

Request for Proposals
Historic Design Review Guidelines Update (Commercial and Residential)
and Training
City of Prattville, Alabama
RFP #022-002

The City of Prattville (“City”) desires to update the *Prattville Commercial Design Review Guidelines Manual* and the *Prattville Residential Design Review Guidelines Manual*.

The City is seeking proposals from a firm or team (“consultant”) with extensive experience and skills in the development of historic district review guidelines. Joint ventures are welcome. The selected consultant will meet National Park Service Professional Standards.

Introduction

The City of Prattville is a rapidly growing community in the Montgomery metropolitan area, covering approximately 36 square miles, with a 2020 Census population of 37,781. Prattville has a proud history of being founded by the industrialist Daniel Pratt in the early 19th Century, and has grown into a community of businesses, places of worship, new industry, civic organizations, and involved citizens.

Prattville’s historic district is situated downtown near the Autauga Creek and the site of the Daniel Pratt Gin Company.

The City’s current design review guidelines are available at:

<https://prattvilleal.gov/departments/historic-preservation-commission.html>

Since their adoption in 2007, a few, minor amendments have been made, but not a full update.

Scope of Work

The selected consultant will work with the Historic Preservation Commission and staff to develop updated design guidelines that will be accessible, understandable, and easy to use for both Commissioners and the public. The guidelines will reflect the unique characteristics of the Prattville Historic District, and other applicable guidelines and standards such as the Secretary of the Interior’s Standards for Rehabilitation. Final deliverable product will include ten paper copies of the guidelines and electronic versions.

Additionally, consultant will participate in a public hearing with the Historic Preservation Commission in order to receive feedback from the public and answer any questions, and consultant will provide specific training to the Commission and staff on the interpretation and application of the new guidelines.

Anticipated Timeline

December 29, 2021	RFP Released
January 21, 2022	Submissions Due
January 25, 2022	Finalist Selected
February 2, 2022	Contract Negotiations/Notice to Proceed (project should begin as soon as possible)
April 2022	1 st Draft
May 2022	Community Meeting/Public Hearing

July 2022

2nd Draft

September 1, 2022

Final Draft

September 16, 2022

Commissioner Training in conjunction with the Alabama Historical Commission

Submission Requirements

Submit four complete, physical copies and one USB flash drive or CD with a PDF copy to the address at the end of this document. Provide a cover letter indicating your firm's or team's interest in and ability to perform the requirements of this RFP. Include statement discussing team member availability to perform work in a reasonable time period. The primary contact name, phone number, and email should be clearly listed on cover letter.

Other information to include:

- Proposed timeline/work schedule
- Three references and examples of previous work product (may be provided electronically only)

Selection Criteria

The potential consultant will be evaluated by the following criteria:

- Professional and technical expertise, experience, and success in producing historic district design review guidelines
- Ability to produce high quality documents and graphics that are user friendly
- Experience and familiarity with Prattville, the River Region, and/or Alabama
- Availability of team members and ability to complete project in required timeframe
- Review of references and past work product

Interviews are not anticipated, but may be requested after initial evaluation. The City may request additional information from consultants during the selection process. Upon selection, the City will negotiate an agreement with the selected consultant. If negotiations with the most qualified consultant are unsuccessful for any reason, the City will terminate negotiations and proceed to negotiate with the next most qualified firm until an agreement is reached.

Miscellaneous

- Any existing or potential conflicts of interests should be disclosed
- The City will not be responsible for any costs incurred by anyone in the preparation or submittal of qualifications, proposals, or information
- This request is not to be construed as a contract or commitment of any kind
- All information submitted is public information
- All materials submitted in response to this RFP shall become the property of the City and will not be returned unless specifically requested at the time of the submittal
- The City reserves the right to:
 - Waive any informalities or irregularities

- Reject any or all responses without explanation
- Withdraw RFP at any time and not continue with project
- Extend time for submittals
- Any questions regarding RFP must be submitted via email no later than 12:00pm on January 13, 2022, and will be posted online as an addendum to this RFP on January 14, 2022. Submit questions to:

Scott Stephens, Director of Planning & Development, at scott.stephens@prattvilleal.gov

Final Submission

Submissions must arrive before the deadline in a package clearly marked “RFP-Historic Design Guidelines.”

Submission must be received on or before **4:00pm on Friday, January 21, 2022.**

Submit to:

City of Prattville

Attn: City Clerk (RFP-Historic Design Guidelines)

101 W Main Street

Prattville, AL 36067

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DEC 29 21 1:12PM


Mayor


Date