



CITY OF DAWSONVILLE, GA
HISTORIC RESOURCE SURVEY
REQUEST FOR PROPOSAL

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Dawsonville, GA 30534
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I. INTRODUCTION

The City of Dawsonville, Georgia (also hereafter referred to as CITY) is requesting proposals from consultants to conduct an intensive historic resources survey of approximately **101 parcels (or as many as funds will allow)** in the city limits of Dawsonville, Georgia. 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

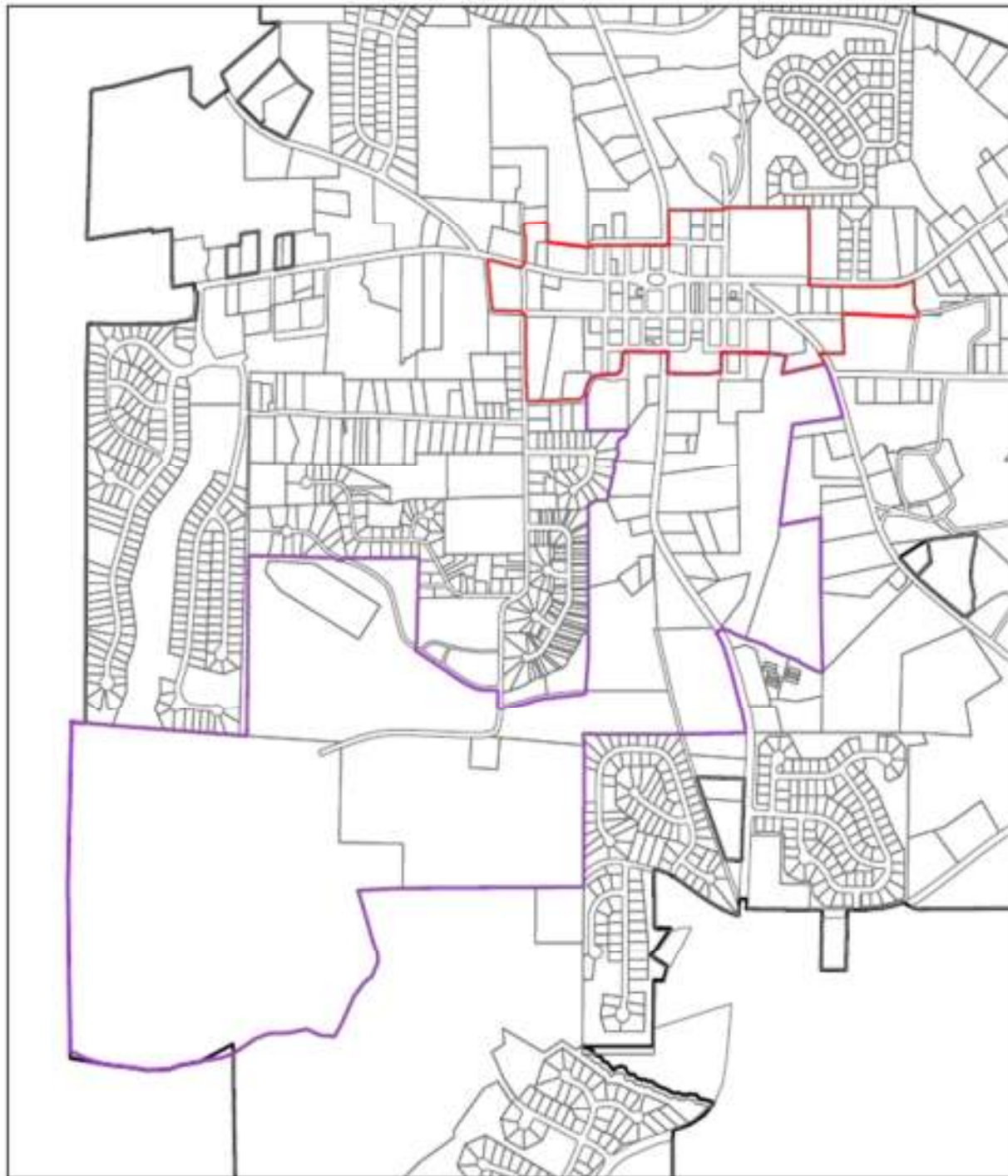
The intent of this project is to provide a basis of knowledge to support quality historic preservation processes and decisions in the City of Dawsonville, Georgia through the completion of an intensive historic resource survey including selected parcels specified in the survey area boundary below. This boundary consists of the Dawsonville Historic District as well as additional contiguous parcels, that represent likely areas for future development, redevelopment, or infill in conjunction with active downtown development efforts. In addition to guiding preservation efforts within the Historic Resource Survey, information obtained will potentially influence future development and assist with the integration of cultural heritage as a part of on-going place-making efforts. This project must meet or exceed compliance with all Georgia Department of Community Affairs Division of Historic Preservation requirements for a Certified Local Government, as well as National Secretary of the Interior standards.

III. SURVEY AREA

Below is the Survey Area Boundary Map for the City of Dawsonville Historic Resources Survey, delineating the subject Survey Area within red and purple boundary lines. The red boundary contains the Dawsonville Historic Preservation District, and the purple area contains nearby areas identified for future development, redevelopment, or infill that should be included in the survey.

If funds allow for the survey of additional resources outside of these boundaries, the consultant and the CITY will work with DCA to define additional survey area boundaries in a systematic manner.

SURVEY AREA BOUNDARY MAP EXHIBIT BELOW:



0 500 1,000 2,000 Feet



Proposed Historic Resource Survey Boundary

Legend		Total Feet
	Florida	000
	Historic District	000
	Boundary Survey Addition	000
	Dawsonville City Limits	

IV. SCOPE OF WORK

The CITY will conduct a comprehensive historic resources survey of an estimated (101) 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 Dawsonville, Georgia. The survey area will include the 101 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) the 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 VI**.

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, or national trends. Special attention should be paid to potential National Historic Registry candidates, distinctive structures, or historical contexts that might be relevant to future cultural or heritage preservation and place-making;
- **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;
 - Special attention should be given to the Dawsonville Historic Cemetery;

- Special attention should be given to any existing or potential community historic resource accompanied by analysis and/or recommendation for its preservation, placement into conservation, restoration, or adaptive re-use.
- 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 the 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 the 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.

V. SCHEDULE OF WORK

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**

VI. NOTE ON RESURVEY OF RESOURCES

In 2016, the City of Dawsonville, 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.

VII. COMMUNITY INVOLVEMENT

The City of Dawsonville staff, members of the Historic Preservation Commission, as well as the Dawson County Historic and Genealogical Society will participate in the Historic Resource Survey Project by providing historic context, information on previous and current preservation projects, and will provide support for the survey on an as-needed basis when available. **Previous incomplete survey research conducted and prepared by the Georgia Mountains Regional Commission will be provided as data to support this project.** Progress meetings with members of the community and the project administrator will be required on a regular basis.

VIII. SCREENING PROCESS

A Selection Committee will be responsible for recommending a consultant to provide the services related to the Dawsonville Historic Resource Survey project. The Selection Committee will evaluate the qualifications received, interview the consultants it determines (if necessary), and make a recommendation to the Mayor and City Council as to the consultant it determines is best suited to perform the services. The Selection Committee will consist of representatives from the City of Dawsonville staff and possibly the Historic Preservation Commission. Following interviews and reference checks, the Selection Committee will forward a recommendation to the Dawsonville City Council, who will consider and act on 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.

IX. 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 recommending the successful firm include:

- 1. Professional Qualifications.** The education, training, registration, and amount of relevant experience of each 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. **Minimum Insurance Requirements.** Firms shall carry a minimum of Two Million Dollars (\$2,000,000) professional liability policy to protect the City in case of negligent errors, acts or/and omissions of the firm. Please provide a certificate of insurance demonstrating these levels of coverage.
8. **Legal and character qualifications.** Please address the following questions:
 - a. Is your firm involved in any pending claims or lawsuits? If so, please describe.
 - b. Has your firm been involved in any lawsuits with a governmental entity in the last five years?

X. 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 demonstrate the project can be completed with the allotted **maximum of \$10,000.**
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.

XI. DIRECTIONS FOR SUBMISSION

Interested entities must provide **two (2) physical copies and one electronic copy (flash drive or disk)** of the submission by **4:00PM on October 9th, 2023.** to the following address:

**The City of Dawsonville City Hall
415 HWY 53 E, Suite 100
Dawsonville, GA 30534**

Submissions shall be enclosed/sealed and delivered by hand or through the mail in a sealed envelope. The City of Dawsonville will not accept oral submissions, or copies received by telephone or facsimile machine. No submission received after the deadline ill be accepted.

Questions concerning this project should be addressed to the Director of Downtown Development, by phone at 706-203-4922 or email at downtowndevelopment@dawsonville-ga.gov.

XII. ASSURANCES

All persons awarded an/or entering into contracts with the City of Dawsonville 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 Dawsonville Historic Resources 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.

XIII. AFFIDAVIT

This proposal is submitted to the City of Dawsonville, Georgia (the City) by the undersigned who is an authorized officer of the firm and said firm is licensed to do business in Georgia. Further, the undersigned is authorized to make these assurances and certifies their validity. The firm recognizes that all assurances and representations herein are binding on the firm and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the agreement.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the firm.

The firm understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any request for information within a reasonable time may result in the rejection of the firm's proposal with no re-submittal rights.

The firm understands that the City, after considering the legal, financial, technical, and character qualifications of the firm, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The firm understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. It understands that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Any agreement issued will be on the basis of the firm's service and financial plans and arrangements are feasible and adequate to fulfill the conditions set forth in this project and the firm's response.

Submittal of a proposal indicates acceptance of the conditions contained in the RFP. The City of Dawsonville reserves the right to reject all proposals submitted. The City of Dawsonville reserves the right to accept or reject any or all proposals, to waive formalities, technicalities, and to negotiate changes in the price, scope of work or services to be provided pursuant to law.

Company Name: _____

Authorized Person: _____

Signature: _____

Title: _____ Date: _____

Address: _____

Telephone: _____ Fax/email: _____