

City of Decatur, Alabama
402 Lee Street NE
Decatur, Alabama 35601

REQUEST FOR PROPOSAL
RFP #HP 18-002

*Part-Time Professional Consulting Services for the
Historic Preservation Commission of Decatur, Alabama*

Tab Bowling,
MAYOR

David Breland, Program Coordinator
Historic Preservation Commission of the City of Decatur, AL

CITY OF DECATUR
Part-Time Professional Consulting Services HPC of Decatur, AL
REQUEST FOR PROPOSALS (RFP)
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INTRODUCTION AND PROJECT OVERVIEW

The City of Decatur Historic Preservation Commission wishes to secure the services of a part-time consultant who is qualified per United States Department of the Interior/National Parks Service and Alabama Historical Commission guidelines to provide part-time professional services to assist the City's Historic Preservation Commission to develop a tiered approach to reviewing Certificate of Appropriateness applications seeking approval for exterior work in the city's "historic overlay" district consisting currently of major portions of two large National Register of Historic Places neighborhoods as designated in the city's historic preservation ordinance as well as assisting the HPC program coordinator in inspecting and reviewing future work already approved by the HPC and undertaking other consultation duties as may be assigned from time to time by the HPC and/or its program coordinator.

Decatur is a community of approximately 55,000 persons that has a rich approximately 200 year history and architectural heritage, which must be preserved not only for the culture and heritage but also because the historic neighborhoods are major tourism and quality of life components of the city. Because of other duties as the city's Director of Historic Resources and Events (including but not limited to being the only paid person overseeing the operations of two major city museums with a combined annual attendance for all purposes and programs last year of over 24,000 persons, the HPC program coordinator is unable to personally inspect previously approved work of the HPC pursuant to approved Certificate of Appropriateness applications and additionally lacks the required Department of the Interior and Alabama Historical Commission credentials to do so. Additionally, all COA applications except for certain roof repairs/replacements are currently undertaken by a full meeting and review of the entire Historic Preservation Commission, a process which is time consuming for both the HPC and for petitioning homeowners and especially for minor repairs and projects. A tiered process to establish more expedited review by the HPC of minor repairs and minor projects, thus leaving more HPC time for consideration of major projects is desired by both the City and affected historic overlay district residents. The desire of the HPC is for the tiered process to more closely resemble that of the Model HPC Process promulgated and recommended by the Alabama Historical Commission with the part-time consultant to not only assist in developing and implementing the new process, but also to categorize COA applications into the proper tier with recommendations to the HPC as to approval of the application or not with or without formal process. The City also desires that the part-time professional consultant perform other related duties as may be assigned by the HPC and/or its program coordinator from time to time.

DUE TO THE LIMITED NATURE OF THE GRANT MONIES AVAILABLE ANNUALLY FOR FUNDING THIS RFP, ALL PARTIES UNDERSTAND THAT THE CITY WILL BE UNABLE TO REIMBURSE IN ANY WAY FOR TRAVEL AND FURTHER THAT ESTIMATED MONTHLY WORK TIME UNDER THIS GRANT WILL BE 10-15 HOURS PER MONTH AFTER THE REVISED REVIEW PROCESS DESCRIBED HEREINBELOW IS COMPLETED.

HISTORIC RESOURCES

The “overlay” district per the Decatur City Ordinance regarding “Historic Preservation” consists of the vast majority of the NRHP districts known as Old Decatur and Albany, an area of about 100 square blocks of historic houses.

Staff assistance as cost-share:

The framework of the grant which funds this study requires that the City of Decatur provide a 40% cost share cash contribution to match a state/federal AHC grant. Additionally, the City of Decatur will provide the services of its Director of Historic Resources and Events/Coordinator of the Historic Preservation Commission as well as the expertise of the seven members of the HPC itself (with expertise in professional architecture, building materials, house restoration, historic archives and neighborhood leadership) to assist in the actual field work and data compilation and decision making of this grant work. Please take into account these details when detailing your field work budgets.

The project scope includes the following:

1. Attend initial meetings with the Coordinator of the HPC, HPC members and other interested stakeholders, including members of the overlay community and government officials
2. Complete research on the history and development of the Model AHC Certificate of Appropriateness review process and its tiers and procedures as well as research into other model practices for COA by other historic preservation commissions in other jurisdictions.
3. Draft a model COA review process and its tiers and procedures for the HPC of Decatur, AL, obtain HPC and HPC Coordinator consensus for a final COA review process document together with the procedures to be utilized for same. Draft said final model process and procedures and obtain AHC/U.S. Department of the Interior (if applicable) consent to utilize same.
4. Undertake (together with the Coordinator and the HPC membership) any actions assigned to the professional consultant from said model COA review process and procedures for the entire period of this project.
5. Inspect for compliance all work approved pursuant to this COA model review process and report findings to the HPC and HPC Coordinator per a method approved by all parties. This work will be carried out in accordance with applicable state and national standards, such as those promulgated by the Alabama Historical Commission and the Secretary of the Interior’s Standards and Guidelines for Historic Properties. The work product shall include proof of work completion in a manner consistent with

the wishes of the HPC, its coordinator and the Alabama Historical Commission and its Certified Local Government Coordinator (currently, Mary Shell).

6. Assist the coordinator in the preparation of the Annual Report to the AHC and the Decatur City Council of the work of the HPC of Decatur.
7. Submit invoices for payment for services per instructions of Allen Stover (Grant Supervisor, Department of Community Development of the City of Decatur), Nancy Davis (Payments Supervisor, Decatur Department of Parks and Recreation) and their representatives (Mary Shell, AHC and David Breland, HPC Coordinator).
8. Meet with the Historic Preservation Commission and/or its coordinator, and other stakeholders to review findings as directed by the HPC and its coordinator.

Time table:

The City of Decatur has proposed the following time table for this project:

Activity	Estimated Date
Requests for proposals according to AHC standards and City of Decatur standards.	1/10/18 – 1/25/18
Decatur Historic Preservation Commission, AHC and city staff opportunity to evaluate proposals and comment on proposals.	01/25/18 - 01/31/18
City will enter into contract with consultant by this date	02/15/18
(1) Consultant to meet with HPC of Decatur and AHC representatives to discuss model COA consideration (noting that the AHC has an existing model which can be strongly considered for this purpose—Mary Shell has template for same). (2) Complete model COA consideration for submission to HPC of Decatur and AHC for approval	02/15/18- 02/22/18 02/22/18- 03/01/18
Begin professional consultation pursuant to procedures and model template COA set forth above. Begin inspecting work of all approved COAs per this model (CURRENTLY, ABOUT 4 PROJECTS PER MONTH) with reports to the HPC of Decatur per their requested method.	03/01/18-9/30/18
Completion of AHC annual report (to be developed in conjunction with HPC Coordinator) and FY year-end report of activities to the HPC of Decatur. A copy of the consultant’s FY year-end report of activities will also be furnished to the AHC as an addendum to the annual report.	10/15/18

GENERAL TERMS AND INSTRUCTIONS

Section 1 Terms and Conditions:

- 1.1 All proposals submitted shall be firm for a minimum of 60 days, unless otherwise specified.
- 1.2 The City reserves the right to cancel or make null and void any purchase order, if delivery cannot be made on the specified delivery date.
- 1.3 Proposal awards are not official until a purchase order is issued or the Purchasing Department notifies the successful vendor in writing.

Section 2 Submission of Proposal:

- 2.1 Proposals received after the designated date and time will not be opened nor returned.
- 2.2 All proposals shall be submitted on and in accordance with forms for this purpose, which are available from the Purchasing Department. Additional supplementary documentation, when requested, shall be submitted on the proposer's letterhead.
- 2.3 All proposals are to be submitted in sealed, plainly marked envelopes. Envelopes shall be marked in the bottom left corner with the Title of the Request for Proposal, the Request for Proposal Number and the Opening Date. Facsimile and telephone proposals will not be accepted.
- 2.4 All proposals shall be printed, typewritten, or completed in black ink.
- 2.5 An authorized officer or agent of the company submitting the proposal in order to be considered must sign all proposals.
- 2.6 Proposal documents shall be submitted, in **triplicate**, to the City of Decatur.
- 2.7 Proposals which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsive proposals may be rejected.
- 2.8 Any proposal submitted with corrected errors shall have the correction initialed by the person signing the proposal.

Section 3 Request for Proposal Evaluation:

- 3.1 The City reserves the right to evaluate all proposals, waive any technical or informalities, reject any and/or all bids and proposals, and further specifically reserves the right to make the award and/or awards in the best interest of the City.

All proponents must meet necessary qualifications of the Alabama Historical Commission (Contact Mary Shell Mary.Shell@ahc.alabama.gov for more information) and the National Parks Service (Contact Mary Shell Mary.Shell@ahc.alabama.gov for more information) to be eligible to undertake this work.

3.2 The proposal evaluation will be made on the following criteria:

3.2.1	Proposal Price	30%
3.2.2	Proponent's business history	20%
3.2.3	Proponent's experience on similar projects	20%
3.2.4	Proponent's qualifications and expertise	20%
3.2.5	References	10%

3.3 The City shall be sole judge as to an evaluation item meeting or exceeding the specifications.

Section 4 Billing and Payment:

4.1 The vendor shall submit all invoices to the following address:

City of Decatur, Alabama
Attn: Allen Stover
402 Lee Street
P.O. Box 488
Decatur, AL 35602

4.2 Payment by the City shall be made within thirty days, unless otherwise specifically provided, payment will be made by the City to the vendor only upon receipt of invoice, and acceptance of the item(s) by the City.

Section 5 Business License/Insurance:

5.1 Proposers who are awarded a City of Decatur contract must possess a City of Decatur business license pursuant to City Ordinance and must be obtained prior to beginning work.

5.2 Proposers may contact the City Hall at (256) 341- 4500 for additional information concerning business licenses.

General Liability: The Contractor shall defend, indemnify and save harmless the City from all claims, suits, judgments, expenses, actions, damages and costs of every name and description to which the City may be subject or put by reason of injury to persons (bodily injury, including death, or any personal injury) or property damage as a result of its work,

caused or alleged to be caused by negligence or fault on the part of the Contractor, their servants, or agents.

- 5.3 The Contractor will not hold the City liable for any injuries to the employees, servants, agents, sub-contractors or assignees of the Contractor arising out of or during the course of services relating to this agreement.
- 5.4 The providing of any insurance required herein does not relieve the Contractor of any of the responsibilities or obligations assumed by the Contractor in the contract awarded or for which the Contractor may be liable by law or otherwise.
- 5.5 Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall operate as an immediate termination thereof.

Section 6 Request for Proposals Submission Requirements:

Each proposal submitted shall contain the following information:

- 6.1 Letter of transmittal, including a brief statement indicating that the proposer understands the services to be performed and makes a positive commitment to provide services as specified. The letter should include a statement indicating that the proposal and cost schedule will be valid for the term of the contract.
- 6.2 Short profile of person or the firm including at a minimum the below points.
 - Length of time in business.
 - Length of time in providing proposed services.
 - Location of office to serve account.
- 6.3 Name, title, address, and telephone number of at least two references for clients, whom similar services have been provided or persons who know of the professional expertise of the proponent vendor in the realm of similar services.
- 6.5 Cost of Services. This section should be presented in the form of a fixed fee.
 - 6.5.1 A breakdown with unit prices for each service or activity should be included.
 - 6.5.2 A payment schedule should be included in accordance with the time table included in above sections.

PROPOSAL DEADLINE

Proposals for this project must be submitted to the following address by 2:00 pm on January 25, 2018. Proposals shall be mailed or hand delivered to the following address.

CITY OF DECATUR
Community Development Department
402 Lee Street
P.O. Box 488
Decatur, AL 35602

Facsimile and telephone bids will not be accepted.

Proposals received after the deadline will not be considered. Questions or comments can be directed to (256) 341-4960 or through e-mail at agstover@decatur-al.gov

**REQUEST FOR PROPOSAL FOR
CONSULTING SERVICES**

PROPOSAL NUMBER _____

The undersigned declares that before preparing their proposal, they read carefully the specifications and requirements for Proposers and that their proposal is made with full knowledge of the kind, quality and quantity of services and equipment to be furnished, and their said proposal is as stated on these pages. The undersigned offers and agrees, if this proposal is accepted within Thirty (30) calendar days from date of opening, to furnish any or all of the items upon which prices are offered at the price set opposite each item, delivered at the designated point(s) within the time specified. **PLEASE SUBMIT PROPOSALS IN TRIPLICATE AS REQUESTED IN SECTION II, ITEM 2.6**

COMPANY/PERSON SUBMITTING PROPOSAL

ADDRESS _____

CITY, STATE, ZIP CODE _____

SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSALS

TYPED NAME AND TITLE OF SIGNER

PHONE NUMBER

FAX NUMBER

FEDERAL ID NUMBER

WEB SITE ADDRESS

E-MAIL ADDRESS

DATE

ANTI-COLLUSION STATEMENT

Proposal Number _____

THE BELOW SIGNED QUOTER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS QUOTE WITH OTHER QUOTERS AND HAS NOT COLLUDED WITH ANY OTHER QUOTER OR PARTIES TO A QUOTE WHATSOEVER.

FIRM NAME

BY (PRINTED)

BY (SIGNATURE)

TITLE

ADDRESS

PHONE NUMBER

FAX NUMBER

REQUEST FOR PROPOSAL NO.: _____

STATEMENT OF NO BID/PROPOSAL

NOTE: If you DO NOT intend to submit a proposal on this commodity or service, please complete and Return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Decatur wishes to keep its bid list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid/proposal solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time noted, we will assume that you can no longer supply this service, and your name will be removed from this service list.

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only.
- _____ Specifications are unclear (explain below)
- _____ We are unable to meet specifications.
- _____ Insufficient time to respond to the Request for Proposal.
- _____ Our schedule would not permit us to perform.
- _____ We are unable to meet bond requirements.
- _____ We are unable to meet insurance requirements.
- _____ We do not offer this service.
- _____ Remove us from your proposer's list for this service.
- _____ Other (specify below).

REMARKS _____

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____

PHONE: _____ FAX: _____

ADDRESS: _____
(Street address) (City) (State) (Zip)