

REQUEST FOR PROPOSALS

TO: Qualified Consultants

FROM: The City of Decatur, Alabama

RE: RFP to provide a Cultural Landscape Report and Master Plan for Delano Park and a Historic Structures Report for the Armory in Delano Park, Decatur, Alabama

DATE: Submittals to be received on or before 4:00 p.m. CST on December 5, 2023

Section 1. Introduction.

Delano Park is a 30 acre park located in the New Decatur-Albany Residential National Register District. It was designed in 1887, by landscape architect Nathan Franklin Barrett. At that time the park was located in New Decatur, a municipality that was originally a separate city from Decatur, created by the Decatur Land Improvement and Furnace Company. Delano Park was designed to be a centerpiece of the new community. The park received major improvements during the Great Depression with a significant number of new stone structures, including an armory, dance pavilion, bath house and gazebo. These were designed by Carolyn Courtner Smith, the state's first female architect.

The city recognizes the significant history and unique character of Delano Park and its iconic presence. The park, and the structures within the park, are all within the local historic preservation overlay. As such, changes to the park or buildings are reviewed by the local Architectural Review Board. The city is seeking a firm to produce a cultural landscape report and master plan for Delano Park. A historic structures report (HSR) with a planning and programming component for the armory is part of the project scope as well.

Section 2. Scope of Services.

The Master Plan is expected to contain the elements below:

- Programming for the park.

- A treatment and use statement for the park (with diagrams) indicating what should be preserved, what can be restored, and what can be improved.

- Renderings for the main building, the armory, as part of deliverable of a programming exercise

to explore alternate uses for the space.

The deliverables to support the master plan will include one (1) community meeting, three (3) stakeholder meetings, and working groups.

The Cultural Landscape Report and Historic Structures Report is expected to contain the elements below:

Historic overview: history of the park, and its buildings, their function, and any significant history associated with the site. This portion should have reference citations and historic images of the site and buildings, including 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.

Landscape and architectural overview: A description of the park's landscape and architectural elements, including identification of character defining features, and identification and documentation of changes and alterations to the park and its structures/buildings.

Conditions Assessment Report:

- a. Summary description of site/building/structures existing condition.
- b. Detailed existing condition description of the individual exterior material components (foundation, brick, windows, doors, trim, roof, etc.)
- c. Evaluation of these conditions.
- d. Summary description and evaluation of building/structure systems and building code evaluation: electrical, plumbing, HVAC, fire protection, etc. (Only for the armory, Girl Scout Little House, and bath house.
- e. Recommendations for repair/replacement/restoration/maintenance treatments for the all building/structure's materials, finishes, for building and structural system improvements as applicable.

The programming exercise for the armory is expected to contain the elements below:

Engagement with stakeholders and user groups outreach to explore future use options for the building.

Four (4) hand sketched renderings that explore how additions and interior alterations can support programming changes for the building.

Section 3. Schedule:

The consultant's work is scheduled to begin on or about March 2024. The Cultural Landscape Report (including the Historic Structure Reports for the stone buildings and structures) must be completed by September, 2024. Some flexibility exists on the master plan portions for future use and for the planning and programming exercise deliverables.

Section 4. Submittal Format:

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

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

Firm's expertise in cultural landscape architecture, master planning, and historic architecture

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.

A fixed fee bid for all services listed above.

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

Professional and educational qualifications of the project staff, including staff with a relevant history of working on both historic structures and historic landscapes. (25%)

Prior experience with historic structure reports and cultural landscape assessments (25%)

Experience with adaptive reuse design for historic buildings (25%)

Success with meeting with CLG/AHC grant deliverable timelines (15%)

References (10%)

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. 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 RFP 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_ntlenvirnpolicy.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.