

**CITY OF DECATUR, ALABAMA**

**REQUEST FOR PROPOSALS**

**TO: Qualified Consultants**

**FROM: The City of Decatur, Alabama**

**RE: Request for Proposals for Design Review Standards for the Old Decatur and Albany Residential Districts**

**DATE: Proposals to be Received On or before 3:00 p.m. CST on October 5<sup>th</sup>, 2022**

---

**Section 1. Introduction**

In August of 2022, the City of Decatur, Alabama was awarded a grant from the Alabama Historical Commission and U.S. Department of Interior to fund updated design review standards for the Old Decatur and Albany residential districts. This is a Request for Proposals (“RFP”) containing information concerning the above referenced matter, an abbreviated scope of work, and evaluation items. Consultants expressing interest should be fully capable of providing the end results requested, and have a track record of providing similar products to other municipalities. The City of Decatur (“City”) will adhere to the following method for conducting evaluations of received RFPs:

- a. Each consultant’s experience and qualifications will be evaluated primarily as they relate to the consultant’s ability to provide professional services for creating design review standards incorporating current professional standards.
- b. Award will be made to the responsible consultant whose proposal is most advantageous to the City, with price and other factors considered.
- c. The City may or may not elect to interview any of the responding consultants.
- d. The City has exclusive and sole discretion to determine the consultant whose services will be most advantageous to the City, and reserves the right to reject any and all applicants.

- e. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

This inquiry is to determine interest and the qualifications of consultants in providing the required professional services. Following the receipt of proposals, a specific consultant or consultants may be selected for additional consideration.

## **Section 2. Project Background**

In 1990, with increasing threats to its historic resources, the City of Decatur, Alabama adopted its first ordinance to protect two historic residential districts with a local overlay. The first design review standards were written at that time, with a rewrite occurring in 2001.

Today these districts, Old Decatur and New Decatur-Albany Residential, provide a distinctive environment for residents, protecting approximately 730 buildings within their boundaries. Old Decatur (originally surveyed in 1985) was resurveyed in 2021, with a recommendation to expand the period of significance from approximately 1830 to 1975. New Decatur-Albany was last surveyed in 2004, has a period of significance from 1887 to 1954. The New Decatur-Albany District also has a large municipal park (Delano Park) listed as one of its contributing resources. The park (and New Decatur-Albany) was designed by landscape architect Nathan Barrett and is under design review as part of the district and is the oldest park in the city. The vast majority of these buildings are one or two story single-family houses. Some houses were converted to multi-family units before the local historic preservation overlay was created, and there are a few newer (1950s-1970s) apartment buildings and historic churches in the districts as well. Current housing stock in both districts is predominately late Victorian era and Craftsman designs, with a smaller number of Tudor Revival, Colonial Revival, American Four-Square, Minimal Traditional, and Transitional Ranches. Both districts retain a high degree of integrity for their residential buildings. The current design review standards were written in 2001. In 2017 the commission adopted a fast track system for administrative review and approval of routine requests.

**Project Objectives:** New updated review standards, with revised language for clear interpretation, extensive use of graphic illustrations, and standards that bring the management of the district in line with best professional practices.

The document should:

Promote preservation of the historic, cultural, and architectural heritage in Old Decatur and New Decatur-Albany districts. The standards seek to maintain these districts as a

cohesive, livable place, and prevent inappropriate alteration and of demolition of historic resources.

Provide an educational and planning tool for property owners, design professionals, the historic preservation commission, and the City of Decatur.

Provide a basis for making consistent decisions about the appropriateness of modifications in the district that are subject to Certificate of Appropriateness (CoA) approvals in the City's design review process.

Update the current design review standards and address contemporary standards for replacement materials, solar collection, and electric vehicle charging stations.

Help address design for infill development, single family houses, garages, and auxiliary dwelling units (ADUs)

### **Section 3. Scope of Services**

The City desires to select a consultant to provide professional services in the following general areas:

- 1) Conduct an inclusive and transparent public outreach campaign that engages the community. Three (three) public meetings, one to introduce the project (in person), one to review the draft (in person), and one to present the final product showcasing how public comments were incorporated (virtual for the third meeting is acceptable).
- 2) Conduct an on-line resident/property owner survey (distribution of paper options for stakeholders that don't have access to on-line resources municipal staff can assist with) to determine key opportunities and opportunities for the revised standards.
- 3) Produce a heavily illustrated set of design review standards for the districts (both districts use the same standards). The design review will be for residential and religious use buildings, and Delano Park.
- 4) Conduct a training session for commissioners orienting them to the updated standards and how to utilize them.

- 5) Design review standards final submittal will be in a form that can be posted on the city's website, with the ability to be printed for hard copies as needed.
- 6) Submission of the survey to the Alabama Historical Commission and city staff in draft and final form for review and comment.

### **SCHEDULE OF WORK**

January 2023 – March 2023

Consultant will meet with city staff and the historic preservation commission, hold a public meetings and conduct the resident/property owner survey

April 2023

First complete draft submitted for review to stakeholders for review

July 2023

Conduct training session with the Historic Preservation Commission. The final document will be submitted for the city and the Alabama Historical Commission for review and approval.

This will not be an “exclusive” contract and should not be construed as such. The City reserves the right, subject to negotiation and agreement, in writing, with the selected consultant, to either expand or limit the scope of services as needed. The selected consultant will enter into a firm fixed-fee for the entire work paid in incremental steps.

### **Section 4. Consultant Qualification and Proposal Requirements**

The selected consultant must be experienced and qualified to provide the required scope of services. To be eligible, the consultant will be required to be licensed and approved for work within the State of Alabama and local business license. The consultant should meet the Secretary of the Interior's Professional Qualifications and Standards for architectural history. The city would like to emphasize that a competitive candidate and/or firm needs to have a qualified architectural historian to perform this scope of services.

The consultant selected must have expertise related to the general Scope of Services set forth in Section 3.

Consultants interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request.

**Proposals are due on or before 3:00 p.m. CST on October 5, 2022. Proposals received after this deadline will not be accepted.**

Proposals can be submitted electronically or in hard copy format. No preference will be given to format of submission.

**Hard copies should be mailed to:**

**Caroline Swope, Community Planning & Development**

**City of Decatur**

P. O. Box 488

Decatur, AL 35602

(256) 476-7520

**OR**

**Scan and e-mail a PDF copy of your proposal to [historicpreservation@decatur-al.gov](mailto:historicpreservation@decatur-al.gov) If submitted via e-mail, you are responsible for assuring it was received prior to the deadline via a human-generated email or phone call.**

The following information must also be submitted with the proposal on the date indicated above:

- a. Recently Completed Work. Evidence of satisfactory performance of recently completed relative work of the type and kind indicated herein. “Recently completed” means within the last five (5) years. Provide detailed examples of this work. Digital links to design review standards completed for other municipalities or pdfs (if submittal is digital) is acceptable. Please include contact information for at least three (3) relevant professional references.
- b. Experience and Qualifications. A statement of the consultant’s qualifications, and specifically the dedicated project staff, to perform the work and years in business should be included. The statement should include the following:
  - (1) The general experience of the dedicated project staff, specifically as it relates to the general Scope of Services set forth in Section 3.

- (2) The dedicated project staff's specific experience in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided.
  - (3) A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable.
- c. Method of your organization and communication.
  - (1) Discuss your proposed approach to completing the needed services and how you will coordinate those services. Be specific with regard to internal and external communications and quality control. The consultant will be expected to maintain open and continuous lines of communication with the City staff, as well as with various state officials.
  - (2) Discuss how well you have performed on past projects of this type.
- d. Please include three professional references for similar projects completed by the dedicated project staff from within the last several years.
- e. Please include a statement as to potential general conflicts of interest that would prevent the City from entering into an agreement with you pursuant to this RFP. If none exists, such a statement should be made.

The City reserves the right to reject any proposal and to interview a consultant or multiple consultants as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason in the discretion of the City. Should interviews be required, the selected consultant or consultants will be notified of their interview time, and the interview may be conducted at the Decatur City Hall or over the phone, as determined by the City. Consultants should be prepared to make a ten to fifteen minute presentation, followed by a question and answer period.

Any questions by the consultant related to this RFP should be submitted in writing along with the consultant's proposal. In the interest of fairness and in order to maintain impartiality, the City will not respond to questions from individual consultants during the RFP process.

**Section 5. Contracting Requirements**

The selected consultant must meet all contracting requirements for the execution of contracts with a public entity in the State of Alabama utilizing funds from local, state, and federal governmental sources. These include, but may not be limited, to the following:

- a. Debarment/Suspension: Consultant may not be debarred or suspended from conducting business with local, state or federal government. Individual and/or firm debarment and suspension status will be verified prior to contract.
- b. Beason-Hammon Contracting Clause and Certification: Executed contracts must contain the following language: "By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom." Consultant will be required to complete and submit a Beason-Hammon Certificate of Compliance prior to selection.
- c. Termination for Cause/Convenience: the following language shall be part of any contract:
  - a. In the event that any of the provisions of this Contract are violated by the Contractor, or by any of his Subcontractors, the Owner may serve written notice upon the Contractor and Surety of its intention to terminate the Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination, the Owner shall immediately serve notice thereof upon the Surety and the Contractor and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within ten (10) days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion by contract or by force account for the account and at the expense of the Contractor and the Contractor and his Surety shall be liable to the Owner for any excess cost occasioned by the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances and plant as may be on the site of the work and necessary therefore.
  - b. The Owner may terminate this contract at any time by giving at least ten (10) days notice in writing to the Contractor. If the contract is terminated by the Owner as

provided herein, the Contractor will be paid for the time provided and expenses incurred up to the termination date.

d. Federal regulations:

Grant awards from AHC are made with federal funds received from the Department of the Interior. Because the grant dollars are federal in origin, grant recipients and contractors must comply with applicable federal regulations regarding the use and administration of federal funds.

- Code of Federal Regulations. The following Federal regulations are incorporated by reference into this Agreement (full text can be found at <http://www.ecfr.gov>.)

a) Administrative Requirements:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in its entirety;*

b) Determination of Allowable Costs:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E; and*

c) Audit Requirements:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F.*

d) Code of Federal Regulations/Regulatory Requirements:

*2 CFR Part 182 & 1401, “Government-wide Requirements for a Drug-Free Workplace”;*

*2 CFR 180 & 1400, “Non-Procurement Debarment and Suspension”, previously located at 43 CFR Part 42, “Governmentwide Debarment and Suspension (NonProcurement)”;*

*43 CFR 18, “New Restrictions on Lobbying”;*

*2 CFR Part 175, “Trafficking Victims Protection Act of 2000”;*

*FAR Clause 52.203-12, Paragraphs (a) and (b), Limitation on Payments to Influence Certain Federal Transactions;*

*2 CFR Part 25, System for Award Management (www.SAM.gov) and Data Universal Numbering System (DUNS); and*

*2 CFR Part 170, “Reporting Subawards and Executive Compensation”.*

- Grantees and contractors must comply with all applicable federal laws including but not limited to Section 106 of the Historic Preservation Act, Secretary of Interior Standards, the Native American Graves Protection and Repatriation Act, the National Environmental Policy Act, Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and the Americans with Disabilities Act. More information can be found at <http://www.achp.gov/106summary.html>, <http://www.nps.gov/nagpra/>, [http://www.cr.nps.gov/local-law/fhpl\\_ntlenvirnpolcy.pdf](http://www.cr.nps.gov/local-law/fhpl_ntlenvirnpolcy.pdf), and <http://www.ada.gov/>



- Grantees and contractors must allow inspection of program records and project by AHC, City of Decatur, and authorized federal agencies during the project and for up to three years following project completion.