

November 7, 2013

Request for Proposals: National Register Historic District Nominations

I. Summary

The Cultural Resources Office (CRO) is hereby soliciting proposals from qualified consultants or consulting teams to complete two national register historic district nominations in Wards 11 and 13 on behalf of the City of St. Louis Community Development Agency and Cultural Resources Office.

This RFP includes some tasks that must be performed by Preservation Professionals who are certified under 36 CFR Part 61.

II. Scope of Services and Desired Outcomes

The CRO wishes to retain a historic preservation consultant to complete the Grand Dover Park National Register Historic District Nomination and the Holly Hills National Register Historic District Nomination. The contract products are two complete nomination forms, accepted by the City of St. Louis Cultural Resources Office (CRO) and Missouri State Historic Preservation (SHPO) office for presentation to the Missouri Advisory Council, including all photographs, maps and other supplementary information. The contractor shall make any revisions suggested by SHPO staff and the Advisory Council necessary for submittal to the National Park Service for listing in the National Register. Should the National Park Service require further revision, one round of revisions is within the scope of this contract.

A survey of the area in which both proposed historic districts are located has been completed. The survey report and database will be available to the consultant selected to complete the nominations.

A map showing the approximate boundaries of the two districts is included as Attachment I. The Consultant will discuss proposed district boundaries and other matters with CRO at a project kick-off meeting before work proceeds. The consultant shall make up to two presentations about the proposed districts at public meetings in St. Louis. The consultant shall present the nominations at the Missouri Advisory Council meeting at which the proposed districts are considered.

The National Register Nomination Forms must be written in accordance with the requirements of the National Register of Historic Places Program. The National Register nomination documents should include the following:

1. Completed forms.
2. Required photographs and maps to complete the nomination.

III. Cost and Project Proposal

Respondents are asked to submit a cost proposal that includes all of the consultant's time, all project materials and other expenses as allowed by City and Federal law. All costs for the

project and all consultant invoices will be expected to meet all requirements under Federal regulations for Professional Contracts funded by the Federal Community Development Block Grant Program.

The project proposal shall describe an approach to the project and a timetable for intermediate and final submittals. No activities other than the completion of the National Register nominations shall be considered.

The selection of a consultant shall consider both the cost and project proposals and the expertise and experience of the consultant(s), in order that the City shall receive the highest-quality products at a reasonable cost.

IV. Schedule

The following is the schedule for the issuance and response to this RFP:

RFP issued:	November 7, 2013
All responses due by 5:00 PM:	November 20, 2013

Project Completion date: 6 months from date of signed contract

V. Expertise Required and Criteria for Selection

All proposals must include at least one team member who is a Preservation Professional certified under 36 CFR Part 61. The City of St. Louis Cultural Resources Office staff will review the qualifying proposals submitted. The criteria for selection of the potential successful candidate for this proposed Contract for Professional Consulting Services include, but are not limited to, the following:

- Experience and technical competence;
- Certification under 36 CFR Part 61;
- Proposed work plan and schedule;
- Cost proposal;
- Successful and timely completion of prior projects for the City of St. Louis;
- Years of experience in historic preservation, including historic district nominations to the National Register which have been accepted by the Keeper of the Register;
- Capacity and ability to complete the projects in the time frames required above.
- Consultant, or consultant team, must be knowledgeable about and comfortable working with digital cameras, computer equipment, computer based (GIS) mapping and computer databases, including *Access*;

The successful respondent must secure a City business license, or, where applicable, a formal City business license waiver, and demonstrate compliance with all applicable City tax and permitting requirements. Upon initial selection, the CRO will negotiate with the top-rated firm. If a satisfactory contract with the top-rated firm cannot be negotiated, taking into account considerations including but not limited to price, qualifications, staffing and work product, the CRO will terminate negotiations with that firm and undertake negotiations with the next-

highest-rated firm. If negotiations with that firm are unsuccessful, the CRO will undertake negotiations with the next-highest-rated firm until a successful contract has been negotiated.

The CRO reserves the right to establish further criteria for evaluation of submissions and to request additional submissions. The CRO further reserves the right to reject all or any portion of any team submitting a proposal, and to pursue separate contract negotiations with individual team members. The negotiation process will include the development of a guaranteed maximum price for the work based on the actual agreed-upon physical area of the survey. The contract will also include a provision for adding additional work based on the hourly rates specified in the proposal.

VI. Proposal Requirements

Submit five (5) identical copies of the project proposal to Jan Cameron at the CRO. In addition, email one (1) digital copy to: CameronJ@stlouis-mo.gov.

The project proposal shall include:

- Name and address of consultant.
- Written statement of the approach to this project, given its objectives and schedule.
- Cost proposal that states overall amount.
- Name and position of one person designated as the team leader, with full curriculum vitae and list of similar projects.
- One-page resume for each person assigned to the project, his or her roles, workloads and status of relevant licenses to practice.
- Team organizational chart, if applicable, and how the team will be coordinated. Indicate individual responsible for each sub-contractor, if any.
- Description of work to be performed by each team member.
- Name and skills of proposed sub-contractors, if any, and extent to which all parties have previously worked together.
- References for firm(s) and key personnel.
- Record of past achievement for M/WBE and Local Business Participation of all firms involved on the consultant team. Cite projects with references as examples.
- List of relevant projects: maximum of five per team, include argument for significance from Part 8, maximum of four pages per project; include references, including phone numbers of key client contact. Specify which members of the proposed team were involved with each of the projects, in what capacity.

All pages to be 8 1/2 x 11 inches, portrait mode, double-sided and white only. Do not exceed thirty pages total. Type should not be less than ten-point. Submittals should lay flat when opened. The front cover should indicate the consultant(s) submitting the RFP.

VII. Reservation of Rights

The CRO reserves the right to reject any or all responses for any reason at their sole discretion; to void this request and review process and/or terminate negotiations at any time; to select separate consultants for various components of the tasks proposed; to revise the scope of service and work plan and all other conditions or stipulations contained herein as convenient or

necessary; to raise or lower available funds; to negotiate fees and billing rates; to establish further criteria for selection; to ask firms making responses to submit additional information or evidence of their qualifications and experience; to waive informalities in the responses; and to negotiate with submitter(s) as deemed beneficial to the interests of the CRO.

Allocation of necessary monies and the proposed contract(s) for consultant services will require subsequent approvals and are therefore not warranted to be let. The term of such contract(s) will be the subject of negotiation between various parties including the selected consultant(s).

By obtaining a copy of this Request for Proposals (RFP) and/or submitting a response to this RFP, the respondent individually and collectively holds any member and/or employee and/or board member the CRO harmless from any and all claims and demands of whatever nature, and any and all loss, damage and liability, which may be asserted against or imposed upon employee or board member of the CRO as a result of issuing this RFP, conducting this selection process and subsequent negotiations, and letting proposed contract(s).

VIII. Non-Discrimination

The City of St. Louis is an Equal Opportunity Employer that does not discriminate on the basis of age, race, color, religion, sex, physical handicap, national origin or sexual orientation. Any consultant(s) hired as a result of the RFP shall not discriminate likewise nor be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity made possible by or resulting from this RFP and any potential contract(s) that may result from it.

IX. Questions & Responses to this RFP

All questions should be written and all respondents will receive written answers to all questions for which the Cultural Resources Office chooses to provide responses. Please let the CRO know if you are planning on submitting a proposal by October 28, 2013.

Please submit any questions you have in writing via email to Jan Cameron (contact information below). Responses will be returned in writing, via email, with answers copied to all consultants who are submitting proposals.

Address questions and responses to:

Jan Cameron
Cultural Resources Office
1520 Market Street Suite 2000.
St. Louis, MO 63103
cameronj@stlouis-mo.gov

Attachment I

Draft Map of Proposed District Boundaries

Proposed Holly Hills and Grand Dover Park Historic Districts St. Louis [Independent City], Missouri



0 250 500



1 inch = 666.666667 feet

Name

-  Grand Dover Park
-  Holly Hills

