



REQUEST FOR QUALIFICATIONS AND FEE PROPOSAL

Updates to the Cartersville Historic Resource Surveys

By:
The City of Cartersville
Planning and Development Department
P.O. Box 1390
Cartersville, GA 30120

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April 12, 2024



I. CALL FOR PROPOSALS:

The City of Cartersville is soliciting competitive sealed proposals from qualified historic preservation consultants to update the historic resources surveys for the four (4) existing residential historic districts.

Respondents must submit five (5) copies of their qualifications and fee proposal in an opaque envelope marked on the outside with the Request for Proposal – Cartersville Historic District Resource Surveys and Company Name. Proposals will be received until **5:00 P.M. on Friday, May 17, 2024**, at the City of Cartersville Planning and Development office.

Proposals may be submitted via USPS to:

City of Cartersville
Planning and Development office
ATTN: David Hardegree
P.O. Box 1390
Cartersville, GA 30120
Re: Cartersville Historic District Resource Surveys

In person or other delivery services submitted to:

City of Cartersville
Planning and Development office
ATTN: David Hardegree
2nd Floor City Hall
10 N. Public Square
Cartersville, GA 30120
Re: Cartersville Historic District Resource Surveys

The proposal must be signed by an official authorized to bind the firm to the project and contain a statement to the effect the proposal is binding for at least one hundred twenty (120) days from the submission deadline date. The proposals must contain all of the information listed in Section IV Required Information of the RFP.



The City reserves the right to consider modifications to proposals prior to the award of a contract and to reject any and all proposals received as a result of the RFP. The City is not liable for costs incurred by respondents prior to contract award.

The written proposal documents supersede any verbal or written prior communications between the parties.

Selection criteria is outlined in Section V Criteria for Evaluation and Selection of Consultant. The City of Cartersville reserves the right to reject any or all proposals, to waive technicalities, and to make an award deemed in its best interest.

We look forward to your proposal and appreciate your interest in the City of Cartersville.

David Hardegree, AICP
Assistant Planning Director



II. 2024 Historic Preservation Fund Grant Cycle

The City has submitted a Historic Preservation Fund (HPF) grant application to the Department of Community Affairs Historic Preservation Division (HPD) for the purpose of assisting with updates to the historic resource surveys for each of the (4) residential historic districts. Selected applications will be announced no earlier than July 1, 2024. No work related to the RFP shall take place before this date or before all award requirements have been met.

Revisions to this RFP scope of work may be required once the winning grant applications are announced. Revisions, if any, will be discussed with the consultant after the announcement.

III. SCOPE OF SERVICES AND PROJECT BUDGET

The City adopted five (5) historic districts (districts) between 2004 and 2010:

1. Cherokee- Cassville
2. Granger Hill
3. Olde Town
4. West End
5. Downtown Business District (DBD). The DBD historic district is not included in this RFP.

Historic resources surveys are required to be updated every 10 years by HPD. This will be the first update to the surveys since the districts were adopted.

Within the (5) districts there are at least (630) parcels. Four hundred and fifty-six (456) properties have been identified within the (4) residential districts. Of these, (366) properties are grant funding eligible based on the 40-years or older criteria for the age of the properties. The consultant will produce updates to the historic resource surveys for the (456) properties in the the four (4) residential districts.

A breakdown of the number of parcels by district is provided on the historic district maps in the Appendix. Due to the grant requirements, the cost proposal should include a separate line item for survey updates to the 366 grant eligible properties and a separate line item for survey updates to the remaining properties, approximately 90.

Not all parcels at the time of adoption had a survey. New parcels have also been created since 2010 through the subdivision process. The consultant will be responsible for creating surveys for the parcels with no surveys. Staff will assist with identifying those parcels without a survey.



The consultant will have access to all digital and paper files and surveys associated with the districts on file with the City.

Historic resource surveys should be completed according to standards and parameters defined in the Georgia Historic Resources Survey Manual Survey forms and addendums used for new surveys or survey updates should be acquired from Georgia Historic Preservation Division (HPD) as they are used for GNAHRGIS and in the field to gather the information needed to record a resource in GNAHRGIS. The form lists all questions that should ideally be answered about each resource, and the addendum presents all possible answers for those questions that are multiple-choice in GNAHRGIS.

Unless otherwise directed by HPD, the consultant will be responsible for submitting completed surveys to HPD for review and comment until survey submissions are fully accepted by HPD.

Unless otherwise directed by HPD or City staff, the consultant will also be responsible for updating the GNAHRGIS database with new and updated surveys. The consultant will coordinate with the City to ensure that any required logins and passwords are mutually agreed upon and shared.

The resource numbers from any previous surveys and the present survey should be cross-referenced and documented.

All new and updated surveys shall be submitted to the City in PDF digital format. Images should be in color and submitted in JPEG format or other format as agreed to by the City.

Funding for a portion of the project has been secured in the 2023-24 city budget effective July 1, 2023. The City has also submitted an application for the 2024 HPF grant cycle. Refer to Section II.

This is a reimbursable project. If a grant is awarded, all invoices will be processed per HPD requirements.

IV. REQUIRED INFORMATION

Each respondent is required to submit five (5) copies of a written proposal containing the information listed below. Failure to provide all of the required information will affect the evaluation of the proposal. Proposals should include the following:

1. History and Background of the Firm- This should provide the history of the firm, identify the principles and their qualifications, and describe the firm's area of expertise.



2. Approach to the Project- This should describe how the firm proposes to fulfil the responsibilities outlined in the scope of services
3. Project Personnel- Provide names, resumes, and relevant experience of personnel who would be assigned to the project. Please include a description of their experience with similar projects.
4. Time Schedule- Provide an estimated schedule for completing the project: Background research, analysis, draft copy of the surveys, HPD review and updates to the GNAHRGIS database.
5. Project Budget- Outline the fee the firm would charge for work included in the scope of services. Be as specific as possible in enumerating professional fees, clerical and technical support, overhead costs, and any incidental expenses. Include a budget for the grant eligible properties and a budget for the non-grant eligible properties.
6. Description and References on Similar Projects- Provide a description of similar projects completed by the firm in the last three years, including the names and phone numbers of persons who can be contacted about the firm's performance on these projects.

V. CRITERIA FOR EVALUATION AND SELECTION OF CONSULTANT

The evaluation and selection process will take approximately 30 days from the deadline for receiving proposals. All proposals will be evaluated based on the following criteria:

1. Qualifications of the Firm (0-15 points)- The firm must demonstrate stability, knowledge, training, and experience in architecture, historic preservation, and related disciplines to complete the project.
2. Understanding of the Project (0-15 points)- The firm must demonstrate an understanding of the objectives of the project and the needs of the City of Cartersville.
3. Experience with Similar Projects (0-30points)- The firm must demonstrate successful experience with projects of a similar nature in the State of Georgia. Examples should include historic resource surveys and may include preservation plans, preservation ordinances, and design guidelines for rehabilitation and new construction in historic districts.



4. Proposed fee (0-20 points)- The firm must demonstrate that the proposed fees are reasonably related to the scope of services and in keeping with the technical approach proposed.

All proposals will be evaluated by a selection committee comprised of (2) members of the Historic Preservation Commission and City of Cartersville staff. The selection committee will also contact references listed in the proposals. The firms will be ranked based on the written proposals and references.

The selection committee may shortlist the highest scoring firms for an in-person interview session. The number of respondents shortlisted will be at the discretion of the selection team.

The City reserves the right to negotiate price and scope of work with the consultant scoring highest in an attempt to reach agreement. If negotiations with the highest scoring consultant are unsuccessful, the City may then negotiate with the second highest scoring consultant and so on until a satisfactory agreement has been reached. Firms not selected for the contract will be notified at the same time.

VI. SUBMITTAL OF QUESTIONS AND REQUEST FOR CLARIFICATION

Questions about any aspect of the RFP, or the project, shall be submitted in writing via email to: David Hardegree, dhardegree@cityofcartersville.org. The deadline for submission of questions relating to the RFP is 48 hours before the submittal deadline.