

## **Architectural Historian Services RFQ**

### *Questions and Answers*

06.17.2025

1. Is the City choosing one consultant or several consultants?
  - [One consultant.](#)
2. If we attach resumes as an appendix, will they count toward the 10-page page limit?
  - [Yes. However, you are welcome to cut down on the total number of pages by providing one page with links to your examples of relevant historic projects and/or writing samples of design review.](#)
3. Could you please clarify the anticipated procedure for the "analysis of historic and potentially historic structures" as outlined in Section I: Role of Architectural Historian on Page 2? Specifically, will the consultant be expected to prepare an evaluation of a property's historic significance under federal, state, and/or local criteria, or will the process be limited to the peer review and analysis of an existing evaluation?
  - [The consultant will be expected to prepare an evaluation of a property's historic significance under federal, state, and/or local criteria with the City of Watsonville acting as the Lead Agency for the project under CEQA.](#)
4. Could you please clarify the anticipated procedure for "Making determinations of historic significance utilizing state DPR forms" as outlined in Section II. Requirements on Page 3? Specifically, would the candidate be expected to rely on an existing evaluation prepared by another consultant using state DPR forms to determine the historic significance of a subject property, or would the candidate be expected to prepare the evaluation of the property's historic significance under federal, state, or local criteria utilizing state DPR forms?
  - [The consultant will be expected to prepare the evaluation of the property's historic significance under federal, state, or local criteria utilizing state DPR forms.](#)
5. Regarding the statement under Section II. Requirements on Page 3, "The successful candidate must already be listed in the California Historical Resources Information System," please confirm this means that the candidate must be an Authorized User with a CHRIS Access and Use Agreement on file, as opposed to being listed on the \$150/annual CHRIS Historical Resources Consultant List.
  - [The way the RFQ was written, it is the latter. However, candidates who are Authorized Users with CHRIS Access and Use Agreements on file who present impressive qualifications and work products will not be disqualified from consideration for not being listed on the \\$150/annual CHRIS Historical Resources Consultant List.](#)
6. With regard to the proposed On-Call Professional Architectural Historian Services RFQ, does the position include fieldwork? Or is the position primarily desktop reviewing?
  - [For specific projects, there is an assumption that most projects will involve at least one site visit to evaluate the existing condition of the historical structure or feature in question. The rest of the work will involve the evaluation of proposed plans related to the historic structure or feature.](#)
7. Will the entire consultant team need to be listed in the CHRIS? Or just the SOI Qualified representative for the consultant(s) who will perform the reviews?
  - [See Answer #5 above. There is a preference for at least one member of a consultant team to be listed in the CHRIS, but the inclusion of an SOI-qualified representative on a consultant team with non-SOI-qualified members is also acceptable.](#)

8. In terms of the compensation, will this service be based on time and materials? Is there a “not to exceed” budget?
  - Project-specific contracts will be developed for each individual project and each will have a ‘not to exceed’ budget paid for by the developer. Contracts may be amended for budget increases if necessary.
9. Do these services fall under the California Assembly Bill 5 (AB 5) (January 1, 2020) or the Freelance Worker Protection Act (FWPA) (September 28, 2024)? Or are they exempt from the two-year contractor rule?
  - The Master Agreement with the City of Watsonville will be for on-call services. Project-specific contracts will be developed for each individual project and each will have a ‘not to exceed’ budget paid for by the developer. It is our understanding that this approach is compliant with the provisions of AB 5 and the FWPA and the State of California does not have a two-year contractor rule.
10. The RFQ states that proposers may submit SOQs electronically but does specify where. Will submission by email be accepted? We understand that the city’s vendor portal is on BidNet, however, we did not see the RFQ listed there.
  - Page 4 of the RFQ states that proposals may be submitted electronically and lists the email address of Assistant Community Development Director Matt Orbach ([matt.orbach@watsonville.gov](mailto:matt.orbach@watsonville.gov)) in the “Please submit your Qualifications to:” section. Per those instructions, you may submit your qualifications electronically by emailing them to [matt.orbach@watsonville.gov](mailto:matt.orbach@watsonville.gov).
11. The RFQ does not mention the submission of resumes. Can proposers submit resumes in an Appendix that would not be counted toward the 10-page limit?
  - Proposers are welcome to link to outside sources for resumes, writing samples, or examples of relevant historic projects to cut down on the total number of pages. See answer #2 above.