

City of Euharlee, Georgia
REQUEST FOR
PROPOSALS



Community-Wide Historic Survey for the City of
Euharlee, Georgia

RFP Due: May 30, 2023

One Original and five (5) printed copies of RFP and one electronic file on a flash drive shall be submitted in response to this Request for Proposal.

The City of Euharlee, Georgia is requesting proposals for the development of Historic Resources Survey. The City of Euharlee, Bartow County, Georgia proposes to contract with a historic preservation consultant to prepare and conduct a Community-wide Historical Resources Survey (A/K/A Georgia Department of Community Affairs, or “DCA” survey” of historic buildings and other structures located within a defined survey area. The proposed survey along with other related products of the project will provide the City of Euharlee with the information on the City’s historic resources which will provide support for local designation as well as better prepare City staff to guide the Euharlee Historic Preservation Commission in its decision-making.

The project is being financed in part with Federal funds from the National Park Service, U.S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. As a result, all project work shall conform to the Secretary of the *Interior’s Standards for Archaeology and Historic Preservation*, which include the *Standards for Evaluation, Identification, and Registration*. 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 procedures and guidance materials for identifying and documenting Georgia’s historic resources available online and (c) DCA’s Georgia’s Natural Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database.

Before sending a proposal for this project, the Consultant is expected to have reviewed the Scope of Work- including all survey standards and other requirements for this project- and to have made all estimates accordingly. Once the project has been awarded and the contract signed, the Consultant will be held to the survey and other requirements, and no excuses for work that does not meet these requirements will be accepted.

SCOPE OF WORK

The following is the scope of work for the preparation of Phase One of a Community-Wide Historic Resources Survey as part of the historic resources survey program for Euharlee, Georgia.

The consultant will conduct a comprehensive historic resources survey of an estimated 155 (or as many as funds will allow), which will include buildings, structures, and objects, constructed before 1982, and located within the City of Euharlee. The survey area will include the city limits of Euharlee which is defined on the map attached to this contract as Exhibit C.

Due to the grant timeline, this project **must be completed by August 15, 2024**. See Project Schedule for more details.

Professional Requirements

In order to be considered for this project, a Consultant must meet professional requirements according to the Secretary of Interior's Professional Qualification Standards (36 CFR Part 61) and possess the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. Demonstrated experience in research and description of 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, including new categories and procedures for the revised/update GNAHRGIS program, and survey procedures;
4. Demonstrated writing skills (copies of pertinent publications, etc. reflective of similar work projects should accompany the bid proposal), and
5. Experience with digital photography (Consultant should expect to provide his or her own digital camera).

Survey Field Work & Report Requirements

For the parcel-by-parcel Phase One survey area, the consultant will be responsible for entering all survey data and digital photographs in the Georgia Natural, Archaeological, and Historic Resources Geographic Information Systems (GNAHRGIS) online database within the contract period. All items and data groups in GNAHRGIS will be completed for each resource surveyed and a minimum of two (2) digital photographs (including one (1) "front" view and one (1) "oblique" view) per resource. GNAHRGIS is an online, web-based GIS database. Resource information is entered and stored via the GNAHRGIS website.

In addition to the geographical data requirements in GNAHRGIS, the consultant shall provide the following:

1. **Survey Data:** one (1) hard copy of survey data entered online using GNAHRGIS with and photograph prints and appended supplemental information attached, where applicable;
2. **Survey Maps:** three (3) sets of survey area maps with surveyed resources indicated and keyed to the GNAHRGIS resource identification number. The maps should indicate legal parcels, street names, and me at a scale of 1"= 200".
3. **Survey Report:** three (3) hard copies bounded in a three-ring notebook and tabbed accordingly, and two (2) electronic copies of the survey.

The survey report shall include the following elements:

1. **Executive Summary**, which includes the total number of surveyed resources;
2. **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a clear statement of the boundaries of the Phase One area surveyed, and the total number of surveyed resources for Phase One.
 - In describing the survey’s funding, include the following disclaimer:
 - “This historic resource survey 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 survey 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.”
3. **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts.
4. **Developmental history**, a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia’s history;
5. **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;
6. **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;
7. **Survey results and architectural analysis**, including the total number of surveyed resources divided into appropriate categories; a table listing all of the building types and all of the architectural styles as identified in GNAHRGIS, in addition to narrative defining the building types and architectural styles; local architectural character; some general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and local landmarks and eccentricities;
8. **Appendix 1**: table listing all GNAHRGIS ID numbers associated with the survey paired with the address of the resource that each GNHARGIS ID number represents.
9. **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).

General Requirements

1. The Consultant is expected to keep the City's Project Manager informed of the status of the project on a regular basis.
2. All photographs prepared under the terms of the project contract will become the property of the City of Euharlee.
3. The Consultant shall include the "*State of Acknowledgment of NPS/DCA Support for Projects*" on all final products, including the survey report, maps, figures etc.

The Consultant will be provided entrée to the community, access to research materials, and introduction to appropriate officials. The City of Euharlee will assist the Consultant; by providing: (1) a tax parcel base map of the Phase One survey area with local and National Register boundaries.

Notice: All project development shall be reviewed by DCA. 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.

1. **Submit Proposals**

Please complete the attached "Proposal Response Form" and mail or submit the form with proposal package to the address listed.

2. **Due Date and Time**

Proposals for furnishing commodities or services described in this RFP are to be submitted to the City of Euharlee City Clerk Office by Tuesday, May 30, 2023 @ 10:00 a.m.

3. **Tax Exemption**

The City of Euharlee is exempt from all Federal and State tax. Do not include tax in your proposal.

4. **Clarification**

Any explanation desired by any proposer regarding the meaning or interpretation of this proposal must be requested in writing by May 19, 2023, for a reply to reach proposers before the submission of their proposal. All inquiries should be directed to Katie Gobbi, Community Development Director, 30 Burge's Mill Road, Euharlee, GA 30145. A Question & Answer sheet will be furnished to all known prospective proposers as an amendment to this proposal, if such information is necessary to proposers in submitting proposals, or if the lack of such information would be prejudicial to uninformed proposers. Oral explanations or instructions given prior to award are not binding.

- a. **Acknowledgement of Amendments**

Receipt of any amendment to this proposal must be acknowledged, in writing, prior to the stated submission deadline. Such acknowledgement may be submitted with the offer.

- b. **Request for Proposal not an Order**

This Request for Proposal is not to be considered as an order by the City of Euharlee. Upon

acceptance of a proposal, the City will issue a purchase order to the successful vendor. The successful vendor must comply with all conditions as provided with the original Purchase Order. Award is strictly contingent upon the appropriation of necessary funds.

c. Award

If a contract is awarded, it will be awarded to the responsive and responsible proposer whose proposal conforms to the Request for Proposal.

d. Public Records

Any information contained in this proposal is subject to public disclosure.

The City of Euharlee is an equal opportunity owner/employer and will not discriminate against any vendor because of race, creed, color, religion, sex, national origin, or ADA disability status

Notice: All items must meet or exceed specifications as stated by the City of Euharlee. The City of Euharlee reserves the right to waive any technicalities, consider modifications, and to reject or accept any proposal in its entirety. Determination of best response to proposal will be the sole judgment of the City of Euharlee. All expenses incurred by the Consultant in responding to this RFP will remain the responsibility of the Consultant. Proposals shall remain valid for ninety days from the proposal deadline.

City of Euharlee, Georgia
Development of Phase One of a
Community-wide Historic Resource Survey
PROPOSAL RESPONSE FORM

Notice to Vendor: Proposal may be awarded by item number or in total. Determination of best response to proposal will be the sole judgment of the City of Euharlee. Proposal terms shall remain valid for ninety days from the date of the proposal deadline.

It is the responsibility of the person/firm submitting a proposal to ensure that it is received at the physical address of the City Manager's Office prior to the stated deadline.

All Bids submitted as a result of this RFP must be returned in a sealed envelope with the following information clearly written on the front of the envelope:

"SEALED BID for City of Euharlee Historic Resource Survey 2023"
30 Burge's Mill Road,
Euharlee, GA. 30145
Attn: City Manager's Office

Proposal Response:

Price \$ _____

The proposal will be evaluated based upon the criteria shown in the Minimum Standards of Service.

Having read and responded to all attached specifications, the undersigned offers the above quoted prices, terms and conditions.

Signed:

(Name of Company)

By: _____ Title_ _____

Submittals and Selection Process

City staff will review all proposals. All materials submitted in response to this RFP will become the property of the City of Euharlee.

Proposals will be evaluated by a Review Committee based on the following criteria:

- Relevant Qualifications & Experience of the Firm/Assigned Personnel (Points = 25)
- Experience on Similar Projects (Points = 25)
- Proposed Approach to the Project (Points = 25)
- Quality of Proposal (Points = 15) Quality of References (Points = 10)

The Review Committee will evaluate, score and make the selection. Oral interviews may be conducted to clarify or verify proposals, if deemed necessary. It is the intent of the City to conduct a fair and comprehensive evaluation of all proposals received. The project will be awarded through contractual agreement to the proposer who submitted a proposal that is most advantageous to the City. The anticipated award date will be May 30, 2023.

Requirements for Submittal

- Narrative (not to exceed five pages) regarding the project understanding. This should describe how the firm proposes to fulfill the responsibilities outlined in the work scope. It should also provide an estimated schedule for completing the project.
- Business location and officers of the firm;
- Statement of availability and location, and qualifications, of key personnel to work on assignment and their qualification indicating compliance with professional requirements outlined above in the Scope of Services section;
- A complete list of all relevant work performed for public entities for the past five (5) years including contact names and telephone numbers; and
- A fee proposal for services.

Please direct any questions to: Katie Gobbi, Community Development Director, City of Euharlee, (770) 386-1542 and kgobbi@euharlee.com

Project Schedule

The tentative schedule for the selection process and project completion is as follows:

May 30, 2023	Proposals Due
May 30, 2023	City Selects Firm and Issues Notice to Proceed to Begin Work
September 1, 2023	Approximately 25% of surveyed resource data entered into GNAHRGIS
December 1, 2023	Approximately 50% of surveyed resource data entered into GNAHRGIS
March 15, 2024	First Draft of Survey Report submitted in hard copy for City then HPD review and comment
June 3, 2024	Second Draft of Survey Report submitted in hard copy for City then HPD review and comment, as necessary. Final version of one (1) set of survey map(s) submitted for approval by City then HPD review
August 15, 2024	Final Survey Report submitted to City then HPD in hard copy format five (5) copies and two (2) electronic CD/DVD's Final Survey Map Submitted to the HPD (1 copy) All GNAHRGIS data and digital photographs for each resource completed. one (1) set of survey map(s) submitted for approval by HPD

All GNAHRGIS data and digital photographs for each resource completed Final Survey Report, Maps, and Data submitted to the City of Euharlee

Final Product

Final product shall be presented by Consultant in both electronic and hard copy format, as appropriate. Final format and number of copies will be determined by the Consultant and city, but at a minimum the following shall be provided by the Consultant:

1. Survey Data: one (1) hard copy of survey data entered online using GNAHRGIS with any photograph prints and appended supplemental information attached, where applicable;

2. Survey Maps: three (3) sets of survey area maps with surveyed resources indicated and keyed to the GNAHRGIS resource identification number. The maps should indicate legal parcels, street names, and be at a scale of 1"=200'.
3. Survey Report: three (3) hard copies bounded in a three-ring notebook and tabbed accordingly, and two (2) electronic copies of the survey.

EXHIBIT C
MAP
CITY OF EUHARLEE
HISTORIC RESOURCES SURVEY

Map delineating boundaries of FFY 2022 HPF grant-funded, historic resources survey for the City of Euharlee identified as area within the shaded areas, including the Euharlee Historic District.

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

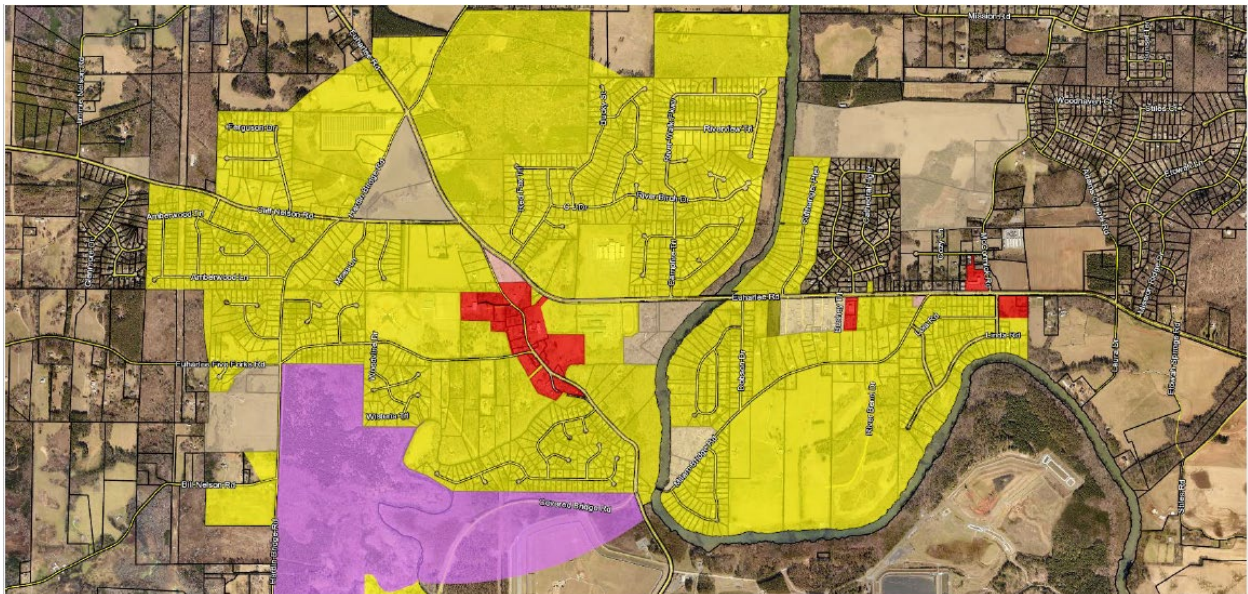


Figure 1 City limits of City of Euharlee



Figure 2 Euharlee Historic District boundaries

EXHIBIT D
NOTE ON RESURVEY OF RESOURCES
CITY OF EUHARLEE
HISTORIC RESOURCES SURVEY

Include the following language in the Request for Proposal, as budgeting for resurvey of resources can impact cost and time allowances:

In 2005 and 2006, Bartow County, including the City of Euharlee, was surveyed, and resources documented through this survey were later entered into GNAHRGIS with varying degrees of accuracy. Therefore, this survey will likely have a high number of resurveyed resources. The below image of GNAHRGIS shows resources located within and around the proposed survey area. 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. 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.

These processes are discussed in detail in the GNAHRGIS help guides located within the web site.

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

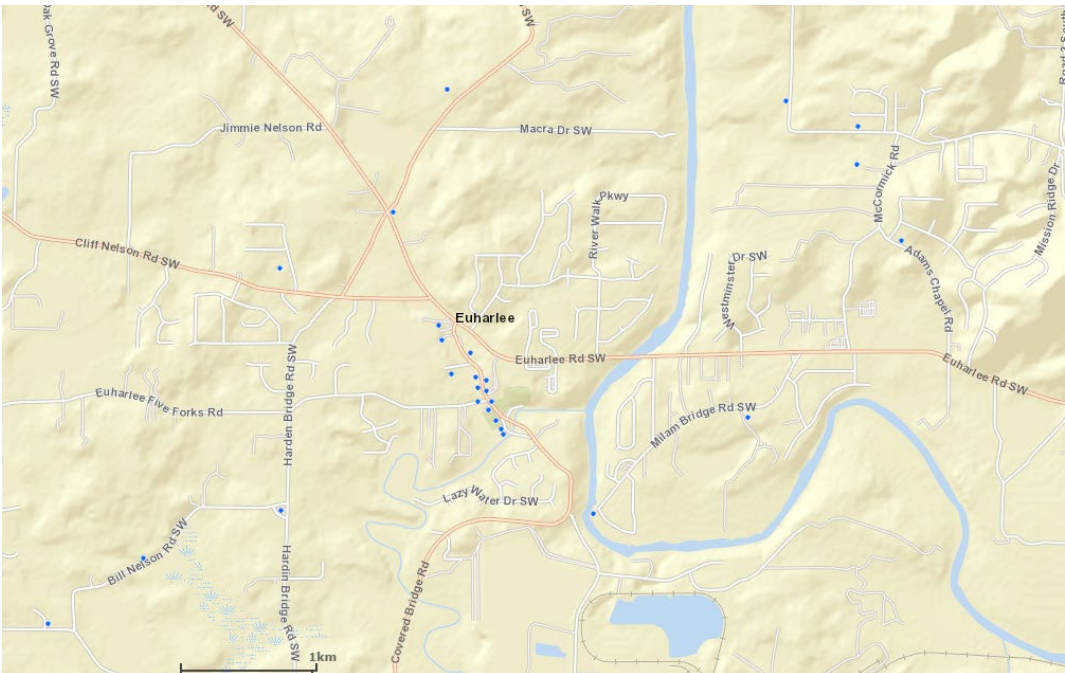


Figure 3 Screenshot of City of Euharlee in GNAHRGIS, 2/14/23

The following affidavits and declaration are to accompany the proposal:

**NON-COLLUSION
AFFIDAVIT**

STATE OF _____

COUNTY OF _____

Owner, Partner or Officer of Firm

Company Name, Address, City and State

being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached proposal. Affiant further states as proposer, that they have not been a party to any collusion among proposers in restraint of competition by agreement to propose at a fixed price or to refrain from proposing.

Affiant also states as proposer, that they have not been a party to any collusion with any officer of the City of Euharlee or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between proposers and any office of the City of Euharlee or any of their employees concerning

exchange of money or other things of value for special consideration in submitting a proposal for:

Firm Name

Signature

Title

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

**GEORGIA
E-VERIFY COMPLIANCE AFFIDAVIT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Euharlee, Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A, § 13-10- 91 (b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

_____ Federal Work Authorization User Identification number (Not
Required if Less than 10 Employees)

Signature (if less than 10 employees)

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and
correct. Executed on __, __, 20__ in _____(city) _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE ____ DAY OF _____, 20____

NOTARY PUBLIC
My Commission Expires:

-End of Document -

BIDDER'S DECLARATION

The proposer understands, agrees and warrants:

That the proposer has carefully read and fully understands the full scope of the specifications.

That the proposer has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to the scheduled submittal deadline, but may not be withdrawn after such date and time.

That the City of Euharlee reserves the right to reject any or all proposal and to accept that proposal which will, in its opinion, best serve the public interest. The City of Euharlee reserves the right to award the project to separate proposers when more than one item appears on the schedule. The City of Euharlee reserves the right to waive any technicalities and formalities in the proposing.

That the proposer understands that these specifications are the minimum requirements and must be met or exceeded in order to be considered by the City of Euharlee. The proposer acknowledges that the item proposed is suitable for the intended application.

That by submission of this proposal the proposer acknowledges that the City of Euharlee has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the proposer.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this proposal.

PROPOSER:

Name

Title

Name

Title

AFFIX CORPORATE SEAL (if applicable)