

**HISTORIC PRESERVATION CONSULTING SERVICES
SURVEY OF CUYLER-BROWNVILLE HISTORIC DISTRICT**

EVENT NO. 6483

**SECTION II
SCOPE OF WORK**

- 2.0 Broad Description of Project:** The purpose of this event is to receive proposals from qualified contractors for services for historic preservation consulting services to update the historic resources survey (Georgia Department of Natural Resources Survey) for the Cuyler-Brownville Historic District, as Phase 3 of a City-wide neighborhood survey. Phase 1 of the City-wide neighborhood survey included the survey of the Carver Village neighborhood and Phase 2 was a re-survey of the Savannah Victorian Historic District. Electronic submissions will not be accepted for this proposal.

This project has been financed in part with federal funds from the National Park Service, U.S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Natural Resources. Therefore, all requirements and timeframes must be met. All work must be in compliance with state historic preservation guidelines, adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties, and be in compliance with the Georgia Department of Natural Resources Historic Preservation Division.

The contents, opinions, and recommendations expressed in this Request for Proposals do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Natural Resources, nor does the mention of trade names, commercial products, or consultants constitute endorsement or recommendation by these agencies. This program receives federal assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, gender, or disability in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.

2.1 Scope of Services

The successful proposer shall provide the following services:

- 2.1.1 Update the historic resources survey for the Cuyler-Brownville Historic District, which has not been comprehensively surveyed since 1994-1997. [The project includes the survey of approximately 1250 buildings, structures, sites, and objects.](#) See Attachments H, I, and J for maps of the district.
- 2.1.2 The consultant shall conduct a comprehensive historic resources survey of historic buildings, structures, sites, and objects, constructed before 1978 (40 years old or older),

and located within the boundaries of the National Register-listed and the locally-listed Cuyler-Brownville Historic District, as Phase 3 of a City-wide neighborhood survey (Attachment J). The boundaries of the National and local districts differ. See Attachments H, I, and J for maps of the district.

- 2.1.3. Document historic resources located in the Cuyler-Brownville Historic District in accordance with National Register Bulletin 24 Guidelines for Local Surveys: A Basis for Preservation Planning and the Georgia Historic Resources Survey Manual.
- 2.1.3 Enter the survey information into the Georgia Department of Natural Resources, Historic Preservation Division's Natural, Archaeological, and Historic Resources Geographical Information Systems (GNAHRGIS) online database in order to increase exposure to, and use of, the survey information for planning purposes and preservation activities.

The standard survey form as provided by the SHPO for use with GNAHRGIS can be found at: <https://georgiashpo.org/sites/default/files/hpd/pdf/SurveyForm.pdf>

The following form presents all possible answers for those questions that are multiple-choice in GNAHRGIS:

https://georgiashpo.org/sites/default/files/hpd/pdf/SurveyForm_Addendum.pdf

- 2.1.4 Make a recommendation on expanding the Cuyler-Brownville Historic District's Period of Significance, updating the National Register nomination, and updating the Historic Buildings Map for the local historic district.
- 2.1.6 From 1994 to 1997, the Cuyler-Brownville Historic District was surveyed, and resources documented through this survey were later entered into GNAHRGIS. Therefore, the FFY2018 City of Savannah, Phase 3 survey will have a high number of re-surveyed resources; the MPC possesses approximately 750 existing survey cards for the district mainly within the National Register boundaries. This means the surveyor will need to identify previously-surveyed points in GNAHRGIS and link new survey data (or resurveyed resources) to the previous entry to avoid duplicate entries for the same resource.
- 2.1.7 The surveyor will need to find the previous point or GNAHRGIS ID number via an address search, by locating the resources geographically using the GNAHRGIS map, or by using the exported GNAHRGIS data provided by the Historic Preservation Division.
- 2.1.8 The process for resurvey is discussed in detail in the GNAHRGIS Quick Tips document provided by the Historic Preservation Division and also demonstrated in the GNAHRGIS website's GNAHRGIS Editing Basics – Webinar, accessed here: https://www.itos.uga.edu/nahrgis/moreinfo_training.html. Ensure that this process is incorporated when determining time and budget allowances for this survey.
- 2.1.9 Substantial outbuildings and secondary resources, such as carriage houses and lane dwellings, within the Cuyler-Brownville Historic District, must be included in this survey. These types of resources will generally be included in the GNAHRGIS entry for

the main building on a parcel. They will be added under the data group “Outbuildings/Secondary-Auxiliary Buildings,” and can either be identified as “Historic Outbuildings observed, noted here” or “Historic Outbuildings observed, recorded here” depending on the amount of information available on the outbuilding and its visibility from the street or lane. At least one (1) photograph of each outbuilding should be included in the GNAHRGIS entry.

- a) One GIS point for each building is preferred, especially where a lane building is not on the same parcel as the street-fronting building. If this is not possible, for example where multiple buildings have the same Parcel Identification Number (PIN), one point for the entire parcel will suffice. Also, see sections 2.1.6-2.1.8 of this document for additional SHPO requirements for linking previously entered points within GNAHRGIS.
- b) There is not an established convention for new building numbers if/when they are needed. The consultant can establish the numbering system.
- c) All project work shall conform to the *Secretary of the Interior’s Standards for Archeology and Historic Preservation* (https://www.nps.gov/history/local-law/arch_stnds_0.htm) which include the *Standards for Evaluation, Identification, and Registration*. The project work shall be prepared in accordance with:
 1. *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning* (<https://www.nps.gov/nr/publications/bulletins/nrb24/>).
 2. The Historic Preservation Division’s guidance materials for identifying and documenting Georgia’s historic resources available online (<https://georgiashpo.org/surveys>). This includes the Georgia Historic Resources Manual, August 2017 and Tips for Using GNAHRGIS as part of the Georgia Historic Resources Survey.
 3. The Georgia Natural, Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database (<https://www.gnahrgis.org/gnahrgis/index.do>).

From 2014-2016, MPC Preservation Staff began research of resources that had not been previously surveyed within both the local and National Register districts and includes approximately 150 properties. This information will be made available to the consultant upon request.

2.1.10 The consultant shall enter all survey data and digital photographs into the GNAHRGIS online database within the contract period. All items and data groups in GNAHRGIS shall be completed for each resource surveyed and a minimum of two (2) digital photographs per resource. Photographs must date from within six (6) months of the contract period.

2.1.11 A GIS map of the Cuyler-Brownville Historic District and supplement was created in

2015 by MPC Preservation Staff. The map can be found at: <https://www.thempc.org/docs/lit/hist/maps/cbbm.pdf>. The supplement can be found at: <https://www.thempc.org/docs/lit/hist/maps/cbsupplement.pdf>. The GIS data for this map and supplement also contain PIN numbers, approximate construction dates, and addresses for all buildings within the district. The MPC SAGIS department will provide the consultant with this pre-existing GIS data to input into their database upon request.

- 2.1.12 The consultant shall participate in a minimum of two (2) public meetings related to the project in conjunction with the MPC. The initial meeting will be held at the start of the project to publicize the survey and respond to any questions from the neighborhood residents, property owners, and the general public. A second meeting shall be held near the end of the project to present the results of the survey. Additional meetings may be needed during the course of the project to gather historical information important to the survey.
- 2.1.13 The consultant shall write and distribute all minutes resulting from the above described meetings, document and distribute a list of attendees at all meetings, and photograph and distribute photographs from all meetings.
- 2.1.14 The MPC and the City of Savannah shall provide project management and technical support throughout the project.
- 2.1.15 The MPC and the City of Savannah shall provide the consultant with the names of contacts within the designated neighborhood as well as access to available research materials.

2.1.16 **Project Deliverables**

- a) The consultant must provide a survey area map delineating surveyed parcels. The map will indicate the survey area boundaries, any relevant local or National Register of Historic Places-listed historic district boundaries, all addresses, legal parcels, and all street names, and be at a scale of 1" = 200'. The map must include a key explaining boundaries.
- b) The consultant must submit four (4) final hard copies and two (2) electronic CD/DVD/flash drive copies of the survey report, and the survey map, to the SHPO within the contract period.
- c) The **survey report** must, at a minimum, include:
 - 1. **Executive summary:** Including the total number of surveyed resources.
 - 2. **Project description:** Including how the project was funded, who sponsored the project, the name of the surveyor, and a general description of the survey area including a clear statement and justification of the boundaries of the Phase 3 area surveyed and the total number of surveyed resources for Phase 3.

3. **Summary of previous preservation projects:** Including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts.
4. **Developmental history:** Including a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history.
5. **Survey methodology:** Including the fieldwork techniques and research methods employed while conducting the survey, references to previous surveys, and any re-survey completed as part of this project.
6. **Recommendations for future preservation activities:** Including potential updates and/or amendments to existing National Register historic district listings, revised Period of Significance, potential economic development, heritage tourism, and other preservation planning activities.
7. **Survey results and architectural analysis:** Including the total number of surveyed resources divided into appropriate categories, a table listing the main building types and main architectural styles as identified in GNAHRGIS (as well as narrative defining these), local architectural character, some general observations (such as integrity and condition of resources, character-defining features (apparent developmental trends), and local landmarks and eccentricities.
8. **Appendix 1:** Table listing all GNAHRGIS ID numbers associated with this survey; pair the ID number with the address of the resource.
9. **Appendix 2:** A survey map that delineates the survey area; indicate existing local historic district and National Register-listed district boundaries and any proposed updates and/or amendments to these existing district boundaries; (this map will be integrated within the report, in addition to the separate 1" = 200' map discussed above).

2.1.17 The consultant must provide the MPC with one (1) digital copy of all survey information and documents for their records including each resource "form." Printed (hard copy) resource "forms" are not required and are not reimbursable as part of this grant.

2.1.18 All drafts of the survey report and maps created by the consultant shall be reviewed first by the MPC Project Manager and then submitted to the Department of Natural Resources for review and approval.

2.1.19 Project Schedule

The consultant must complete project work according to the following schedule:

November 1, 2018	25% of surveyed resource data entered into GNAHRGIS.
January 1, 2019	50% of surveyed resource data entered into GNAHRGIS.
March 1, 2019	75% of surveyed resource data entered into GNAHRGIS.
March 19, 2019	First draft of Survey Report and Survey Map to the MPC for review and comment.
April 1, 2019	First draft of Survey Report and Survey Map to the SHPO for review and comment.
May 15, 2019	Final Survey Map to the MPC for approval. Second draft of Survey Report to the MPC for review and comment.
June 1, 2019	Final Survey Map to the SHPO for approval. Second draft of Survey Report to the SHPO for review and comment.
August 15, 2019	Final Survey Report (five (5) hard copies and two (2) electronic CD/DVD/flash drive) to the SHPO for approval. Final Survey Map to the SHPO (one (1) hard copy and one (1) electronic CD/DVD/flash drive) to the SHPO. All GNAHRGIS data and digital photographs for each resource completed.

****With the exception of the final deadline (August 15, 2019), the schedule can be adjusted based on timeframe of award of actual consultant contract****

2.1.20 Local Match and Support Activities

- a) Preservation consultants, staff, and residents will be involved in the project as described below. The MPC Project Manager will supervise the project work and ensure that it meets the federal professional qualifications standards in 36CFR61.
- b) In addition to the work of the Project Manager and Financial Manager, staff time will be used to engage the neighborhood residents into the project through research and documentation, and for final publication and mapping of the surveyed neighborhood.

- c) Research support, historical documentation of the buildings and oral histories will be provided by the neighborhood where possible. With assistance from City and MPC staff, the neighborhood will provide notice to the residents of the work being conducted through neighborhood meetings, contribute oral histories where applicable, and develop an educational component for the residents that elaborate on the history of the neighborhood and its physical characteristics based on the results of the field survey.

2.1.21 Instructions to Propose

- a) **Errors in Proposals**

Proposers or their authorized representatives are expected to fully inform themselves as to the conditions and requirements before submitting proposals. Failure to do so will be at the proposers' own risk.

- b) **Standards for Acceptance of Proposal for Award Contract**

MPC and the City of Savannah reserve the right to reject any or all proposals and to waive any irregularities or technicalities in proposals received whenever such rejections or waiver is in the interest of MPC or the City of Savannah. MPC and the City of Savannah reserve the right to reject the proposal of a proposer who has previously failed to perform properly or complete on time contracts of a similar nature, or a proposal from a proposer whom investigation shows is not in a position to perform the contract.

- c) **Proposer**

Whenever the term "proposer" is used it shall encompass the "consultant," "contractor," "purchaser," or other party having a contract with the City in such capacity after a contract has been entered into or between such party and the City.

- d) **Compliance with Laws**

The proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state, or City statute, ordinances and rules during the performance of any contract between the proposer and the City. Any such requirement specifically set forth in any contract document between the proposer and the City shall be supplementary to this section and not in substitution thereof.

- e) **Conflict of Interest**

By submission of a proposal, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a conflict of interest in performing the services required by this Request for Proposals, and
2. That no employee of the City, nor any member thereof, not any public agency or official affected by this Request for Proposals, has any pecuniary interest in the business of the responding firm or his sub-

consultant(s) has any interest that would conflict in any manner or degree with the performance related to this Request for Proposals.

3. By submission of a proposal, the proposer certifies under penalty of perjury, that to the best of its knowledge and belief:
 - A. The “unit cost per resource surveyed” provided in this proposal has been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such unit cost with any other proposer or with any competitor.
 - B. Unless otherwise required by law, the “unit cost per resource surveyed” provided in this proposal has not knowingly been disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or competitor.
 - C. No attempt has been made, or will be made, by the proposer to induce any other person, partnership or cooperation to submit or not to submit a proposal for the purpose of restricting competition. For any breach or violation of this provision, the City shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

2.1.22 Rights to Data and Copyrights

- a) The term “subject data” used herein includes writings, technical reports, sound recordings, magnetic recordings, computer programs, computerized data basis, pictorial reproductions, plans, drawings, specifications, graphical representations, and works of any similar nature (whether or not copyrighted), which are (1) submitted with a proposal or (2) specified to be delivered under a project contract or (3) developed or produced and paid for in whole or in part by contract funds. The terms do not include financial reports, cost analysis, and other information incidental to contract administration.
- b) Except as may otherwise be provided in the grant agreement, publication, films, or similar materials as described above that are developed directly or indirectly from a program, project, or activity supported by the contract funds, becomes the property of the MPC and the City.

2.1.23 Contract Requirements

The work to be performed under this contract shall be commenced within ten (10) calendar days after receipt of Notice to Proceed. The contract will commence on the day it is signed by the consultant and end on August 15, 2019. The grant requires that the work under this contract be completed no later than this date.

2.1.24 General Conditions

- a) The consultant must comply with all applicable regulations, laws, policies, guidelines and requirements of the grant program, including OMB A-87 or A-122, A-102 or A-110, A-128, FMC 74-4 and 74-8, National Register Programs Guidelines, the Secretary of the Interior's "Standards for Archaeology and Historic Preservation," and any special conditions or regulations relating to the application, acceptance and use of Federal funds for a federally assisted project. Final products that do not conform to the applicable Secretary of the Interior's "Standards" will not be reimbursed. No part of the funds provided for under the terms of this Agreement shall be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designated to influence in any manner a member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation. Thus, costs associated with activities to influence legislation pending before the Congress, commonly referred to as "lobbying," are unallowable as charges to HPF-assisted grants, either on a direct or indirect basis (18 U.S.C. 1913).
- b) The proposer shall submit Attachment D, Non-Discrimination Statement, with their proposal. No contract may be executed without a Non-Discrimination Statement on file.
- c) The consultant shall comply with Title V of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and in accordance with Title V of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance. The consultant will immediately take any measures necessary to effectuate this provision.
- d) The consultant shall comply with Title VI of the Civil Rights Act of 1966 (42 U.S.C. 2000 et seq.) prohibiting employment discrimination where (1) the primary purpose of a grant is to provide employment, or (2) discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
- e) The consultant shall comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794 et seq.) which requires that no qualified handicapped individual is solely, by reason of handicap, excluded from the participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.
- f) The consultant shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) This act prohibits discrimination on the basis of disability in services, programs and activities provided by State and Local governments entities.

- g) The City of Savannah has not established an M/WBE goal for this project. However, the City of Savannah encourages M/WBE participation wherever possible.
- h) **Delivery Time**
When delivery time is requested in invitation documents, time will be of the essence; therefore, proposal shall include the delivery date.
- i) **Preparation for Delivery**
 - 1. **Packing:** Packing shall be accomplished in accordance with acceptable commercial practices for domestic shipments, unless otherwise stated in the contract or purchase order. The proposer shall make shipments using the minimum number of containers consistent with the requirements of safe transit, available mode of transportation routing. It shall be the proposer's responsibility to determine that packing is done as adequate to ensure that all the materials shall arrive at destination in an undamaged condition ready for its intended use.
 - 2. **Marking:** Sealed packing lists must be affixed to all cartons showing its content.
 - 3. **Shipping:** The proposer shall follow shipping instructions as stated on the contract.
- j) Proposer warrants that proposal terms and conditions quoted in the submitted proposal will be firm for acceptance for a period of ninety (90) days from opening date.
- k) **Completeness:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- l) **Guarantee:** Unless otherwise specified by the MPC or the City, the proposer shall unconditionally guarantee the materials and workmanship on all materials and/or services. If, within the guarantee period any defects occur which are due to faulty material and/or services, the proposer at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the MPC and the City. These repairs, replacement or adjustments shall be made only at such time as will be least detrimental to the operation of City business.
- m) **Liability:** Where proposers are required to enter or go onto MPC or City property to deliver materials or perform work or services as a result of proposal award, the proposer shall be liable for any injury, damage or loss to the MPC or the City occasioned by negligence of the proposer or his agent or any person the proposer has designated in the completion of his contract as a result of his proposal and shall indemnify and hold harmless the MPC and the City from any liability arising there from. When specified, a certificate showing appropriate liability insurance coverage must be submitted to the Project Manager prior to

award of the contract. In connection with its indemnification and hold harmless, the proposer shall be required to notify its liability insurance carrier and the City of any and all claims for injury, damage or loss occasioned by the negligence or alleged negligence of the proposer (or his agent) or any person the proposer has designated in the completion of his contract.

- n) **Signed Proposal Considered Offer:** The signed proposal shall be considered an offer on the part of the proposer, which offer shall be deemed accepted upon approval by the Project Manager or its designee. In case of a default on the part of the proposer after such acceptance, the City may take such actions as it deems appropriate including legal action for damages or specific performance.
- o) **Notice to Proceed:** The successful proposer shall not commence work under this Request for Proposals until duly notified by receipt of contract signed as executed by the City. If the successful proposer does commence any work prior to receiving official notification, he does so at his own risk.
- p) **Contractor Affidavit and Agreement:** Complete and submit Attachment E. If the Consultant employs or contracts with any subcontractor(s) in connection with the physical performance of services, they must complete and submit Attachment F, Subcontractor Affidavit form.
- q) **Systematic Alien Verification for Entitlements (SAVE) Affidavit:** Verifying Status for Chatham County Benefit Application. Complete and submit Attachment G.

2.1.25 Conclusion

- a) Prior to contract negotiations, any questions concerning site limitations or program requirements shall be discussed with the MPC and the City.
- b) The scope of work and project emphasis shall be reviewed prior to the start of the project work.
- c) The proposals of this program are open to discussion and adjustment as code requirements, regulating authorities, proposed budget, and additional investigation and information may permit or require.

2.2 Proposal Format

- 2.2.1 Proposals shall be received at the **Purchasing Department, second floor, 1375 Chatham Parkway, Savannah Morning News Building, Savannah, Georgia 31405** until **Tuesday, September 18, 2018 at 1:30 PM EST**. Proposals not received by this date and time shall not be opened. This deadline is subject to change at the City's discretion.
- 2.2.2 Proposals shall be submitted in a sealed, opaque envelope plainly marked with the event number and the project name.

- 2.2.3 All proposals must be received by mail or hand delivery. Electronic proposals will not be accepted.
- 2.2.4 All proposals shall be prepared on the forms enclosed herein, unless otherwise prescribed.
- 2.2.5 All proposals are to be computer-generated and signed by the proposer.
- 2.2.6 Proposers are encouraged to review all provisions and attachments of this document thoroughly prior to completion.
- 2.2.7 All proposals constitute an offer and may not be withdrawn except as provided herein.
- 2.2.8 **Proposals shall be submitted in the following format and include the following information:**
- a) **Cover Letter: Ensure that receipt of all addenda is confirmed.** Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further.
 - b) **Proposal Form:** Provide a unit cost per building surveyed on Attachment A, Proposal Form. The project includes the potential for survey of approximately 1250 buildings, structures, sites, and objects.
 - c) **Site Visitation Form:** Complete and submit Attachment B.
 - d) **History/Background of the Firm:** Include a history of the firm, the firm's expertise, the number of years in business, and identify the principals and their qualifications.
 - e) **Project Personnel:** Provide resumes and relevant experience of personnel who will be assigned to this project. Include a description of their experience with similar projects. Note that the minimum qualifications for key professional personnel assigned to this project are the same as those set forth in 36 CFR Part 61. These qualification standards can be downloaded from the National Park Service website at https://www.nps.gov/history/local-law/arch_stnds_9.htm.
 - f) **Licenses, Permits, and Professional Qualifications:** Evidence of required licenses, permits, and professional qualifications, if applicable. Indicate any liability coverage your firm has and the amount of coverage.
 - g) **Description/References on Similar Projects:** (minimum of three, maximum of seven) Include project name, location, description of work, date completed (within the last 5 years), project cost, owner's name (or representative), address, phone number, and other contact information.
 - a) **Project Approach:** Submit a written project approach demonstrating that the proposing consultant understands the expected level of project quality, project schedule, project completeness, project objectives, public involvement with the project, and illustrating adequate staff resources.
 - h) **Local Vendor:** Submit a City of Savannah Business Tax Certificate, if applicable.
 - i) **Exception Form:** Complete and submit Attachment C.
 - j) **Non-Discrimination Statement:** Complete and submit Attachment D.

- k) **Contractor Affidavit and Agreement:** Complete and submit Attachment E.
- l) **Subcontractors/Subcontractor Affidavit (if applicable):** List of subcontractors used in similar projects and list of projects in which joint venture was maintained through project completion. Complete and submit Attachment F.
- m) **Systematic Alien Verification for Entitlements (SAVE) Affidavit Verifying Status for Chatham County Benefit Application:** Complete and submit Attachment G.

- 2.2.9 Request for Proposals documents may be viewed and downloaded on the City of Savannah’s website under “Bidding Opportunities” (<https://purchasing.savannahga.gov/Improc/SourcingSupplier/controller.servlet?dataarea=Improc&context.session.key.SupplierGroup=100>).
- 2.2.10 Proposers are cautioned that acquisition of Request for Proposals documents through any source other than those listed above is not advisable. Acquisition of Request for Proposals documents from unauthorized sources places the proposer at risk of receiving incomplete or inaccurate information upon which to base his/her qualifications.

2.3 Consultant Qualifications

- 2.3.1 The consultant shall agree to fully comply with all city, state, and federal laws, regulations, and ordinances governing performance of the contract awarded. It is the responsibility of the consultant to obtain any and all necessary permits and/or clearances necessary for the completion of the contract.
- 2.3.2 The consultant must meet professional requirements according to the Secretary of the Interior’s Professional Qualification Standards (36 CFR Part 61). These qualification standards can be downloaded from the National Park Service website at https://www.nps.gov/history/local-law/arch_stnds_9.htm.
- 2.3.3 The consultant must possess the following:
- a) A thorough knowledge of and familiarity with American architectural history.
 - b) Demonstrated experience in researching and describing historic resources, conducting architectural surveys, and writing historic contexts.
 - c) A thorough knowledge of and familiarity with identifying and evaluating Georgia’s historic resources including architectural styles and types, the GNAHRGIS database, and survey procedures.
 - d) Familiarity with data categories and procedures for the GNAHRGIS system.
 - e) Demonstrated writing skills.
 - f) Experience with digital photography.

2.4 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

- a) Relevant qualifications and experience of the firm, including: history, firm background, and project personnel (*25 points*)
- b) References (*5 points*)
- c) Experience on similar projects, including specific projects completed by the firm (*20 points*)

1. Experience on related types of projects
2. Public involvement in historic preservation projects
- d) Proposed approach to the project (20 points)
 1. Quality and completeness of approach to the project
 2. Meets project objectives
 3. Understanding of public involvement
 4. Adequacy of proposed staff resources
- e) Unit cost per building surveyed (25 points)
- f) Local vendor (within the City limits of Savannah and has a City of Savannah Business Tax Certificate) participation (5 points)

A short list may be developed at the City's sole discretion and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a best and final offer (BFO) from any or all proposers and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.5 Proposal Copies: One (1) unbound, printed, and signed original, six (6) identical, printed copies, and two (2) electronic copy of the proposal and supporting documents (submitted via approved City file share website) must be submitted in response to the RFP. All responses must relate to the specifications as outlined. Fee proposals should not be included anywhere in the body of proposals. The digital copy is to be submitted CD/DVD or flash drive.

2.6 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page.

2.7 Pre-Proposal Conference

2.7.1 The pre-proposal conference will take place Monday, September 10, 2018 at 2pm in the Arthur A. Mendonsa Hearing Room, Chatham County-Savannah Metropolitan Planning Commission, 112 East State Street, Savannah, Georgia 31401.

2.7.2 All candidates wishing to submit a proposal shall be required to visit the site of the project prior to submitting a proposal. All candidates shall be required to submit the attached Site Visitation Form, Attachment B, with their proposal.

2.8 Local Vendor Definition

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a) The bidder or business must operate and maintain a headquarters, distribution point, division, office, or locally-owned franchise with a physical address within the corporate limits of the city, and
- b) The bidder or business must, at the time of bid, proposal, or quotation submission, have a current city business tax certificate issued by the City for at least one (1) year

prior to the issuance of the requested competitive quote, bid, or proposal by the city (a post office box or temporary office shall not be considered a place of business);

- c) The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor/vendor must perform a distinct element of work for which the business owner has the skills, qualifications, and expertise, as well as the responsibility for the actual performance, management and supervision of the work for which he/she has been contracted to perform.

**PROPOSAL FORM
ATTACHMENT A**

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

The form indicates that the proposer has read and understands the requirements of this Request for Proposals and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed unit cost per resource surveyed shall include all labor, material and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expenses involved.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.2.8 of this RFP.

PROVIDE A UNIT COST PER RESOURCE SURVEYED \$ _____
(The project includes the potential for survey of approximately
1250 buildings, structures, sites, and objects.)

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

I certify this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

_____ Please Print Name _____ Authorization Signature _____ Date

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

- NON-MINORITY OWNED**
- AFRICAN AMERICAN**
- HISPANIC**
- WOMAN (non-minority)**

- ASIAN AMERICAN**
- AMERICAN INDIAN**
- OTHER MINORITY Describe _____**

**SITE VISITATION FORM
ATTACHMENT B**

Name of Proposer: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____

Fax: _____

Email: _____

What date and time of day did you visit the Cuyler-Brownville Historic District?

Did you speak to anyone while on site or prior to visiting to the site? _____

If yes, to whom did you speak and when? _____

Name of Proposer: _____

Signature of Proposer: _____

Date: _____

**NON-DISCRIMINATION STATEMENT
ATTACHMENT D**

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

**CONTRACTOR AFFIDAVIT AND AGREEMENT
ATTACHMENT E**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

Company Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____, 2018.

Notary Public

My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV / Basic Pilot Program” operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**SUBCONTRACTOR AFFIDAVIT
ATTACHMENT F**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ and has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 ([RCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O. C. G. A 13-10-91.

EEV / Basic Pilot Program* User Identification Number

Company Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____, 2018.

Notary Public

My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the “EEV / Basic Pilot Program” operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**Systematic Alien Verification for Entitlements (SAVE)
Affidavit Verifying Status for Chatham County Benefit Application
ATTACHMENT G**

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for a City of Savannah contract for Historic Preservation Consulting Services.

- 1.) _____ I am a citizen of the United States.
OR
2.) _____ I am a legal permanent resident 18 years of age or older.
OR
3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under
the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 _____ years
of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date

Printed Name:

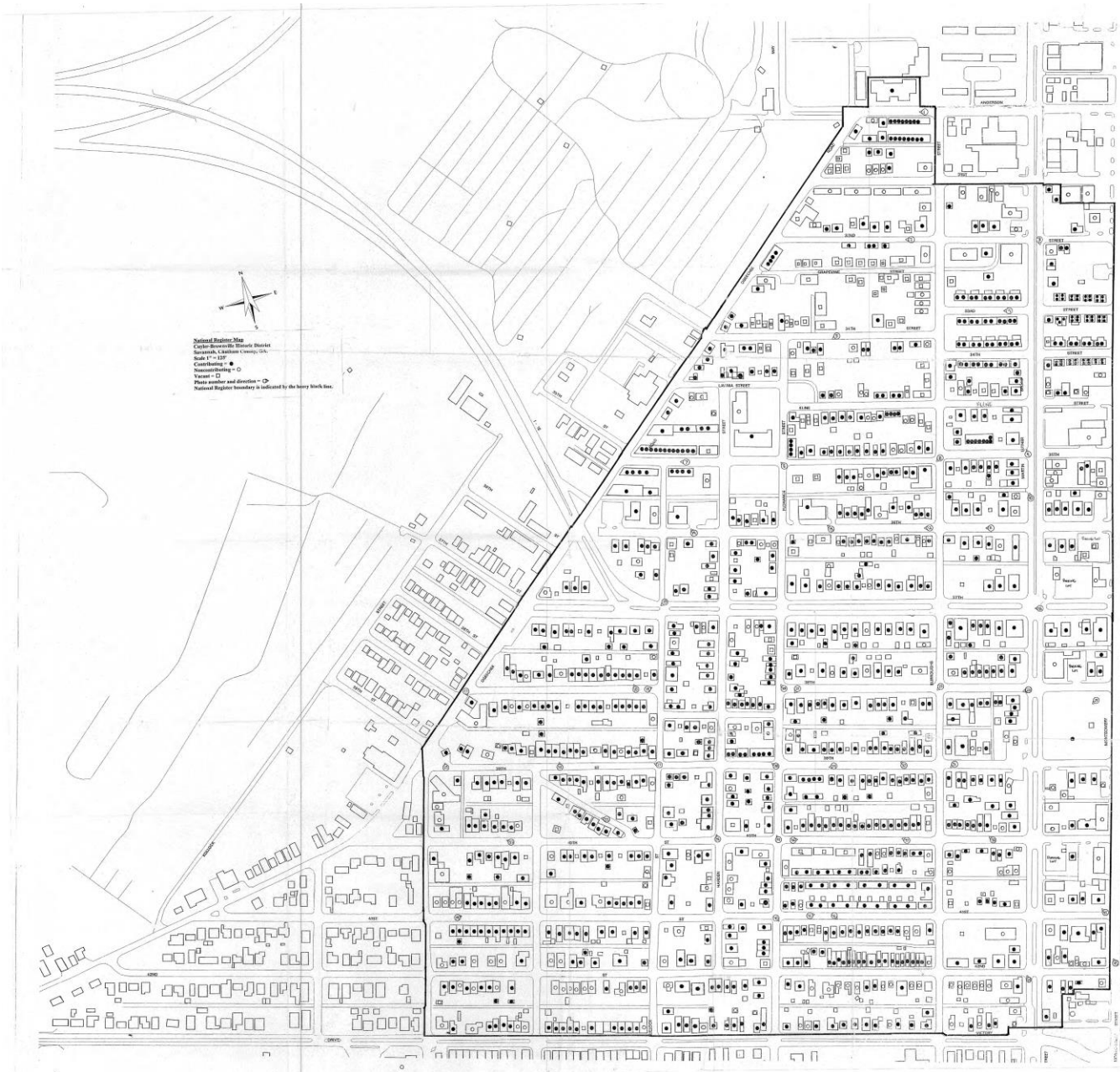
* _____
Alien Registration number for non-citizens.

SUBSCRIBED AND SWORN BEFORE ME ON THIS
THE _____ DAY OF _____, 2018.

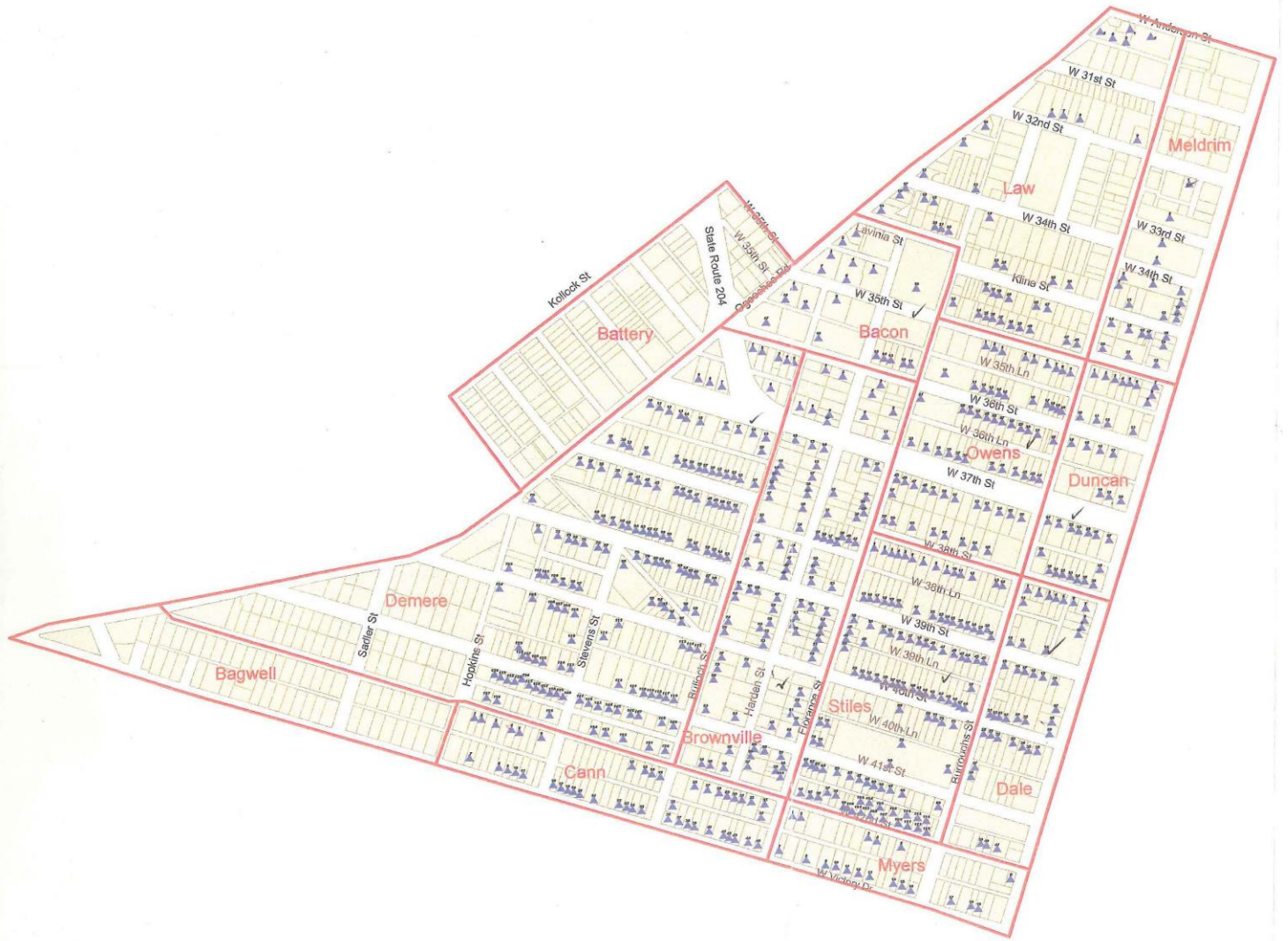
Notary Public

My Commission Expires:

1997 MAP OF THE CUYLER-BROWNVILLE NATIONAL REGISTER DISTRICT ATTACHMENT H



1997 MAP OF THE CUYLER-BROWNVILLE LOCAL HISTORIC DISTRICT
ATTACHMENT I



2015 MAP OF THE CUYLER-BROWNVILLE HISTORIC DISTRICT

