

Request for Proposals
Historic District Resource Survey
City of Prattville, Alabama
RFP #023-001

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The City of Prattville ("City") desires to perform a new survey of the Prattville Historic District.

The City is seeking proposals from a firm or team ("consultant") with extensive experience and skills in performing historic surveys. Joint ventures are welcome. Consultants expressing interest should be fully capable of providing the service requested and must be approved by the State of Alabama Historical Commission for conducting such service.

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.

The Prattville Historic District is situated downtown near the Autauga Creek and the site of the Daniel Pratt Gin Company.

There is an existing National Register of Historic Places Inventory of the Daniel Pratt Historic District from 1984. In 2007, a consultant performed a Prattville Historic Properties Inventory in preparation of creating the Prattville Historic District. Both reports and a map are available through <http://planning.prattvilleal.gov> or by emailing scott.stephens@prattvilleal.gov. Note that the Daniel Pratt Historic District is a National Register designation and the Prattville Historic District is the locally regulated district. The Daniel Pratt Historic District is smaller and almost entirely encompassed by the Prattville Historic District. This RFP pertains to the larger, locally designated Prattville Historic District. Based on GIS data, there are approximately 312 structures in the Prattville Historic District (selected for structures >1,000sf).

Scope of Work

The selected consultant will develop a comprehensive survey with inventory of buildings, structures, landscapes, and other resources that are or have become historically significant. The survey should focus on expanding the period of significance since the 2007 survey. The survey will include recommendations for listing to the National Register for individual properties and historic districts. The survey will also include completed Alabama Survey Forms for historic resources, including a photograph and map of each property in order to record accurately the current appearance and location of each. The survey and all required documentation must meet the standards for an intensive survey as defined by *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*. The report should conform to the format described in the Alabama Historic Commission's *Architectural Survey Guidelines*. Lastly, a presentation of the survey and findings from the consultant to the Historic Preservation Commission and staff (may be performed virtually if necessary).

Anticipated Timeline

Estimated start date will be mid-February 2023. Project completion must be no later than September 22, 2023.

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, relevant 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 surveys
- 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. The City has discretion to determine the consultant whose services will be most advantageous to the City.

Miscellaneous

- This project will be funded through a Certified Local Government grant in an amount not to exceed \$18,000.
- 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 19, 2023, and will be posted online as an addendum to this RFP on January 23, 2023. 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 District Survey / Bid No. 023-001."

Submission must be received on or before **4:00pm on Friday, January 27, 2023.**

Submit to:

City of Prattville

Attn: City Clerk (RFP-Historic District Survey / Bid No. 023-001)

101 W Main Street

Prattville, AL 36067

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Mayor



Date