



REQUEST FOR PROPOSALS
Old Town Brunswick Historic Resources Survey
City of Brunswick, Georgia

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RFP Due Date: September 15, 2023 4:00PM

Project Timeline: October 2023 – January 2025

REQUEST FOR PROPOSALS

Old Town Brunswick Historic Resources Survey

City of Brunswick, Georgia

I. INTRODUCTION

The City of Brunswick, Georgia is requesting proposals from consultants to conduct an intensive historic resources survey of approximately 500 parcels (or as many as *funds will allow*) in the city limits of Brunswick. The project will be financed in part with funds from the National Park Service, through a 2023 Historic Preservation Fund Grant, administered by the Georgia Historic Preservation Division.

The survey project will bring the past-surveyed area up to date with current standards, making sure all resources within the project area will be documented for future consideration in National Register Nominations.

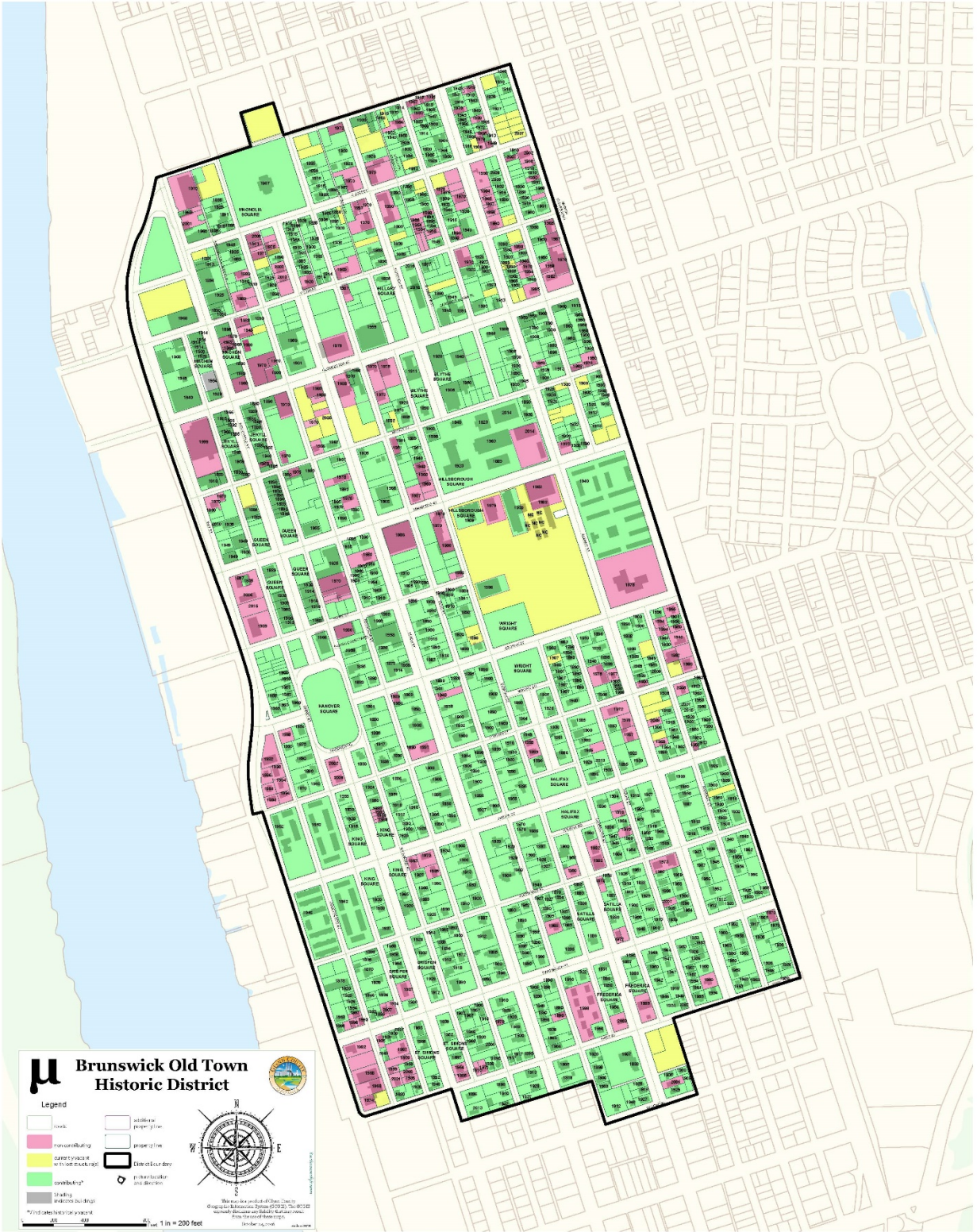
II. PROJECT OVERVIEW

The purpose of the project is to identify and survey all qualifying historic resources located within the boundaries of the Old Town Brunswick National Register Historic District. Listed in 1978, with documentation updated in 2018, the survey will serve as an up-to-date inventory of all contributing buildings within the district, as well as identify all non-contributing and non-historic buildings and their concentrations.

III. SURVEY AREA

The map on the next page outlines the Survey Area for the Old Town Brunswick Historic Resource Survey identified as area within black boundary lines. In general, it is bounded on the North by H Street; on the East by Martin Luther King Jr., Blvd; on the South by First Avenue; and on the West by Bay Street

If funds allow for the survey of additional resources outside of these boundaries, the consultant and the CITY should work with the Georgia Department of Community Affairs (DCA) to define additional survey area boundaries in a systematic manner.



Brunswick Old Town Historic District

Legend

- wall
- solid or paper line
- non-contributing
- prior of line
- contributing
- line of color line
- shading
- contributing building
- interior marker and direction

Scale: 1 in = 200 feet

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IV. SCOPE OF WORK

The CITY will conduct a comprehensive historic resources survey of an estimated 500 parcels (*or as many as funds will allow*), which will include buildings, structures, sites, and objects, constructed before 1983, and located within the city limits of Brunswick, Georgia. The survey area will include the parcels within the survey boundary, which is defined on the map above.

All project work shall conform to the Secretary of the Interior's *Standards for Archaeology and Historic Preservation*, which include the *Standards for Evaluation, Identification, and Registration*. The project work will be prepared in accordance to (a) *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning*; (b) the Historic Preservation Division's guidance materials for identifying and documenting Georgia's historic resources, including the most recent versions of "Georgia Historic Resources Manual," and "Tips for Using GNAHRGIS as part of a Georgia Historic Resources Survey," available online; and (c) DCA's Georgia's Natural, Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database.

The CITY will ensure that the consultant(s) meets professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) and possesses the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. Demonstrated experience in researching and describing historic resources, conducting architectural surveys, and writing historic contexts;
3. 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;
4. Demonstrated writing skills; and
5. Experience with digital photography.

The CITY will ensure that consultant(s) is familiar with data categories and procedures for the GNAHRGIS system and is aware of the information contained in **Item V**.

The CITY will ensure that all survey data and digital photographs are entered in the GNAHRGIS online database within the contract period. All data groups in GNAHRGIS will be completed for each resource surveyed and **a minimum of two (2) digital photographs**, dating to within six (6) months of the survey date, per surveyed resource will be uploaded. Resource information is entered and stored via the GNAHRGIS website. Printed (hard copy) resource "forms" are not required and are not reimbursable as part of this grant.

The CITY will provide a survey area map delineating surveyed parcels. The map will indicate the survey area boundary, 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 will include a key explaining boundaries.

The CONSULTANT will provide three (3) final copies and two (2) electronic copies (CD/DVD/USB) of the survey report, and the survey map, to the CITY within the contract period. The CITY will then provide the final copies to DCA.

The survey report is to include at a minimum:

- **Executive summary**, which includes the total number of surveyed resources;
- **Project description**, including how the survey was funded, who sponsored the survey, 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 One area surveyed, and the total number of surveyed resources for Phase One;
 - In describing the survey's funding, include the following disclaimer:
"This (material or preservation project) has been financed with assistance from the Historic Preservation Fund, administered by the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. Any opinions, findings, conclusions or recommendations expressed in this [project/product] are those of the author(s) and do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Community Affairs, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and 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."
- **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts;
- **Developmental history**, a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history.
- **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;
- **Recommendations for future preservation activities**, including: potential National Register nominations for individual resources and/or historic districts with basic boundary justification(s) for any proposed historic districts, including additional character areas, as applicable; potential updates and/or amendments to existing National Register historic district listings, as applicable; designation recommendations for potential local historic districts, as applicable; and potential economic development, heritage tourism, and other preservation planning activities;
 - The following disclaimer must be included in this section:

“This survey does not change the existing National Register nomination or listing in any way, including but not limited to: contributing/noncontributing status of properties, period of significance, boundaries, and/or additional documentation. Any amendments, additional information, increase or decrease of boundaries must be made through the formal National Register process outlined in 36 CFR 60, as amended.”

- **Survey results and architectural analysis**, including the total number of surveyed resources divided into appropriate categories; a table listing all building types and main architectural styles as identified in GNAHRGIS, as well as narrative defining these; local architectural character; general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and local landmarks and eccentricities;
- **Appendix 1:** table listing all GNAHRGIS ID numbers associated with the survey paired with the address of the resource that each GNAHRGIS ID number represents.
- **Appendix 2:** A survey map that delineates the survey area; existing local historic district and National Register-listed district boundaries and potential updates and/or amendments to these existing district boundaries; and the boundaries of identified potential new historic districts (this map will be in addition to the separate 1”=200’ map discussed above).

The above criteria are the minimum standards. For more detailed guidance on the survey report, please refer to the Georgia Historic Resources Survey Manual.

All project development by the CITY shall be reviewed by DCA. The review process includes reviewing and approving consultant selection, the consultant contract, GNAHRGIS data, first draft of the survey report and map, subsequent drafts of the survey report and map, final draft of the survey report and map, and other materials determined necessary during project development.

Prior to review by DCA, the CITY shall review drafts of the survey report and map. The CITY shall ensure that the consultant provides GNAHRGIS survey data point documentation at the 25% and 75% data entry due dates for review and comment. Monthly progress reports will be due to the City on the 1st of every month explaining activities completed in the prior month.

The consultant will complete project work by the following due dates.

January 15, 2024	Approximately 25% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with First Activity Report.
May 15, 2024	Approximately 75% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Third Activity Report.
August 15, 2024	First Draft of Survey Report submitted in hard copy (1 unbound copy) or electronic format (MS Word) and map to the DCA for review and comment
November 1, 2024	Second Draft of Survey Report submitted in hard copy format to the CITY for

review and comment, before sending to DCA as necessary
Final version of one (1) set of survey map(s) submitted for approval by DCA

January 15, 2025

Final Survey Report submitted to the CITY in hard copy format three (3) copies and two (2) electronic copies (CD/DVD/USB)
Final Survey Map Submitted to DCA (1 copy)
All GNAHRGIS data and digital photographs for each resource completed

V. NOTE ON RESURVEY OF RESOURCES

In 2001 and 2004, the Old Town Brunswick National Register Historic District, was surveyed, and resources documented through this survey were later entered into GNAHRGIS with varying degrees of accuracy. Therefore, this survey will likely have a high number of resurveyed resources. The below image of GNAHRGIS shows resources located within and around the proposed survey area. 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.

The surveyor will need to find the previous point or GNAHRGIS ID number via an address search, by locating the resource geographically using the GNAHRGIS map, or by exporting survey data from the GNAHRGIS Public website and filtering the points to identify those within the current survey area boundary. The address search method for locating previously surveyed resources will likely be the most helpful within municipalities or when a resource's address is clearly defined. In more rural areas of the county, where an exact address may not be immediately apparent, the method of geographically locating the resources using the GNAHRGIS map will likely be more effective.

These processes are discussed in detail in the GNAHRGIS help guides located within the web site.

Account for this process in determining time and budget allowances for this survey.

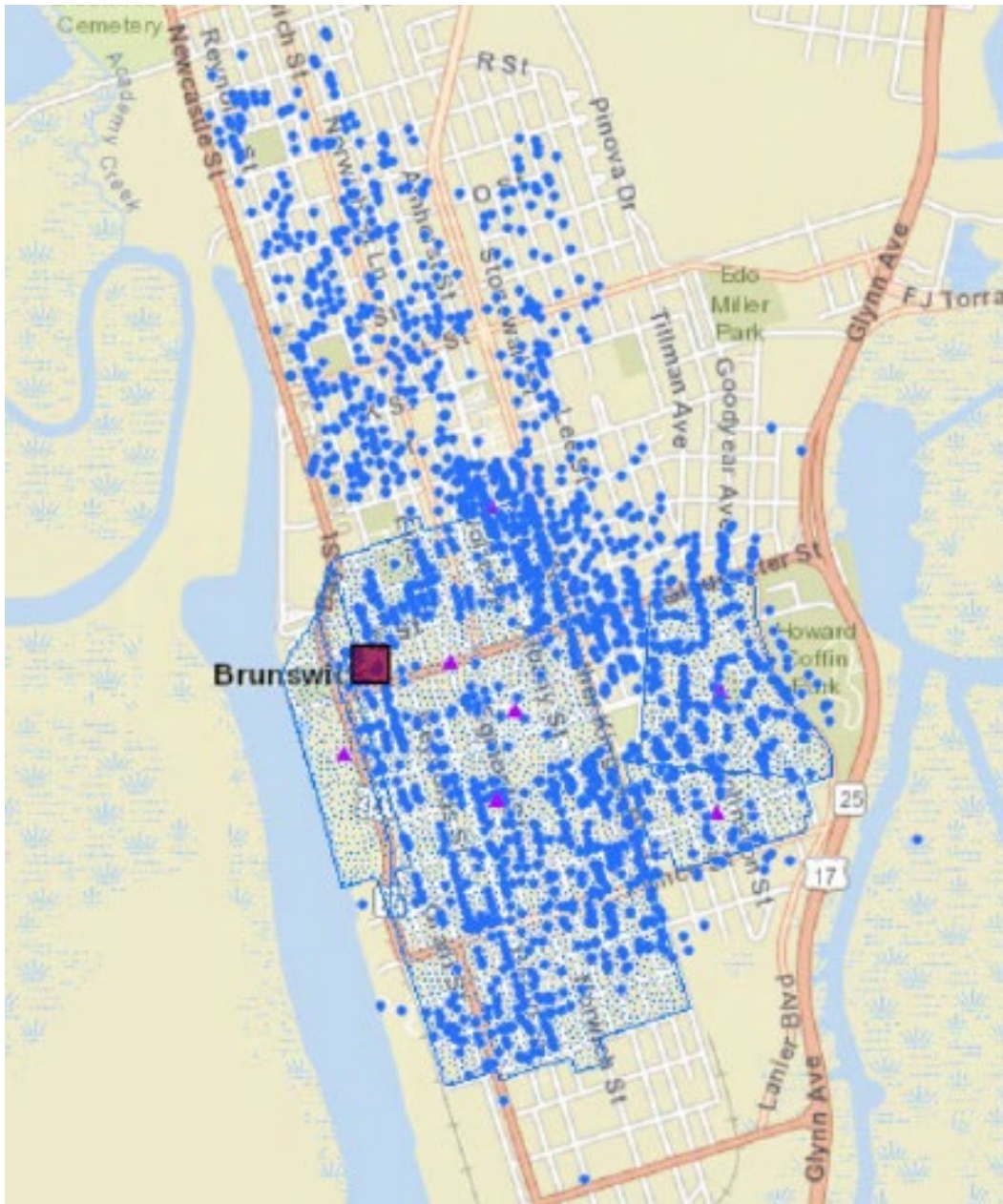


Figure 1 Screenshot of GNAHRGIS database of survey area, 4/19/23

VI. COMMUNITY INVOLVEMENT

The City of Brunswick staff and members of the Historic Preservation Commission will participate in the Historic Resource Survey Project by providing historic context, information on previous and current preservation projects, and will provide physical support for the survey on an as needed basis when available. Progress meetings with members of the community and the project administrator will be required on a regular basis.

VII. SCREENING PROCESS

A Selection Committee will be responsible for recommending a consultant to provide the services related to the Old Town Brunswick Historic Resource Survey. The Selection Committee will evaluate

the qualifications received, interview the consultants it determines (if necessary), and make a recommendation to the Mayor and City Commission as to the consultant it determines is best suited to perform the services. The Selection Committee will consist of representatives from the Brunswick Historic Preservation Commission and the City Administration. Following interviews and reference checks, the Selection Committee will forward a recommendation to the Brunswick City Commission, who will approve the recommendation and authorize negotiation of scope of work and contract.

The City reserves the right to accept or reject any or all proposals. The right is also reserved to waive any minor irregularities in this proposal, and to award the proposal to the contractor/vendor whose offer is most advantageous to the City from the standpoint of suitability to purpose, quality of service, previous experience and price, and to accept the proposal that is in the best interests of the City.

The City may terminate its Agreement with the Consultant at any time for any reason upon 120 days prior written notice to the Consultant. The effective date of termination shall be set forth in the notice. As the sole remedy for City's termination for convenience without cause, the Consultant shall be paid for any validated services performed under the Agreement up to the time of termination. Company shall not incur new obligations upon receipt of such notice and shall cancel as many outstanding obligations as possible. The Consultant includes a termination for convenience in all applicable subcontracts entered into pursuant to an Agreement. The Consultant shall terminate any applicable subcontracts upon receipt of a termination notice to or from the City.

VIII. CRITERIA FOR SELECTION

The successful entity will have the educational background to complete the project as well as related experience on similar types of projects. Professional qualifications will be required as established by the National Park Service in the fields of Architectural History, Historic Architecture, or History. The consultant must meet professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61). In addition, the consultant must demonstrate an interest in the project, convey an understanding of the requirements of the effort, provide references and examples from other similar projects, and show an ability to work within the schedule and budget and to provide the deliverables noted herein.

Key points the Committee will consider in selecting the successful firm include:

- 1. Professional Qualifications.** The education, training, registration, and amount of relevant experience of the proposed key project personnel.
- 2. Specialized Experience and Technical Competence.** The submitting entity's specialized experience and technical competence on similar projects should be detailed. The effectiveness of the proposed project team (management structure and coordination of disciplines, offices and/or subcontractors) will also be considered.
- 3. Capacity of the Entity to Accomplish the Required Services on Schedule and within Budget.** The submitting entity must demonstrate an ability to complete projects within the specified completion dates and budget.
- 4. Past Performance.** Past performance of work on similar or comparable projects should be demonstrated.

5. **Understanding of Project.** A clear understanding of the type of project work to be performed, and appreciation for the importance of the project, and a plan to complete the work should be clearly demonstrated.
6. **Quality Assurance.** The consultant's quality control processes and management approach that will be used on the project. The submitting entity must demonstrate an ability to produce high quality work, including written work, photography, printed material, and presenting at public meetings.
7. **The consulting firm is independent and licensed to practice in Georgia.**
8. **The firm has no conflict of interest with regard to any other work performed by the firm for the City.**
9. **The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.**
10. **Insurance Requirement**
 - a. The Consultant shall procure and maintain in full force and effect for the duration of this Agreement, insurance protecting against claims for injuries to persons or damages to property which may arise from or in connection with performance of the Work hereunder by the Consultant, its agents, representatives, employees, or subcontractors.
 - b. The Consultant shall maintain insurance policies with coverage and limits no less than:
 - i. Commercial General Liability: \$1,000,000 combined single limit per occurrence for comprehensive coverage including bodily and personal injury, sickness, disease or death, injury to or destruction of property, including loss of use resulting there from. This coverage may be achieved by using an excess or umbrella policy. The policy or policies must be on "an occurrence" basis ("claims made" coverage is not acceptable).
 - ii. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by the State of Georgia and Employers Liability of \$1,000,000 per occurrence or disease.
 - iii. Professional Liability (Errors and Omissions) Coverage: \$1,000,000 combined single limit per loss is required, in the event Consultant is performing design, engineering or other professional services.
 - c. Other Insurance Provisions (The policies are to contain, or be endorsed to contain, the following provisions):
 - i. General Liability Insurance
 1. Additional Insured Requirement. The City, its elected and appointed officials, officers, boards, commissions, officers, employees, representatives, servants, volunteers and agents (hereinafter referred to as "Insured Party" or "Insured Parties") are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Company. The coverage shall contain no special limitations on the scope of protection afforded to the Insured Parties. Nothing contained in this section shall be construed to require the Company to provide liability insurance coverage to any Insured Party for claims asserted against such Insured Party for its sole negligence.

2. Reporting Requirement. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Insured Parties.
3. Separate Coverage. Coverage shall state that the Consultant's insurance shall apply separately to each Insured Party against whom claim is made or suit is brought.
4. Defense Costs/Cross Liability. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross liability exclusion.

11. Workers' Compensation and Employers Liability Coverage

- a. The Consultant shall have and maintain in full force and effect for the duration of this Agreement, insurance protecting against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work by the Consultant, its agents, representatives, employees or subcontractors. The insurer shall agree to waive all rights of subrogation against the City, and its officers, officials, employees and volunteers for losses arising from the work performed by the Consultant for the City.

12. Waiver of Subrogation

- a. The insurers shall agree under each policy of insurance required by this Contract to waive all rights of subrogation against the Insured Parties for losses arising from work performed by the City.

13. All Coverage

- a. Notice Requirement.
 - i. Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to Owner, in care of the City of Brunswick. The City reserves the right to accept alternate notice terms and provisions provided they meet the minimum requirements under Georgia law.
- b. Acceptability.
 - i. The insurance to be maintained by Consultant must be issued by a company licensed or approved by the Insurance Commissioner to transact business in the State of Georgia. Such insurance shall be placed with insurers with a minimum AM Best's Policyholder's Rating of "A" or better and with a financial rating of Class VIII or greater. All policies shall be subject to approval by the City of Brunswick's Attorney's Office as to form and content.
- c. Failure of Insurers.
 - i. The Consultant shall be responsible for any delay resulting from the failure of any insurer to furnish proof of coverage in the prescribed form.

14. Verification of Coverage

- a. The Consultant shall furnish the City with certificates of insurance and endorsements to the policies evidencing all coverage required by this Contract. Additionally, the declarations page for each insurance policy listed on the certificate of insurance shall be submitted to the City. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates, endorsements and declaration page shall be

furnished at or prior to the time the time this Contract is submitted to the City for execution, and must be received and approved by the City before any work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time. The Consultant shall provide proof that any expiring coverage has been renewed or replaced prior to the expiration of the coverage.

15. Subcontractors

- a. The Consultant shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated in this Agreement, including, but not limited to, naming the Insured Parties as additional insured.

16. Hold Harmless, Indemnification Provision and Limitations of Damages.

- a. Subject to the limitations hereinafter set forth, the Consultant agrees to and shall defend, indemnify and hold harmless the City of Brunswick, its officers, city officers and city employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees, litigation costs and expenses, arising out of the performance of the Services or Additional Services, caused solely by any act or omission actionable at law on the part of the Consultant, company employees or agents, or any subcontractor of Company. Lack of insurance coverage shall not negate Consultant's obligation under this paragraph. If Consultant is required to indemnify the City of Brunswick hereunder, Consultant may assume the defense of the City of Brunswick with counsel reasonably acceptable to the City at the expense of Consultant. In addition, the City of Brunswick may engage its own counsel to participate in any defense in any such proceeding at the City's expense.
- b. This obligation to indemnify, defend and hold harmless the Indemnified Party and Indemnified Parties shall survive the expiration or termination of this Agreement provided that the claims are based upon or arise out of acts or omissions that occurred during the performance of this Agreement.

IX. SUBMISSION REQUIREMENTS

All submissions must include the following information:

1. Project Director with a list of team members (as applicable):
 - a. Must include principal participant(s)
 - b. Contact information for the Project Director, including phone and email
2. Response to the six key points mention in *Section VII. Criteria For Selection*:
 - a. Resumes of all principals and professional staff involved, demonstrating qualifications and related experience and expertise.
 - b. Descriptions or examples of similar projects completed by those involved in the team.
3. Proposed Budget:
 - a. A proposed budget to complete the project.
4. References:

- a. List of references, including brief description of projects and contact name and telephone number.
5. Maximum Page Limit:
 - a. Thirty-five (35) numbered, 8.5 x 11 pages, excluding cover, table of contents, cover letter, and dividers.

X. DIRECTIONS FOR SUBMISSION

Interested entities must provide two (2) written copies **and** one electronic copy (flash drive or disk) of the submission by 4:00 p.m. on September 15, 2023 to the following address:

City of Brunswick
Attn: John Hunter
601 Gloucester Street
Brunswick, GA 31520

Submissions shall be enclosed and delivered in hand or through the mail in a sealed envelope. The City of Brunswick will not accept oral submissions, or copies received by telephone or facsimile machine. All submissions received after the deadline shall be returned.

Questions concerning this project should be addressed to John Hunter, Director of Planning, Development and Codes, by phone at (912) 267-5527 or email at jhunter@cityofbrunswick-ga.gov.

XI. ASSURANCES

All persons awarded an/or entering into contracts with the City of Brunswick shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, Affirmative Action, and the Americans with Disabilities Act (ADA).

The Old Town Brunswick Historic Resource Survey, which is the subject of a Historic Preservation Fund Grant, is being financed with assistance from the Historic Preservation Fund, administered by the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. Any opinions, findings, conclusions or recommendations expressed in this [project/product] are those of the author(s) and do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Community Affairs, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and 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.

XII. RIGHTS TO DATA AND COPYRIGHTS

All rights, title, and interest in all documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the consultant pursuant to this project (hereinafter referred to as the "project materials"), including without limitation any copyright, title, trademark, and intellectual property rights in and to the project materials, shall remain with the City. The City reserves unto itself all rights of every kind and nature except those expressly granted to HPD herein. The City hereby grants to HPD a perpetual, nonexclusive, nontransferable, royalty-free, license to use, copy, maintain, and modify the project materials, in whole or in part, into other works.