MIA
McGuire Igleski & Associates, Inc.
Architecture, Preservation, Planning

1330 Sherman Avenue
Evanston, IL 60201
847.328.5679
www.miarchitects.com

April 29, 2021

CITY OF STOUGHTON
Michael Stacey | Zoning Administrator + Assistant Planner
City Hall
207 S. Forrest Street
Stoughton, WI 53589

Re: Local Landmark Nomination for Main Street Historic District, Stoughton, Wisconsin

Dear Mr. Stacey:

The City of Stoughton (City) has requested this quotation from McGuire Igleski & Associates, Inc. (MIA), a firm which meets the Professional Qualifications Standards for Historic Preservation, or Architectural History outlined in 36 CFR 61, for the preparation of a Local Landmark Nomination for the Main Street Historic District. MIA proposes to provide the Scope of Services as described in the Request for Proposals (RFP) dated April 9, 2021.

At this time, the City wishes to develop a Local Landmark Nomination for the Main Street Historic District previously listed on the National Register of Historic Places. The National Register Historic District includes approximately 65 buildings, of which 32 are individually designated local landmarks. The initial project area will coincide with the existing National Register boundaries, but MIA understands the City's desire to review the existing boundaries and provide appropriate recommendations per the City's Historic Preservation Ordinance.

Enclosed is a detailed scope of services, proposed schedule, and fee, firm and key personnel qualifications, and relevant project experience with references.

We look forward to assisting the City of Stoughton in your efforts. We will be happy to clarify any questions you should have regarding this proposal.

Sincerely,
McGuire Igleski & Associates, Inc.

erica ruggiero

Erica Ruggiero, Associate AIA
Principal/Historic Preservation Specialist
847.328.5679 ext. 5 (office) | 954.839.4887 (cell) | erica@miarchitects.com (email)

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SCOPE OF SERVICES

I: Fieldwork, Survey, and Research

A. Project kick-off meeting with the City to review goals, process, deliverables, and schedule.

B. Review existing documentation for the proposed district including existing National Register of Historic Places nomination forms, existing local landmark nominations, historic atlas maps, Sanborn Fire Insurance Maps, and previously undertaken surveys and studies.

C. MIA will prepare a building inventory database in Microsoft Excel or Survey 123 by ArcGIS, based on the City's preference. At a minimum, the database will include: address, building typology, architectural style, date of construction, foundation/base material, number of stories, exterior materials, alterations/changes over time, character-defining features, integrity, current status (e.g., National Register listed and/or locally landmarked), and evaluation for contributing or non-contributing. MIA will review the database template with the City and incorporate any comments prior to beginning fieldwork.

D. Complete survey/ fieldwork for each property. In the field, MIA will record the following: address, architectural style, building typology, existing condition, architectural description, historic use/name (if available), alterations, building material(s), integrity, and character-defining features including any related streetscape features. Upon completion of fieldwork, MIA will identify the existing designation eligibility/status, local landmark designation and National Register evaluation (e.g., contributing or non-contributing), area of significance, and provide a list of reviewed references. Current location map and photographs of each building, including overall photographs and details of character-defining features will be included as part of the survey. Historic photographs of any individual building or of the proposed district, identified during the research phase, will also be included.

E. MIA will complete archival research, as needed, to collect information including: date of construction, architect, original/historic owner, original/historic use, changes over time, and history and development of the district and individual properties. Repositories and sources to be utilized may include: Dane County Recorder of Deeds, City Directories, Stoughton Historical Society, Stoughton Public Library - Kvamme Local History Collection, Sanborn Fire Insurance Maps, Wisconsin Historical Society, local newspaper archives, and historic building permit archives.

F. MIA will catalog all information in the building inventory database and will provide the database to the City for review and comment. Comments will be incorporated into the final database.

G. As part of the fieldwork, MIA proposes to survey a larger area, to potentially include those commercial buildings east to Hillside Avenue. The survey, and subsequent research, will determine if these properties share a period of significance, historic narrative, and area of significance with those buildings located within the National Register Historic District, as well as retain sufficient integrity for inclusion in the local landmark district.

H. Based on the results of fieldwork, survey, and research, MIA will present a proposed period of significance, areas of significance, and boundaries for the Local Landmark Nomination for review and approval by the City and Commission.

II: Local Landmark Nomination

A. Upon completion of fieldwork, MIA will prepare an illustrated local Landmark Nomination for the Main Street Historic District, formatted per the Landmarks Commission's (Commission) nomination form, including:

   i. Cover page with current photographs of buildings within the district.

   ii. Table of Contents

   iii. An illustrated map showing the boundary of the district, street names, and individual building outlines shaded per contributing and non-contributing status.

   iv. Introduction to the local landmark nomination, including the identification of the period and areas of significance.

   v. Illustrated architectural description of the district, including significant architectural styles, building typologies, streetscape/landscape elements, and character-defining features.

   vi. Written narrative on the history of the district from the area's first settlement and development through present-day. The narrative will highlight the individual areas of significance including but not limited to commerce, government, and transportation. The narrative will also include brief biographies of prominent stores/businessowners within the district and will be illustrated with historic photographs and maps, as appropriate.

   vii. Written narrative on prominent local architects/builders in the district.

   viii. A list of the criteria for designation that the district satisfies with a summary of how the district meets each. MIA anticipates the district will at a minimum meet Criteria 1, 3, 5, and 6 as identified in Sec. 38-34 of the City Ordinance.

   ix. Written description on how the district retains integrity, describing common changes to historic buildings and how the district continues to convey its historic and architectural value.

   x. A description of the district's significant historical and architectural features.

   xi. Bibliography and illustration credits.

   xii. Historic photographs and/or drawings of the district and individual buildings within the district, as available, and prominent residents, architects/designers, and or sculptors.

   xiii. Illustrations in the final report will be keyed to the text and include captions and credits.

   xiv. Building catalog, formatted from the building inventory database compiled during Phase I.

   xv. Prepare and submit outlines, drafts, and final documents as indicated in "Deliverables".

   xvi. Receive and incorporate comments from City staff after each submittal.

III. Deliverables

A. A report outline for the Landmark Designation Report will be provided to the City, via email, in Microsoft Word, for review and approval prior to beginning the complete text draft.

B. A complete text draft of the local landmark nomination to be provided to the City, via email, in Microsoft Word.

C. A complete illustrated layout draft of the local landmark nomination in Microsoft Word. The complete layout draft will incorporate all edits and comments provided by the City during the review of the

complete text draft. The illustrated layout draft will be presented to the City and Commission for review and comment.

D. Prepare the final layout of the local landmark nomination, incorporating edits and comments provided by the City and Commission during the review of the complete layout draft in Microsoft Word and PDF.

E. Prepare an illustrated presentation on the Local Landmark Nomination for a public Commission meeting.

F. Digital photographs, current and historic, all illustrations/maps, and the building inventory database will be provided to the City electronically.

G. One unbound copy of the Local Landmark Nomination will be submitted to the City upon completion of the project.

IV. Meetings

A. MIA will attend up to four (4) virtual working meetings with City staff:
   1) Meeting 1: Kick-off meeting
   2) Meeting 2: Review of complete text draft
   3) Meeting 3: Review of illustrated layout draft
   4) Meeting 4: Progress review (if necessary)

B. MIA will attend up to four (4) virtual public meetings including:
   a. Attend an initial public meeting to introduce the project to the public and receive public comment. As part of this meeting, MIA proposes to work with City staff to prepare an education presentation which discusses the differences between National Register listings and local landmark designations, the methodology and process of preparing a Local Landmark Nomination, and any available incentives and/or requirements for locally landmarked properties. MIA has provided up to four (4) public meetings so this education presentation can be offered at least twice to ensure all stakeholders and affected parties are engaged in the process and their questions and/or concerns are addressed.
   b. Meet with the Commission to discuss the draft nomination and receive comment and feedback.
   c. Present the final nomination at a public Commission meeting.

CLARIFICATIONS

1. The total number of properties to be included is approximately 85-90 roughly bounded by Hillside Avenue on the east, the Yahara River on the west, and the first alley north and south of Main Street.

2. All properties will be surveyed from the public-right-of-way.

3. All illustrations and photographs will be in color and high resolution in JPEG or PDF format, as applicable. All original illustration files will be provided to the City. Photographs will meet the standards identified in the RFP.

4. All maps and/or illustrations will be prepared from base files received from the City.

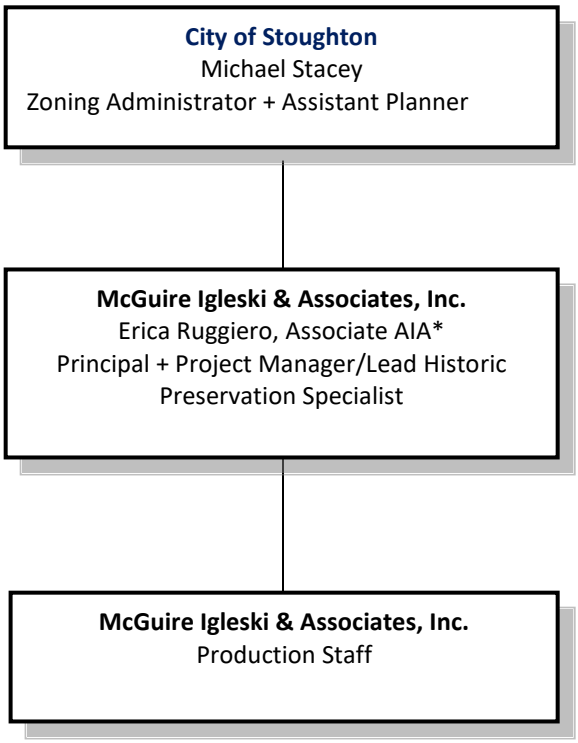
5. For any services requested by the City that are outside of the basic serves included in this proposal in response to the RFP can be provided as additional services. No additional services will be performed without prior approval by the City. Services may include changes to the proposed district, number of properties, and/or additional meetings/presentations.

FEES

McGuire Igleski & Associates, Inc. proposes to provide the services described under Scope of Services, including expenses (e.g., mileage and lodging for one three-day site visit), for the Lump Sum fee of: $9,540.00.

PROJECT MANAGEMENT

McGuire Igleski & Associates will perform the scope of services described above with Erica Ruggiero, as project manager, principal, and lead historic preservation specialist, coordinating City and MIA staff, overseeing fieldwork, research, and writing of the Local Landmark Nomination. Ms. Ruggiero will be assisted by MIA production staff to prepare the necessary illustrations and/or maps for the nomination. Below is a list of key project staff with titles and a brief bios. Resumes and project profiles follow.



Erica Ruggiero, Principal/Lead Historic Preservation Specialist

Ms. Ruggiero has extensive experience with survey, research, evaluation, and preparation of individual and district local landmark designations and National Register nominations for commercial, governmental, transit, and cultural properties through her work including: Downtown Joliet historic resources survey; National Register nominations for the Downtown Aledo Historic District and Downtown Rock Island Historic District; amendments to the North and Central Geneva Historic Districts and West Argyle Street, West Bryn Mawr Avenue, and Uptown Square National Register Historic Districts; and historic assessment and evaluation of Roseland's Michigan Avenue Business District.

PROPOSED SCHEDULE

The final schedule and work plan will be developed in conjunction with the City of Stoughton. It is anticipated that the project schedule will be 12 weeks in duration. A proposed schedule has been included below.

CITY OF STOUGHTON MAIN STREET HISTORIC DISTRICT													
LOCAL LANDMARK NOMINATION													
TASK	**DATE**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
PROJECT START DATE	TBD												
Meeting 1 / Kick-off	TBD	x											
Review existing documentation of the survey area	1 week												
Site survey and fieldwork	1 week												
Archival research on individual properties and district	2 weeks												
Prepare digital building inventory database, map of proposed boundaries with contributing/non-contributing buildings, period of significance	1 week												
Prepare text draft of the Local Landmark Nomination (nomination)	3 weeks												
Submit text draft of the nomination to the City for review and comment	TBD								x				
City review of nomination text draft	1 week												
Meeting 2 / Review of nomination text draft with the City	TBD									x			
Revise nomination per comments received from the City and prepare illustrated layout draft	1 week												
Submit complete illustrated layout draft of the nomination for review and comment by the City and Landmarks Commission (Commission)	TBD										x		
City/Commission review of complete illustrated layout draft of the nomination	1 week												
Working Meeting 3 / Review of complete illustrated layout draft with City/Commission	TBD											x	
Finalize the nomination per comments received from the City and Commission	1 week												
Submit final illustrated nomination to the City	TBD												x
Attend, up to four (4) public/Commission meetings, as identified in the scope of services	TBD												x
END OF PROJECT	**TBD**												

McGuire Igleski & Associates (MIA) Action
City of Stoughton (City) Action

*** Submission dates and the project end date are shown as TBD based on receipt of Notice to Proceed and scheduling of public/Commission meetings.**

ORGANIZATION AND SERVICES

McGuire Igleski & Associates, Inc. is an architectural firm offering the full range of professional services with a special expertise in historic preservation. Our skilled staff includes architects and historic preservation specialists, giving us a wide base of knowledge for working with all building types. The firm is a corporation with Sarah Haas, Erica Ruggiero, Amy Gauen, and Mark Igleski as principals and owners. Our office is located in Evanston, Illinois.

Services include:

- Evaluation, Analysis, Planning and Design
- Existing Conditions Assessments
- Terra Cotta Restoration; Material Conservation
- Building Restoration, Rehabilitation and Adaptive Reuse
- Compatible Additions to Existing Buildings
- Historic Structure Reports, & HABS Documentation
- Preservation Consulting & Planning; Historic Surveys & Design Guidelines
- ADA Compliant Accessibility Upgrades

McGuire Igleski & Associates, Inc. is a member of the USGBC with LEED Accredited Professionals on staff. We integrate the needs of the modern user, providing state of the art design and technology solutions while respecting the building traditions, historic materials and qualities of the past which contribute to the historic character of the building or site.

Projects include:

- Façade inspections, assessments and restoration including Center on Halsted, Krause Music Store *(2 right),* Legacy at Millennium Park *(3 right).*

- Restoration and Adaptive Reuse of Hotel Florence State Historic Site; Humboldt Park Stable for Puerto Rican Arts and Culture Center and Loder Hall for Garrett-Evangelical Seminary.

- Preservation consulting for projects for private and public clients including State of Illinois, Cook County, Chicago Park District, Village of Brookfield, Roosevelt University and CTA including ornamental plaster, roofing, terra cotta, masonry, concrete, windows, timber and tile. (Old Chicago Post office 4 right).

Photos t to b: Leslie Schwartz (1,3), Steve Hall (2), and MIA (4).

- Renovation projects for educational clients, including restoration, repair, preservation planning, ADA and life safety upgrades, adaptive use and additions. Clients include Chicago Public Schools, Roosevelt University, Northwestern University, Columbia College Chicago, University of Illinois Chicago and Urbana-Champaign and the University of Chicago.

- Historic Building Conditions Assessments and Preservation Planning for museum and educational facilities including Field Museum, Shedd Aquarium, Columbia College Chicago, and Northwestern University.

ERICA RUGGIERO, MSHP

Erica is an historic preservationist specialist and architectural historian with experience in preservation planning, building surveys, feasibility study reports, rehabilitation and adaptive reuse design, façade restorations, Historic American Building Survey, and building condition assessments. With degrees in both historic preservation and interior design, Erica has a demonstrated understanding of maintaining the authenticity, integrity, and character of a time and place, while adapting it for more modern uses.

Education

Master of Science/Historic Preservation
School of the Art Institute of Chicago
Chicago, IL

Master of Science/Interior Design
Florida State University
Tallahassee, FL
Graduate Certificate: Urban Design

Professional Affiliations

American Institute of Architects - Chicago Chapter
Landmarks Illinois
Illinois Historic Sites Advisory Council

Professional Activities

Chicago for Chicagoans:

Presenter
Chicago History 101: Railroads & Highways, Chicago, IL, January 2018

Presenter
McKinley Park Neighborhood Tour, Chicago, IL, June 2017- Present.

Conference on Illinois History:
Presenter
History of the Early Chicago Steel Industry from 1855-1905, Springfield, IL, October 2016

Presenter
History the Central Manufacturing District: America's First Planned, Springfield, IL, September 2013

National Register of Historic Places:
Central Manufacturing District: Original East District, Chicago, IL October 2015 *(Amended for Statewide Significance, February 2017)*

Central Manufacturing District: Pershing Road Development, Chicago, IL June 2015

SELECTED PROJECTS

- **Chicago Transit Authority, Chicago, IL.** Prepared amendments to the National Register forms of the Bryn Mawr Avenue, West Argyle Street, and Uptown Square Historic Districts including: amendments to the period of significance, additional documentation for the statement of significance, and re-evaluation of NR-eligibility of the existing building inventory. Prepared Historic Preservation Plans for each district which included: documentation of existing conditions, definition of character-defining features, building typologies, and architectural styles, and development of recommendations for design principles/guidelines and available incentives and programs for preservation.
- **Landmark Designation Reports, Chicago, IL.** Primary preparer of landmark designation reports for the City of Chicago including: Quincy 'L' Station; Mt. Pisgah Missionary Baptist Church; and Blackwell-Israel Samuel AMEZ Church.
- **Roseland's Michigan Avenue Business District, Chicago, IL.** Preparer of a historic assessment of the Roseland neighborhood's historic business district along Michigan Avenue. The report provided a written narrative on the settlement, businesses, and social history of Roseland's commercial corridor by examining the real estate development of the area and the buildings, businesses, institutions, and those individuals that were instrumental in its formation. The historic and cultural narrative was accompanied by an architectural history of the area, including an examination of key styles of architecture, significant architects who designed buildings in the area, if known, and representative building typologies. As part of the research phase, seven oral history interviews were completed with members of the Roseland community. The report will serve as a basis for a potential National Register district, local landmark district, or other preservation planning tool.
- **Kinzie Industrial Corridor, Chicago, IL.** Primary preparer of a Multiple Property Evaluation (MPE) Report for the City of Chicago Kinzie Industrial Corridor. The project included a resource survey of 800 properties in the corridor, including National Register (NR) and City of Chicago (COC) Landmark evaluation, research to determine date of construction and historic use/name, and identification of character-defining features, architectural style, building typology, and alterations/changes over time. Upon completion of the survey, MIA prepared an MPE which provided a description of the survey area and methodology, narrative on the history and development of the corridor, architectural description of the corridor, a comprehensive identification of industrial building typologies, and recommendations for the preservation of the corridor.
- **National Register of Historic Places (NRHP), IL, Statewide.** Primary preparer of nominations, including architectural and historical survey and eligibility evaluations. Projects include: **Downtown Rock Island Historic District,** Rock Island, IL; **Aledo Downtown National Register Historic District,** Aledo, IL; **Geneva National Register Historic Districts,** Geneva, IL; **Potter and Barker Grain Elevator,** La Fox, IL; **Corron Farm,** Campton Township, IL; **The Forum,** Chicago, IL; **Government Housing Collection Multiple Property Documentation,** Rock Island, IL.

PROJECT PROFILE

Project Name	Roseland's Michigan Avenue Business District
Location	Chicago, IL
Firm's Contribution	Historic Research and Report
Completion Date	2021
Client/Contact	Daniel Klaiber City of Chicago Dept. of Planning and Development 121 N. LaSalle Street Room 905 Chicago, IL 60602 (312) 744.0097

MIA completed a Historic Research and Report for the Michigan Avenue Business District in the Roseland Community Area. The purpose of the report was to provide a written narrative on the settlement, businesses, and social history of Roseland's commercial corridor by examining the real estate development of the area and the buildings, businesses, institutions, and those individuals that were instrumental in its formation. Additionally, the historic narrative was accompanied by an architectural history of the area, including an examination of key styles of architecture, significant architects who designed buildings in the area, if known, and representative building typologies. As part of the research phase, seven oral history interviews with members of the Greater Roseland community were completed and will be shared with the public.

Roseland, or De Hollandsche Gereformeerde Gemente in de Hooge Prairie ("The Dutch Reformed Township in High Prairie" or "High Prairie"), as it was originally settled, was first founded in 1849 by early Dutch pioneers who settled along the Chicago-Thornton Road, now Michigan Avenue, between 103rd and 111th Streets along the ridge west of Lake Calumet. The community formed around the Reformed Church, small truck farms, and storefronts located along the road, which today remains Roseland's main commercial corridor.

PROJECT PROFILE

Project Name	Downtown Rock Island Historic District
Location	Rock Island, IL
Firm's Contribution	Preparation of a National Register Historic District nomination form.
Completion Date	2020
Client/Contact	Miles Brainard, Urban Planner II City of Rock Island Planning & Redevelopment Division 1528 Third Avenue Rock Island, IL 61201 (309) 732.2900

MIA was selected by the City of Rock Island to prepare a National Register of Historic Places nomination form for the Downtown Rock Island Historic District. As part of the nomination process, MIA completed a resources survey and prepared a digital building database to aid in the completion of the narrative description as part of the National Register nomination, as well as historic context statement and architectural significance narrative. The district encompasses 82.3 acres with 108 contributing buildings, two contributing structures, five contributing parking lots, nine contributing objects, 27 non-contributing buildings, one non-contributing site, 15 non-contributing parking lots, and five properties previously individually listed on the National Register of Historic Places.

The District is the original city center for Rock Island and endures as a locally significant commercial district and the heart of Rock Island County government, society, and local community culture for the City of Rock Island since its founding in 1841.

PROJECT PROFILE

Project Name	Chicago Transit Authority Red-Purple Modernization Program
Location	Chicago, IL
Firm's Contribution	Amendment to Three National Register Historic Districts
Completion Date	2018
Client/Contact	Teresa Foucher, AIA LEED AP Associate Solomon Cordwell Buenz 625 N. Michigan Ave. Chicago, IL 60611 (312) 896.1133

Bryn Mawr Avenue Historic District

West Argyle Street Historic District

Uptown Square Historic District

MIA prepared Historic Preservation Plans (HPP) and amendments to the National Register forms for the Uptown Square, Bryn Mawr Avenue, West Argyle Street Historic Districts as part of the Red-Purple Modernization Program. The HPPS included an existing conditions assessment of a district, development of historical context, and definition of defining-features. Plans provide recommendations including prioritized preservation goals and design principles/guidelines to encourage preservation and appropriate adaptive reuse or new development. Amendments to the National Register forms included: extending the period of significance, additional documentation for the statement of significance, and re-evaluation of NR-eligibility of the existing building inventory.

The Uptown Square, Bryn Mawr Avenue, and West Argyle Street Historic Districts are listed on the National Register of Historic Places, and the Uptown Square Historic District is also listed as a City of Chicago local landmark district. Each district is recognized for its architecture and its historic culturally, ethnically, and economically diverse communities. Together the three districts encompass 70 acres and 162 principal buildings or structures.

PROJECT PROFILE

Project Name	Central and North Geneva Historic Districts
Location	Geneva, IL
Firm's Contribution	Two National Register of Historic Places, Historic District Nominations
Completion Date	2016
Client/Contact	Michael A. Lambert, Preservation Planner City of Geneva, Illinois 22 South First Street Geneva, Illinois 60134 (630) 938.4541

MIA was selected by the City of Geneva to prepare an architectural survey and update the National Register Nominations for the North Geneva Historic District and the Central Geneva Historic District including; a new inventory and map properties and district boundaries, with updates to reflect the NRHP 50-year rule and boundary revisions. The final product was new National Register nominations for each existing NRHP districts.

The North Geneva Historic District is the northern section of the original town of Geneva, settled by James Herrington in 1835 and platted by Dick Herrington and Mark Fletcher in 1837. The NGHD encompasses 77.2 acres with 176 contributing buildings and with 20 non-contributing.

The Central Geneva Historic District is the southern section of the original town of Geneva. The CGHD encompasses 135.44 acres with 277 contributing buildings and with 63 non-contributing. The District is composed largely of residences with a central, commercial corridor and recreational, educational, governmental, and religious properties interspersed.

PROJECT PROFILE

Project Name	Downtown Aledo Historic District
Location	Aledo, IL
Firm's Contribution	National Register of Historic Places, Historic District Nominations
Completion Date	2016
Client/Contact	Jarod Dale, City Clerk City of Aledo 120 North College Avenue Aledo, IL 61231 (309) 582-7241 ext. 206

McGuire Igleski and Associates, Inc. was selected by the City of Aledo to prepare a survey and National Register Nomination for the Downtown Aledo Historic District. The District was listed June 2016.

The Aledo Downtown HD encompasses 100 acres and 81 resources. The district resources exemplify the district's significance as a historic center of commerce, transportation, government, and recreation since Aledo's founding in 1855.