



CITY OF MONROE

REQUEST FOR PROPOSALS

HISTORIC RESOURCES SURVEY: PHASE I

PROPOSALS DUE: No later than September 9, 2020 2:00 PM

EST. Late proposals will not be accepted.

INTRODUCTION

The City of Monroe (hereafter referred to as the City) is seeking proposals for the completion of a comprehensive historic resources survey of an estimated 550 historic parcels, which will include buildings, structures, sites, and objects constructed before 1981, and located within the Survey Area #1 portion of the City of Monroe Historic Resources Survey Area Map. The survey area is generally bounded by E. Church Street on the north, Poplar Street on the east, Vine Street to the south, and S. Broad Street to the west as shown on the map attached to this Request for Proposals (RFP) as Exhibit A. This will be the first phase of a multi-year effort to update the historic resources survey for the City within a 1-mile radius of the Historic Courthouse in Downtown Monroe.

Funding for this project shall be in part through a grant received from the Department of Community Affairs Historic Preservation Division (hereafter referred to as HPD), which will require the consequent final product to be in compliance with to the Secretary of the Interior's Standards for Archaeology and Historic Preservation, which include the Standards for Evaluation, Identification, and Registration.

BACKGROUND

In 1987, the City of Monroe completed a historic resources survey of the Historic District. Unfortunately, there has not been a survey update since then. Therefore, the 2020-2021 City of Monroe, Historic District survey will likely have a high number of resurveyed resources. This means the surveyor will need to identify previously-surveyed points in GNAHRGIS and link new survey data (or resurveyed resources) to the previous entry to avoid duplicate entries for the same resource.

The surveyor will need to find the previous point or GNAHRGIS ID number via an address search, by locating the resource geographically using the GNAHRGIS map, or by exporting survey data from the GNAHRGIS Public website and filtering the points to identify those within the current survey area boundary.

These processes are discussed in detail in the GNAHRGIS Quick Tips document provided by the Historic Preservation Division and also demonstrated in the GNAHRGIS website's GNAHRGIS Editing Basics – Webinar, accessed here: https://www.itos.uga.edu/nahrgis/moreinfo_training.html.

The address search method for locating previously surveyed resources will likely be the most helpful within municipalities or when a resource's address is clearly defined. In more rural areas of the county, where an exact address may not be immediately apparent, the method of geographically locating the resources using the GNAHRGIS map will likely be more effective.

Account for this process in determining time and budget allowances for this survey.

SCOPE OF SERVICES

The consultant will conduct a comprehensive historic resources survey of an estimated 550 parcels (or as many as *funds will allow*), which will include buildings, structures, sites, and objects, constructed before 1981, and located within the Historic District of Monroe, Georgia. The survey area will include the Survey Area #1 of the Historic Resources Survey Map which are defined on the map attached to this RFP as Exhibit A.

The project work will be prepared in accordance to (a) National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning; (b) the Historic Preservation Division's guidance materials for identifying and documenting Georgia's historic resources, including the most recent versions of "Georgia Historic Resources Manual," and "Tips for Using GNAHRGIS as part of a Georgia Historic Resources Survey," available online; and (c) HPD'S Georgia's Natural, Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database.

The consultant will be familiar with data categories and procedures for the GNAHRGIS system. The consultant will ensure that all survey data and digital photographs are entered in the GNAHRGIS online database within the contract period. All data groups in GNAHRGIS will be completed for each resource surveyed and a minimum of two (2) digital photographs, dating to within six (6) months of the survey date, per surveyed resource will be uploaded. Resource information is entered and stored via the GNAHRGIS website.

Photographs must date from within six months of the contract period. Resource information is entered and stored via the GNAHRGIS website. Printed (hard copy) resource "forms" will be printed out by the City for each resource. An example of this form is attached as Exhibit B. These hard copy forms will be completed by the consultant and collected by the City at the conclusion of the project. These resource forms may be easily utilized as documentation for sequential uploading into GNAHRGIS.

The consultant will provide a survey area map delineating surveyed parcels. The map will indicate the survey area boundary, any relevant local or National Register of Historic Places-listed historic district boundaries, ALL addresses, legal parcels, and ALL street names, and be at a scale of 1" = 200'. The map will include a key explaining boundaries.

The consultant will provide three (3) final copies and two (2) electronic copies (CD/DVD/USB) of the survey report, and the survey map, to the City within the contract period.

The survey report is to include at a minimum:

- **Executive summary**, which includes the total number of surveyed resources;
- **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a general description of the survey area, including a clear statement and justification of the boundaries of the Phase One area surveyed, and the total number of surveyed resources for Phase One;
- **Summary of previous preservation projects**, including previous survey efforts, local

designations, National Register listings, and other historic preservation planning efforts;

- **Developmental history**, a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history;
- **Survey methodology**, including the fieldwork techniques and research methods employed while conducting the survey references to previous surveys and any re-survey completed as part of this project;
- **Survey results and architectural analysis**, including the total number of surveyed resources divided into appropriate categories; a table listing all building types and main architectural styles as identified in GNAHRGIS, as well as narrative defining these; local architectural character; general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and local landmarks and eccentricities;
- **Recommendations for future preservation activities**, including: potential National Register nominations for individual resources and/or historic districts with basic boundary justification(s) for any proposed historic districts, as applicable; potential updates and/or amendments to existing National Register historic district listings, as applicable; designation recommendations for potential local historic districts, as applicable; and potential economic development, heritage tourism, and other preservation planning activities;
- **Appendix 1:** table listing all GNAHRGIS ID numbers associated with the survey paired with the address of the resource that each GNAHRGIS ID number represents.
- **Appendix 2:** A survey map that delineates the survey area; existing local historic district and National Register-listed district boundaries and potential updates and/or amendments to these existing district boundaries; and the boundaries of identified potential new historic districts (this map will be in addition to the separate 1"=200' map discussed above).

All project development by the consultant shall be reviewed by HPD. The review process includes reviewing and approving consultant selection, the consultant contract, GNAHRGIS data, first draft of the survey report and map, subsequent drafts of the survey report and map, final draft of the survey report and map, and other materials determined necessary during project development.

Prior to review by HPD, the City shall review drafts of the survey report and map. If the City wishes to review draft GNAHRGIS survey data, the consultant shall provide access to this draft data at the 25%, 50%, and 75% data entry due dates for review and comment.

The consultant will complete project work by the following due dates.

- November 1, 2021:** **Approximately 25% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Second Quarterly Report.**
- January 1, 2022:** **Approximately 50% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted.**
- March 1, 2022:** **Approximately 75% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Third Quarterly Report.**
- April 1, 2022:** **First Draft of Survey Report submitted in hard copy (1 unbound copy) or electronic format (MS Word) and map to HPD for review and comment**
- June 1, 2022:** **Second Draft of Survey Report submitted in hard copy format to HPD for review and comment, as necessary**
- Final version of one (1) set of survey map(s) submitted for approval by HPD**
- August 15, 2022:** **Final Survey Report submitted to HPD in hard copy format three (3) copies and two (2) electronic copies (CD/DVD/USB)**
- Final Survey Map Submitted to HPD (1 copy)**
- All GNAHRGIS data and digital photographs for each resource completed**

The contract will commence on the day it is signed by both the City and the consultant and follow the timeline stated herein. The Final Report and entry of all GNAHRGIS data must be fully completed and turned into HPD by August 15, 2022.

BUDGET

Total project cost is not to exceed \$33,500. NOTE: If funds allow for survey of additional resources outside of the boundaries of Phase 1, the City and consultant must work with HPD to define additional survey area boundaries in a systematic manner, in accordance with the grant agreement.

QUALIFICATIONS

The consultant must meet professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) and possesses the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. Demonstrated experience in researching and describing historic resources, conducting architectural surveys, and writing historic contexts;
3. A thorough knowledge of and familiarity with identifying and evaluating Georgia's historic resources including architectural styles and types, the GNAHRGIS database, and survey procedures;
4. Demonstrated writing skills; and

5. Experience with digital photography.

Candidates submitting proposals should be certain to provide the following information in their proposals:

- List of completed similar projects, including project name, location, nature of work, date completed, project cost, owner's name and owner's representative's name, address, phone number, and other relevant contact information.
- Evidence of professional qualifications, as applicable.
- Organizational history, including years in business and resumes of all partners, associates, or consultants employed in your firm who will be working on this project.
- Listing of trade or other references you feel are important or pertaining to your proposal.

EVALUATION CRITERIA

The contract will be awarded by the City no later than Friday, September 17, 2021 to the best-qualified candidate. A selection committee will select the top candidate based on experience with historic preservation, historic resources surveying, and other qualifications and experience related to the proposed project, including understanding of the Secretary of the Interior's Standards. The agreement will only be entered into with reasonable candidates found to be satisfactory by the City, qualified by experience, and in a financial position to do the work specified. The City reserves the right to waive any informality in proposals, make the award in whole or in part, re-advertise or reject any or all proposals when such action is in the best interest of the City. Alternatives shall be accepted by the City as the budget permits and as may be in the best interest of the City.

ASSURANCES

The contractor will assure that it is in compliance with Title V of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and in accordance with Title V of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance. The consultant will immediately take any measures necessary to effectuate this provision.

The consultant will comply with Title VI of the Civil Rights Act of 1966 (42 U.S.C. 2000q et seq.) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment, or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.

The consultant will comply with Section 504 of the Rehabilitation Act (29 U.S.C. 794 et. seq.) which requires that no qualified handicapped individual is solely, by reason of handicap, excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance.

The consultant agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.). This act prohibits discrimination on the basis of disability in services, programs, and activities provided by State and Local government entities.

The consultant agrees to comply with all applicable regulations, laws, policies, guidelines, and requirements of the grant program, including OMB A-87 or A-122, A-102 or A-110, A-128, FMC 74-4 and 74-8, National Register Programs Guidelines, the Secretary of the Interior’s “Standards for Archaeology and Historic Preservation,” and any special conditions or regulations relating to the application, acceptance, and use of Federal funds for a federally-assisted project.

RIGHTS TO DATA AND COPYRIGHTS

All rights, title, and interest in all documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the consultant pursuant to this project (hereinafter referred to as the “project materials”), including without limitation any copyright, title, trademark, and intellectual property rights in and to the project materials, shall remain with the City. The City reserves unto itself all rights of every kind and nature except those expressly granted to HPD herein. The City hereby grants to HPD a perpetual, nonexclusive, nontransferable, royalty-free, license to use, copy, maintain, and modify the project materials, in whole or in part, into other works.

SUBMISSION INSTRUCTIONS

The guidelines for submission of the RFP package should be as follows:

- The RFP package should be delivered in a completely sealed envelope or package no later than: **Monday, September 9, 2021 at 2:00 pm (EST)**.
- The outside of the package should be clearly marked “Historic Resources Survey”.
- The RFP may be submitted in person or by mail to the following address:

City of Monroe
Attn: Sadie Krawczyk
215 North Broad Street, 2nd Floor
Monroe, GA 30655
P: 770-266-5331
E: sadiek@monroega.gov

- All packages should contain two (2) printed copies and one (1) digital copy (USB) of the submitted Proposal.

All submitted RFPs should follow instructions and be complete in scope as requested by the City. Late submissions will not be accepted, and will be returned unopened to the original sender.

Please make sure upon downloading a copy of the RFP that you email the Economic Development Director at sadiek@monroega.gov with your company’s name and information in order to be included on any additional addenda or items of information that may be distributed during the course of the RFP. Please submit any questions regarding this RFP to Sadie Krawczyk, Economic Development Director via email at sadiek@monroega.gov.

While these estimates will serve to understand reasonable and customary charges for the vendor, final financial agreements will be negotiated after the vendor has been selected. Both sides will then agree to negotiate in good faith to reach a financial agreement that is equitable to both parties.

Qualifications will be reviewed and evaluated by a selection committee based on the criteria listed herein. At the discretion of the selection committee, companies may or may not be invited to participate in an interview or subsequent Request for Proposal (RFP) process. We thank you in advance for your qualification submission and welcome any questions you may have during the process.

This Historic Resources Survey Update has been financed with assistance from the Historic Preservation Fund, administered by the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. Any opinions, findings, conclusions or recommendations expressed in this [project/product] are those of the author(s) and do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Community Affairs, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender or disability in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street, N. W., Washington, D.C. 20240.

EXHIBIT A

**HISTORIC RESOURCES SURVEY AREA MAP
CITY OF MONROE**

Map delineating boundaries of FFY2021 HPF grant-funded, historic resources survey for the Historic District, City of Monroe identified as area within black boundary lines labelled "Survey Area #1."

If funds allow for survey of additional resources outside of these boundaries, the consultant and the City should work with HPD to define additional survey area boundaries in a systematic manner.

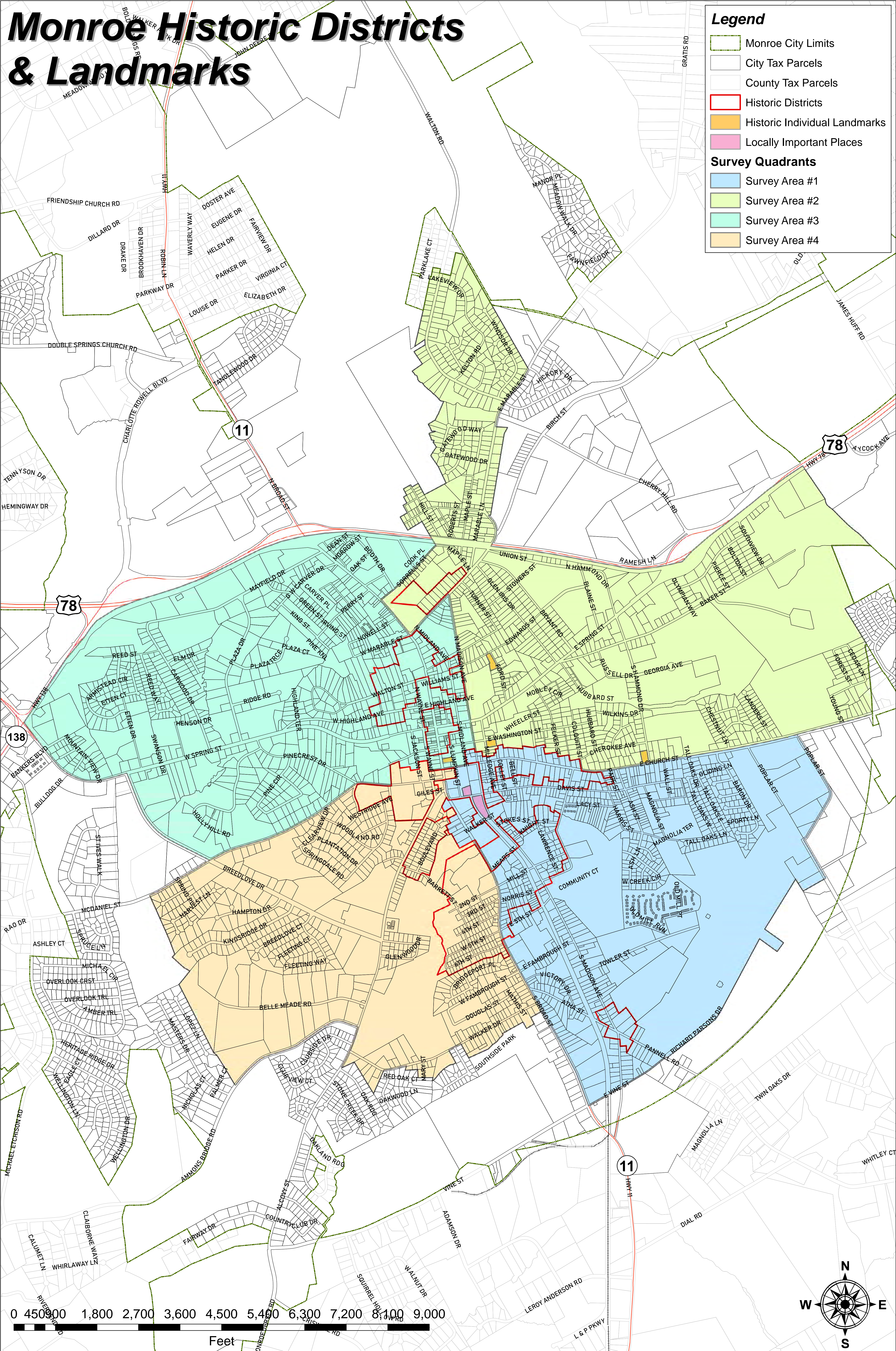
Monroe Historic Districts & Landmarks

Legend

- Monroe City Limits
- City Tax Parcels
- County Tax Parcels
- Historic Districts
- Historic Individual Landmarks
- Locally Important Places

Survey Quadrants

- Survey Area #1
- Survey Area #2
- Survey Area #3
- Survey Area #4



0 4500 1,800 2,700 3,600 4,500 5,400 6,300 7,200 8,100 9,000
Feet

