

# REQUEST FOR PROPOSALS (RFP)

## HISTORIC PRESERVATION PLAN

CITY OF RUSSELLVILLE, ARKANSAS

### I. INTRODUCTION

The City of Russellville, is requesting proposals from qualified historic preservation planning consultants to prepare the City's first comprehensive "Historic Preservation Plan". This project will establish a clear, actionable roadmap to guide preservation policy, investment, and community engagement over the next 20 years.

This project is funded in part through a grant awarded by the Arkansas Historic Preservation Program (AHPP) under the Certified Local Government (CLG) Program, in partnership with the National Park Service. All work must comply with the Secretary of the Interior's Standards and applicable AHPP requirements.

### II. PROJECT BACKGROUND & PURPOSE

Russellville is a community with a diverse historic fabric that includes National Register-listed districts, a locally designated district, historic neighborhoods, industrial sites, cemeteries, cultural landscapes, and African American and Indigenous heritage resources. While preservation efforts have occurred over time through surveys, design guidelines, and regulatory review, the City has not previously adopted a comprehensive, citywide preservation plan.

The purpose of this project is to create Russellville's first comprehensive Historic Preservation Plan that:

- Evaluates existing preservation resources, policies, and regulatory tools.
- Identifies opportunities for expansion and reinvestment in historic resources.
- Integrates preservation into broader long-range planning efforts.
- Establishes priorities, implementation strategies, and funding pathways.

The resulting Plan will serve as the foundation for Russellville's historic preservation program and will help position the City for future state and federal preservation funding opportunities.

### III. SCOPE OF WORK

The selected consultant shall complete the project in accordance with the Secretary of the Interior's Standards and Guidelines for Preservation Planning and AHPP

requirements. The scope of work shall include, but not be limited to, the following components:

- 1. Compliance with Cities Grant Agreement**
  - a) Certify Compliance with appendices A and B:
- 2. Assessment of Historic Resources**
  - a) Evaluate existing historic districts.
  - b) Assess undocumented or underrepresented resources, including:
    - i) Historic neighborhoods and cemeteries
    - ii) Industrial and agricultural sites
    - iii) Cultural landscapes
    - iv) African American and Indigenous heritage sites
  - c) Identify areas for potential new historic districts.
- 3. Policy and Regulatory Review**
  - a) Review and evaluate existing ordinances, policies, and procedures.
  - b) Identify gaps, conflicts, and opportunities for improvement
- 4. Best Practices & Technical Guidance**
  - a) Identify best practices including:
    - i) Creation or expansion of historic district expansion.
    - ii) Adaptive reuse of schools, commercial buildings, and institutional structures
    - iii) Infill design within historic contexts
    - iv) Sustainability and energy efficiency in historic buildings
- 5. Incentives & Economic Tools**
  - a) Evaluate feasible incentives to encourage preservation and reinvestment, such as:
    - i) Tax Credit Opportunities
    - ii) Low-interest rehabilitation loan programs
    - iii) Conservation easements
    - iv) Grant or partnership opportunities
- 6. Public Engagement & Education**
  - a) Develop and implement a public engagement strategy that may include:
    - i) Public meetings and workshops
    - ii) Stakeholder interviews
    - iii) Collaboration within neighborhood groups.
    - iv) Partnerships with nonprofits and Arkansas Tech University
  - b) Recommend ongoing education and outreach strategies
- 7. Coordinate preservation goals with other City planning efforts**
  - i) ReImagine Russellville 2040
  - ii) Downtown Master Plan
  - iii) Historic District Guidelines
  - iv) Economic development plans
  - v) Any other ordinance, policy, or procedure identified.

## 8. Implementation Strategy

- a) Develop a prioritized, actionable implementation plan that includes:
  - i) Short, mid, and long term action items
  - ii) Recommended policy adoption steps
  - iii) Funding strategies
  - iv) Survey and documentation needs

## IV. DELIVERABLES

The consultant shall provide, at minimum:

1. A draft Comprehensive Historic Preservation Plan for City and AHPP review
2. A final Comprehensive Historic Preservation Plan incorporating all approved comments
3. Two full-color printed final copies and one digital copy to the City of Russellville
4. One full-color printed copy and one digital copy to AHPP
5. Ancillary data and materials generated during the project, as requested

## V. SUBMISSION REQUIREMENTS

Interested consultants should submit a proposal that includes:

- **Cover Letter:** Brief introduction and summary of qualifications.
- **Project Approach & Methodology:** Description of the consultant's approach to completing the scope of work.
- **Experience & Qualifications:** Examples of similar projects, including references.
- **Proposed Timeline:** Estimated schedule for completing each phase of the project.
- **Budget Proposal:** Detailed cost estimate, including any anticipated expenses, and payment shall be made in no more than three (3) installments.

## VI. EVALUATION CRITERIA

The objective is to select the most qualified consultant that best meets the needs of the City. To accomplish this objective, the City of Russellville will evaluate each submission based on the following:

Professional education/credentials	35 Points
Experience with projects of a similar nature	25 Points
Sample of work on similar project	25 Points
References	15 Points
Total	100 Points

Upon selection of the most qualified candidate the Mayor will be notified for execution of a contract for services.

## **VII. PROJECT FUNDING & SCHEDULE**

Payment will be made by the City of Russellville based on the grant agreement with AHPP, not to exceed 3 payments. The selected consultant must be able to meet all grant-related deadlines.

### Milestones

1. Work on the project will begin no later than September 7, 2026
2. A first draft of the Guidelines will be submitted to the City of Russellville and AHPP by March 15, 2027.
3. The final version of all project deliverables will be submitted to the City and AHPP by May 17, 2027.

## **IX. SUBMISSION INSTRUCTIONS**

To be considered for this contract the respondent must furnish five (5) hard copies of their proposal and one (1) digital PDF copy of the same to:

City of Russellville  
c/o Sara Jondahl  
220 N. Knoxville Avenue  
Russellville, Arkansas 72801

Proposals must be received by 4:30 PM Central Time on April 17, 2026. Late submissions will not be considered. Questions regarding this RFP may be directed to Sara Jondahl at [sjondahl@russellvillear.gov](mailto:sjondahl@russellvillear.gov) or (479) 498-7766 (Use RFP Question in the subject of an email).

The City of Russellville encourages proposals from all qualified firms and does not discriminate on the basis of race, color, religion, national origin, gender, age, disability, or other protected status.

# Appendices

## Appendix A

### **The Secretary of the Interior's Historic Preservation Professional Qualification Standards**

The Secretary of the Interior's Professional Qualification Standards were defined and officially adopted in 1983 (48 FR 44716, September 29) by the National Park Service, Department of the Interior, and the Secretary of the Interior's Historic Preservation Professional Qualification Standards were expanded and revised in 1997 (62 FR 33708, June 20) in response to amendments in the National Historic Preservation Act, but were not formally adopted for federal regulatory purposes. See <https://www.ncptt.nps.gov/articles/c2a/soi-professionalqualification-standards/> for more information.

The 1997 revisions update the professional qualification standards written in 1983 and add definitions for seven other historic preservation disciplines that appear in the National Historic Preservation Act.

The 1997 version also provides guidance on how to measure qualifying credentials that was lacking in the 1983 Standards. In the 1997 version, this information is provided in a standardized format that provides examples of the academic degrees, work and academic products, and professional activities that would qualify a professional in a particular discipline.

Because the 1997 Standards give the clearest description of the current understanding of what a qualified professional is in each of the disciplines described in the National Historic Preservation Act, AHPP uses them as guidance on judging the qualifications of contractors or consultants working on projects funded by AHPP's CLG grant agreements.

It is important to note that these are not intended to be requirements for ALL consultants or contractors working on a project, lead as well as entry-level. However, each project must contain a person in a lead, responsible project role with the requisite expertise.

#### Architectural History

Architectural History is the study of the development of building practices through written records and design and the examination of structures, sites, and objects in order to determine their relationship to preceding, contemporary, and subsequent architecture and events.

The following requirements are those used by the National Park Service and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The

qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

The minimum professional qualifications in Architectural History are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

### ACADEMIC BACKGROUND

Closely Related Fields: Professional Architectural Historians typically receive their formal training through Architectural History, Art History, or Historic Preservation programs, which include course work in American Architectural History. Other fields of study may offer relevant training, provided that course work in American Architectural History is taken. These other fields may include American Studies, American Civilization, Architecture, Landscape Architecture, Urban and Regional Planning, American History, Historic Preservation, and Public History.

Discipline Specializations: Architectural Historians tend to be generalists, although specializations within Architectural History are typically based on time periods (such as 18th century), on a particular architectural style (such as Georgian or vernacular), or a combination of these (such as plantation architecture in the antebellum South).

### DOCUMENTING PROFESSIONAL EXPERIENCE

Products and Activities:

Professional experience and expertise must be documented through “products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation.” A professional Architectural Historian typically has expertise in research, survey, documentation, and evaluation, of architectural resources, including buildings, structures, objects, and districts. Documentation of such experience is desirable. Products and activities that meet the

appropriate Secretary's Standards for Archaeology and Historic Preservation may include:

- Survey reports assessing the significance of historic properties.
- Historic structure reports.
- National Register documentation resulting in property listings or Determinations of Eligibility.
- Documentation that meets HABS/ HAER standards for recording historic properties.
- Publications, which might include articles in regional, national, or international professional journals, monographs, books, or chapters in edited books, related to the preservation of historic structures.
- Presentations at regional, national, or international professional conferences related to the preservation of historic structures.
- Professional service on boards or committees of regional, national, or international professional organizations concerned with the preservation of historic structures.
- Awards, research grants, research fellowships, or invitations to teaching posts.

This list is not comprehensive. Furthermore, it should be understood that not all of these products and activities are needed in order to meet the Standard; rather, a combination of several products and activities would be more typical. If the applicant were documenting professional experience in one of the specializations, however, the majority of products and activities would naturally reflect that specialization.

## Appendix B

# Design Guidelines & Preservation Plans

Preparation of design guidelines and/ or preservation plans funded under this grant will meet the following minimum standards, as applicable:

### CITY'S RESPONSIBILITIES

- a. The City will submit a copy of any proposed contract and the name and vita of the contractor selected for services to AHPP for review prior to execution of the contract, and will not execute the contract until approval has been received from AHPP. A copy of the final executed contract will be provided to AHPP.
- b. The City will ensure that all milestones and work deadlines with the Contractor are consistent with those outlined in the applicable CLG Grant Agreement. Any discrepancy between the Grant Agreement milestones and those applied to the Contractor's tasks must be approved in advance by AHPP.
- c. The City will submit a draft copy of the design guidelines to AHPP for review, comments, and approval prior to printing, and will not give final approval to the product or proceed with final printing of the document until approval has been received by AHPP.
- d. The City will ensure that any contractor engaged to prepare design guidelines funded under this agreement meets the Secretary of the Interior's Standards for Professional Qualifications as an Architectural Historian, a Historic Preservation Planner, or a Historic Preservationist with experience equivalent to one or both those professions. Any contractor engaged to prepare a preservation plan must be qualified as a Historic Preservation Planner or a Historic Preservationist with experience equivalent to a Preservation Planner.

### CONTRACTOR'S RESPONSIBILITIES

- a. The contractor will design and complete a preservation plan or plans, when applicable, in accordance with the Secretary of the Interior's Standards and Guidelines for Preservation Planning (see at Preservation Planning Standards (U.S. National Park Service) ([nps.gov](http://nps.gov))).
- b. The contractor will draft design guidelines, when applicable, that include, at minimum:
  - i. A summary of the City's ordinances, procedures, and bylaws relating to work regulated by the City's Historic District Commission;
  - ii. Maps describing the boundaries of any local or National Register historic districts in which work is regulated under authority of the Arkansas Historic Districts Act, AC.A. § 14-172-201, et seq., and local ordinance.

- iii. A list of addresses within such historic districts;
  - iv. A history of the City as it provides historic context for any such local historic districts, National Register of Historic Places districts, or the City as a whole;
  - v. An overview of the architectural styles prevalent in the local historic districts within the period of significance as described in the most recent historic resources survey and/or nomination previously approved by the City's Historic District Commission;
  - vi. The text of the Secretary of the Interior's Standards for Rehabilitation, as codified at 36 CFR 68.
  - vii. Illustrated design guidance addressing appropriate rehabilitation of and additions to historic structures and sites and construction or development of appropriate infill structures and sites that addresses all historic architectural styles, periods, and methods of construction specific to the local districts.
- c. The contractor will provide copies of any ancillary work product or information compiled or generated by the contractor in the course of preparing work product on any project funded through this grant agreement, including but not limited to property data, databases, archival research, and photographs, to AHPP on request.
  - d. The contractor will grant the City, the State of Arkansas, and the United States of America a royalty-free, non-exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this agreement by the contractor, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.
  - e. The contractor must be able to comply with deadlines and provide initial and completed deliverables by the dates set forth in the contract between the City and the Contractor.
  - f. The contractor will provide one full-color printed final clean copy of the design guidelines and/or preservation plan and attachments and one digital copy of the design guidelines and/or preservation plan and attachments created to the City and one full-color printed copies and one digital copy to AHPP.

### AHPP RESPONSIBILITIES

- a. AHPP will provide access to survey files and copies of previous survey work as necessary for project completion.
- b. AHPP will provide access to any nominations or other background research or information relevant to the project as necessary for project completion.