

REQUEST FOR STATEMENT OF QUALIFICATIONS



CITY OF BELLE MEADE, DAVIDSON COUNTY, TENNESSEE HISTORIC SURVEY

The City of Belle Meade, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional historic preservation, planning and/or architectural consultant to provide services related to an intensive historic architectural survey for properties in the City of Belle Meade.

DEADLINE for SUBMITTAL: On or before Thursday, October 29, 2020 by 3:00 p.m. CST. The Statement of Qualifications, and the Letter of Interest, should be placed in a sealed envelope marked: **"CITY OF BELLE MEADE HISTORIC SURVEY – STATEMENT OF QUALIFICATIONS"**.

A. PROJECT SUMMARY

The City of Belle Meade has recently received a grant from the Tennessee Historical Commission to fund an intensive historic architectural survey of all properties (approximately 1,185) within the municipal boundaries of the City of Belle Meade.

The outcome of the grant will be to complete a survey report to guide the City's Historic Zoning Commission (HZC) in determining the historical significance of existing structures and provide a foundation for the eventual update of Belle Meade's Citywide Conservation Overlay Interim Design Guidelines.

B. PROJECT SCOPE AND DELIVERABLES:

1. The consultant shall complete an intensive historic architectural survey of approximately 1,185 properties within the entire city limits of the City of Belle Meade. The count of approximately 1,185 properties does not include outbuildings as they do not get their own survey identification number, but descriptions are included on the overall property form. The survey will classify each property into one of the three following categories: Property of Significance, Property Worthy of Conservation, or Property Less Than 50 Years of Age, as well as identify the architectural style of the home. Detailed descriptions of these three categories can be found in the *City of Belle Meade's Citywide Conservation Overlay Interim Design Guidelines*, which is an attachment to this RFQ document. Also included in the scope of work for this project, properties not previously surveyed that are 50 years old or older get priority while properties previously surveyed will be updated as time and funds allow.

2. Some of the properties in the City of Belle Meade have already been surveyed and may just need updating. These can be viewed on the Tennessee Historical Commission (THC) Viewer website, <https://tnmap.tn.gov/historicalcommission/>. Also, a Historic Resources Survey was conducted by THC staff in July and August 2019. The Historic Resource Survey Results Report is an attachment to this RFQ.
3. A qualified consultant will be hired by the City of Belle Meade to perform this survey. The survey will be performed according to preservation “best practices” according to the Tennessee State Historic Preservation Office (SHPO) and the Secretary of the Interior’s Standards for documentation. Please refer to the updated Tennessee Historical and Architectural Survey Manual on the THC website: https://www.tn.gov/content/dam/tn/environment/historic-commission/thc_survey_newaugust2020/thc_survey_manualAugust2020.pdf The architectural survey and location information will be collected digitally and submitted using the Grantor’s Survey 123 data collection application and will be added to the THC state survey database. A final survey report will be compiled using the collected data and submitted to the THC.
4. Each property shall be photographed digitally. Minimum photo documentation for each recorded property shall consist of two (2) views, showing the façade and at least one side or oblique. If outbuildings are present, a photograph should be taken either individually or as a group. Photography shall be done using professional quality cameras. No photos taken with a cell phone will be accepted. DPI should be 300, if possible.
5. In addition to the required digital submittals required by the THC, the City of Belle Meade will require a digital copy of all information, photos and survey reports that can be accessed by the City staff. This can be submitted on a USB flash drive.
6. Upon completion and acceptance of the survey report, the consultant will be required to make a presentation to the HZC members and the Board of Commissioners.
7. The Letter of Interest and SOQ shall indicate the scope of services, if any, to be completed by sub-consultants.
8. An estimated timeline for completion of this survey work must be included in the SOQ.
9. Questions may be directed to Beth Reardon via email to breardon@citybellemeade.org, no later than 4:00 p.m. CST on October 23, 2020, using the subject line **“Belle Meade Historic Survey SOQ Questions”**.

C. PROPOSAL CONTENTS

All respondents to this request shall submit a Letter of Interest along with a written Statement of Qualifications (SOQ) to include information directly related to each of the selection criteria outlined within this Request for Qualifications, as well as a Statement of Project Understanding and Approach. Proposals shall not include estimates of costs or man-hours to perform desired services. The City of Belle Meade's budget for this project is \$24,000.

The City of Belle Meade requests a "No-bid" response from any consultants who choose not to submit a SOQ. An explanation of the reason(s) why an SOQ was not submitted will be helpful to the City when drafting future RFQs for projects.

D. SELECTION PROCESS

The City of Belle Meade shall review and evaluate all submissions by firms responding to this RFQ. The State shall have the right to review the qualifications of all applicants. All submissions will be evaluated based upon the Selection Criteria outlined in Section D. The City may ask top-ranked firms to attend an online interview as a part of the evaluation process.

E. SELECTION CRITERIA

1. Qualification of firm, including staff and/or work team based on the Secretary of the Interior's Professional Qualifications Standards.
2. Familiarity with historic preservation activities and survey work, specifically in small to mid-sized downtowns in Tennessee, and demonstrated experience and expertise in preparing such surveys and plans.
3. Capacity of firm to perform the work within a specified timeframe and specified budget.
4. Quality of performance in past and/or similar projects, specifically in small to mid-sized towns and cities.
5. References and previous experience working on similar projects and past work with similar cities. Related project experience of individuals assigned to assist with project.
6. Responsiveness to the RFQ and compliance with instructions.
7. General impressions and presentation of qualifications.

F. SUBMITTAL PROCESS

Questions may be directed to Beth Reardon via email to breardon@citybellemeade.org, no later than 4:00 p.m. CST on October 23, 2020, using the subject line "**Belle Meade Historic Survey SOQ Questions**".

Respondents should submit three **(3) paper copies** of the proposals in a sealed envelope marked "**CITY OF BELLE MEADE HISTORIC SURVEY – STATEMENT OF QUALIFICATIONS**", with an accompanying Letter of Interest and the Iran Divestment Act certification to:

**City of Belle Meade
Attn: Beth Reardon
4705 Harding Road
Nashville, TN 37205**

A digital PDF copy of the Proposal is also required and can be copied onto a USB flash drive and included in the sealed envelope or emailed directly to: breardon@citybellemeade.org

A copy of this RFQ with attachments and a copy of the executed grant contract can be found on the "Doing Business with the City" section of the City of Belle Meade's website at <https://citybellemeade.org/finance/>. Questions may be directed to Beth Reardon at 615-297-6041 or breardon@citybellemeade.org.

All Letters of Interest and SOQs must be received by on or before Thursday, October 29, 2020 by 3:00 p.m. CST.

The City of Belle Meade will award this survey project to a qualified consultant based on the evaluation of the selection criteria listed in "E" above. The City reserves the right to reject any or all SOQs and to waive any informality found therein, and further reserves the right to cancel the contract if a final scope of services cannot be acceptably agreed upon between the City and the selected consultant.

Evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex, creed or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond to all advertisements by the City of Belle Meade.

The successful firm or individual must comply with Executive Order 11246, Equal Employment Opportunity, the Civil Rights Act of 1964, Section 109 of the Housing and Community Development Act of 1974, and Section 3 of the Housing and Urban Development act of 1968.

Iran Divestment Act:

By submission of this SOQ, each consultant certifies, and in the case of a joint submittal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, each bidder is not on the list created pursuant to §12-12-106. Copies of the Certification Form and the List of Entities are attachments to this RFQ.