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Request for Proposals (RFP) to provide Professional Services RFP 2023-HRS

**CITY OF THOMASVILLE
HISTORIC DISTRICT SURVEY**

Release Date: June 09th, 2023
RFP Due: 2:00 pm EST on July 07th, 2023
Deadline for Questions: 2:00 pm EST on June 23rd, 2023

Submit RFP to the following address:

Mailing Address:
City of Thomasville PO Box 1540
ATTN: Kenneth Thompson, City Planner Thomasville, GA 31799

Shipping Address:
City of Thomasville 111 Victoria Place
ATTN: Kenneth Thompson, City Planner Thomasville, GA 31792

The City of Thomasville requests the sealed proposals from qualified firms or teams for professional services to develop a Historic District Survey for the Stevens Street Historic District.

Questions will only be accepted via email to kenneth.thompson@thomasville.org per the RFP instructions to ensure the same information is given to everyone. A questions addendum will be issued shortly after the deadline for questions and posted on the City's "Bid Opportunities" page at the Thomasville.org website.

The Power of Community. The Power of Service

City of Thomasville, GEORGIA
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR PROFESSIONAL SERVICES

OVERVIEW

The City of Thomasville (City) is seeking a professional services team to conduct an intensive historic resource survey of approximately 320 parcels (or as many as funds will allow) within the Stevens Street Historic District (NRHD [Ref #01000500](#)) in the city limits of Thomasville. This project will be financed in part through a grant from the Georgia Department of Community Affairs FY2022 Historic Preservation Fund grant.

The project will entail a resurvey of the National Register listed Stevens Street Historic District to include architectural descriptions of each contributing structure and to digitize the 2001 data to capture resources lost since the previous survey. This project proposes to resurvey the Stevens Street Historic District; approximately 320 structures built prior to 1982 (40 years of age or older). The survey will be completed according to the standards and parameters defined in the Georgia Historic Resources Survey Manual.

The survey project will build upon previous survey efforts of the District, modernizing the data to current standards and ensuring that all historic resources within the district have been documented. Local funding has been combined with grant funding for this project, with a total allocated amount of \$25,000.

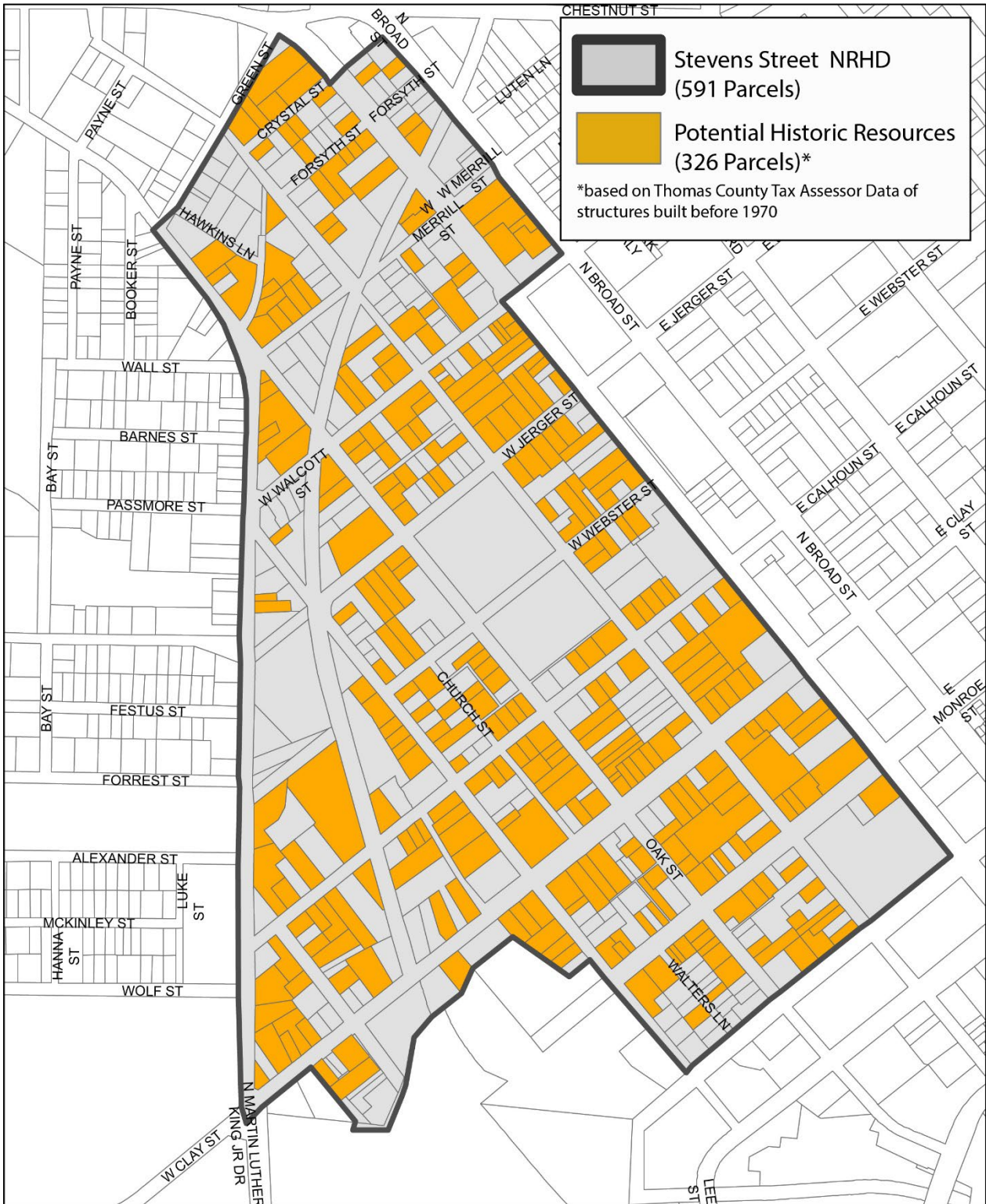
PROJECT BACKGROUND

The City of Thomasville serves a mid-sized community of approximately 18,500 residents located in the Red Hills region of southwest Georgia approximately 35 minutes north of Tallahassee, Florida. The City is designated as a Certified Local Government (CLG) and has worked with the Historic Preservation Division to develop a strategy to survey the City's historic resources. The Stevens Street Historic District is a significant intact African-American neighborhood that developed in Thomasville, Thomas County following the end of the Civil War. The district encompasses residential and community landmark buildings associated with one of Thomasville's earliest African-American neighborhoods. The district is significant in the areas of ethnic heritage: African-American, architecture, community planning and development, education, and religion at the state level of significance.

Since the 2001 survey of the Stevens Street HD many of the structures have declined, been demolished or are in peril of demolition by neglect. The area has declined significantly with the loss of nine homes since 2019; four additional homes are currently permitted for demolition. The survey is an urgent need for this underrepresented neighborhood. The City plans to use this survey to inform future neighborhood development code revisions, with the hope that the survey can be used in future reinvestment strategies for the Stevens Street neighborhood.

SURVEY AREA

Below is a map of the Stevens Street Survey Area, identified as the area within the thick black border. Within this boundary, the city anticipates approximately 320 potential historic resources (parcels shown in orange). If funds allow for the survey of additional resources outside of these boundaries, the consultant and the City should work with DCA to define additional survey area boundaries in a systematic manner.



Stevens Street National Register Historic District Possible Historic Properties

SCOPE OF WORK

The City of will conduct a comprehensive historic resource survey of the *approximately* 320 parcels (or as many as funds will allow) within the Stevens Street Historic District. This survey will include buildings, structures, sites and objects constructed before 1983 within the project area, including the properties highlighted on the map above.

All project work shall be conducted in accordance with the Secretary of the Interior's *Standards for the Evaluation, Identification, and Registration*, part of the Secretary of Interior's *Standards for Archaeology and Historic Preservation*. The project work will be prepared in accordance to:

- (a) *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning*;
- (b) the Historic Preservation Division's guidance materials for identifying and documenting Georgia's historic resources, including the "Georgia Historic Resources Manual;" and
- (c) DCA's Georgia's Natural, Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database.

PROFESSIONAL REQUIREMENTS

In order to be considered for this project, a consultant(s) meets professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) and possesses the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. Demonstrated experience in researching and describing historic resources, conducting architectural surveys, and writing historic contexts;
3. A thorough knowledge of and familiarity with identifying and evaluating Georgia's historic resources including architectural styles and types, the GNAHRGIS database, and survey procedures;
4. Demonstrated writing skills; and
5. Experience with digital photography.

SURVEY FIELD WORK AND REPORT REQUIREMENTS

All survey data and digital photographs shall be entered in the GNAHRGIS online database within the contract period. All data groups in GNAHRGIS will be completed for each resource surveyed and a **minimum of two (2) digital photographs**, dating to within six (6) months of the survey date, per surveyed resource will be uploaded. Resource information is entered and stored via the GNAHRGIS website. Printed (hard copy) resource "forms" are not required and are not reimbursable as part of this grant.

A survey area map delineating surveyed parcels shall be provided. The map will indicate the survey area boundary, any relevant local or National Register of Historic Places-listed historic district boundaries and any **proposed** amendments to existing boundaries, **ALL** addresses, legal parcels, **ALL** GNAHRGIS ID numbers and **ALL** street names, and be at a scale of 1" = 200'. The map will include a key explaining boundaries.

In addition to the geographical data requirements in GNAHRGIS, the consultant shall provide the following: Three (3) final copies and two (2) electronic copies (CD/DVD/USB) of the survey report, and the survey map, to the City within the contract period.

The survey report is to include at a minimum:

- **Executive summary**, which includes the total number of surveyed resources;
- **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a general description of the survey area, including a clear statement and justification of the boundaries of the Phase One area surveyed, and the total number of surveyed resources for Phase One;
 - In describing the survey's funding, include the following disclaimer:
 - "This (material or preservation project) has been financed with assistance from the Historic Preservation Fund, administered by the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. Any opinions, findings,

conclusions or recommendations expressed in this [project/product] are those of the author(s) and do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Community Affairs, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender or disability in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street, N. W., Washington, D.C. 20240.”

- **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts;
- **Developmental history**, a brief but comprehensive written account of how the area developed over time, socially and physically, and how it reflects distinctive aspects of Georgia’s history;
- **Survey methodology**, including the fieldwork techniques and research methods employed while conducting the survey references to previous surveys and any re-survey completed as part of this project;
- **Recommendations for future preservation activities**, including: potential National Register nominations for individual resources and/or historic districts with basic boundary justification(s) for any proposed historic districts, as applicable; potential updates and/or amendments to existing National Register historic district listings, as applicable; designation recommendations for potential local historic districts, as applicable; and potential economic development, heritage tourism, and other preservation planning activities;
 - The following disclaimer must be included in this section:
“This survey does not change the existing National Register nomination or listing in any way, including but not limited to: contributing/noncontributing status of properties, period of significance, boundaries, and/or additional documentation. Any amendments, additional information, increase or decrease of boundaries must be made through the formal National Register process outlined in 36 CFR 60, as amended.”
- **Survey results and architectural analysis**, including the total number of surveyed resources divided into appropriate categories; a table listing all of the building types and all of the architectural styles as identified in GNAHRGIS, in addition to narrative defining the building types and architectural styles; local architectural character; some general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and local landmarks and eccentricities;
- **Appendix 1:** table listing all GNAHRGIS ID numbers associated with the survey paired with the address of the resource that each GNAHRGIS ID number represents.
- **Appendix 2:** A survey map that delineates the survey area; existing local historic district and National Register-listed district boundaries and potential updates and/or amendments to these existing district boundaries; and the boundaries of identified potential new historic districts (this map will be in addition to the separate 1” =200’ map discussed above).

The above criteria are the minimum standards. For more detailed guidance on the survey report, please refer to the Georgia Historic Resources Survey Manual.

PROJECT TIMELINE

The consultant(s) will complete project work by the following due dates:

September 1, 2023

**Approximately 25% of surveyed resource data entered into GNAHRGIS.
Documentation spreadsheet submitted with Second Activity Report.**

December 1, 2023

**Approximately 50% of surveyed resource data entered into GNAHRGIS.
Documentation spreadsheet submitted with Third Activity Report.**

March 15, 2024	First Draft of Survey Report submitted in hard copy (1 unbound copy) or electronic format (MS Word) and map to DCA for review and comment.
May 3, 2024	Second Draft of Survey Report submitted in hard copy format to the City for review and comment, as necessary. Final version of one (1) set of survey map(s) submitted for approval by DCA.
July 15, 2024	Final Survey Report submitted to the City in hard copy format three (3) copies and two (2) electronic copies (CD/DVD/USB). Final Survey Map Submitted to DCA (1 copy). All GNAHRGIS data and digital photographs for each resource completed.

QUALIFICATIONS

The successful entity will have the educational background to complete the project as well as related experience on similar types of projects. Professional qualifications will be required as established by the National Park Service in the fields of Architectural History, Historic Architecture, or History. In addition, the consultant must demonstrate an interest in the project, convey an understanding of the requirements of the effort, provide references and examples from other similar projects, and show an ability to work within the schedule and budget and to provide the deliverables noted herein.

Key points the Committee will consider in selecting the successful firm include:

- 1. Professional Qualifications.** The education, training, registration, and amount of relevant experience of the proposed key project personnel.
- 2. Specialized Experience and Technical Competence.** The submitting entity's specialized experience and technical competence on similar projects should be detailed. The effectiveness of the proposed project team (management structure and coordination of disciplines, offices and/or subcontractors) will also be considered.
- 3. Capacity of the Entity to Accomplish the Required Services on Schedule and within Budget.** The submitting entity must demonstrate and ability to complete projects within the specified completion dates and budget.
- 4. Past Performance.** Past performance of work on similar or comparable projects should be demonstrated.
- 5. Understanding of Project.** A clear understanding of the type of project work to be performed, and appreciation for the importance of the project, and a plan to complete the work should be clearly demonstrated.
- 6. Quality Assurance.** The consultant's quality control processes and management approach that will be used on the project. The submitting entity must demonstrate an ability to produce high quality work, including written work, photography, printed material, and presenting at public meetings.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals should be submitted in a sealed envelope, or other sealed container, which is clearly marked PROPOSAL FOR: CITY OF THOMASVILLE HISTORIC RESOURCE SURVEY. Please provide one (1) digital copy and (5) hard copies of the proposal. At a minimum, proposals should include the following:

- 1. Contact Information:** Name, address and phone number of the consulting firm. The location of the offices where the work will be performed, and the locations of the project manager and other key members of the project team, should be specified. Availability of key staff members at strategic times during the project must be assured.
- 2. Form of Organization:** Whether the firm(s) is/are a partnership, corporation or sole proprietorship, where it is organized, and the names of the principals, officers, and directors of the firm(s).
- 3. Qualifications and Approach:** Narrative directly linking the qualifications of the proposed firm(s) with the project as defined within this RFP. Clear summary of the proposed approach to meeting the stated needs of the City which also include reference to potential challenges in meeting the overall goals of the project. Defined distribution of activities in relation to each of the tasks identified in this RFP
- 4. References and Experience:** Names and telephone numbers of persons whom the City can call for references regarding the firm(s) past performance – particularly on municipal projects of similar scope. This should include a list of similar projects completed by the firm, project cost and name of community.
- 5. Key Personnel:** Résumés of all primary staff members to be assigned to the project, including: titles, education,

related experience, tenure with the firm and anticipated role.

6. **Sub-Consultants:** Any proposed sub-consultants with indication of approximate percentage of work for which they will be responsible.
7. **Project timeline:** Approximate project timeline and anticipated completion date. The project timeline should include an overall project schedule linking all project components; and, independent schedules for component. The proposal must also specify the intended role(s) of City staff and identify the key points throughout the project in which any significant staff contribution is necessary.
8. **Person Hours and Cost:** A cost proposal to complete each of the tasks (independently) shall be included. This cost proposal should include hourly billing rates for each professional title, a distribution of hours by task, and reimbursable direct expenses.

The City reserves the right to reject any and all proposals, to waive minor irregularities, consider minor variations to specifications that are clearly detailed, and to accept the lowest or best proposal combination which appears to be in the best interest of the City.

All persons and entities submitting proposals are hereby notified that the City of Thomasville reserves the right to seek new proposals to accept or reject any or all proposals, in part or in whole, to waive minor irregularities, technicalities, and/or informalities in proposing, and to award a contract in part or as a whole as deemed to be in the best interest of The City of Thomasville.

The City of Thomasville gives further notice that the lowest proposal will not necessarily be considered the best proposal, and the City reserves the right to select the proposal deemed to be in the best interests of the City. If no acceptable proposal is received, The City of Thomasville also reserves the right to re-solicit proposals at its sole discretion.

The City of Thomasville is an equal opportunity employer. Further in accordance with section 504 of the Rehabilitation Act of 1973, as amended, the City of Thomasville does not discriminate on the basis of handicapped status in the administration or operation of its programs.

For consideration, interested firms must submit their Qualifications Statement and Proposals **no later than Friday, July 7th, 2023 by 2:00 p.m.** to the address listed below. Proposals submitted after the above date will not be accepted.

Questions and Proposals pertaining to this action, shall be submitted to the following:

Kenneth Thompson, City Planner
kenneth.thompson@thomasville.org

Mailing Address:
City of Thomasville
PO Box 1540
Thomasville, GA 31799-1540
229-227-4093

Shipping Address:
City of Thomasville
111 Victoria Place
Thomasville, GA 31792

Appendix A: MEMORANDUM OF AGREEMENT BETWEEN THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (“DCA”) AND CITY OF THOMASVILLE (“CITY”)