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

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

July 19, 2021

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

Re: Design Guidelines for National Register-Listed Main Street Historic District, Stoughton, Wisconsin

Dear Mr. Stacey:

The City of Stoughton (City) has requested this proposal from McGuire Igleski & Associates, Inc. (MIA) for the preparation of Design Guidelines for Stoughton's National Register-Listed Main Street Historic District. At this time, the City wishes to develop detailed design guidelines for commercial buildings located within Stoughton's Main Street Historic District. The design guidelines will serve as a planning tool and provide guidance for property owners and businesses who are interested in preserving their historic property, as well as encourage appropriate new infill construction and additions to historic properties.

MIA proposes to provide the Scope of Services described below and as indicated in the Request for Proposals dated June 25, 2021.

We look forward to assisting the City of Stoughton in your efforts and are 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)

Office Contact Information
1330 Sherman Avenue, Evanston, IL 60201
847.328.5679
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SCOPE OF SERVICES

I: 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, but not limited to existing National Register of Historic Places nomination forms, existing Landmark Designation Reports, existing design guidelines, zoning information, and previously undertaken surveys and studies.

C. Visit and make a visual survey, with City staff, of the district to document the existing historic fabric, changes to historic buildings, vacant lots, and new construction.

D. Photograph the study area and individual buildings to document existing conditions, character defining features and elements, architectural styles, building types, streetscapes, and other features as necessary to develop and illustrate the design guidelines. MIA will take specific note of defining development patterns.

E. Prepare a summary of findings that will direct the format and contents of the design guidelines. Following the summary of findings, prepare a draft outline (table of contents) for the design guidelines for review and comment by the City. The outline will address needed revisions, topics/sections to be added, and reorganization of the existing design guidelines for the district.

II: Preparation of Design Guidelines

A. Upon completion of survey and research, MIA will prepare illustrated design guidelines for the district to guide how the adaptive reuse of existing buildings and new infill development can be encouraged while preserving character buildings and features. In addition to the preservation of historically designated properties, the guidelines will promote and advise appropriate and compatible new construction on infill lots within the district. The design guidelines will follow the Secretary of the Interior's *Standards for the Treatment of Historic Properties* and for *Preservation Planning*, as well as the City of Stoughton's historic preservation ordinance. The design guidelines will include, but is not limited to:
    i. Introduction
    ii. Purpose of the Design Guidelines and Project Methodology/Community Engagement Process
    iii. Design Guidelines: General Principles
    iv. Description of Contributing and Non-Contributing Properties with vacant lots (narrative and map)
    v. Description of the Design and Permit Review Process
    vi. Brief narrative on the history and development of the district
    vii. Architectural Description (in narrative and graphic form)
        1. Character-defining features
        2. Neighborhood patterns of development
        3. Architectural styles
        4. Building typologies/forms
        5. Existing conditions/changes over time
    viii. Design Guidelines
        1. Guidelines for how to address common changes over time when planning work for a property in the district.

2. Illustrated guidelines for rehabilitation including maintenance, repair, and replacement materials for contributing and non-contributing properties.
3. Guidelines for appropriate new construction and replacement of non-contributing properties, to be based on the existing historic fabric and presented in both narrative and graphic form. These guidelines will promote well designed new construction which enhances the character of the historic district.
4. Guidelines for additions to contributing properties, to be based on the existing historic fabric and presented in both narrative and graphic form.
5. Guidelines for retrofitting a historic property for energy efficiency.
6. Specific guidelines for unique development patterns identified during the survey and research phase, including signage and site features.
7. Map of the district with a key that notes the existing condition of each lot, vacant, historic building (contributing and non-contributing), new construction, etc., with reference to the appropriate treatment (noted in items 1-6 above) for each.

ix. Appendices
1. Suggested resources (e.g., financial incentives).
2. Historic standards and guidelines for use as reference for these specific guidelines (e.g., National Park Service Preservation Briefs and Preservation Tech Notes).

III. Deliverables

A. An outline (table of contents) for the design guidelines will be provided to the City, in Microsoft Word, for review and approval prior to beginning the complete text draft.

B. A complete text draft of the design guidelines will be provided to the City for review in Microsoft Word.

C. A complete illustrated layout draft of the design guidelines in Microsoft Word will be provided to the City which incorporates all previous edits and comments made by the City during the review of the text draft.

D. Prepare the final illustrated design guidelines, incorporating edits and comments provided by the City during the review of the complete illustrated layout draft. The City will be provided with three (3) bound copies, and one (1) unbound copy of the final illustrated design guidelines, in addition to a digital copy provided in PDF format.

E. Prepare presentation materials for up to two (2) community meetings.

IV. Meetings

A. MIA will attend up to three (3) working meetings with the City:
1) Meeting 1: Kick-off meeting to review the project timeline, confirm project expectations and goals, discuss changes/revisions to the existing design guidelines, and tour the district.
2) Meeting 2: Presentation and review of text draft of design guidelines and photo/illustration mock-ups.
3) Meeting 3: Presentation and review of the completed illustrated layout draft.

B. MIA will attend up to two (2) public meetings:
1) Introduction of the project to the public to solicit feedback and input.
2) Present the final design guidelines to the public and share resources and references for property owners interested in undertaking any work at a property located within the district.

FEE PROPOSAL

McGuire Igleski & Associates, Inc. proposes to provide the services described in the Request for Proposals, dated June 25, 2021, for a Lump Sum Fee, at the following rates:

Project Manager/Lead Historic Preservation Specialist	$118./hour
Architect	$110./hour
Associate Historic Preservation Specialist	$101./hour
Production Staff	$46./hour

For the completion of *Design Guidelines for the National Register-listed Main Street Historic District for Stoughton, Wisconsin*, for a Lump Sum Fee, including reimbursable expenses (e.g., mileage, printing) of: **$16,925.**

PROPOSED PROJECT SCHEDULE

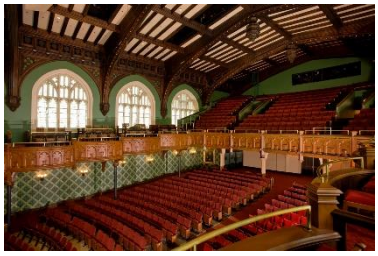
The final schedule and work plan will be developed in conjunction with the City of Stoughton. MIA is committed to completing the project within the timeline stipulated by the Wisconsin Historical Society CLG Grant agreement.

DESIGN GUIDELINES FOR STOUGHTON MAIN STREET HISTORIC DISTRICT								McGuire Igleski & Associates (MIA) Action								
								Stoughton Landmarks Commission (LC) Action								
TASK	**DATE**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
PROJECT START DATE	TBD	x														
Working Meeting 1 / Kick-off	TBD	x														
Review existing documentation on the Stoughton Main Street Historic District	1 week															
Survey, Building, and Streetscape Documentation	2 weeks															
Initial public meeting to introduce the project and receive feedback from the community	TBD			x												
Submit outline/table of contents for the design guidelines for review by LC	TBD			x												
Map Development	2 weeks															
Prepare text draft of Design Guidelines	3 weeks															
Submit text draft of Design Guidelines to LC for review	TBD						x									
LC review of text draft	1 week															
Working Meeting 2 / LC comment review of text draft	TBD							x								
Revise text draft of Design Guidelines per LC review	1 week															
Prepare a complete illustrated layout draft of the Design Guidelines	2 weeks															
Submit complete illustrated layout draft to LC for review	TBD										x					
LC review of illustrated layout draft	1 week															
Working Meeting 3 / LC comment review of illustrated Design Guidelines	TBD											x				
Revise illustrated layout draft of design guidelines per LC review	1 week															
Submit final illustrated Design Guidelines to LC	TBD													x		
Prepare presentation materials on the Design Guidelines for final public presentation	1 week															
Presentation to the community on the final Design Guidelines	TBD															x
End of Project*	**TBD**															x

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

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 Women-owned corporation with Amy Gauen, Sarah Haas, Mark Igleski, and Erica Ruggiero as principals and owners. Our office is located in Evanston, Illinois.



Services include:

- Evaluation, Analysis, Planning and Design
- Existing Conditions Assessments & Historic Structure Reports
- Historic Resources Survey
- Building Restoration, Rehabilitation and Adaptive Reuse
- National Register Nominations & Local Landmark Reports
- Section 106 Review & HABS Documentation
- Preservation Planning & Design Guidelines

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.

- 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).*

- 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.

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

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

RELEVANT PROJECT EXPERIENCE

McGuire Igleski and Associates, Inc. is an architectural firm specializing in historic restoration and preservation.

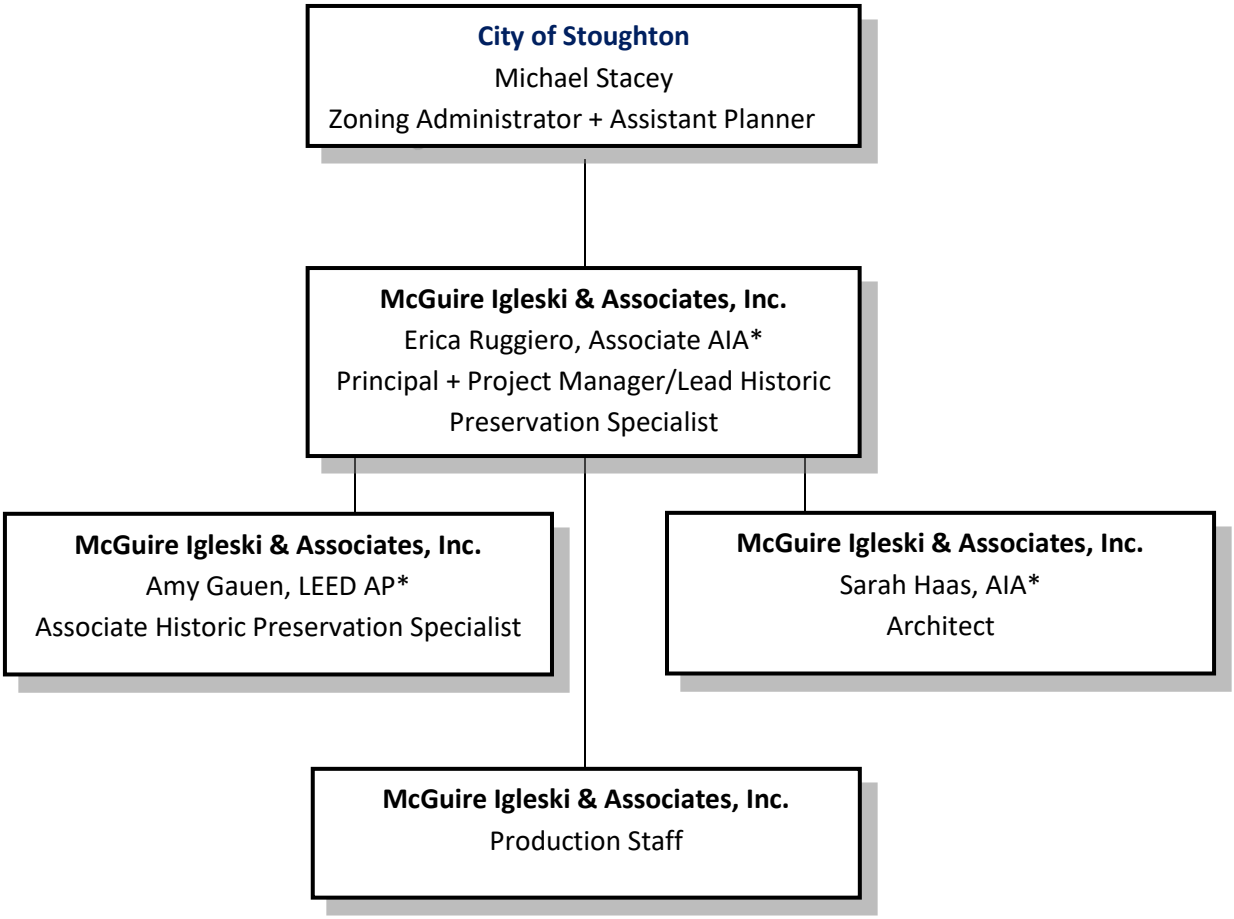
Please see the following firm qualifications, project staffing, key personnel resumes, and project profiles.

Previous design guideline and/or relevant projects include:

- St. John's Neighborhood Historic Resources Survey, Joliet, IL, estimated 2020.
- Neighborhood Conservation Districts Zoning Amendment and Pilot Design Guidelines, Chicago, IL, 2020.
- Kinzie Industrial Corridor Multiple Resource Evaluation, Chicago, IL, 2019.
- Bryn Mawr Avenue, Uptown Square, and West Argyle Street Historic Districts Preservation Plans and Design Guidelines, Chicago, IL 2017.
- Preservation Consulting to the Village of Orland Park for Certificate of Appropriateness Review, Orland Park, IL, 2013 to present.
- Citywide Aurora Design Guidelines, Aurora, IL, 2001.
- Old Orland Historic District Survey and Design Guidelines, Orland Park, IL, 1991.

PROJECT MANAGEMENT

McGuire Igleski & Associates (MIA - WBE) will perform the scope of services described above with Erica Ruggiero, as project manager and lead historic preservation specialist, coordinating City and MIA staff and overseeing development of the design guidelines. Sarah Haas and Amy Gauen will assist with the preparation of illustrations and design guidelines with specific building code requirements (e.g., energy efficiency upgrades, accessibility improvements) which are beyond the treatment of historic properties. Below is a list of key project staff with titles and a brief bios. Resumes and project profiles follow.



** All MIA staff are full-time with the exception of production staff.*

Erica Ruggiero, Principal/Lead Historic Preservation Specialist

Ms. Ruggiero has comprehensive experience with design guideline development and knowledge on the commercial built environment through her work on the Downtown Joliet historic resources survey and National Register nominations for the Downtown Aledo Historic District and Downtown Rock Island Historic District. Ms. Ruggiero has developed design guidelines and preservation plans for the commercial historic districts of West Argyle Street, West Bryn Mawr Avenue, and Uptown Square National Register Historic Districts as part of the Chicago Transit Authority's Red-Purple Modernization Program; design guidelines for Chicago's Kinzie Industrial Corridor as part of Mayor Emanuel's Industrial Corridor Modernization Initiative; and most recently developed design guidelines as part of Chicago's Neighborhood Conservation District Zoning Amendment and Pilot Program within the Bronzeville and Englewood communities. She also serves as the historic preservation consultant to the Village of Orland Park to review Certificate of Appropriateness applications to ensure they meet the Old Orland Historic District Design Guidelines (developed by MIA) and the Village of Orland Park's Landmark Ordinance.

Sarah Haas, Principal/Architect

Ms. Haas is a licensed architect with a strong knowledge of computer drafting and detailing, with a special expertise working with historic buildings. She has extensive experience in building documentation and survey work including developing accurate floor plans and elevations from field observations. She has been responsible for and managed projects from design through construction phase for building renovation projects. Her experience includes interior remodeling, exterior envelope restoration including historic window restoration, rehabilitation, and life safety and accessibility upgrades. Ms. Haas has experienced with design guidelines through her work illustrating the Fulton-Randolph Design Guidelines for the City of Chicago and her work surveying Chicago's transit system to identify the character-defining features and historic built components (e.g., sound walls, columns, materials), which helped define a new compatible design as part of the Chicago Transit Authority's Red-Purple Modernization Program.

Amy Gauen, Principal/Associate Historic Preservation Specialist

Ms. Gauen has played an active role in the development of programming and feasibility studies since joining MIA in 2005. With experience of working on small and large-scale planning studies, she offers a broad-range of knowledge on evaluation and assessment of construction types and reuse options. Specifically, her recent project experience on the Hotel Florence and Lathrop Homes Development consisted of multiple use/ building type evaluations and code implications.

ERICA RUGGIERO, ASSOCIATE AIA, 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

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
Researching Illinois' Rural Resources
Springfield, IL, October 2019

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

National Register of Historic Places:
Garfield Farm and Garfield Tavern Amendments and Boundary Extension
Campton Hills, IL February 2016

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 Historic Preservation Plans for the Uptown Square, West Argyle Street, and Bryn Mawr Avenue historic districts in coordination with City of Chicago, the State Historic Preservation Office, and community stakeholders. Preservation Plans included: documentation of existing conditions, definition of character-defining features, building typologies, and architectural styles, development of recommendations for design principles/guidelines for rehabilitation of historic properties and new infill construction or replacement of non-contributing properties, and available incentives and programs for preservation.
- **Neighborhood Character Districts, Chicago, IL.** Primary preparer of a character building and neighborhood development pattern survey and design guideline consulting for the Bronzeville and Englewood study areas of the City of Chicago's Neighborhood Character District Pilot Project.
- **St. John's Historic Resource Survey, Joliet, IL.** Primary preparer of a historic resources survey documenting approximately 550 buildings in Joliet's St. John's Neighborhood. As part of the survey, a detailed narrative on the history and development of the community from its initial settlement through present-day was prepared, as well as a description on the architectural heritage of the area through the existing architectural styles/forms, building typologies, and construction methods and individual building histories.
- **Kinzie Industrial Corridor, Chicago, IL.** Primary preparer of a Multiple Property Evaluation (MPE) Report and Design Guidelines 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, including design guidelines to promote the rehabilitation of character buildings.
- **Section 106/707 Review, Statewide, IL.** Preparer of Historic Property Inventories and Assessment of Effects reports as part of the Section 106 process outlined federal regulation 36 CFR PART 800 -- Protection of Historic Properties. Projects include: Rehabilitation of the Hubbard Woods Station in Winnetka; Exterior Restoration and Site Improvements for the Kenilworth Station in Kenilworth; and the Renovation of Five Stations on the Metra Electric District Line in Chicago.
- **National Register of Historic Places (NRHP), IL, Statewide.** Primary preparer of nominations, including: **Corron Farm**, Campton Township, IL; **Aledo Downtown Historic District**, Aledo, IL; **Downtown Rock Island Historic District**, Rock Island, IL; and **The Forum**, Chicago, IL.

SARAH HAAS, AIA

Sarah is a project architect licensed in Illinois. She has been responsible for and managed projects from design through construction phase for building renovation projects. She has extensive experience in building documentation, survey and code analysis work. Her experience includes interior remodeling, exterior envelope restoration including historic window restoration, rehabilitation, and life safety and accessibility upgrades. Her construction experience includes projects phased during institutional shut downs and while occupied. She brings to the office a strong knowledge of computer drawing and has drafted documents for projects from schematic design through construction.

Education
Bachelor of Arts in Architecture
Washington University in St Louis
St. Louis, Missouri

Professional Licensing & Accreditation
Registered Architect: Illinois

Professional Affiliations
American Institute of Architects
Chicago Chapter

Landmarks Illinois

SELECTED PROJECTS

- **St. John's Historic Resources Survey, Joliet, IL.** Completed field work and data collection and prepared individual property survey forms during phase one of the project.
- **Fulton-Randolph Market Design Guidelines** for Chicago's First Industrial Landmark District. Responsible for development of Design Guidelines for general maintenance, alteration, and new construction for Chicago's recently landmarked Fulton-Randolph Market Historic District.
- **Chicago and Milwaukee Railway Section House Historic American Building Survey (HABS), Winthrop Harbor, IL.** Work included full building documentation, including field notes and sketch plans meeting HABS requirements and guidelines.
- **The Church of Jesus Christ of Latter-day Saints: Historic Residences Restoration Project, Nauvoo, IL.** Project Architect for the restoration of three historic homes, the reconstruction of one historic home and a new interpretive site, including landscaping. The project included programming, documentation, existing condition assessments and A/E services through construction administration. The sites will be completed and open to the public in Spring 2020.
- **University of Chicago: Snell-Hitchcock Hall Plumbing Upgrades, Chicago, IL.** At an existing historic dormitory, performed code analysis and developed construction documents for the replacement of all plumbing piping and bathroom fixtures and finishes at approximately 30 bathrooms and janitor's closets. Coordinated and managed construction over 2 summer phases.
- **Northwestern University: Dearborn Observatory Exterior Envelope Restoration, Evanston, IL.** Completed building envelope analysis, construction documents and construction administration for full envelope restoration of the historic Dearborn Observatory located on the Evanston Campus. Work includes masonry cleaning and tuckpointing, window restoration and slate/copper roof replacement at this 1899 Cobb & Frost landmark.

AMY E. GAUEN, MSHP, LEED AP

Amy is a project architect and LEED Accredited Professional with experience in the design of building additions, interior remodeling, façade restorations, accessibility upgrades, building surveys, and feasibility study reports. With degrees in both architecture and historic preservation, Amy has a demonstrated understanding of the unique issues and challenges of making improvements to meet contemporary code while respecting the integrity of historic buildings.

EDUCATION

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

Bachelor of Architecture
Rensselaer Polytechnic Institute
Troy, NY

Professional Affiliations

LEED Accredited Professional
Association for Preservation Technology International

Professional Activities

Association for Preservation Technology, Annual Conferences:
Halifax, NS 2005
Atlanta, GA 2006

National Trust for Historic Preservation:
Preserve and Play Conference,
Chicago, IL 2005

Juror:
Hinsdale Preservation Awards, 2005

SELECTED PROJECTS

- **Lathrop Homes Development, Chicago, IL.** Existing conditions evaluation and reuse study for the National Register eligible site. Work included evaluation of existing buildings, the current building code requirements and identification of reuse modifications to meet code.

- **Hotel Florence, Pullman State Historic Site, Chicago, IL.** On-site evaluation of existing conditions; design of egress and life safety upgrades to the Hotel. Space planning to determine suitability for adaptive reuse and building code implications.

- **Garett-Evangelical Theological Seminary, Evanston, IL**. Master plan studies for the rehabilitation of existing building and additions for new student center with lecture halls, dormitories and office space.

- **General Services Administration, Region 5**. Modern -Era Buildings National Register of Historic Places Eligibility Assessment GSA Great Lakes Region (Region 5); evaluation of 42 sites in Illinois, Indiana, Minnesota, Ohio, and Wisconsin.

- **Robert R. McCormick Museum, Wheaton, IL**: Preservation Plan Project included documentation, existing condition survey and development of a Preservation Plan Report prior to the Museum's remodeling undertaking. Scope of work included complete exterior and interior restoration. Rehabilitation recommendations addressed all new building systems, the discrete introduction of fire suppression systems and ADA toilet facilities. Project also included exterior improvements for accessibility.

PROJECT PROFILE

Project Name	Neighborhood Conservation Districts Zoning Amendment and Pilot Design Guidelines
Location	Chicago, IL
Firm's Contribution	Character Building Survey and Design Guideline
Completion Date	2020
Client/Contact	Cindy Roubik City of Chicago Dept. of Planning and Development 121 N. LaSalle Street Chicago, IL 60602 (312) 744.0012

McGuire Igleski & Associates, Inc. (MIA) teamed with Site Design Group, Ltd. (prime) to complete Design Guidelines for the Bronzeville and Englewood study area of the Neighborhood Conservation District (NCD) Pilot Project. MIA's role in the NCD Pilot Project included the completion of a neighborhood windshield survey of each pilot area to identify those character-defining features and buildings which represent the neighborhood. The focus of the survey was on existing architectural styles, principal elevation features, landscaping/streetscape, massing, materials, use, site/setting, scale, building orientation, and building typologies to define the identity of each neighborhood's built environment and serve as a basis for the neighborhood specific design guidelines.

MIA also provided services for the development of the design guidelines with a focus on the adaptive reuse of existing buildings to encourage the preservation of neighborhood character and development patterns, while promoting appropriate contemporary architecture on infill lots or the redevelopment of non-character buildings.

PROJECT PROFILE

Project Name	St. John's Neighborhood
Location	Joliet, IL
Firm's Contribution	Intensive Historic Resources Survey
Completion Date	Estimated winter 2020-2021
Client/Contact	Jayne Bernhard City of Joliet Dept. of Community Development 150 W. Jefferson Street Joliet, IL 60432 (815)724.4052

The City of Joliet selected McGuire Igleski & Associates, Inc. (MIA) to complete a Historic Resources Survey of the St. Johns Neighborhood. The survey will document the individual buildings and structures in the St. John's Neighborhood and prepare a detailed narrative on the history and development of the community including a narrative of the historical and cultural significance of those who have shaped and developed the neighborhood from its initial settlement through present-day in an accompanying survey report. The report will also document the architectural heritage of the area through the existing architectural styles/forms, building typologies, and construction methods.

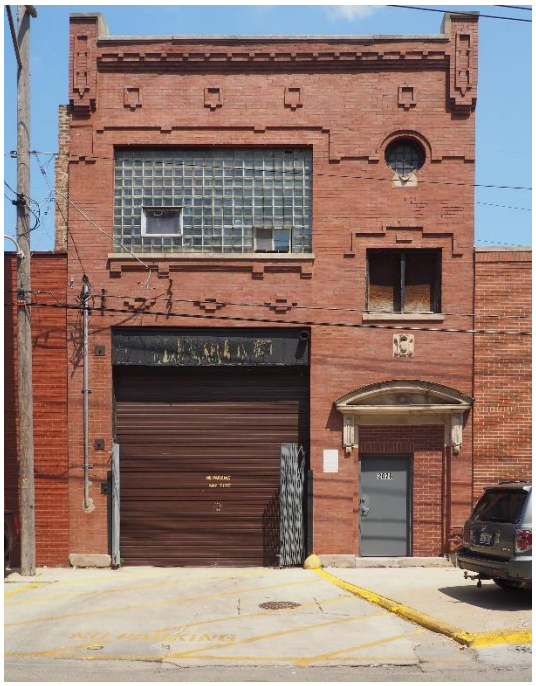
As part of the survey report, MIA is preparing recommendations for the preservation of the neighborhood's historic character, including the creation of design guidelines. Included in MIA's report will be a summary of findings which document the neighborhoods character-defining features, preservation challenges, and opportunities to serve as an outline for future design guidelines.

The historic St. John's neighborhood is composed of approximately 180 acres bounded by Ruby Street on the north, Jefferson Street on the south, the Des Plaines River on the east, and Plainfield Road on the west. The survey area includes 550 resources which represent the history and architecture of Joliet's earliest settlement and the cultural diversity of those who built the St. John's neighborhood.

PROJECT PROFILE

Project Name	Kinzie Industrial Corridor
Location	Chicago, IL
Firm's Contribution	Multiple Property Evaluation and Resources Survey
Completion Date	2019
Client/Contact	Erika Sellke City of Chicago Dept. of Planning and Development 121 N. LaSalle Street, Rm 1006 Chicago, IL 60602 (312) 744.9146

MIA was selected by the City of Chicago to prepare a Multiple Property Evaluation (MPE) Report for the Kinzie Industrial Corridor. The project included a resource survey of the 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, recommendations for the preservation of the corridor including NR listing and COC Landmark designations, and rehabilitation design guidelines to promote the appropriate reuse of the existing buildings and the construction of compatible new development.



Located in the Near West Side Community area, the Kinzie Industrial Corridor is one of Chicago's first industrial areas. Development was spurred by the arrival of Chicago's first railroad, the Galena & Chicago Union, and Chicago's first stockyards, Bull's Head, in 1848. National industrial companies which established plants in the corridor included firms like the H.J. Heinz Company, Dixie-Vortex Company, and Kraft Foods Company. Today, the Kinzie Industrial Corridor remains a center for manufacturing and industry and represents Chicago's industrial heritage from the mid-to-late nineteenth century to present day.

PROJECT PROFILE

Project Name	Chicago Transit Authority Red-Purple Modernization Program Transit-Oriented Development Plan
Location	Chicago, IL
Firm's Contribution	Primary preparer of preservation planning documents
Completion Date	2018
Client/Contact	Teresa Foucher, AIA LEED AP Associate Solomon Cordwell Buenz 625 N. Michigan Ave. Chicago, IL 60611 (312) 896.1133

McGuire Igleski & Associates prepared Historic Preservation Plans (HPP) for the Uptown Square, Bryn Mawr Avenue, West Argyle Street Historic Districts as part of the Transit-Oriented Development Plan for the Red-Purple Modernization Program. HPPs included an architectural survey of each district to document existing conditions, National Register eligibility evaluation, development of historical context, and definition of architectural or visual features. Plans provide recommendations including prioritized preservation goals and design principles/guidelines to encourage preservation and appropriate adaptive reuse or new development per the Secretary of the Interior's Standards for Preservation Planning.

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.

Bryn Mawr Avenue Historic District

Uptown Square Historic District

West Argyle Street Historic District

PROJECT PROFILE

Project Name	Fulton – Randolph Market District Design Guidelines
Location	Chicago, IL
Firm's Contribution	Development of design guidelines for general maintenance, alteration and new construction
Completion Date	2014
Client/Contact	Lawrence Shure City of Chicago Dept. of Housing and Economic Development Historic Preservation Division 121 N. LaSalle Street, Rm 1101 Chicago, IL 60602 (312) 742-1835

MIA developed design guidelines for general maintenance, alteration and new construction for the Fulton-Randolph Market District. Guideline development included the review of existing documentation within the study area, a visual survey of the historic district to identify character defining features, architectural styles and building types. Streetscape guidelines developed with consultant Site Design Group addressed unique district features including raised sidewalks, street furniture and loading docks. The design guidelines follows the Secretary of the Interior's Standards for the Treatment of Historic Properties and the City of Chicago Landmark Ordinance.

The proposed Fulton-Randolph Market District illustrates primary themes of the city's history. It conveys Chicago's importance as a wholesale market, as a meat-packing area, and it includes a significant number of industrial and warehouse buildings that exemplify the importance of manufacturing in the city's development.

WISCONSIN HISTORICAL SOCIETY
816 State Street
Madison, Wisconsin 53706

MEMORANDUM OF AGREEMENT
BETWEEN
WISCONSIN STATE HISTORIC PRESERVATION OFFICE
AND
CITY OF STOUGHTON, WISCONSIN

SUBJECT: Subgrant funding up to $17,000 from federal Historic Preservation Fund through a subgrant from the State of Wisconsin - Project No. WI-21-10018

DATE OF GRANT AWARD: Feb. 19, 2021

POINT OF CONTACT: Jason Tish: jason.tish@wisconsinhistory.org 608-264-6512

This agreement between the State Historic Preservation Office (SHPO), and the City of Stoughton, Wisconsin (Grantee) stipulates the terms and conditions of the funding for the above-referenced project, as well as the scope for work for the project. The grantee will undertake and coordinate the updating of existing design guidelines for the Main Street Historic District (the project).

Completion of the project is supported by a grant of up to $17,000 from the federal Historic Preservation Fund (HPF) through a subgrant from the Wisconsin SHPO in support of the National Register of Historic Places (NRHP) program in Wisconsin. The NRHP program was established by the National Historic Preservation Act of 1966 (as amended), and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SHPO and the Grantee agree to the following:

Scope of Work

The Grantee will carry out the project as stipulated in this document and in the *Scope of Work* (*Attachment A*).

Period of Performance

All work related to this project will be conducted between the date of the *Purchase Order* for this project and **August 31, 2022**.

Intermediate Deadlines

There are intermediate deadlines for project activities, reporting, and deliverables stipulated below and in the *Scope of Work.* Intermediate deadlines may be amended subject to the *Amendments* section below.

Oct. 15, 2021 – First *Progress Report* to SHPO is due
Jan. 15, 2022 – Second *Progress Report* to SHPO is due (if project has not been completed)
April 15, 2022 – Third *Progress Report* to SHPO is due (if project has not been completed)
July 30, 2022 – All deliverables in the *Scope of Work* are due
Aug. 31, 2022 – project work complete, and final reimbursement requests prepared
Sept. 15, 2022 – Final *Reimbursement Request* and *Project Completion Report* are due
Sept. 30, 2022 – End of federal fiscal year. No more project work or reimbursement

The Grantee will notify the SHPO if any situation arises that will adversely affect the timely or successful completion of the project.

The SHPO will review all deliverables within 30 days of receipt, and work with the consultant to rectify incomplete or inadequate content. Project-related activities may occur after submission of deliverables.

Qualified Professional Consultation

To complete the Scope of Work, the Grantee will enter into a contract with a principal investigator who meets whose professional qualifications have been reviewed by the SHPO and determined to meet the *Secretary of the Interior's Professional Standards for Archaeology or Historic Architecture*. SHPO staff will maintain contact with the principal investigator for the duration of the project, and provide any training, advice, and technical assistance needed for the successful completion of project work. The Grantee will verify that sub-contractors hired by the principal investigator also meet the Professional Qualification Standards.

Contracts

The Grantee will allow the SHPO to review and approve drafts of contracts for project-related work prior to executing such contracts.

The Grantee will comply with federal procurement standards in Chapter 17 of the Historic Preservation Fund Grants Manual (*HPF Manual*) when obtaining professional consulting services, and will submit documentation of such prior to reimbursement.

The Grantee will not contract with any party who is disbarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under *Executive Order 12549, Debarment and Suspension.*

Allowable Costs

Generally, expenses for the following types of activities are reimbursable under this grant when they are incurred in the completion of project. See Ch. 13 of the *HPF Manual* for more specific eligibility requirements:

- Professional and consulting service
- Travel
- Equipment, materials, and supplies necessary for the completion of project activities
- Exhibits for public display of project accomplishments
- Meeting facilities
- Printing of project materials and deliverables
- Advertising, marketing, and public information
- Time spent by CLG staff coordinating the project activities or hiring and directing consultants

All project-related costs are subject to applicable principles in the following *Office of Management and Budget (OMB) Circulars.*

- *A-21 Cost Principles for Educational Institutions* (as revised 5/10/2004);
- *A-87 Cost Principles for State, Local and Indian Tribal Governments* (as revised 5/10/2004);
- *A-122 Cost Principles for Nonprofit Organizations* (as revised 5/10/2004);
- *A-102 Grants and Cooperative Agreements with State and Local Governments* (as amended 8/29/97);
- *A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, (as amended 9/30/99), and
- *A-133 Audits of Institutions of States, Local Governments, and Nonprofit Institutions* (as revised 6/27/03).
- If the Grantee receives $750,000 or more annually in total federal funds, the Grantee will comply with the provisions of *OMB Circular A-133*, *Single Audit Act of 1984*, and submit to the SHPO a copy of the audit report within 30 days of publication.

All project-related spending will meet federal requirements for the Historic Preservation Fund, meet state requirements for the HPF subgrant program, conform to the approved project budget and occur within the period of performance, and be necessary and reasonable for the completion of the *Scope of Work*.

Grant funding may not be used for any work associated with "lobbying," in accordance with *18 U.S.C. 1913*.

Reimbursement

The Grantee may request reimbursement for project-related expenses any time, and as often as necessary during the course of project work.

The Grantee will request reimbursement for project-related expenses by completing a *Reimbursement Request* form provided by the SHPO. Each *Reimbursement Request* will be accompanied by:

- Documentation of project-related expenses (receipts, paid invoices, etc.)
- Documentation that those expenses were paid (receipt, satisfied invoices, cancelled checks, etc.)

On receipt of a *Reimbursement Request*, the SHPO will reimburse the Grantee, within 60 days, for allowable, paid, and documented costs directly related to the grant-funded project.

The SHPO will reimburse the Grantee up to 75% of the grant award prior to the completion of the project. The SHPO will release the remaining 25% of the grant award after receipt of the *Project Completion Report*, all deliverables stipulated in the *Scope of Work*, and a review of auditable records by SHPO staff.

The Grantee will submit a final *Reimbursement Request* on or before **September 15, 2022** for all unreimbursed, project-related expenses.

Reimbursement of project-related expenses is subject to availability of federal HPF funding committed to the SHPO from the National Park Service.

Retention of Records

The Grantee will retain all records related to project expenses and the procurement of professional services for at least three years after completion of the project. The Grantee will provide, upon request, access to these records to the State Legislative Audit Bureau, the SHPO, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives.

Amendments

After the execution of this MOA, the Grantee may propose, in writing, changes to the *Scope of Work*, budget, or deliverables to the SHPO in accordance with the requirements in section 11 of the *CLG Subgrant Manual*. The SHPO will respond within 30 days, either accepting or rejecting the proposed changes.

The *Period of Performance* cannot be amended because it is tied to federal deadlines for disbursement of Assistance funding.

General Stipulations

Because federal funds will be used to complete this project, materials produced with this funding will remain in the public domain and may not be copyrighted.

The Grantee will comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices.

The Grantee will comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including applicable Secretary of the Interior's standards.

The Grantee will comply *with Title VI of the Civil Rights Act of 1964* that states that no person, on the grounds of race, color, marital status, religious creed or national origin, will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The Grantee will comply with the *Rehabilitation Act of 1973* and the *Age Discrimination Act of 1975* and all requirements imposed by or pursuant to the *Department of the Interior Regulations (43 CFR 17)* issued pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or physical ability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

Any income earned during the *Period of Performance* by a Grantee from any project-related activities for which the Grantee requests reimbursement will be subtracted from the amount of the grant award.

The Grantee will indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, and its officers, employees, and agents from actions or claims filed in response to any injury or damage received by any persons or property resulting from the Grantee's efforts to accomplish the *Scope of Work*.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance (also available in Section 7 of the *Subgrant Manual*) will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

"*The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society.*"

Attachment A: Scope of Work
Project No. WI-21-10018
Stoughton, Wisconsin

The State Historic Preservation Office (SHPO) and the City of Stoughton, Wisconsin (Grantee), agree to the following scope of work and conditions for the completion of design guidelines for designated historic properties within the city.

Applicability

The guidance produced with this funding will be applicable to properties in the Main Street Historic District listed in the National Register of Historic Places, and located in the city of Stoughton, Wisconsin. It will include guidance for exterior alterations to historic properties (including energy-related retrofits), new additions to historic properties, and new construction on parcels with historic designation.

Consistency with Federal Guidance

The guidance produced with this funding will be consistent with the Secretary of the Interior's Standards for Rehabilitation and Preservation. The grantee will provide architects at the SHPO an opportunity to review and comment on a draft of the guidance prior to finalizing the deliverable documents.

Subgrant Manual

In the allocation and use of federal grant funding, the Grantee will comply with all standards and requirements in the *Historic Preservation Subgrant Administration Manual* (*Subgrant Manual*) published by the SHPO. The Grantee will direct the principal investigator to the *Subgrant Manual*, and notify them that compliance is required.

Request for Bids

After the execution of the *Memorandum of Agreement* (MOA), the local government of Stoughton will issue a Request for Bids (RFB) to professional historic preservation consultants who have expressed interest in producing the design guidelines, and other consultants who may be interested in bidding on the project. The city will use a competitive negotiation process for procurement of professional services, selecting the most qualified competitor.

Principal Investigator and City Staff

The consultant(s) selected to produce the design guidelines will serve as the Principal Investigator for the project, and must meet the *Secretary of the Interior's Professional Qualification Standards for Historic Architecture.* City staff will assist in facilitating the work of the project work. Time spent by city staff to facilitate the project is eligible for reimbursement by the subgrant, and will be tracked and claimed for reimbursement.

Deliverables

After the Design Guidelines are reviewed and finalized, the Grantee will provide 12 hard copies and a digital PDF version of the guidance to the SHPO.

All deliverables will arrive at the SHPO or be digitally transferred to SHPO staff on or before **July 30, 2022.**

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance will be printed in any publication or visual product resulting from this project:

> "The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society."

Any visual representations of the guidance produced with this funding will acknowledge the federal support.

News release, presentations, and other dissemination of information resulting from this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

Termination of This Agreement

Either party may terminate this agreement by written notification to the other before the project is completed, and at least 60 days prior to the termination of the agreement.

If this agreement is terminated by the SHPO, except for reasons of non-compliance by the Grantee, the SHPO will reimburse the Grantee up to a maximum of 100% of the eligible costs incurred up to the termination date.

If this agreement is terminated by the Grantee, the SHPO may, at the discretion of the State Historic Preservation Officer, reimburse the Grantee for a maximum of 50% of the eligible costs incurred to the termination date, or may require the Grantee to return any or all federal funds transferred to the Grantee by the termination date, depending upon the circumstances of the termination. This agreement becomes effective upon signature by both parties below, and the receipt by the Grantee of a *Purchase Order* for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer

Daina Penkiunas
State Historic Preservation Officer

6/23/2021
Date

Jamin Friedl
Director of Finance - City of Stoughton, Wisconsin

6-21-21
Date