

City of Russellville, Arkansas Request for Qualifications Old Town Neighborhood National Register of Historic Place Nomination

I. Brief Description

The City of Russellville, through its Historic District Commission (RHDC), is seeking qualified professional services to complete a National Register of Historic Places nomination for a portion of the Old Town Neighborhood. It is located in an area roughly bounded by South Glenwood Avenue on the west, 8th Street on the south, Boulder Avenue on the east and West 4th Street on the north. There are approximately 100 properties in the survey area. A map of the surveyed area is attached as Appendix A.

II. Definitions

The City has made every effort to use industry-accepted terminology in this solicitation and clarify use of the following acronyms and references:

Acronyms

AHPP Arkansas Historic Preservation Program

UTM Universal Transverse Mercator coordinate system

References

Secretary of the Interior's Historic Preservation Professional Qualification Standards (see Appendix B)

III. Scope of Services

Goal

To complete a National Register of Historic Places Nomination for a portion of the Old Town Neighborhood within the City of Russellville.

Project Description

To contract with an historic preservation consultant to complete a National Register of Historic Places nomination for the Old Town Neighborhood based on a survey conducted and completed in 2021 to meet all of the requirements as set forth in the grant agreement between the City of Russellville and the Division of Arkansas Heritage, Arkansas Historic Preservation Program, Certified Local Government Grant Agreement 23-CLG-07, funded by a Historic Preservation Fund Grant administered by the National Park Service.

Desired Outcome

Completion of a National Register of Historic Places nomination for the Old Town Neighborhood with the highest quality and in a timely manner.

Minimum Qualifications

The contractor shall meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards. (See Appendix B)

IV. Contractor's Responsibilities

1. It is required that the contractor complete a National Register of Historic Places nomination form for the historic property or properties in compliance with all applicable AHPP or National Park Service standards and guidance for nomination form completion.
2. The contractor will label all photographs, photographs submitted must meet the National Park Service standards in the "National Register Photo Policy Factsheet", to be included with the completed National Register of Historic Places nomination according to the National Park Service instructions.
3. The contractor will also need to locate the property on a United States Geological Survey Map and provide UTM coordinates for the historic property or district.
4. The contractor will be responsible for on-site presentation of information sufficient to fully support a recommendation for or against listing of the proposed historic district or property to the AHPP State Review Board at the earliest meeting following completion and staff approval.
5. Any contractor who has not submitted an accepted National Register of Historic Places form in the last five (5) years must attend a training class on completing National or Arkansas Register of Historic Places nomination forms. This one-day class, at the offices of AHPP, will train the contractor in the proper and thorough completion of National Register of Historic Places nomination forms, photography requirements, mapping, and compilation of the finished product.
6. The contractor will provide copies of any ancillary work product or information compiled or generated by the contractor in the course of preparing the nomination, including but not limited to property data, databases, archival research, and photographs, to AHPP on request.
7. 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.

8. The contractor must be able to comply with deadlines and provide initial and completed nominations by the dates set forth in the contract between the City and the Contractor.
9. The contractor will provide his or her own transportation and any equipment necessary to completion of the nomination forms and presentation to the Arkansas State Review Board.
10. The contractor must work outside in extreme temperatures and provide proper attire for the weather conditions.
11. The contractor will perform all services and provide all materials to be produced under the contract in consultation with AHPP.
12. The contractor will conduct meetings with AHPP as required to complete the project.
13. The contractor will provide one full-color printed final clean copy nomination and attachments, including digital photographs, and one digital copy of any nominations created to the City and three full-color printed copies of the final clean copy nomination and attachments, including digital photographs, and two digital copies of any nominations to AHPP.

V. Evaluation Criteria for Selection of Contractor

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

Specialized experience and technical competence	35 Points
Capacity and capability of the firm to perform the work	25 Points
Past record of performance	25 Points
Firm's proximity to and familiarity with the area	20 Points
	100 Points Total

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

VI. Project Funding and Payment Schedule

Payment will be disbursed by the City of Russellville based on the project schedule and the following milestones as stipulated in the 23-CLG-07 Certified Local Government Grant Agreement.

Milestones

- A. The consultant will begin work on the nomination by October 2, 2023.
- B. A draft of the nomination will be submitted to AHPP by March 4, 2024.
- C. A final draft of the nomination will be submitted to AHPP by April 22, 2024.

VII. Instructions for Submission of Qualifications

To be considered for this contract the respondent must furnish five (5) hard copies of a letter of interest and qualifications and one (1) digital copy in Adobe Acrobat PDF, in flash drive or CD format, and submit to:

Russellville Historic District Commission
c/o Victoria Marchant,
220 N. Knoxville Avenue
Russellville, Arkansas 72801

Responses shall be received by **5:00 pm** local time on **May 31**, 2023. Responses received after this deadline will not be considered. Questions regarding this request may be directed to Victoria Marchant via email to vmarchant@rsvlar.org (use **RFQ Question** as the subject of an email), or by phone at (479) 968-1002.

The project is open to all qualified historic preservation consultants regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

Appendix A
Old Town Neighborhood Survey Area



Appendix B

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.doi.gov/pam/assetmanagement/historic-preservation/pqs> 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.