

RFP 2023-01
REQUEST FOR PROPOSAL
HISTORIC PRESERVATION CONSULTING SERVICES

Background

McDuffie County, a Certified Local Government (CLG), is sponsoring on behalf of the City of Thomson's Historic Preservation Commission (HPC), the development of Thomson Commercial Design Guidelines using an awarded 2022 CLG grant.

Since Thomson does not have design guidelines, they cannot obtain CLG designation, but they have an active HPC. The City of Thomson HPC has a large local historic district for design review that has been in place since 2006 using the Secretary of the Interior's Standards as design guidelines. Without specific commercial design guidelines, the Thomson HPC has little standardized guidance when making difficult decisions related to their design review process. The scope of this project will cover guidelines for commercial properties within the Thomson HPC district, which will build on similar residential guidelines previously developed via a 2020 CLG grant.

Both McDuffie County and the City of Thomson are interested in becoming a merged CLG. In 2018, the Historic Preservation Division CLG Coordinator met with the administrators of both local governments and advised that the County apply for residential design guidelines on behalf of the City as a first step towards readiness to apply to become a merged CLG. With the implementation of those guidelines in 2021, the expected completion of these commercial guidelines would be one of the final steps toward the City of Thomson's CLG designation and subsequent merged designation.

Scope of Work

- Thomson Commercial Design Guidelines
 - A consulting firm will be selected whose track record for timeliness and experience with design guidelines is professional and consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties and the Secretary of the Interior's Standards for Preservation Planning. The consultant must meet the Secretary of the Interior's Professional Qualification Standards. The guidelines should be easy to print, access and understand for public use. All associated work should follow the Secretary of the Interior's Standards for Historic Preservation and Archaeology.
 - At a minimum, the final product Design Guidelines Manual should include the 10 items indicated in "Preparing Design Guidelines for a Historic District." A brief synopsis is outlined here:
 - Introductory information
 - Explanation of how the HP Ordinance works
 - HPC role and the review process for Certificate of Appropriateness, COA application
 - Historical development of the district
 - Identification of district character-defining features,
 - Guidelines for the treatment of historic properties (bulk of guidelines) with photographs and drawings
 - Guidelines for new construction
 - Guidelines for landscape planning and construction activities
 - Guidelines for demolition, neglect of properties, and relocation of buildings
 - Resources and references.

- The Thomson HPC will assist staff and consultant as needed with historical materials and problems and review draft Guidelines prior to being sent to the HPD for review and approval.
- Consulting firm will conduct on-site windshield surveys of historic area and use historical reference books and historic photos.
- Final product will be a digital version of a print-ready (8.5 x 11) Design Guidelines Manual that will be posted on the County/City website and will be printed and available at the Planning & Zoning office for COA applications.

Jason Smith, Director, Community Development, will serve as staff for the HPC and will administer the grant. Assistance from the CSRA RC Historic Preservation Planner will be provided as needed.

Project Title for Identification Purposes: McDuffie County 2022 CLG Grant

Schedule

Grant Award: February 2023

May-June 2023: Procurement for Individual Consultant or Consulting Firm that specializes in Design Guidelines. RFP to be reviewed by HPD.

June 2023: Consultant Contract reviewed by HPD. Award of contract by McDuffie County. Project proceeds.

July 2023: Consultant begins preliminary research and materials.

February 15, 2024: First draft of design guidelines due to McDuffie County for HPC review.

May 15, 2024: Second/revised draft of design guidelines due to McDuffie County for HPC review.

August 1, 2024: Final digital Commercial Design Guidelines Manual ready for website posting and two USB flash drives to Community Development Office. Three paper copies to be produced. McDuffie County will subsequently fulfill digital and print submission requirements for DCA by August 15, 2024.

Proposal Contents

Responses are to be returned to McDuffie County Community Development, 210 Railroad Street, Thomson, GA 30824, Attn: Jason Smith, where an initial evaluation of the Proposal will be completed. Those evaluations will be submitted to the McDuffie County HPC and Thomson HPC for final selection.

Respondents are requested to include a cover letter that briefly, directly, and exactly answers the following evaluation criteria questions:

1. Your firm's experience, particularly with commercial design as well as other grant projects. References to past projects must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects.

2. At a minimum, the historic preservation consulting firm's proposal should also provide the following information:
 - a. A brief history of the historic preservation consulting firm.
 - b. The length of time the firm has been providing the specific kind of historic preservation consulting services requested herein.
 - c. Has your firm defaulted on a contract or failed to complete any work awarded?
 - d. The name(s) and professional experience of the firm's key personnel who will be assigned to this project.
 - e. Cost schedules for project. Be as itemized as possible.
 - f. Fees for reimbursable expenses, if applicable.
 - g. A proposed plan to implement the project.

Selection

All Proposals will be evaluated in terms of project approach, quality of work, experience, capacity to perform, and project familiarity. Past performance on other projects may also be assessed in terms of timeliness, completing within budget, and other factors.

Consulting individual/firm selected will be notified in mid June 2023 or early July 2023.

Disclaimer

McDuffie County reserves the right to accept or reject any or all proposals. McDuffie County is an Equal Opportunity Employer.