

**City of Sumter
P.O. Box 1449
Sumter, SC 29150**

**Request for Proposals
Sumter Design Guidelines Project**

I. Introduction

The City of Sumter invites qualified consultants specializing in historic preservation or a related field to submit proposals to update and revise design guidelines that assist the City of Sumter property owners regarding appropriate design for rehabilitation of existing buildings and new construction in the Downtown Historic District and the Hampton Park residential historic district. The districts include residential, commercial, civic, and religious structures.

The project is funded, in part, by a grant from the U.S. Department of the Interior, National Park Service, administered by the South Carolina Department of Archives and History (SCDAH).

Sealed proposals subject to the following conditions should be directed to:

George McGregor, Planning Director
City of Sumter
P.O. Box 1449 or,
21 North Main Street
Sumter, SC 29150

Proposals will be accepted until 12:00 PM, October 21, 2017. Interested consultants should submit five (5) paper copies of their proposal, as well as one electronic copy (USB drive, CD-ROM or via email to gmcgregor@sumter-sc.com).

For questions about the project, please call (803) 774-1606, or email gmcgregor@sumter-sc.com.

II. Scope of Services

The project scope of services includes, but is not limited to, the following:

A. Initial Meeting with City and Public Meetings

The City will schedule a meeting with the consultant before work begins to discuss the scope of work, methodology, schedule, data formatting issues, and

other matters as necessary. All work associated with this request will be subject to review and approval by SCDAH.

The City will also schedule an initial public meeting with the consultant to introduce the project to the public and receive public comment. This may be part of a regularly scheduled Historic Preservation Design Review Committee meeting or a separate public meeting specifically for this purpose.

The Consultant will be required to make a public presentation to summarize the final approved design guidelines.

The Consultant will be required to conduct a training workshop on use and application of the design guidelines specifically for City of Sumter staff and members of the Historic Preservation Design Review Committee.

B. Design Guidelines

1. The consultant will tour the historic district in order to understand the issues and architectural styles of Sumter.
2. The consultant will recommend appropriate formats for the design guidelines, allowing for future updates as needed.
3. The City will choose a format and authorize the consultant to proceed with the design guidelines.
4. The document produced by the consultant will include guidelines that assist the City of Sumter's Historic Preservation Design Review Committee and property owners in determining appropriate design for rehabilitation of existing buildings and appropriate design for new buildings proposed for construction within the boundaries of the City of Sumter's historic preservation overlay zone. Illustrations (may be a combination of photographs and drawings) will accompany text to show examples of appropriate and inappropriate design choices for the district.
5. The City and SCDAH will review a draft of the design guidelines. The Historic Preservation Design Review Committee and the public will also be afforded the opportunity to review and comment on the draft document. The consultant will address review comments in the final draft.

C. Final Products

The consultant will provide the City with ten (10) bound copies of the final Design Guidelines, plus one unbound security copy. The Design Guidelines should also be provided in digital format so that the City may make future additions or changes. The consultant will also provide SCDAH with three bound

copies, one unbound copy, and one digital copy.

III. Anticipated Project Schedule

Selection of the consultant will be completed by November 1, 2016. A draft of the design guidelines shall be submitted by the consultant not later than June 30, 2017, and the final draft of the design guidelines shall be completed not later than August 31, 2017. The required final public meeting and training workshop shall be conducted not later than September 29, 2017.

IV. Proposal Requirements

A. Methodology

- 1) A discussion of the general approach to the work demonstrating basic understanding of the requirements of the project.
- 2) A detailed description of work tasks associated with each phase of the work and a preliminary assignment of key personnel, time, and costs associated with each task.
- 3) A detailed itemization of all proposed direct expenses for the project including travel, per diem expenses, printing, etc. The consultant's proposed total project costs must be for a lump-sum amount.

B. Information relative to the consultant firm, including:

- 1) Resumes of key personnel included in the proposal.
- 2) Capability to dedicate staff and resources to the project.
- 3) If more than one firm, description of arrangements between firms for conducting the work, assignment of responsible individuals for each firm, and past experience of joint work by firms.
- 4) Capability to adhere to project schedule.
- 5) List of recent relevant projects along with reference contact information.
- 6) Statement of compliance with 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, prohibiting discrimination on the basis of race, color, national origin, disability or age in programs assisted by the U.S. Department of the Interior.
- 7) Statement of compliance with the Debarment Certification, 43 CFR, Part

12, Section 12.510 and stating that neither the consultant 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.

V. Evaluation Criteria.

The City will evaluate proposals and select the consultant based on the following criteria:

A) *Professional Qualifications:*

Proposals will be evaluated for the consultant's relevant educational background in history, architecture, architectural history, or historic preservation, as well as demonstrated experience creating design guidelines and experience working with local design review boards and commissions. Personnel involved with managing and directing the project should have one of the following: a graduate degree in architectural history, art history, historic preservation, or closely related field; or, a bachelor's degree in architectural history, art history, historic preservation or closely related field plus at least two years of professional experience in historic preservation.

B) *Proposed Methodology and Scope of Work:*

Proposals will be evaluated on the stated approach to the work, the detailed organization of tasks and schedules to implement the approach, and a demonstrated understanding of the requirements of the City of Sumter and SCDAH.

C) *Management Plan and Timetable:*

Proposals will be evaluated for the consultant's stated approach to managing the project, giving appropriate attention to project tasks, and the proposed timetable for the project.

Your proposal must include all information requested in the RFP. Failure to do so may be cause for rejection of the proposal.

The City reserves the right to reject any or all proposals and to award the contract based on the established criteria and according to the proposal that best serves the interest of the City.