

**TRANSYLVANIA COUNTY  
JOINT HISTORIC PRESERVATION COMMISSION  
REQUEST FOR PROPOSALS (RFP)**

**Survey of  
THE ROSENWALD NEIGHBORHOOD OF BREVARD  
AND  
AFRICAN AMERICAN HERITAGE-RELATED RESOURCES  
ELSEWHERE IN  
TRANSYLVANIA COUNTY**

**DATE OF ISSUANCE:** December 17, 2018

**SUBMISSIONS DEADLINE:** 4:00pm, January 16, 2019

Proposals should be provided as 1 hard copy *and* 1 digital copy (copied onto a CD or USB drive) and mailed or delivered to attention of:

**Joy Fields, County Planner  
Transylvania County Planning & Community Development  
106 East Morgan Street, Suite 207  
Brevard, NC 28712**

Transylvania County, North Carolina, is seeking a professional consultant to conduct an architectural survey of historic resources related to African American heritage. Funding for this project comes from a grant from the State Historic Preservation Office (HPO) of the North Carolina Department of Natural and Cultural Resources and County funds.

## **A. PROJECT DESCRIPTION AND REQUESTED SERVICES**

Background: Transylvania County Joint Historic Preservation Commission (JHPC), a Certified Local Government (CLG), has been awarded a 2018 federal Historic Preservation Fund grant administered by the HPO. The grant award is \$9,000 and is matched by Transylvania County with support from other granting agencies. These funds will be used by JHPC to hire a consultant to conduct an architectural and historical survey of the Rosenwald neighborhood in Brevard as well as other resources related to African American heritage elsewhere in Brevard and Transylvania County.

Transylvania County was first surveyed in 1978 during the reconnaissance architectural survey of ten far western North Carolina counties, and it was the subject of a comprehensive architectural survey in 1991. Neither project recorded many buildings in Brevard's historically African American Rosenwald neighborhood, which lies to the west of downtown Brevard, or in other areas of the county. The Rosenwald neighborhood encompasses approximately 370 acres bound by U.S. Route 64 to the east, West Probart Street to the north and west, Cashiers Valley Road to the south, and Carolina Avenue to the southwest. There are approximately 200 properties built before 1975, but fewer than twenty properties in the historic neighborhood have been surveyed. In addition to the historic Rosenwald neighborhood, this project will document the history of the larger African American community in Transylvania County and will record extant historic resources outside of Brevard, including but not necessarily limited to the Glade Creek, French Broad, and Frog Bottom communities. Within these communities, only the French Broad Baptist Church and Cemetery have been previously recorded.

The Rosenwald neighborhood is historically the social, educational and economic center for African Americans in Brevard and Transylvania County. The neighborhood features a wide range of resources, including dwellings, churches, commercial, and civic buildings. In addition, there are at least two historically African American communities outside of Brevard in Transylvania County that may retain extant historic resources. The resources identified for architectural survey will be selected by the consultant based on archival research; oral interviews with residents, input from community leaders and other stakeholders; and a windshield survey early in the project.

### Scope of Work:

1. a community presentation at the beginning of the project;
2. archival research and oral interviews documenting the history of the African American community in Brevard and Transylvania County;
3. a survey update of previously recorded resources;
4. architectural survey of newly identified resources dating up to 1975 in the Rosenwald neighborhood and, as appropriate, other areas of Transylvania County based on archival research and oral interviews—estimated to be approximately 75 resources—including exterior and, where possible, interior photography, data entry, and creation of electronic and paper files;
5. preparation of draft and final survey reports that explore the history of the African American community in Brevard and Transylvania County through the lens of its historic neighborhoods

and architectural resources, with particular emphasis on the cultural value of non-extant resources and how their loss may elevate the value of extant resources;

6. a public presentation in Brevard on the survey results.
7. evaluation of the National Register-eligible resources and presentation of survey findings, as well as candidates for placement on the North Carolina National Register Study List at the October 2019 meeting of the National Register Advisory Committee (NRAC).

Work will include site visits; archival research; oral history interviews; high-resolution digital photography; data entry in the HPO's survey database with written summaries with historical background based on research in city directories, Sanborn maps, and other sources; and updating or creating properly labeled paper files with report forms generated from the database, photographic proof sheets, and other relevant material gathered during the project including notes on historical background, locational street maps, and site plans as appropriate.

The consultant will help publicize the project by submitting to an interview by local media early in the project should one be requested in response to a press release prepared and distributed by the local project coordinator.

The project will be accomplished under the supervision of the HPO, Office of Archives and History. All work will be completed in accordance with the survey manual, *North Carolina Historic Preservation Office Architectural Survey Manual: Practical Advice for Recording Historic Structures* (2008 edition). The consultant will be responsible for conducting the survey utilizing the State Historic Preservation Office's survey database and digital photography in accordance with the HPO's digital photography policy, for incorporation into state and local GIS (see [http://www.hpo.ncdcr.gov/digital/NCHPO\\_Digital\\_Start\\_Page.html](http://www.hpo.ncdcr.gov/digital/NCHPO_Digital_Start_Page.html)).

## **B. PROJECT DELIVERABLES**

The consultant will provide draft and final copies of the following deliverables to the HPO (and, where noted, to Transylvania County):

1. fully populated electronic database on a CD or DVD (to the HPO and Transylvania County);
2. all digital photographs on a CD or DVD (to the HPO and Transylvania County);
3. survey report in MS Word format (to the HPO and Transylvania County);
4. paper copies of all the survey files (to the HPO)

## **C. THE COUNTY SHALL PROVIDE THE FOLLOWING RESOURCES:**

1. known historical information on the area and oral history documentation;
2. development and coordination of a local survey committee to inform the consultant and project;
3. logistical support and office space as needed.

## **D. PROJECT SCHEDULE**

Submittals to this Request for Proposals should include a proposed schedule for completing the work. All billable work must be completed by August 30, 2019.

## **E. SUBMISSION OF PROPOSALS**

Statements of interest must be submitted by 4:00 p.m. January 16, 2019 that address the criteria listed above and include the following:

1. a list of the type of services for which the person/firm(s) is qualified, including professional qualifications outlined in 36 CFR 61;
2. names and resumes of principals, key persons, or associates who would be involved in the project;
3. availability of consultant/team for conducting the work;
4. a proposed time schedule for the project, from the date of the start of work and including submission of first draft for local and HPO review;
5. at least one representative example of a recent survey project of historic resources in an underrepresented community or neighborhood or a project demonstrating research, community engagement, and documentation of historic resources related to African American heritage. Electronic copies (jump drive or CD) of the referenced materials are sufficient for evaluation.
6. one copy of bid form (Appendix A). Bids must be complete and returned in neat, legible form. Bid forms must include the following:
  - a. note addenda received (if applicable).
  - b. a list of at least 3 references from clients with similar projects completed by the person/firm(s), giving names, addresses, and phone numbers of clients, and including an on-time performance appraisal.
7. completed e-verify affidavit (Appendix B).

## **F. CONSULTANT SELECTION/QUALIFICATIONS**

Consultants will be evaluated in part using the following criteria:

1. The person/firm must have performed satisfactorily on a previous architectural survey project or National Register historic district nomination entailing survey (with preference for survey of resources related to underrepresented communities) or successfully completed a research and documentation project related to African American heritage and historic resources.;
2. The person/firm must be qualified to research African American heritage and historic architecture and to make recommendations regarding the National Register eligibility of historic resources associated with communities of color;
3. The person/firm must have adequate experience and staff to perform the work required;
4. The person/firm must have demonstrated ability to communicate effectively with the property owners and residents in the study areas;

5. The person/firm must have demonstrated experience in coordinating the work of associated persons/firms, if the proposal includes such persons/firm(s) as part of a team to conduct different portions of the work;
6. The availability of the person/firm to conduct the work within the time schedule indicated, with a preference to the person/firm(s) with earliest availability, all other considerations being equal;
7. The person/firm must meet the qualifications described in the *Federal Register*, Part V: 36 CFR 61, Appendix A;
8. The person/firm must adhere to all federal procurement standards.

## **G. INQUIRIES**

Questions about the RFP, project schedule, or project budget should be submitted no later than January 9<sup>th</sup> (7 business days prior to the due date for proposals). Questions and answers clarifying terms of the RFP shall be shared by email with all persons/firms registered to receive the RFP no later than 3 business days prior to submittal deadline. Submit all questions to:

**Joy Fields, County Planner**  
**Transylvania County Planning & Community Development**  
**106 East Morgan Street, Suite 207**  
**Brevard, NC 28712**

Transylvania County reserves the right to waive any informality or reject any or all proposals submitted. There is no expressed or implied obligation for the local government to reimburse responding firms for any expense incurred in preparing their proposal. All proposed responses to the RFP shall remain valid for a period of not less than ninety calendar days from the due date of this RFP. Submission of a proposal indicates acceptance by the responding firm of the terms, conditions, and requirements described in the RFP unless clearly and specifically noted in the submittal. Transylvania County is an Equal Opportunity Employer/Affirmative Action Employer.

**APPENDIX A**

**BID FORM**

**PLANNING AND  
COMMUNITY DEVELOPMENT**

Mark Burrows, Director  
Joy Fields, Planner  
Kalen Lawson, Program Assistant



106 East Morgan Street  
Brevard, NC 28712  
828.884.3205  
planning.transylvaniacounty.org

**BID FORM**

**TO: Joy Fields**  
**Transylvania County Planning and Community Development Department**  
**106 East Morgan Street, Suite 207**  
**Brevard, NC 28712**

I have received the documents entitled, “**Survey Of The Rosenwald Neighborhood Of Brevard And African American Heritage-Related Resources Elsewhere In Transylvania County**”. I have received **Addenda #\_\_\_ #\_\_\_ #\_\_\_** and have included their provisions in my proposal. I have examined the RFP and submit the following proposal. This proposal includes all work as indicated in the Scope of Work.

In submitting this proposal, I agree:

1. To hold my bid open for 90 days.
2. To enter into and execute a Contract, if awarded, on the basis of this proposal.
3. To accomplish the work in accordance with the contract documents including, following the North Carolina Historic Preservation Office Architectural Survey Manual: Practical Advice for Recording Historic Structures (2008 edition) and the State Historic Preservation Office’s digital photography policy, for incorporation into state and local GIS.
4. To provide all required documentation regarding sales tax information associated with this project to the Transylvania County in accordance with government requirements in order for Transylvania County to receive reimbursement.
5. To provide Transylvania County with a Certificate of Insurance with coverages that are approved by Transylvania County prior to entering into a Contract.

**BUSINESS INFORMATION**

Business name and location(s):

\_\_\_\_\_  
\_\_\_\_\_

Phone Number:\_\_\_\_\_

E-Mail Address:\_\_\_\_\_

**REFERENCES**

Please provide information on three references from clients with similar projects completed by the person/firm(s), giving names, addresses, and phone numbers of clients, and including an on-time performance appraisal that demonstrates experience and expertise in the types of work outlined in the Scope of Work.

Project Description	Client Name	Phone Number	Email Address

**OFFER**

Having read the RFP, and reviewed the appendices, I hereby offer to enter into a contract to services as presented in the Scope for Work for the Survey Of The Rosenwald Neighborhood Of Brevard And African-American Heritage-Related Resources Elsewhere In Transylvania County

Estimated Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**Base Bid- I will complete this project for the lump-sum price of:**

\$ \_\_\_\_\_

Numerical amount

Written amount

**It is understood that the lump-sum price will include** required labor, tools, equipment, transportation, services and incidentals of the work being performed, and overhead and profit.

\_\_\_\_\_  
Printed Name of Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Business Name:** \_\_\_\_\_



**PLANNING AND  
COMMUNITY DEVELOPMENT**

Mark Burrows, Director  
Joy Fields, Planner  
Kalen Lawson, Program Assistant



106 East Morgan Street  
Brevard, NC 28712  
828.884.3205  
[planning.transylvaniacounty.org](http://planning.transylvaniacounty.org)

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**BIDDERS CHECK LIST:**

- 1. One Copy of Bid Form**
  - a. Note Addenda Received**
  - b. Bid Form must be completely filled in to be considered responsive and responsible.**
- 2. Completed E-Verify Affidavit**

**APPENDIX B**

**E-VERIFY AFFIDAVIT**

State of North Carolina

AFFIDAVIT

County of Transylvania

NOW COMES Affiant, first being sworn, deposes and says as follows

1. I have submitted a bid for contract or desire to enter into a contract with the County of Transylvania.

2. As part of my duties and responsibilities pursuant to said bid and/or contract, I attest that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

\_\_\_\_\_ After hiring an employee to work in the United States I verify the work authorization of said employee through E-Verify and retain the record of the verification for work authorization while the employee is employed and for one year thereafter; or

\_\_\_\_\_ I employ less than twenty-five (25) employees in the State of North Carolina.

3. As part of my duties and responsibilities pursuant to said bid and/or contract, I attest that to the best of my knowledge any subcontractors employed as a part of this bid and/or contract are in compliance with the requirements of E-Verify, Article 2 Chapter 64 of the North Carolina General Statutes, to include (mark which applies):

\_\_\_\_\_ After hiring an employee to work in the United State the subcontractor verifies the work authorization of said employee through E-Verify and retains the record of the verification of work authorization while the employee is employed and for one year thereafter; or

\_\_\_\_\_ Employ less than twenty-five (25) employees in the State of North Carolina. Specify subcontractor: \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Print or Type Name

State of North Carolina County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this is the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_, Notary Public

[OFFICIAL SEAL]

My Commission Expires: \_\_\_\_\_