

REQUEST FOR PROPOSAL

PREPARATION OF A NOMINATION TO THE NATIONAL REGISTER OF HISTORIC PLACES FOR THE HEBRON MEADOWS HISTORIC DISTRICT

EVANSVILLE, IN



AUGUST 28, 2019

NOTICE TO BIDDERS

The City of Evansville, Department of Metropolitan Development (DMD) hereby gives notice that it is accepting proposals and credentials for the Consultant for the preparation of a nomination to the National Register of Historic Places for the Hebron Meadows Historic District located in Evansville, IN. The professional Consultant will be hired on a contractual basis for this service at a fixed price.

Attached is the Request for Proposals (RFP) which explains the various professional services needed and the scope of the project. **Responses to the RFP must be submitted by September 26, 2019 by 1 p.m. CST**, to Jim Toner, DMD Historic Preservation Officer for the City of Evansville, 306 Civic Center Complex, 1 NW Martin Luther King Jr. Blvd., Evansville, IN 47708.

Any questions regarding this proposal or project should be directed to Jim Toner, DMD Historic Preservation Officer, at 812- 435-6030 or jtoner@evansville.in.gov.

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**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR THE
PREPARATION OF THE HEBRON MEADOWS HISTORIC DISTRICT NOMINATION
TO THE NATIONAL REGISTER OF HISTORIC PLACES**

INTRODUCTION

The City of Evansville is initiating the process to nominate the area identified as the Hebron Meadows Historic District to the National Register of Historic Places, recognizing the benefits of identifying and preserving properties and districts which are considered significant to the historical development of Evansville's east side.

Recent Background: The Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology (DHPA) commissioned Cultural Resource Analysts (CRA) to prepare a Multi Property Documentation Form on the State's mid-century landmarks. The City of Evansville was fortunate enough to be included for this extensive 3 year study. Although the local preservation community was aware that it had some mid-century architectural treasures, most of its attention and documentation concentrated on its nineteenth to twentieth century building collection. CRA's study displayed the richness of Evansville's mid-century building stock and inspired local preservation leaders to action.

Identification, assessment, and community support are the first steps to protecting mid-century resources. On September 19, 2018 at McCullough Library, Kelley Coures, Executive Director of Evansville Department of Metropolitan Development (DMD), presented the City's plans to prepare a grant application to DHPA to nominate the Hebron Meadows neighborhood as a mid-century district to the National Register of Historic Places. 75 people attended, and most expressed support for the project proposal. DMD collected 46 signatures and email addresses.

The City expects that the Hebron Meadows District will contain about 100 residences and include noted local period architect designed homes. A section of the nomination will discuss the significance of the proposed historic district under Criterion A for Community Planning and Development and Criterion C for Architecture. Other areas of significance identified by archival research also will be addressed, if applicable. For example, the district may be found to be eligible for its association as an enclave with the Jewish community of Evansville or for its association with notable period architects, developers, and/or builders.

Schedule:

The project will be conducted according to the following schedule:

- **September 26, 2019** – written proposals due at 1 p.m. CST at the City of Evansville's Department of Metropolitan Development, Historic Preservation Services Office

Address mailed proposals to:

James E. Toner, Historic Preservation Officer
Department of Metropolitan Development, Historic Preservation Services
306 Civic Center, One NW Martin Luther King, Jr., Blvd.

Evansville, IN 47708

- **October 3, 2019** – award contract (Board of Public Works)
- **October 11, 2019** – kickoff meeting in Room 306 Civic Center Complex
- **October 11, 2019 – December 10, 2019:** document resources, create database, research Hebron Meadows development, create map and complete photography
- **December 10, 2019 – January 22, 2020:** prepare Narrative and Statement of Significance. Prepare final continuation, cover sheets, and contributing/noncontributing lists. Prepare map for submission.
- **January 22-31, 2020** – Historic Preservation Officer review and dialogue with Consultant
- **February 3, 2020** – nomination review by the Evansville Historic Preservation Commission
- **February 10-14, 2020** – Historic Preservation Officer and Consultant will present the nomination to attending Hebron Meadows neighbors to obtain local support
- **February 11 – March 1, 2020** – Consultant and Historic Preservation Officer will revise the draft nomination for submittal to DHPA technical review
- **March 1, 2020** – final draft submitted to Division of Historic Preservation and Archaeology (DHPA)
- **April 30, 2020** – DHPA will complete its technical review
- **May 30, 2020** – deadline for required revisions necessary to pass substantive review by DHPA National Register Staff
- **June 30, 2020** – Consultant and Historic Preservation Officer will incorporate the DHPA observations/corrections to the nomination and produce the final version.

Inquiries:

Questions about this RFP or the project should be directed to:

Jim Toner, City of Evansville Historic Preservation Officer, at jtoner@evansville.in.gov or 812-435-6030

Evansville Department of Metropolitan Development, Historic Preservation Services Office
306 Civic Center Complex
1 NW Martin Luther King Jr. Blvd.
Evansville, IN 47708

Involvement of Federal Grant Funds:

This project is funded in part by a grant from the U.S. Department of the Interior, National Park Service's Historic Preservation Fund Program and is being administered by the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology. Compliance with all applicable federal, state, and local laws, rules, and regulations is required.

Compliance with the applicable *Secretary of the Interior's Standards and Guidelines* is required.

REQUIRED QUALIFICATIONS

Qualified Bidders must meet the standards specified by the federal government in **36 CFR 61**, and must be able to demonstrate previous experience in completing a project similar in nature to this project. A resume of the proposed professional, outlining qualifications and experience, must be submitted with the response to the RFP, which will be forwarded to the DHPA for review and written approval. After the open selection process, the DHPA must approve the qualifications of the bidder before the hiring process is completed. The DHPA reserves the right to reject otherwise qualified professionals who lack experience in completing projects of this type, or who have performed inadequately on past grant projects.

For this particular request for proposals, the bidder must have previous experience in completing National Register historic district nominations. A list of successful nominations, along with agency references for those nominations must be submitted with the response to the RFP.

Consortiums, joint ventures, or teams submitting proposals, although permitted, will not be considered responsive unless it is established that all contractual responsibility rests solely with one Consultant or one legal entity.

PROPOSAL SUBMITTAL

Response to this Request for Proposal should include:

- Consultant Information – Provide name, address, phone and email of the submitting individual or organization, indicating one (1) contact person for the organization, if applicable.
- Staff Qualification and Management Summary – Indicate the qualifications of the staff to be specifically committed to this project and identify how the project will be managed.
- Capability and Qualifications – Identify projects of a similar scope and provide references for each.
- Schedule Adherence – Indicate your ability to begin and complete the nomination and associated products as specified in the Schedule and the Scope of Work.
- Certification – the proposal must be signed by an individual authorized to bind the offer and the proposal should state that the offer is firm for a period of sixty (60) days. Proposals must be signed by the duly qualified historic preservation professional who is submitting the proposal.

- Cost Proposal – Indicate an amount anticipated to produce the nomination. Cost may be broken down as applicable (See section on Type of Contract and Payment Terms).
- Proposals must be signed by the duly qualified historic preservation professional who is submitting the proposal. Consortiums, joint ventures, or teams submitting proposals, although permitted, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team. Managing investigators must meet the Qualified Preservation Professional requirements (36 CFR 61) as established by the National Park Service, U.S. Department of the Interior, and adopted by the Division of Historic Preservation and Archaeology (DHPA).
- Resume – All applicants must meet the professional standards given in 36 CFR 61, and must be able to demonstrate experience in completing similar projects. A resume outlining qualifications and experience should accompany all responses.
- DMD requires one (1) original hard copy of the proposal, and one (1) electronic copy of the proposal on a CD, DVD, or thumb drive.

Selection Process:

Proposals submitted in response to this request will be received and evaluated by DMD Historic Preservation staff and will be evaluated primarily on the following criteria, which are not listed in the order of importance:

- Organization, Personnel and Experience in Historic Architecture
- Technical Approach
- General quality and adequacy of response
- Reasonable Cost

The Department of Metropolitan Development (DMD) will make the final selection, based on the recommendation of the Historic Preservation staff, and approval of the DHPA. The City of Evansville, Board of Public Works, DMD and DHPA reserve the right to reject all proposals and re-solicit or cancel this procurement if deemed to be in their best interest.

SCOPE OF WORK

The Evansville Department of Metropolitan Development, Historic Preservation Services Office has developed the following general Scope of Services Work program for the project.

- Conduct in-depth research on the subject properties and historical development of the district according to accepted professional standards, principles and practices.

- Prepare the appropriate description(s), historical contexts, statements of significance, maps, photographs, and related documentation pursuant to the standards, policies, and procedures adopted by the Indiana Division of Historic Preservation and Archaeology. **To assist in the preparation of the nomination, the City will provide base maps of the proposed district area through the GIS system.**
- Photographically document the subject properties and comprehensive district according to the standards, policies, and procedures established by the National Park Service, U.S. Department of the Interior, and adopted by the Indiana Division of Historic Preservation and Archaeology.
- The National Register Nomination must be completed and submitted for review to the City of Evansville Division of Historic Preservation no later than January 22, 2020.
- A completed nomination will consist of:
 - NR Cover Sheets
 - NR Continuation pages
 - Maps
 - Photographs
 - Applicable supplemental documentation

The Consultant will make any changes recommended by the Evansville Historic Preservation staff. The completed nomination will be reviewed by the City of Evansville Historic Preservation Commission at their February 3, 2020 meeting and, following the Commission’s approval, will be forwarded to the Division of Historic Preservation and Archaeology for both technical and substantive reviews. DHPA staff will notify the Consultant of any necessary changes and the Consultant will be required to make all changes needed for DHPA approval.

Standards and Guidelines

National Register projects must:

- Be conducted in accordance with the *Secretary of the Interior's Standards and Guidelines for Planning, Identification, Evaluation, and Registration*;
- Be conducted in accordance with *National Register Bulletins, How to Apply the National Register Criteria for Evaluation, How to Complete the National Register Registration Form, and How to Complete the National Register Multiple Property Documentation Form* issued by the National Park Service explaining the National Register process and requirements (*as applicable*);
- Be conducted in accordance with the instructions provided by the DHPA National Register staff;
- Include, as a part of the final product, digital photo documentation done in accordance with the DHPA’s photo policy for digital image submission found at www.in.gov/dnr/historic/4232.htm.

GENERAL INFORMATION

- **Type of Contract** - The contract resulting from the Request for Proposal will be a fixed fee contract to be developed between the selected Consultant and the Evansville Department of Metropolitan Development.
- **Payment Terms** - A retainer of 10% of the total project cost shall be paid to the Consultant upon start of the project. A second payment of 25% will be paid after completion of the research phase, and a third payment of 50% will be paid when the completed application is submitted. The remaining 15% will be paid upon approval of the application by the Division of Historic Preservation and Archeology. With the exception of the final 15%, the payment schedule is negotiable depending on the personal needs of the Consultant.
- **Cost of Proposal Preparation** - No reimbursement will be made by DMD for any costs incurred prior to the issuance of a fully executed contract.
- **Supplements to RFP** - In the event that it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable the potential Consultant to make an adequate interpretation of the provisions of this Request for Proposal, a supplement to the RFP will be provided to each prospective Consultant.
- **Prohibited Interest** - No member, officer, or employee of the Department of Metropolitan Development shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.
- **Proprietary Information** - Data contained in the proposal, all documentation provided therein, and all narratives, photographs, and other material produced as a result of any contracts made as a result of this proposal cannot be copyrighted or patented. All data, documentation and materials become the property of DMD and shall be considered to be public domain.
- **Termination for Breach of Contract** - If the Consultant fails to perform the work in an acceptable manner, DMD may give notice to the Consultant of such failure or refusal, specifying the same and directing what action shall be taken. Any one of the following will be considered sufficient justification for such notice:
 - Failure to begin the work under the contract within the time specified;
 - Unsuitable or unsatisfactory performance of the work;
 - Neglecting or refusing to revise or perform anew such work as may have been rejected by DMD or DHPA;
 - Discontinuing the prosecution of the work or any part of it;
 - Inability to finance the work adequately;
 - If, for any reason, the Consultant fails to carry on the work in an acceptable manner.

If the Consultant does not proceed in compliance with such notice within ten (10) days after receipt, then DMD shall have full power and authority, without violating the contract, to take

the completion of said work out of the hands of said Consultant, to appropriate or use any and all materials gathered and deemed necessary to complete said project, and enter into an agreement with another Consultant for completion of the project.

If for any reason the Consultant fails to supply a product acceptable to DMD and the Division of Historic Preservation and Archaeology by the contract end date, all funds previously paid out to the Consultant will be returned by the Consultant and the contract terminated with no liability to DMD.

By taking over the work, DMD does not forfeit the right to recover damages from the Consultant for failure to complete the work as specified.

Indiana Legal Employment Declaration

The Consultant has enrolled in and will verify the work eligibility status of all newly hired employees through the E-Verify program so long as the E-Verify program is in existence. The Consultant does not and shall not knowingly employ an unauthorized alien.

Federal Language:

This project is funded in part by a grant from the U.S. Department of the Interior, National Park Service's Historic Preservation Fund Program and is being administered by the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology. Compliance with all applicable federal, state, and local laws, rules, and regulations is required.

Compliance with the applicable Secretary of the Interior's Standards and Guidelines is required.

The Indiana Department of Natural Resources, the Indiana State Auditor, the U.S. Department of the Interior, the Comptroller General of the United States, or any of their duly authorized representatives, will have access to any books, documents, papers, and records of the Consultant that are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcription. Such records must be maintained for three (3) years after closeout of the contract.

No part of the money appropriated by any enactment of Congress will, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of the U.S. Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this will not prevent officers or employees of the United States or its Departments or Agencies or employees of the State of Indiana from communicating to Members of Congress at the request of any Member, or to Congress through the proper official channels, requests for legislation or appropriations that they deem necessary for the efficient conduct of public business.

The project must be carried out in compliance with the Copeland Anti-Kickback Act (18 USC 874) as supplemented in Department of Labor regulations. This act provides that each Consultant will be

prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation of which he or she is otherwise entitled.

The project must be carried out in compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR 60).

INDIANA LEGAL EMPLOYMENT DECLARATION

The State of Indiana has enacted a law (I.C. 22-5-1.7) requiring all state agencies and political subdivisions request verification from their contractors that their employees are legally eligible to work in the United States. This Declaration serves as notice that all Contractors doing business with the City of Evansville must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the contractor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Contractor does not knowingly employ unauthorized aliens.

I, _____, a duly authorized agent of _____(name of Company), declare under penalties of perjury that _____(name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

(Name of Company)

By: _____
(Authorized Representative of Company)

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

My Commission Expires: _____

County of Residence: _____

Notary Public – Signature

Notary Public – Printed Name