

**CITY OF DECATUR, ALABAMA**

**REQUEST FOR PROPOSALS**

**TO: Qualified Consultants**

**FROM: The City of Decatur, Alabama**

**RE: Request for Proposals to resurvey Bank Street/Old Decatur National Register District**

**DATE: Proposals to be Received On or before 3:00 p.m. CST on September 15, 2020**

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**Section 1. Introduction.**

In July of 2020, the City of Decatur, Alabama was awarded a grant from the Alabama Historical Commission and U.S. Department of Interior to resurvey approximately 340 structures located within the Bank Street/Old Decatur National Register District in Decatur, Alabama. The goal of this project is to update the survey of historic resources as the first step in re-evaluating, re-designating, or amending the boundaries at a later date.

This is a Request for Proposals (“RFP”) containing information concerning the above referenced matter, an abbreviated scope of work, and evaluation items. Consultants expressing interest should be fully capable of providing the end results requested. The City of Decatur, (“City”) will adhere to the following method for conducting evaluations of received RFPs:

- a. Each consultant’s experience and qualifications will be evaluated primarily as they relate to the consultant’s ability to provide professional services for surveying and listing historic places in the National Register of Historic Places.
- b. Award will be made to the responsible consultant whose proposal is most advantageous to the City, with price and other factors considered.
- c. The City may or may not elect to interview any of the responding consultants.

- d. The City has exclusive and sole discretion to determine the consultant whose services will be most advantageous to the City, and reserves the right to reject any and all applicants.
- e. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

This inquiry is to determine interest and the qualifications of consultants in providing the required professional services. Following the receipt of proposals a specific consultant or consultants may be selected for additional consideration.

## **Section 2. Project Background**

The Bank Street Historic District was nominated to the National Register of Historic Places in 1980. The original district was along Bank Street only. The historically significant buildings are commercial in style. In 1985 the district had a boundary increase encompassing the residential portion of the neighborhood that is adjacent to Bank Street. The expanded district is roughly bounded by 6<sup>th</sup> Avenue to the east, Lee and/or Davis Street to the south, Bank Street to the West, and Wilson Street to the north, with a small portion of the district crossing Highway 72. The district has not been resurveyed since 1985, its current period of significance is from the 1860s to the 1940s. The residential portion of the district is under a local design review, and relatively intact. The commercial portion of the district does not have design review, and there have been a significant number of teardowns, with vacant lots left behind.

The proposed scope of services includes surveying all structures within this area and determining the condition and character of each as it relates to eligibility for listing on the as part of an historic district. The survey will provide a basis for future amendments, as needed, to the National Register Nomination for this district. There are three main components to the survey:

- 1) to determine if buildings previously listed as contributing still retain their status,
- 2) to determine if buildings previously listed as non-contributing are now old enough, and have enough integrity, to be listed as contributing, and
- 3) to provide professional advice on any possible boundary reductions or even expansion due to tear downs or sufficient number of potentially new contributing resources that are outside the original period of significance for the 1980/85 nomination.

### **Section 3. Scope of Services**

The City desires to select a consultant to provide professional services in the following general areas:

- 1) Develop a comprehensive survey complete with architectural inventory of all of the buildings, historic landscape features and other historic elements in the Decatur historic district. The existing nomination has approximately 340 buildings documented within the district. AHC survey forms will be completed to fulfil this task. The city would like one or two sentences for each building outlining character defining details for each building.
- 2) Photographic documentation of the district in order to record the current appearance of each structure. Three digital photos per a building (one of the façade and one of each oblique, or details if obliques aren't possible) are expected.
- 3) Consultant will be given access to an excel chart with a listing for each address within the district, which includes current contributing status, build date (per original survey), the original survey number, and the original address (street addressed changed in the 1950s). Consultant will need to upload additional information into the form, including the new contributing or non-contributing status, and the use of the building (commercial, single family residential, multi-family residential, religious, etc.)
- 4) The survey report should focus on updating the period of significance for the district, which is the period post 1930 through 1975. It should also make recommendations on expanding or shrinking the district boundaries.
- 5) A introduction presentation and a closing presentation of the updated survey to the city government, the Historic Preservation Commission, and the general public.
- 6) Submission of the survey to the Alabama Historical Commission and city staff for review and comment.

#### **SCOPE OF WORK**

November 1, 2020 – March 1, 2021

Consultant will hold a public meeting to describe the survey process. All documents related to the historic district in the City's files will be made available to the consultant. Survey will be conducted during this period along with historical research relevant to the district including information in the updated period of significance. Survey work will be required to be completed using AHC Survey Guidelines and AHC Historical Building Survey Form. 10 survey forms for

commercial structures and 10 for residential structures will be submitted for review and commentary before the complete survey draft is compiled.

March 1, 2021 – May 1, 2021

Consultant will conduct a public meeting to report initial survey results and submit draft survey to AHC and the City of Decatur and make necessary revisions required by both organizations. After draft review is complete the Consultant will make any changes that were required by the City and the AHC. A draft of the final product should be submitted to and reviewed by both the City and the AHC.

June 1, 2021 – August 1, 2021

The final survey, survey report, and excel chart should be completed and reviewed during this period. The survey report should follow the AHC's requirements laid out in the AHC Architectural Survey Guidelines. All survey sheets and the survey report must meet all the standards set forth in the guidelines, in addition to having the extra material regarding character defining details for each building.

This will not be an "exclusive" contract and should not be construed as such. The City reserves the right, subject to negotiation and agreement, in writing, with the selected consultant, to either expand or limit the scope of services as needed.

The selected consultant will enter into a firm fixed-fee for the entire work paid in incremental steps.

#### **Section 4. Consultant Qualification and Proposal Requirements**

The selected consultant must be experienced and qualified to provide the required scope of services. To be eligible, the consultant will be required to be licensed and approved for work within the State of Alabama and local business license. The consultant should meet the Secretary of the Interior's Professional Qualifications and Standards for architectural history. The city would like to emphasize that a competitive candidate and/or firm needs to have a qualified architectural historian to perform this scope of services.

The consultant selected must have expertise related to the general Scope of Services set forth in Section 3.

Consultants interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request.

**Proposals are due on or before 3:00 p.m. CST on September 15, 2020. Proposals received after this deadline will not be accepted.**

Proposals can be submitted electronically or in hard copy format. No preference will be given to format of submission.

**Provide three (3) bound copies to:**

**Caroline Swope, Community Planning  
City of Decatur  
P. O. Box 488  
Decatur, AL 35602  
(256) 476-7520**

**OR**

**Scan and e-mail a PDF copy of your proposal to [cswope@decatur-al.gov](mailto:cswope@decatur-al.gov) If submitted via e-mail, you are responsible for assuring it was received prior to the deadline via a human-generated email or phone call.**

The following information must also be submitted with the proposal on the date indicated above:

- a. Recently Completed Work. Evidence of satisfactory performance of recently completed relative work of the type and kind indicated herein. “Recently completed” means within the last five (5) years. Provide detailed examples of this work, with specific examples of building descriptions, and at least three (3) relevant references.
- b. Experience and Qualifications. A statement of the consultant’s qualifications to perform the work and years in business should be included. The statement should include the following:
  - (1) The general experience of the consultant, specifically as it relates to the general Scope of Services set forth in Section 3.

- (2) The consultant's specific experience in the fields that the proposed services are requested, his qualifications, years of experience, professional certifications and availability to perform the work and services to be provided.
  - (3) A statement of experience and work of similar nature that the consultant has performed.
  - (4) A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable.
- c. Method of your organization and communication.
- (1) Discuss your proposed approach to completing the needed services and how you will coordinate those services. Be specific with regard to internal and external communications and quality control. The consultant will be expected to maintain open and continuous lines of communication with the City staff, as well as with various state officials.
  - (2) Discuss how well you have performed on past projects of this type.
- d. Please include a statement as to the consultant's proximity to and familiarity with the City of Decatur.
- e. Please include a statement as to potential general conflicts of interest that would prevent the City from entering into an agreement with you pursuant to this RFP. If none exists, such a statement should be made.

The City reserves the right to reject any proposal and to interview a consultant or multiple consultants as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the City. Should interviews be required, the selected consultant or consultants will be notified of their interview time, and the interview may be conducted at the Decatur City Hall or over the phone, as determined by the City. Consultants should be prepared to make a ten to fifteen minute presentation, followed by a question and answer period.

Any questions by the consultant related to this RFP should be submitted in writing along with the consultant's proposal. In the interest of fairness and in order to maintain impartiality, the City will not respond to questions from individual consultants during the RFP process.

## **Section 5. Contracting Requirements**

The selected consultant must meet all contracting requirements for the execution of contracts with a public entity in the State of Alabama utilizing funds from local, state, and federal governmental sources. These include, but may not be limited, to the following:

- a. Debarment/Suspension: Consultant may not be debarred or suspended from conducting business with local, state or federal government. Individual and/or firm debarment and suspension status will be verified prior to contract.
- b. Beason-Hammon Contracting Clause and Certification: Executed contracts must contain the following language: "By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom." Consultant will be required to complete and submit a Beason-Hammon Certificate of Compliance prior to selection.
- c. Termination for Cause/Convenience: the following language shall be part of any contract:
  - a. In the event that any of the provisions of this Contract are violated by the Contractor, or by any of his Subcontractors, the Owner may serve written notice upon the Contractor and Surety of its intention to terminate the Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination, the Owner shall immediately serve notice thereof upon the Surety and the Contractor and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within ten (10) days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion by contract or by force account for the account and at the expense of the Contractor and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned by the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances and plant as may be on the site of the work and necessary therefore.
  - b. The Owner may terminate this contract at any time by giving at least ten (10) days' notice in writing to the Contractor. If the contract is terminated by the Owner as

provided herein, the Contractor will be paid for the time provided and expenses incurred up to the termination date.

d. Federal regulations:

Grant awards from AHC are made with federal funds received from the Department of the Interior. Because the grant dollars are federal in origin, grant recipients and contractors must comply with applicable federal regulations regarding the use and administration of federal funds.

- Code of Federal Regulations. The following Federal regulations are incorporated by reference into this Agreement (full text can be found at <http://www.ecfr.gov>.)

a) Administrative Requirements:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in its entirety;*

b) Determination of Allowable Costs:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E; and*

c) Audit Requirements:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F.*

d) Code of Federal Regulations/Regulatory Requirements:

*2 CFR Part 182 & 1401, “Government-wide Requirements for a Drug-Free Workplace”;*

*2 CFR 180 & 1400, “Non-Procurement Debarment and Suspension”, previously located at 43 CFR Part 42, “Governmentwide Debarment and Suspension (NonProcurement)”;*

*43 CFR 18, “New Restrictions on Lobbying”;*

*2 CFR Part 175, “Trafficking Victims Protection Act of 2000”;*

*FAR Clause 52.203-12, Paragraphs (a) and (b), Limitation on Payments to Influence Certain Federal Transactions;*

*2 CFR Part 25, System for Award Management (www.SAM.gov) and Data Universal Numbering System (DUNS); and*

*2 CFR Part 170, “Reporting Subawards and Executive Compensation”.*

- Grantees and contractors must comply with all applicable federal laws including but not limited to Section 106 of the Historic Preservation Act, Secretary of Interior Standards, the Native American Graves Protection and Repatriation Act, the National Environmental Policy Act, Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and the Americans with Disabilities Act. More information can be found at <http://www.achp.gov/106summary.html>, <http://www.nps.gov/nagpra/>, [http://www.cr.nps.gov/local-law/fhpl\\_ntlenvirnpolcy.pdf](http://www.cr.nps.gov/local-law/fhpl_ntlenvirnpolcy.pdf), and <http://www.ada.gov/>

- Grantees and contractors must allow inspection of program records and project by AHC, City of Decatur, and authorized federal agencies during the project and for up to three years following project completion.