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Request for Proposals
National Register of Historic Places Nomination
Kingsville Downtown Historic District
Kingsville, Texas

Issue Date: May 8, 2017

Proposal Due Date: June 12, 2017

First Draft of Nomination Due Date: August 14, 2017

Anticipated Final Nomination Due Date: November 1, 2018

Anticipated State Board of Review Meeting: Mid-January 2018

Estimated Project End Date: March 1, 2018

Project Information:

The City of Kingsville is seeking a qualified consultant team to prepare a National Register of Historic Places Nomination for Kingsville Downtown Historic District in Kingsville, Texas. The National Register nomination is being funded by a Certified Local Government (CLG) grant for this purpose.

The City of Kingsville contains a number of historic resources in their historic downtown commercial district that are National Register-eligible. Kingsville completed a historic resource survey of their entire local historic district including the downtown commercial core in Dec. 2013. In November 2016, the Texas Historical Commission (THC) laid out boundaries for a potential National Register district. This boundary is within but much smaller than Kingsville's Main Street area. At that time, the THC recommended nominating the district under Criterion A in the area of Community Planning and Development and Criterion C in the area of Architecture at the local level of significance.

Scope of Services Required

The successful consultant team will prepare a National Register of Historic Places Nomination for a Kingsville Downtown Historic District. The consultant team will be responsible for reviewing existing survey, historical research, and architectural traditions related to the City of Kingsville. The team will be tasked with recommending an appropriate scope for the historic district to be nominated, however certain assumptions have been made for the National Register Nomination – Kingsville Downtown Historic District, for the purposes of this RFP. It is assumed that a defining characteristic of the downtown is commercial uses. It is anticipated that the boundary of the National Register district will not entirely replicate the boundary of the local historic district. Based on initial research and evaluation, the team will propose an approximate National Register Boundary and Period of Significance for a National Register historic district centered on the downtown of Kingsville. Subsequent to the review and approval of the recommended boundary by the THC, the

consultant will prepare a complete National Register nomination for the historic district following all National Register guidelines and requirements.

Expected Products:

Individual properties or historic districts may be addressed by nominations to the National Register of Historic Places. Groups of properties may be nominated within a Multiple Property format as the result of the comprehensive analysis of all historic properties within a given geographic area. This includes any combination of buildings, districts, sites, structures and objects significant at the local, state or national level. The products of a nomination must conform to the *U.S. Secretary of the Interior's Guidelines for Evaluation, Registration and Documentation*, as well as all applicable National Register Bulletins and Guidance Documents, published by the National Park Service and available on their website at <http://www.nps.gov/nr/publications/>.

A complete National Register Nomination includes the following components:

1. A completed Property Owner form. (NR Coordinator to supply current version)
2. A completed official nomination form. The form must be submitted as an MS Word document; PDF versions are not acceptable. (NR Coordinator to supply current version)
3. A full set of current interior and exterior photos of the nominated property. Digital documentation is required and must adhere to current NPS standards for content and quality. Follow the guidelines available here: <http://www.thc.state.tx.us/preserve/projects-and-programs/national-register-historic-places/nationalregister-photo-guidelines>.
4. Locational and site maps for each property nominated. Maps for historic districts must include identifying site numbers and Contributing or Noncontributing status for each property. Site maps must be included for individual properties with multiple components. Locational maps created using GIS are preferred. See additional instructions for map preparation at <http://www.nps.gov/nr/publications/>.
5. Quality scans of historic photographs or other images, current and historic floor plans, and any other significant supplemental materials deemed necessary by the NR Coordinator.
6. Submit all components electronically on CD or thumb drive. With prior approval of the NR Coordinator, a file sharing service such as DropBox may also be used.

Recommended Timeline:

The State Board of Review (SBR) meets three times each year—typically in January, May and September—to advise the State Historic Preservation Officer (SHPO) regarding National Register nominations. This review is required by federal law and provides an opportunity for public comment. Final draft submission deadlines are tied directly to the dates of SBR meetings, which are posted on the THC website. At the time of this contract, SBR meetings dates and associated submission deadlines for 2018 are not yet determined. As a general rule of thumb, final draft nominations (meaning already reviewed and approved by THC staff) must be submitted no less than 75 days prior to any given SBR meeting. The following timeline should be considered general guidance and precise deadlines must be determined in coordination with the THC's National Register (NR) Coordinator.

By June 1, 2017: Initiate NR Nomination Process

- Grant Recipient selects a Nomination Preparer. The Nomination Preparer must meet the Standards for Professional Qualifications as outlined in 36 CFR 61.
- The Nomination Preparer contacts the NR Coordinator to initiate the nomination and to finalize the scope, including identification of the most appropriate eligibility criteria, level and area(s) of significance, period of significance, and boundaries. The Nomination Preparer and NR Coordinator will also confirm the criteria for determining contributing and noncontributing resources, if applicable.
- The NR Coordinator will provide the Nomination Preparer with the most current version of the National Register Registration Form (do not use the version available on NPS website).

August 1, 2017: First Draft Submitted to THC NR Coordinator

- Nomination Preparer completes first draft of all nomination components (see numbered list below), utilizing the applicable National Register Bulletins and Guidance Documents, and submits all components directly to the National Register Coordinator.
- The NR Coordinator will review the draft and provide any comments or additional instructions within 30 to 45 days.

November 1, 2017: Final Draft Submitted to THC NR Coordinator

- Nomination Preparer completes final draft and submits it, along with all property owner information, to the NR Coordinator.

Mid-January 2018:

- State Board of Review considers the nomination (exact meeting date yet to be determined).

Qualifications:

The successful applicant/team will meet or exceed the professional qualifications listed in 36 CFR 61, *Secretary of the Interior's Standards for Archeology and Historic Preservation; Professional Qualifications Standards*. The successful applicant/team will include consultants qualified as architectural historian, historian, and (historical) archaeologist. The applicant/team will have a thorough knowledge of South Texas history and architectural history, South Texas archaeology, and all National Register of Historic Places guidelines appropriate for this project. The applicant/team will have demonstrated experience successfully researching, surveying, evaluating, and delineating multiple historic districts of similar complexity using National Register guidelines. The applicant/team will have successfully completed at least one (1) National Register nomination for a historic district listed in the National Register of Historic Places within the last five (5) years. Knowledge of, and previous experience in Texas is preferred. Team applicants that are able to demonstrate previous successful collaborative efforts on similar projects are also preferred. Applicants will have the capacity and ability to complete the project in the time frame required above.

Assurances for Consultants:

The consultant will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulations (43 CFR 17)

issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, 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 consultant receives financial assistance from Department of the Interior, National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement. This Assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property discounts, or other federal financial assistance extended after the date hereof to the consultant, including installment payments after such date on account of arrangements for federal financial assistance which were approved before such date. The consultant or subcontractor recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the consultant or subcontractor, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the consultant.

DI1350 Addendum. Also agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the consultant or subcontractor receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

18 USC 1913. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed 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; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to Members of Congress on the request of any Member of Congress, thorough the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business. Whoever, being an officer or employee of the United States or of any department or agency thereof, violates or attempts to violate this section, shall be fined not more than \$500 or imprisoned not more than one year, or both; and after notice and hearing by the superior officer vested with the power of removing him, shall be removed from office or employment. (June 25, 1948, ch. 645, 62 Stat. 792.)

DI 1954. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Lower Tier Cover Transactions. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.5.10, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C streets, N.W., Washington, D.C. 20240.

1. The prospective lower tier participant certified, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Bid Submission Requirements:

- Proposals must be received at the City of Kingsville, PO Box 1458, Kingsville, TX 78364 before 4:00 PM on June 12, 2017. Proposals will not be accepted electronically.
- Five (5) copies of the proposal must be submitted for consideration. Proposals will include resumes of all project personnel and a mailing address, phone number, and e-mail address for the principal contact.
- Consultants will meet the aforementioned qualifications and will have recent experience successfully nominating complex historic districts to the National Register of Historic Places. Proposals will not be considered complete without a statement of how the applicant/team's experience meets the expectations of this project, and a narrative on how the scope will be accomplished. All proposals will be evaluated on a matrix scale where qualifications will be weighed more heavily than the price of the bid.
- Selection interviews are anticipated to be held during the week of a June 26, 2017.
- The proposal will include a list of three client references for projects similar in scope. Include the name and current contact information of the contact person, date project completed, and a brief description of work provided.
- A not-to-exceed bid and a schedule for the work outlined must be provided as part of proposal package.
- Please note how you became aware of this RFP.

The selected proposal will be recommended to the Historic Preservation Officer, City of Kingsville and forwarded to the Kingsville City Commission for approval.

The Consultant chosen for the project will be required to submit Certificates of Insurance for Comprehensive General Liability and Workers' Compensation.

Compensation:

The "Scope of Work" is a realistic outline of work to be done, however, the scope may increase or decrease during the term of the final service agreement. Work is expected to begin by July 10, 2017.

All questions on the project or the proposal should be submitted to Cynthia Martin at (361) 219-9325 at least two days prior to the deadline. The City of Kingsville reserves the right to waive any informalities in or to reject any or all proposals.