



REQUEST FOR PROPOSAL
PACKAGE #1

Discover Denver Phase 6:
Historic Context Development:
Berkeley, West Highland, and Sloan's Lake neighborhoods

1. GENERAL INFORMATION

a. General Description

Historic Denver, Inc. is seeking bids from experienced historic preservation consultants for the development of historic contexts for the Discover Denver citywide building survey project. These contexts will cover the general development, demographic patterns, and relevant cultural movements of the areas encompassing Denver's Berkeley, West Highland, and Sloan's Lake neighborhoods.

This package is one of three Requests for Proposals for the Discover Denver project. Proposers may submit bids for one or more packages; Historic Denver, Inc. may award one, multiple, or all packages depending on qualifications, price, and available funding. Each neighborhood within a package carries an expected budget allocation of \$5,000. Proposers shall prepare separate historic contexts for each neighborhood within the package. The total proposed fee for the package must not exceed the available budget.

The Discover Denver project is led by Historic Denver, Inc. in partnership with the City and County of Denver, and funded in part by a grant from the Colorado State Historical Fund.

b. Project Background

The primary goal of the Discover Denver project is to identify buildings and areas throughout the city having architectural, historical, or cultural significance. Through field survey, academic research, and community input, the project gathers information about Denver's built environment that will have long-term value for the City, State, and public. Community engagement is a key focus of Discover Denver, with trained volunteers participating in field survey and building research, and residents sharing their knowledge about the buildings and history of their neighborhoods.

To date, over 37,000 buildings have been documented by the project. Data collected by Discover Denver has been used to inform neighborhood planning efforts, support designation of individual resources and historic districts, and to educate the public about Denver's history and its built environment.

c. Budget

The budget for this project will not exceed \$5,000 per neighborhood, for a total of \$15,000 for this package. Award of the contract resulting from this RFP will be based upon the most responsive vendor whose offer is the most advantageous to Historic Denver, Inc. in terms of expertise and cost.

d. Scope of Services

1. The consultant will develop separate historic contexts for the Berkeley, West Highland, and Sloan's Lake neighborhoods to establish a framework for the historical, cultural, and architectural significance of individual resources and areas located within each neighborhood. Each context will include:

- A narrative of the area’s history and evolution, including platting and periods of development
 - Demographic patterns, including key ethnic and social groups
 - Commercial and/or industrial areas
 - Impacts of historic events and movements
 - Key area buildings, including their placement in the area’s development
 - Bibliography
2. The consultant will also participate in a reconnaissance of the focus area with Discover Denver staff and a small group of cultural advisors made up of community leaders, neighborhood residents, and experts in the culture and history of the area.
 3. Proposers may submit bids for one or more packages; Historic Denver, Inc. may award one, multiple, or all packages depending on qualifications, price, and available funding.

e. Deliverables

1. Kick-off Meeting with Discover Denver staff and other stakeholders to discuss the project and scope of work
2. Submittal of a research plan
3. Participation in a reconnaissance meeting/focus area walk-through with Discover Denver staff and cultural advisors
4. Submittal of a proposed context outline
5. Submittal of a draft historic context document
6. Submittal of the final historic context document

f. Consultant Minimum Qualifications and Experience

The primary staff assigned to this project should meet the Secretary of the Interior’s Professional Qualification Standards in the area of History or Architectural History (<https://www.nps.gov/articles/sec-standards-prof-quals.htm>) and have produced at least two similar products, such as National Register nominations or historic property surveys, within the past three years.

g. Anticipated Schedule

Event	Date
1. Written confirmation of intent to submit bid	June 12, 2026
2. Questions due from vendors about scope or approach	June 22, 2026
3. Responses to vendor questions about scope or approach	June 24, 2026
4. Proposal due date	July 15, 2026
5. Anticipated decision and selection of vendor	July 20, 2026
6. Anticipated commencement of work	August 11, 2026
7. Anticipated submittal of research plan	September 15, 2026
8. Anticipated reconnaissance with cultural advisors	September 25, 2026
9. Anticipated submittal of context outline	October 26, 2026

10. Anticipated submittal of draft context document	December 7, 2026
11. Anticipated submittal of final context document	January 25, 2027

2. SUBMISSION INSTRUCTIONS

A written confirmation of the Vendor’s intent to respond to this RFP is required by June 12, 2026 at 5:00 p.m. All proposals are due by July 15, 2026 at 5:00 p.m. Please send all communications to Sam Crowley, Director of Research and Discover Denver for Historic Denver, at scrowley@historicdenver.org.

Submit one (1) copy of your proposal in a PDF format electronically to: scrowley@historicdenver.org by July 15, 2026 at 5:00 p.m.

All proposals should be limited to 20 pages in length, and include the following:

Organization and Personnel – Identify specific personnel who will be assigned to the project and the proposed role of these individuals. Please clarify the specific experience of the key project personnel which makes them uniquely qualified for this project. Provide resumes for all key staff to be assigned to the project.

Proposed Timeline – The consultant should respond to the project timeline delineated in section 1g, and identify any proposed deviations from the schedule.

Proposed Cost – Please note that the proposed cost will be inclusive and that no reimbursable expenses will be paid.

Work Product Sample – Provide a brief summary of similar work products produced by key individuals on the proposed project team, and excerpts from two work products produced within the past three years that exemplify the ability of key personnel on your team to complete the scope of services.