

REQUEST FOR QAULIFICATONS

TO: Qualified Consultants

FROM: The City of Decatur, Alabama

RE: Statement of Qualifications for Architect/Engineers to provide services to produce a Historic Structures Report for the Old State Bank in Decatur, Alabama

DATE: Submittals to be received on or before 3:00 p.m. CST on March 21, 2023

Section 1. Introduction.

The City of Decatur is seeking a firm to produce a historic structures report (HSR) for our Old State Bank. The Old State Bank was built in 1833 and is Alabama's oldest standing bank building. The building is an exceptional example of Greek Revival architecture and was documented by a HABS team in the 1930s. The building has been used for a number of purposes since its construction, including a Union hospital during the Civil War and later a boarding house. It currently serves as a museum. There is an auxiliary brick building (public bathrooms) on the site that is part of the HSR scope. The building is circa 1970/80, although it is believed to sit on the original detached kitchen foundation.

The city recognizes the significant history and unique character of the Old State Bank, and its iconic presence in our historic downtown. We want to ensure the building will be enjoyed by future generations. Towards this end, the city desires a Historic Structures Report to include a current condition assessment, an action plan for future rehabilitation and restoration efforts, and a maintenance schedule to assist in properly maintaining the structure. Interior cracks are developing at points where the staircase connects to the exterior wall.

This City is requesting qualifications from firms and individuals interested in providing professional services related to creating a Historic Structures Report for the building.

Section 2. Scope of Services.

Historic Structures Report (referred to as HSR from here on) is expected to contain the elements below:

Introductory information

Historic overview: a detailed history of the structure, function, and any significant personal history associated with the building. This portion should have reference citations and historic images addressing the building and site changes over time.

Setting/Environmental/Function context: a description of the building's existing setting and how it physically and functionally fits into the surrounding area.

Architectural and Landscape Overview: A detailed description of the structure's site, architectural style, exterior and interior architectural detailing and stylistic elements, including identification of character defining features, finishes (including paint analysis of exterior and interior finishes) and identification and documentation of changes and alterations to the building.

Conditions Assessment Report, including:

- a. Summary description of the building's existing condition.
- b. Detailed existing condition description of the individual exterior material components (foundation, brick, windows, doors, porches, trim, roof, etc.)
- c. Room-by-room descriptions, including documentation of features, finishes, and materials and identification of areas of deterioration and repair for floors, walls, ceilings, doors, windows, trim, fireplaces, stairs and other architectural features.
- d. Evaluation of the physical condition of the structure's materials including: masonry, mortar, roofing, trim, exterior finish materials, plaster, wood floors, other wood features including the mantles, millwork, fireplaces, structural elements, etc.
- e. Summary description and evaluation of the structure's building systems: electrical, plumbing, HVAC, fire protection, etc.
- f. Summary Building Code Issues Evaluation: Documentation of any building code compliance issues associated with current use. It is beyond the scope of this HSR to provide design solutions.
- g. Recommendations for repair/replacement/restoration/maintenance treatments for the structure's materials, finishes, for building and structural system improvements as applicable.
- h. A structural assessment, by a licensed engineer: This is a key component of the HSR, and as such should have an analysis of structural systems and existing load capacity. It must address the structural systems and included identification and location of deficiencies, questionable construction details, failed details, and attempted corrective measures and documentation of effective structural systems. It should also include analysis of deficiencies, damage, and failures to determine/identify their evident or possible causes and recommendations for corrective measures, including stabilization and/or repair, and project prioritization or necessary sequencing.

Section 3. Schedule:

The consultant's work is scheduled to begin on or about April 10, 2023, and to be completed by the end of September. Some flexibility may exist on project close out date if needed.

Section 4. Submittal Format:

All responses to this RFQ shall, at a minimum, include the following:

Scope of services and approach and methodology for accomplishing the scope of services

Firm's expertise, including at least one other HSR completed by the firm (digital formal is fine)

Names and resumes of key personnel to be involved in the project. Project team members need to meet 36 CFR Part 61 "Professional Qualifications Standards" of the Secretary of the Interior Standards. Submittals for each team member should include a resume, description of experience, references, samples of work, and project approach.

References from three recent clients who have employed the firm for similar projects

The city will evaluate the qualifications based on the criteria listed below:

Professional and educational qualifications of the project staff, including professional staff with a relevant history of working on brick Antebellum structures. (30%)

Prior experience with Historic Structures Reports and/or Structural Assessment Reports for 19th century buildings (30%)

Prior experience with CLG grants/AHC grants (25%)

References (15%)

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 RFQ. 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 RFQ. This RFQ 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. All submittals will be evaluated by the city's Historic Preservation Commission, and the award will formally be made by city council.

Any questions by the consultant related to this RFQ should be directed to Caroline Swope M.S.H.P., Ph.D., Historic Preservation Specialist, by calling 256-476-7520 or emailing cswope@decatur-al.gov

Submittals may be mailed to:

Caroline Swope, M.S.H.P., Ph.D
City of Decatur
Community Development
P.O. Box 488
Decatur, AL 35602-0488

Or emailed to

cswope@decatur-al.gov

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 Consultant, or by any of his Subconsultants, the Owner may serve written notice upon the Consultant 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 Consultant, 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 Consultant 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 Consultant and the Consultant 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 Consultant. If the contract is terminated by the Owner as provided herein, the Consultant will be paid for the time provided and expenses incurred up to the termination date.

Federal Regulations: This project may be funded in part with federal funds awarded by an Alabama Historical Commission grant. These funds originate with the Department of the Interior. Because the grant dollars are federal in origin, grant recipients and consultants 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 consultants 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, and <http://www.ada.gov/>
- Grantees and consultants 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.