CITY OF CONCORD
HISTORIC PRESERVATION
COMMISSION

REQUEST FOR PROPOSALS (RFP)

HISTORIC NEIGHBORHOOD SURVEY OF
THE CITY OF CONCORD AND ENVIRONS

DATE OF ISSUANCE: January 9, 2019
SUBMISSIONS DEADLINE: 4:00 pm, February 8, 2019

Proposals should be provided as 1 hard copy and 1 digital copy (copied onto a CD or USB drive) and mailed or delivered to the attention of:

MAILING ADDRESS:
ATTN: Scott Sherrill,
Sr. Planner
City of Concord,
Department of Planning and
Neighborhood Development
PO Box 308
Concord, NC 28026

PHYSICAL ADDRESS:
ATTN: Scott Sherrill,
Sr. Planner
City of Concord,
Department of Planning and
Neighborhood Development
35 Cabarrus Ave. W
Concord, NC 28026
The City of Concord, North Carolina is seeking a qualified consultant to conduct an architectural survey of historic neighborhoods within the City of Concord.

A. PROJECT DESCRIPTION AND REQUESTED SERVICES

Background: The City of Concord, a Certified Local Government (CLG), is seeking an investigation of historic fabric in neighborhoods as part of a broader effort to prioritize historic preservation activities. This investigation will provide guidance for future detailed surveys, re-examine past surveys, and begin the process of identifying historic resources constructed through 1970.

Historic resources in Concord have been identified through several survey projects conducted in the early 1980s and mid-2000s. While, these efforts have documented a large number of significant historic structures, additional analysis is desired on the City’s mill villages and African-American historic resources. These neighborhoods are largely clustered around the existing historic districts located in the center of Concord. Additionally, as the city has expanded, it has also absorbed large amounts of formerly agricultural land, and this survey will also begin the process of re-evaluating isolated resources for potential landmarking.

The goal of this survey is to review the existing survey documentation, conduct a preliminary windshield survey and prioritize neighborhoods and resources for future architectural surveys, record resources newly identified, and identify potential future phases and/or projects relating to documentation of mill housing and African American heritage in the city. Collaboration between professional consultants in the fields of historic preservation, architectural history, cultural anthropology and other related fields is highly encouraged.

Scope of Work:

- a community presentation at the beginning of the project;
- compiling existing documentation efforts on the city’s neighborhoods and resources;
- a preliminary windshield survey and preparation of a planning report that identifies significant historical themes, prioritizes resources and neighborhoods for survey, identifies resources to be surveyed during this grant cycle and future phases of survey, and details the methodology employed to complete the project;
- a community presentation on results of research and prioritization of neighborhoods for survey;
- preliminary survey of newly identified resources dating up to 1970;
- preparation of draft and final survey reports that explore historic neighborhoods and architectural resources;
- a public presentation in Concord on the project resources.

Work will include site visits; archival research; oral history interviews; high-resolution digital photography; data entry in the HPO’s survey database with written summaries with historical background based on research in city directories, Sanborn maps, and other sources; and updating or creating properly labeled paper files with report forms generated from the database, photographic proof sheets, and other relevant material gathered during the project including notes on historical background and other materials gathered during the survey, locational street maps, and site plans as appropriate.

The consultant will help publicize the project by submitting to an interview by local media early in the project should one be requested in response to a press release prepared and distributed by the local project coordinator.
All work will be completed in accordance with the *North Carolina Historic Preservation Office Architectural Survey Manual: Practical Advice for Recording Historic Structures* (2008 edition). The consultant will be responsible for conducting the survey utilizing the State Historic Preservation Office’s survey database and digital photography in accordance with the HPO’s digital photography policy, for incorporation into state and local GIS (see [http://www.hpo.ncdcr.gov/digital/NCHPO_Digital_Start_Page.html](http://www.hpo.ncdcr.gov/digital/NCHPO_Digital_Start_Page.html)).

**B. PROJECT DELIVERABLES**

The consultant will provide draft and final copies of the following deliverables to the city of Concord:

1. fully populated electronic database on a CD or DVD;
2. all digital photographs on a CD or DVD;
3. survey report in MS Word format;
4. paper copies of all the survey files.

**C. THE CITY SHALL PROVIDE THE FOLLOWING RESOURCES:**

1. known historical information on the subject neighborhoods;
2. development and coordination of a local steering committee to inform the consultant and project;
3. logistical support and office space as needed.

**D. PROJECT SCHEDULE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFP</td>
<td>January 9, 2019</td>
</tr>
<tr>
<td>Questions Due</td>
<td>January 29, 2019, 5:00 PM</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>February 8, 2019, 4:00 PM</td>
</tr>
<tr>
<td>Selection of Consulting Firm</td>
<td>February 2019</td>
</tr>
<tr>
<td>Estimated Contract Start Date</td>
<td>March 2019</td>
</tr>
<tr>
<td>Project Completed</td>
<td>June 30, 2019</td>
</tr>
</tbody>
</table>

**E. SUBMISSION OF PROPOSALS**

Statements of interest that address the criteria above must be submitted by 4:00 p.m. February 8,
2019. The proposal must include the following:

- a list of the type of services for which the person/firm(s) is qualified, including professional qualifications outlined in 36 CFR 61;
- names and resumes of principals, key persons, or associates who would be involved in the project;
- availability of consultant/team for conducting the work;
- a proposed time schedule for the project, from the date of the start of work and including submission of first draft for review;
- a list of at least 3 references from clients with similar projects completed by the person/firm(s), giving names, addresses, and phone numbers of clients, and including an on-time performance appraisal.
- at least one representative example of a recent architectural survey project. Electronic copies (jump drive or CD) of the referenced materials are sufficient for evaluation.
- Estimated project cost. Part 1 includes historic resources inside the Center City area, Part 2 would include resources outside the Center City Area as indicated on Map 1.

F. EVALUATION AND SELECTION PROCEDURES
A review committee will be composed of city staff and key stakeholders that will review each proposal. The selection committee will conduct oral interviews as necessary to determine the best qualified firm. Consultants will be evaluated in part using the following criteria:

- The person/firm must have performed satisfactorily on a previous architectural survey project or National Register historic district nomination (entailing survey) as indicated by the HPO;
- The person/firm must be qualified to research historic architecture and to make recommendations regarding eligibility for National Register nominations.
- The person/firm must have adequate experience and staff to perform the work required;
- The person/firm must have demonstrated ability to communicate effectively with the property owners and residents in the study areas;
- The person/firm must have demonstrated experience in coordinating the work of associated persons/firms, if the proposal includes such persons/firm(s) as part of a team to conduct different portions of the work;
- The availability of the person/firm to conduct the work within the time schedule indicated, with a preference to the person/firm(s) with earliest availability, all other considerations being equal;
- The person/firm must meet the qualifications described in the Federal Register, Part V: 36
G. RIGHTS RESERVED BY THE CITY OF CONCORD

- Modify or cancel the selection process or schedule at any time.
- Waive minor irregularities.
- Reject any and all responses to this RFP and to seek new submittals if it is in the best interest of the city to do so.
- Seek clarification or additional information from responding firms as it deems necessary to the evaluation of the response.
- This request does not obligate the City to enter into an agreement or pay any costs incurred by firms in preparation and submission of a statement of qualifications.
- Upon receipt by the City, each proposal becomes the property of the City. In general, documents that are submitted as part of the response to this RFP will become public records, and will be subject to public disclosure. North Carolina General Statutes Section 132-1.2 and 66-152 provide a method for protecting some documents from public disclosure. If the responding firm follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the City will withhold the document from public disclosure to the extent that it is entitled or required to do so by applicable law. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration. In submitting a proposal, each firm agrees that the City may reveal any trade secret materials contained in such response to all city staff and city officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. If the City determines that a document that the responder has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the City will provide notice of that determination to the contact person designated by the firm, in any reasonable manner that the city can provide such notice, at least five business days prior to its public disclosure of the document. If the firm does not designate anyone to receive such notice, or if, within five business days after the designated person receives such notice, the firm does not initiate judicial proceedings to protect the confidentiality of the document, the City will not have any obligation to withhold the document from public disclosure.
- By submitting to the City a document that the firm designates as "confidential" or "trade secret", the firm agrees that in the event a third party brings any action against the city or any of its officials or employees to obtain disclosure of the document the firm will indemnify and hold harmless the City and each organization's affected officials and employees from all costs, including attorney's fees, incurred by or assessed against any defendant, of defending against such action. The firm also agrees that at the City's request the firm will intervene in any such action and assume all responsibility for defending against it, and that the firm's failure to do so will relieve the City of all further obligations to protect the confidentiality of the document.
- Selection of a firm by the City in response to this Request for Proposals services does not guarantee these services will be required. The City maintains sole discretion in assigning projects, if any, to the selected Firm(s) throughout the term of the contract. The City, additionally reserves the right to issue future Request for Proposals, as may be needed and to solicit responses from firms not selected as part of this process.
This project is being advertised via the City of Concord’s RFPs, RFQs, and Bids website at https://www.concordnc.gov/Departments/Finance/Purchasing/RFPs-and-Bids.

H. INQUIRIES

Questions about the RFP, project schedule, or project budget should be directed to Scott Sherrill (sherrills@concordnc.gov) no later than January 29, 2019 (8 business days prior to the due date for proposals). Questions and answers clarifying terms of the RFP shall be shared by email with all persons/firms registered to receive the RFP no later than 3 business days prior to submittal deadline.
Map 1: Center City Boundary (Red)

1 inch = 1.59 miles