



**Historic Landmark Designations  
Request for Proposal  
RFP# 21-22-15**

**Proposal Due Date: October 7, 2021 5:00 PM**

**Contact Person: Chantae M. Gooby**

**Title: Chief Planner**

**Phone Number: 252.329.4507**

**Email Address: [cgooby@greenvillenc.gov](mailto:cgooby@greenvillenc.gov)**

## REQUEST FOR PROPOSALS

The City of Greenville is seeking a professional consultant(s) to conduct Survey and Research Reports for Local Historic Landmark Designations for five (5) City-owned properties. Any consulting firm interested in this project are invited to submit a statement of qualifications along with the price for each property as well as a lump sum no later than October 7, 2021 to:

City of Greenville  
Planning and Development Services  
Attention: Chantae M. Gooby  
P. O. Box 7207  
Greenville, NC 27835-7207

### PROJECT DESCRIPTION AND REQUESTED SERVICES

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified and interested firms and/or individuals to conduct Survey and Research Report for Local Historic Landmark Designations for five (5) City-owned properties.

The City of Greenville is requesting a comprehensive survey of five potential local landmarks. The project includes the preparation of a survey report on each individual property for review by the State Historic Preservation Office (SHPO). The five properties have been designated as potential local landmarks by the City's Historic Preservation Commission. The subject properties are located in various areas within the city limits.

The properties to be included are as follows:

1. Guy Smith Stadium (1051 Moye Boulevard; Pitt County Tax Parcel No. 28991). Built in 1939 as a Depression Era Work Projects Administration ballpark, this 13 acre municipal baseball stadium and grounds is named in honor of Guy Smith (1906-1975), who was president of the Greenville Baseball Club.
2. Fire/Rescue Drill Tower (206 North Skinner Street; Pitt County Tax Parcel No. 28982). This drill tower is a distinctive five (5)-story red brick-finished practice facility, 18 feet square, and 60 feet tall, with a crenellated roofline. The structure was completed in 1942.
3. Cherry Hill Cemetery (0 South Pitt Street; between West First Street and Third Street; Pitt County Tax Parcel No. 28966). Known for its spires, tall columns, and richly ornamented massive stones on several lots, Cherry Hill is the oldest and smallest City-owned cemetery. Located in the Skinnerville – Greenville Heights National Register Historic District, this 5 acre cemetery was acquired by the city in 1872. Cherry Hill is the final resting place of several politicians and prominent families from the Greenville area. On the property is an African American section which was set aside in the original deed.
4. Brownhill Cemetery (0 Howell Street; between South Skinner Street and Garland Street; Pitt County Tax Parcel No. 28989). This 19.09 acre African-American cemetery was created when the City acquired the land for a cemetery on October 10, 1939. Over one hundred bodies were reinterred here after exhumation from the Sycamore Hill Missionary Baptist Church graveyard in 1968. The Sycamore Hill graveyard and church were displaced due to urban renewal and the creation of the Town Common.

5. Elm Street Park (1055 South Elm Street; Pitt County Tax Parcel No. 28988) This 8.01 acre property opened on May 23, 1951. Elm Street Park is the permanent home to the Greenville Little Leagues City Championship Series and the Opening Night game for every season of the Greenville Little Leagues baseball is played here.

#### CITY OF GREENVILLE LOCAL PREFERENCE POLICY

It is the policy of the City of Greenville to ensure the best overall value in the procurement of goods and services and to support the City's economic development. Therefore, the City of Greenville has adopted a Local Preference Policy which provides a preference to eligible local bidders in the awarding of certain city contracts. The City's Local Preference Policy may be found at:

[www.greenvillenc.gov/home/showdocument?id=456](http://www.greenvillenc.gov/home/showdocument?id=456)

Questions regarding the City's Local Preference Policy should be directed to the Purchasing Division of the City of Greenville at (252) 329-4664. In accordance with the City's Local Preference Policy, being local is a factor to be considered in determining the qualifications of the entity or person submitting a proposal.

#### PROJECT SCHEDULE

Project work can begin any time after a contract(s) has been executed. The project is expected to take no longer than 6 months. All work must be completed by March 8, 2022.

#### CONSULTANT SELECTION PROCESS AND EVALUATION CRITERIA

1. The person/firm must have performed satisfactorily on previous Local Landmark Designation nominations, as indicated by the State Historic Preservation Office - 40%
2. The person/firm must have adequate experience and staff to perform the work required - 20%
3. Degree to which proposal addresses all items - 15%
4. The person/firm must have the ability to meet the time schedule established for the work - 10%
5. The person/firm must meet the qualifications described in 36 CFR 61 Appendix A (see attached) - 10%
6. Local Preference Policy - 5%

#### EVALUATION PROCESS

The evaluation of proposals will be conducted by a selection panel chosen by the City. In all cases, the panel on the whole will have the appropriate experience in the conduct, administration and evaluation of projects, proposals, agreements and operations similar to the subject of the RFP.

#### MINORITY & WOMEN BUSINESS ENTERPRISE (M/WBE) PROGRAM

It is the policy of the City of Greenville to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchase, and professional and personal service contracts. In accordance with this policy, the City has adopted a Minority and Women Business Enterprise (M/WBE) Plan and subsequent program, outlining verifiable goals. The City has established a 4% Minority Business Enterprise (MBE) and 4% Women Business Enterprise (WBE) goal for the participation of M/WBE firms in supplying goods and services for the completion of this contract. All firms submitting qualifications and/or proposals agree to utilize minority and women-owned suppliers and service providers whenever possible.

Questions regarding the City's M/WBE Program should be directed to the M/WBE Office at (252) 329-4664.

#### EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer.

Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding individuals with disabilities.

#### SUBMISSION OF PROPOSALS

Consultants interested in the project are invited to submit a proposal that addresses the criteria listed above and include the following:

1. a list of the type of services for which the person/firm is qualified;
2. names of principals, key persons, or associates who would be involved in the project;
3. a list of similar projects completed by the person/firm, giving names, addresses, and phone numbers of clients; and
4. a copy of a recent survey report for a landmark.

#### COST OF DEVELOPING AND SUBMITTING A PROPOSAL AND EVALUATION

The cost of developing and presenting a proposal in response to this request is the obligation of the proposer and is not chargeable in any way to the City of Greenville. Submission of a proposal in no way guarantees the selection of the firm for the project. A team of City of Greenville staff and Historic Preservation Commission members will review submitted proposals and determine an interview schedule. The following factors may be considered in the evaluation of proposals received:

1. Expertise;
2. Capacity to complete the project by the deadline;
3. Efficiency;
4. Interview Presentation;
5. Firm Qualifications;
6. General Quality and Responsiveness of the Proposal; and

7. Price for Completion of the Architectural Survey for each project and a lump sum.

The proposer should submit with their proposal a list of similar projects completed with the name and location of the project and a contact person who can serve as a reference for the work. A list of staff members participating in the project with their resume is required.

The City of Greenville reserves the right to reject any or all proposals received. Only complete and qualified proposals will be accepted. Firms submitting proposals lacking experience will not be considered.

The City of Greenville encourages submission of proposals from Minority and Women-owned firms.

Proposals must be received no later than October 7, 2021, 5:00 PM. Please label the outside of the sealed envelope as Local Landmark Architectural Surveys.

## APPENDIX A TO PART 61—PROFESSIONAL QUALIFICATIONS STANDARDS

In the following definitions, a year of fulltime professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

**History:** The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- (1) At least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
- (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Archeology:** The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

- (1) At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
- (2) At least four months of supervised field and analytic experience in general North American archeology; and
- (3) Demonstrated ability to carry research to completion.

In addition, to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

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

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

**Architecture:** The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.

**Historic Architecture:** The minimum professional qualifications in historic architecture are a professional degree in architecture or State license to practice architecture, plus one of the following:

- (1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- (2) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.