2009 (prime)



Design Guidelines, State Capitol Building, Salt Lake City, Utah: Field and archival research were conducted and Design Guidelines and Imperatives written in preparation of the restoration of the exterior and interior of the 1914 Utah Capitol Building. Research included original intent of design, materials used, and alterations for continued service.

Publication Date: 2002 (association)



Historic Preservation Planning and Zoning in San Antonio:

This researched document outlined the basic development of San Antonio through its existing Historic Districts, completed field research undocumented sections of the City's six-mile square boundary that was in place until 1940. Undocumented, but significant, areas were prioritized for future research and design. (association)

Ellis Alley Historic American Building Survey Documentation, San Antonio, Texas: Leading field documentation and preparation of Historic American Building Survey quality drawings have been accepted into the Library of Congress. Completion Date: 1998 (prime)



Kelly USA, Historic Bungalow District, San Antonio, Texas: These historic houses were studied for possible conversion to offices and training center facilities for national corporate clients. This included best use studies, schematic design and cost estimate. (association)



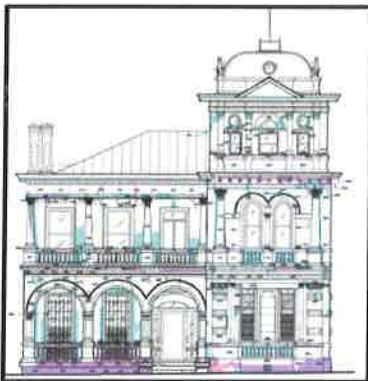
417 Adams, San Antonio, Texas: The Shaffer/Luby House was built in 1907, but sometime after 1968, it was converted to four apartments in the main house and two apartments in the carriage house. The property had fallen into great disrepair. The two year project resulted in the exterior of the two historic structures being restored with the use of historic photographs, and an additional garage structure built in the spirit of a large barn that once stood on the site. The main house was returned to a single-family dwelling.



The carriage house was converted into a cabana/guest house, and the garage built with an additional living space on the second floor.

Construction Cost: Not public (prime)

Completion Date: 2010



Villa Finale, San Antonio, Texas: This multi-phased, multi-faceted project for the National Trust for Historic Preservation involved field documentation, building and site assessments, ranking severity of issues, and recommended action. The areas addressed by Mainstreet Architects Inc. included the openings assessment/ repair, exterior wood repair, and masonry evaluation.



511 Dallas, San Antonio, Texas: This is a recently completed project that involved renovating an abandoned 1880s residence in disrepair and providing a large addition to convert it into a new eye clinic. Having faced many challenges, the building maintains its historic character while the addition ties in cohesively within the historic character.

Construction Cost: \$1,400,000

Completion Date: 2013



Lockwood Park Community Center, City of San Antonio Parks and Recreation Department: This is a recently completed project that involved the remodeling of a historic and unique community center to address accessibility, life safety issues, toilet facilities, and office/ reception layout.



St. Joseph's Catholic Church, Downtown San Antonio: This project was three-phased to include the design of a new altar and lectern appropriate for this 1860's church, the installation of a new copper standing seam metal roof with restored light dormers, the new design of and compatible free-standing restroom building. Construction Cost: \$250,000 (prime)



Comanche Lookout Park-Phase II, City of San Antonio, Texas: Stabilization and preservation of a rare four-story cobbles tower built in 1928. Project included complete interior structure, roof reconstruction, major stone repair, stabilization, and mothball efforts. Tower project is a portion of a larger City Park project. Estimated construction cost, tower only: \$85,000 (prime this component)



Houston Housing Authority, Irvinton Village: Execution of memorandum of Agreement under Section 106 of the National Historic Preservation Act. Mitigation Plan for Modernization of Irvinton Village, 2006 (association)



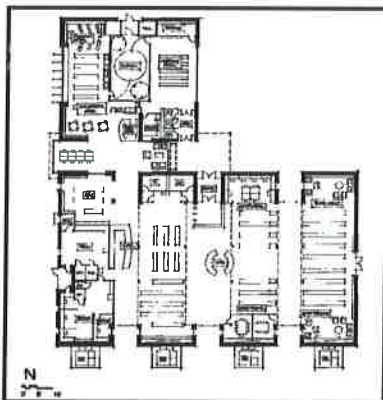
Fire Station No. 6, City of San Antonio, Texas: This project required careful consideration for rehabilitation to include accessibility, hazardous materials abatement and general interior and exterior renovation, as well as EMS Unit addition and contemporary truck bay. This historic structure is located in the Monte Vista Historic District.

Estimated Construction Cost: \$650,000 (prime)



Leeper House Renovation, Mitchell Lake Wetlands Association: The renovation of this house was dependent on a partnering of the Mitchell Lake Wetlands Society, The City of San Antonio Parks and Recreation Department and San Antonio Water Systems. The house was relocated from the McNay Art Museum to Mitchell Lake and underwent a complete renovation at its new location. The renovation required reconstruction of porches and roof structure after the move, address accessibility, installation of mechanical and electrical systems and miscellaneous changes to convert a house to an office and conference center.

Estimated construction cost: \$250,000



Great Northwest Library Addition and Alteration, City of San Antonio, Texas: 4000 square foot addition and renovation of a 12,000 square foot National Award Winning library, with roof repairs and site improvements.

Estimated construction cost: \$1,250,000 (prime)

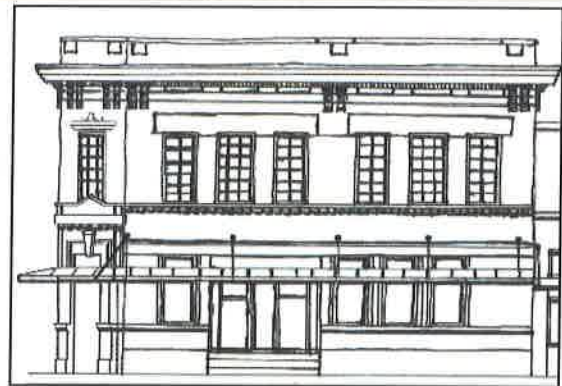
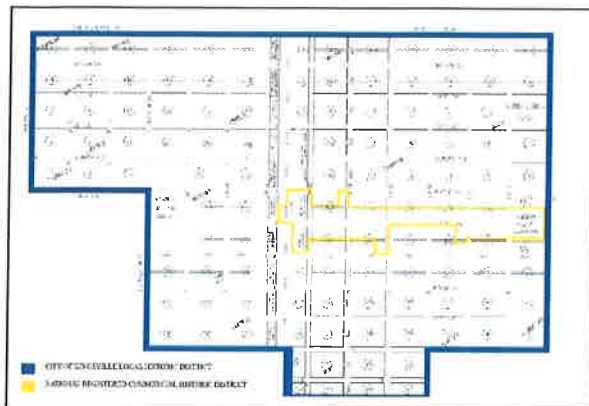


Replacement Housing, San Antonio Development Agency: Design and construction documents were prepared for three culturally diverse neighborhoods including Colonias, East side and West End. Since these houses were built as replacement houses in existing neighborhoods, it was imperative that consideration be given to the language and vocabulary of the surroundings as well as the idea of community.

Hertzberg House, 511 W. Euclid, San Antonio Alternative Housing Corporation: Base information was collected with historical research, measuring and preparation of base drawings; consultation for exterior restoration.



Monte Vista National Register Application, San Antonio, Texas: The Monte Vista Residential Historic District was surveyed in preparation of the Nomination on the National Register. The area encompasses nearly 100 blocks of residential development. With development beginning in 1882 and booming in the 1920s and 1930s, the project identified 1723 out of 2281 structures that remain contributing to the district's period of significance. Publication Date: 1998 (co-author)



Project Name: Design Guidelines City of Kingsville

Type: Civic

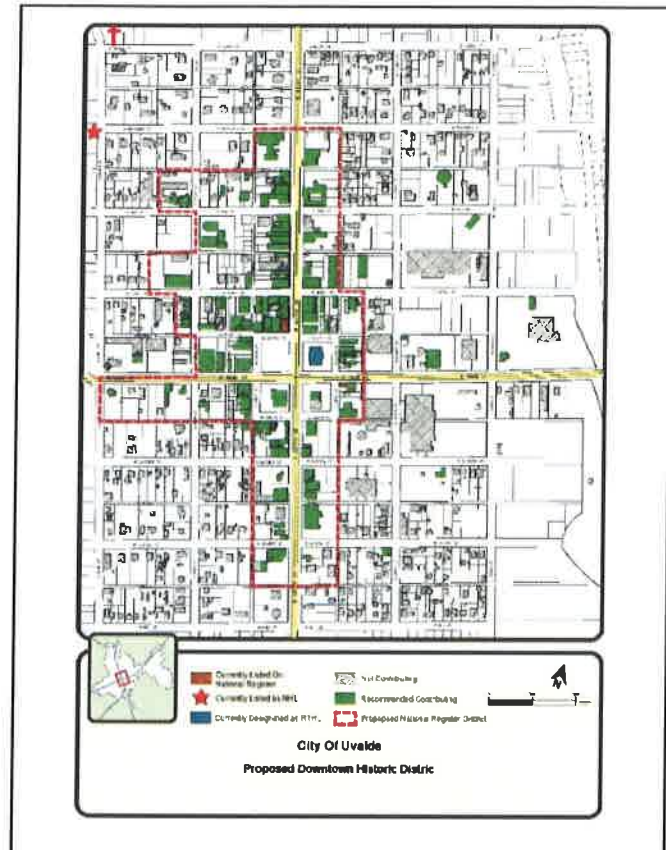
Nature: Preservation Planning

Location: Kingsville, Texas

Description: Preparation of design guidelines for the Local Historic District including residential and commercial areas. Their Main Street is listed on the National Register of Historic Places. Specific guidelines were provided for rehabilitation, additions, and new construction appropriate to a variety of styles and periods of development.

Completion Date: In progress

Owner: City of Kingsville, Texas



Project Name: Uvalde Historic Downtown Area National Register Nomination

Type: Civic

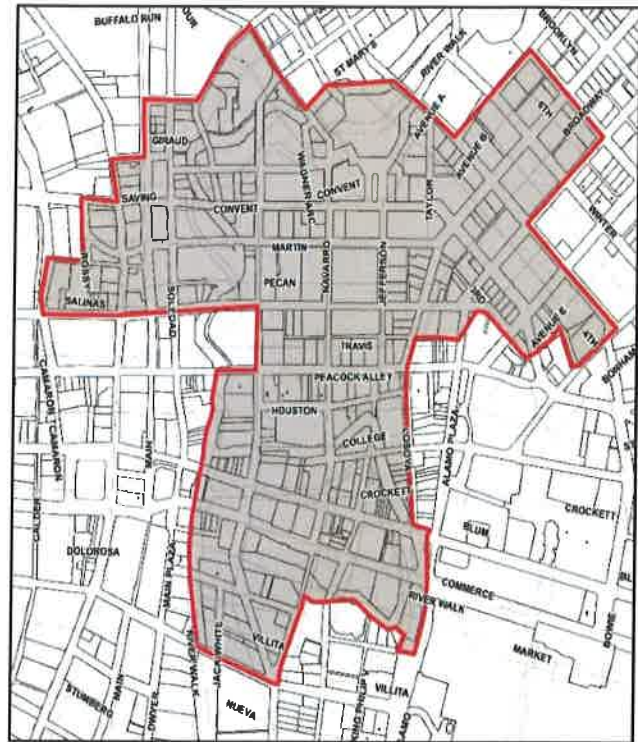
Nature: Preservation Planning

Location: Paris, Texas

Description: National Register Nomination, Downtown Uvalde, Texas: Research and Documentation of contributing and non-contributing commercial buildings in the proposed downtown area. 2017 (prime)

Completion Date: 2018

Owner: City of Uvalde, Texas



Project Name: Downtown National Register Survey City of San Antonio

Type: Civic

Nature: Preservation Planning

Location: San Antonio, Texas

Description: National Register Nomination Survey for Downtown San Antonio. Research and documentation of over 200 buildings and bridges in the downtown area. Numerous buildings are dating back to the rise of the automobile industry in the early 19th century. These buildings were documented as contributing structures due to their aide in the industrialization of the city. The scope of the project spanned approximately 40 blocks of contributing buildings with some already listed either in the local or National Register of Historic Places.

Completion Date: 2016

Owner: City of San Antonio Office of Historic Preservation.



Project Name: Design Guidelines for the Historic Districts within the City of Uvalde, Texas

Type: Civic

Nature: Preservation Planning

Location: Uvalde, Texas

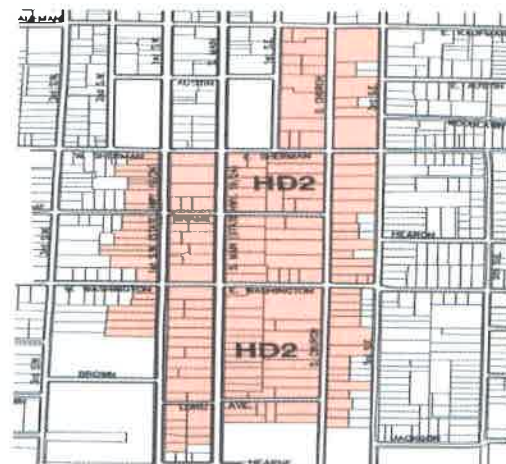
Description: As the city continues to develop, a set of design guidelines were created to act as outline for property owners to follow in order to keep the historic character of the city intact.

Completion Date: 2011

Owner: City of Uvalde, Texas



COMMERCIAL DISTRICT



RESIDENTIAL DISTRICT



Project Name: Design Guidelines City of Paris

Type: Civic

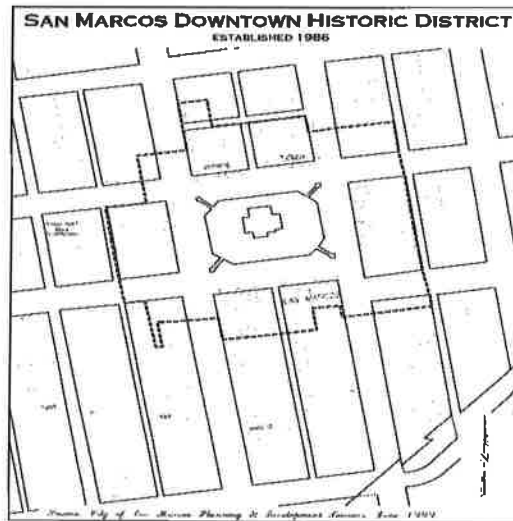
Nature: Preservation Planning

Location: Paris, Texas

Description : Preparation of site / specific standards and guidelines for the Downtown Historic District and the Residential Historic District. Both are listed on the National Register of Historic Places. The built environment of Paris is extremely diverse in its housing stock, commercial block, style and development history. The standards are written to provide specific guidelines to rehabilitation, additions, and new construction appropriate to a myriad of styles and periods of development.

Completion Date: 2009

Owner: City of Paris, Texas



Project Name: Design Guidelines City of San Marcos

Type: Civic

Nature: Preservation Planning

Location: San Marcos, Texas

Description: Preparation of "Do and Don't" guidelines for the commercial and residential buildings with the regard to the Secretary of the Interiors Standards and the unique setting of San Marcos, Texas.

Completion Date: 1999

Owner: City of San Marcos, Texas



Project Name: Design Guidelines City of Blanco

Type: Civic

Nature: Preservation Planning

Location: Blanco, Texas

Description: Through researching Blanco's history, guidelines were established for the Downtown Historic District and nearby historic residential areas to assist the city in retaining its rural historic character. The Visionaries in Preservation Program of the Texas Historical Commission's outlined issues are addressed through the document, as well as, implementing the town's sign ordinance.

Completion Date: 2011

Owner: City of Blanco, Texas

Sue Ann Pemberton, FAIA - Resume

Registration: State of Texas – Architecture; No. 8330
Education: Master of Architecture, Texas A&M University
Bachelor of Environmental Design, Texas A&M University

Professional Experience: Ms. Pemberton is a leader in historic preservation as a practitioner, consultant, and educator. She teaches at the University of Texas at San Antonio and serves as president of Mainstreet Architects Inc.

Mainstreet Architects Inc. 1992 – Present: She serves as principal with thirty-five years professional experience in both private practice and state and federal government. Ms. Pemberton's work includes preservation and planning publications, documentation of historic structures as well as traditional architecture services. Her work has received awards from the San Antonio Conservation Society, Preservation Texas and the International Making Cities Livable Board of Directors. She has also served as Historic Architect, Consultant to Fort Sam Houston.

Project samples:

- Downtown San Antonio National Register Nomination Survey
- St. Paul Square Area Assessment
- Madison Square Presbyterian Church, Assessment of Condition and Preservation Plan – current
- Huebner Onion Homestead Master Plan, Condition Assessment and Stabilization, Leon Valley, Texas
- Villa Finale House Museum – Condition Assessment and Exterior Restoration, San Antonio, Texas
- Walnut Branch Master Plan and Standing Structures Survey, Seguin, Texas
- San Antonio Eye Center – 511 Dallas St. Renovation and Addition, San Antonio, Texas
- Ellis Alley Enclave Rehabilitation – VIA Metropolitan Transit, San Antonio, Texas
- Schroeder- Yturri House Renovation – City of San Antonio, Texas
- 414 King William Condition Assessment and Exterior Repairs- San Antonio, Texas
- Nani Falcone Park - Phase II, City of San Antonio, Texas
- River Reach – Standing Structures Survey, San Antonio, Texas
- Lavaca Neighborhood Design Guidelines, San Antonio, Texas
- Design Guidelines for the Historic District Districts of the City of San Marcos
- Design Guidelines for the Historic Districts of City of Paris, Texas
- Design Guidelines for the City of Uvalde
- Design Guidelines for the City of Blanco
- Leeper House Relocation and Renovation - Mitchell Lake, San Antonio, Texas
- National Register Nomination – Floore's Country Store, Helotes, Texas
- National Register Nomination - Monte Vista Historic District, San Antonio, Texas

The University of Texas at San Antonio, College of Architecture 1984 – Present: Director, Center of Architectural Engagement; Assistant Professor in Practice. Emphasis on design, materials and historic preservation

Past Experience:

Pemberton-Haugh Architects 1984 – 1992: Principal
State of Iowa Historical Department 1982 – 1983: Preservation Architect
Ford, Powell & Carson 1979-1982: Architect

**Professional and
Community Service:**

- HemisFair Park Area Redevelopment Corporation - Board of Directors
- Association of Preservation Technology International - Board of Directors, Chair 2016 Conference
- American Institute of Architects - Historic American Buildings Survey Coordinating Committee, Chair
- San Antonio Conservation Society – Board, President (2013-2015)
- Society of Construction History
- Texas Society of Architects - Past Chairman TSA Education Committee
- AIA San Antonio – 2007 National Convention Committee
- City of San Antonio - Former Vice-Chair for the Historic and Design Review Commission
- S.T.A.R.: Students Together Achieving Revitalization – Faculty Coordinator for the College of Architecture at the University of Texas at San Antonio

Awards:

- **San Antonio Conservation Society Award** 1987 – Morrison-Quinn Residence
 - **San Antonio Conservation Society Award** 1997 – St Paul United Methodist Church
 - **International Making Cities Livable** 2003 – Neighborhood Design Guidelines
 - **Texas Society of Architects, Romieniec Award** 2009 – for Architectural Education
 - **American Institute of Architects** 2010 – Elevated to College of Fellows
 - **UTSA College of Architecture** 2011 – Award for Outstanding Community Engagement
 - **San Antonio Conservation Society Award** 2012 – Luby-Schaffer House
 - **San Antonio Business Journal** 2013 – Women's Outstanding Leadership Award
 - **Professional Remodeler Platinum Design Award** 2013 – Luby-Schaffer House, 417 Adams
 - **Preservation Texas Honor Award** 2013 – Luby-Schaffer House,
 - **San Antonio Conservation Society Award** 2014 - San Antonio Eye Center (Dietzmann House) 511 Dallas Street
 - **Texas Patriot Award** 2015 – Daughters of the Republic of Texas Mission Chapter – for Leadership
 - **Preservation Texas Honor Award** 2016 – Ellis Alley Enclave
 - **Outstanding Teacher Award** 2015- DOCUmentation Achievement Award
 - **UTSA, President's Distinguished Achievement Award** 2017 for Excellence in Community Engagement
 - **Community Partner Award** AIA San Antonio 2017 for ongoing community service and leadership
-

Christelle C. Arreola - Resume

Education:

University of Texas at San Antonio (UTSA) - 2018

- Master of Architecture
- Certificate of Historic Preservation

Monterrey Institute of Technology and Higher Education (ITESM) - 2012

- Bachelor of Industrial Design

Professional Experience:

Mainstreet Architects Inc. 2018 – Present – Architectural Intern

- Develop site plans, building plans, sections, elevations and details for schematic, design development and construction documents.
- Assist in the preparation of documents for National Register Nomination of Historic District – Uvalde, Texas.
- Assist in the development of Design Guidelines for the City of Kingsville's Historic District

Graduate Assistant – UTSA – 2018

Student/Graduate:

UTSA, Special Topics Studio – Taliesin West, Scottsdale, Arizona - 2016

- Survey, documentation and development of HABS drawings of Cabaret Building

Studies Abroad:

UTSA Study Abroad – Urbino, Italy – Fall 2015

Technical Skills:

- Autodesk Autocad
- Autodesk Revit
- Autodesk Inventor
- Rhino
- Google SketchUp
- Lumion
- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Flash
- Microsoft Office Suite

Other Skills:

Bilingual: Spanish/English

Period of Performance

Mainstreet Architects has reviewed the tentative schedule outlined in the RFP and is prepared to perform to that schedule with adjusted and agreed upon dates.

Readiness to Proceed

Mainstreet Architects will file quarterly reports based on an agreed upon schedule, modified from the RFQ.

- Upon notice to proceed, Mainstreet Architects will begin working on design guidelines updates and will submit a Progress Report to City by the first of month.
- From the month of November through December 31, 2019 Mainstreet Architects will continue developing guidelines, meet with the Historic District Commission, and will submit Progress Reports to City the first of each month.
- Within 4 months of the Notice to Proceed, Mainstreet Architects will meet with the Historic District Commission for presentation of Final Draft and will submit progress report to city on the first of the month.
- Through the month of March, Mainstreet Architects will revise the Draft based upon revisions requested by the Historic District Commission and will submit progress report to city on the first of the month.
- By April 2020 Mainstreet Architects will submit a draft copy of the Preservation Design Guidelines for a thirty (30) day review by the City and OK/SHPO and will submit progress report to city on the first of the month.
- Mainstreet Architects will incorporate recommendations and make changes per OK/SHPO comments and City of Norman and will submit a final draft of design guidelines within 7 months of the Notice to Proceed for a fifteen-day review.
- Mainstreet Architects will submit five (5) copies of the final design guidelines to City, as well as electronic versions in Word/InDesign.

REFERENCES

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Preliminary Scope of Services

Each set of design guidelines will consider the existing character of the areas and anticipation of future changes. The guidelines will be designed to encourage high-quality urban spaces defined by a variety of building types, streetscapes, signage, public spaces, building elements, and other important architectural characteristics with special consideration to the City's off-street parking and setbacks requirements.

Mainstreet Architects Inc. is prepared to complete the Preliminary Scope of Services outlined in the RFP:

- Mainstreet Architects will identify a systematic layout in the Handbook of required standards and preservation design guidelines that are clear and user-friendly.
- Mainstreet Architects will revise the current Handbook to identify errors, unclear and conflicting guidelines and will create new design guidelines that reflect these revisions.
- Mainstreet Architects will revise the current Handbook to identify omitted proposed work items (such as request for the addition of solar panels) and will create new design guidelines to address these omissions.
- Mainstreet Architects will create a historic overview description of Norman that will allow for the addition of future historic districts to incorporate into the Handbook.
- Mainstreet Architects will revise the current historic district descriptions in the Historic Preservation Handbook for accuracy and will create a description for the recently created Southridge Historic District to be incorporated into the Handbook.
- Mainstreet Architects will review and revise the repair and maintenance sections of the Handbook to ensure that best practices based upon the Secretary of the Interior Guidelines for Rehabilitation are incorporated.
- Mainstreet Architects will review the Historic District Ordinance and the Historic Preservation Handbook to ensure coordination between the two documents.
- With guidance from the City Staff and Historic District Commission, Mainstreet Architects will identify applications suited for staff review through the Administrative Bypass process and will develop clear standards to be incorporated into the Historic Preservation Ordinance and/or Historic Preservation Design Guidelines for those items.

- With guidance from the City Staff and Historic District Commission, Mainstreet Architects will identify proposed work that may be considered routine maintenance and repair and incorporate into the existing Historic Preservation Ordinance and/or the revised Preservation Design Guidelines.
- Mainstreet Architects will attend meetings during the project, in-person with the Historic District Commission, as well as additional meetings which may occur in-person or via conference calls, with City Staff/Historic District Commission.
- Mainstreet Architects will make two to four trips to Norman to complete the project; two meetings will be with the Historic District Commission.
- Mainstreet Architects will develop the revised draft of the Historic Preservation Handbook utilizing Word and/or Adobe InDesign.
- Mainstreet Architects will provide a digital version in Word and/or Adobe InDesign and five (5) copies of the revised version design guidelines.
- The project will be completed according to the National Parks Service's Secretary of Interior's Standards for Rehabilitation and the Secretary of the Interiors Standards for the Treatment of Historic Properties and will meet the requirements of the Oklahoma State Historic Preservation Office.

Project Deliverables:

1. Mainstreet will develop a revised version of the Historic Preservation Handbook utilizing Word and/or Adobe InDesign.
2. Mainstreet will provide a digital version in Word and/or Adobe InDesign and five (5) copies of the revised version design guidelines.

Project Schedule

This timeline may shift dependent upon the determined Phase I scope of services:

- A. In accordance with instructions in the OK/SHPO's Guidelines for Consultants, Mainstreet Architects Inc. will submit Progress Reports to the City as specified in the Project Schedule below. Attached to each report will be the specific documents and/or evidence on project products and tasks as specified:

Report Period: September 24 - October 8, 2019

- Task:** 1. Revised Request for Preservation Design Guidelines update issued.

Report Period: October 8 - 23, 2019

- Task:** 1. Consultant selected, and contract executed.
2. City Submit Progress Report to SHPO by the 10th of month.

Report Period: October 24 – November 4, 2019

- Task:** 1. Will begin work on Preservation Design Guidelines updates.
2. Will meet with Historic District Commission.
3. Will submit Progress Report to City on the first of the month.

Report Period: November 5 -December 31, 2019

- Task:** 1. Will continue developing guidelines.
2. Will submit a draft copy of the Preservation Design Guidelines for a review by the City Staff and Historic District Commission.
3. Will Submit Progress Report to City the first of each month.

Report Period: February 1-29, 2020

- Task:** 1. Will meet with Historic District Commission for presentation of Final Draft.
2. Will submit Progress Report to City on the first of the month.

Report Period: March 1-31, 2020

- Task:**
1. Will revise Draft based upon revisions requested by Commission.
 2. Will submit Progress Report to City on the first of the month.

Report Period: April 1-31, 2020

- Task:**
1. Will submit a draft copy of the preservation Design Guidelines for a thirty (30) day review by the City and OK/SHPO.
 2. Will submit Progress Report to City on the first of the month.

Report Period: May 1-31, 2020

- Task:**
1. Will make changes per OK/SHPO comments and City of Norman.
 2. Will submit final draft design guidelines for a fifteen-day review.
 3. Will submit five (5) copies of the final design guidelines to City.
 4. Will submit electronic versions in Word/Adobe InDesign.

Cost of Completion for Phase I as outlined in RFP 19920-29

Phase I of the Design Guideline revisions will consist of a thorough evaluation and analysis of the existing document, the preparation of new sections and revisions to others. Stakeholder discussions will include city staff, commission, and users of the guidelines as well as the OK-SHPO. Phase I will produce a user-friendly document.

Based on current experience with the preparation of Design Guidelines, we anticipate 4-5 site visits and coordinated meetings from the time of the Notice to Proceed to the Delivery and Presentation of the Guidelines to the City of Norman.

Proposed Fee for	\$44,925.00
<u>Expenses to include mileage, room nights, printing, shipping</u>	<u>\$ 4,575.00</u>
Total Fee Proposal for Phase I	\$49,500.00