

City of Fayetteville Staff Review Form

2022-0639

Legistar File ID

8/2/2022

City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item

Britin Bostick

7/15/2022

LONG RANGE PLANNING (634)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approval of a professional services agreement with Stantec Consulting Services Inc. in the amount of \$69,610, pursuant to RFQ#22-04, for the development of a citywide Heritage and Historic Preservation Master Plan.

Budget Impact:

1010.090.6600-5314.00

General Fund

Account Number

Fund

32011

Historic Preservation Master Plan (CLG)

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 70,000.00

Funds Obligated \$ -

Current Balance \$ 70,000.00

Does item have a cost? Yes

Item Cost \$ 69,610.00

Budget Adjustment Attached? No

Budget Adjustment \$ -

Remaining Budget \$ 390.00

V20210527

Purchase Order Number:

Previous Ordinance or Resolution # 58-22; 319-20

Change Order Number:

Approval Date: 03/01/22; 05/04/21

Original Contract Number:

Comments:



**MEETING OF AUGUST 2, 2022**

**TO:** Mayor; Fayetteville City Council

**THRU:** Susan Norton, Chief of Staff

**FROM:** Jonathan Curth, Development Services Director  
Britin Bostick, Long Range Planning/Special Projects Manager

**DATE:** July 15, 2022

**SUBJECT:** **Approval of a professional services agreement with Stantec Consulting Services Inc. in the amount of \$69,610, pursuant to RFP#22-04, for the development of a citywide Heritage and Historic Preservation Master Plan.**

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**RECOMMENDATION:**

City staff recommend approval of a professional services agreement with Stantec Consulting Services Inc. in the amount of \$69,610, pursuant to RFP#22-04, for the development of a citywide Heritage and Historic Preservation Master Plan.

**BACKGROUND:**

Two of the benchmarks for City Plan 2040 identified for short term (2019-2025) action are:

- Seek funding to complete a citywide Community Preservation Plan to identify resources for future historic survey and registration, assess current preservation efforts, and plan for new initiatives. (Goal 1)
- Work to preserve the historic character and integrity of neighborhoods with multiple approaches including but not limited to: create one or more Local Regulated District(s) in neighborhoods listed on the National Register of Historic Places; and utilize other preservation tools such as overlay districts with the main goal of preserving historic character. (Goal 1)

City Plan 2040, which was adopted in 2020, laid out six primary goals, the first of which (and referenced in the benchmarks above) is directly related to the project presented with this professional services agreement:

1. We will make appropriate infill and revitalization our highest priorities: encouraging the development or redevelopment of vacant, mostly vacant, and underdeveloped property.

Objective 3.1.6 *Encourage historic preservation and adaptive re-use of buildings* under Goal 1 states: "Historic preservation is crucial in retaining a community's character, identity, and evolutions. Preservation and restoration can be an effective tool for economic development and revitalization, achieving urban sustainability through reducing waste and emissions, and maintaining property values. Recent calculations indicate that it takes 35 to 50 years for a new energy efficient building to save the amount of energy lost in demolishing an existing building

(National Trust for Historic Preservation). Preservation and adaptive reuse of Fayetteville's historically significant structures and landscapes should be encouraged and achieved by a variety of methods, such as public education and outreach, establishing local historic districts, accepting façade easements, and amending the City's zoning and development regulations."

Additionally, Objective 3.1.7 *Encourage protection of community character in established neighborhoods* states: "Many of Fayetteville's most vibrant and diverse neighborhoods do not meet the requirements for inclusion on the National Historic Register but are worthy of preservation efforts because they are stable and foster a sense of community among their residents. Many of Fayetteville's neighborhoods built in the 1940's, 50's and 60's in the City's core and in proximity to downtown and the University of Arkansas have seen significant development pressure in recent years. Much of this development has been positive with once vacant and overgrown lots being developed with infill housing, however, the City is now experiencing a significant amount of demolition of existing structures with replacement of structures that are out of scale and character. Zoning and development actions occurring in existing neighborhoods should be closely evaluated and development tools should be established to ensure that neighborhood cohesion and character is not sacrificed at the expense of new development. Zoning provisions, such as height, setbacks, and building mass remain the primary tools that policy makers can use to preserve these neighborhoods."

On December 15, 2020 City Council approved resolution 319-20 to authorize an application for a Certified Local Government grant from the Arkansas Historic Preservation Program to complete a community-wide preservation plan. This resolution included a budget adjustment to appropriate \$20,000 in matching funds for the anticipated grant. A second resolution 129-21 was approved for the grant application on May 4, 2021 and a third resolution 302-21 was passed on December 7, 2021. The series of resolutions authorizing the grant applications were a result of conflicts between the grant application windows, COVID-related delays, and staffing shortages to administer the grant and planning process. However, a grant request for \$60,000 was submitted to the Arkansas Historic Preservation Program in December 2021, and Long Range Planning staff were notified in March 2022 that the City of Fayetteville had been awarded a \$50,000 grant for a city-wide historic preservation plan. The City Council approved the acceptance of the grant on March 1, 2022 with Resolution 58-22, and upon confirmation of the grant award and project budget City staff issued RFP#22-04 for consulting services for a Citywide Heritage & Historic Preservation Master Plan to support the planning process and complete the project in the timeline required by the Arkansas Historic Preservation Program.

#### **DISCUSSION:**

Stantec Consulting Services Inc., formerly Cox|McLain Environmental Consulting based in Austin, Texas, was selected for the project with subconsultant McDoux Preservation LLC providing stakeholder and public engagement as well as project management support. The project team represents both breadth and depth in multiple aspects of historic preservation work, including work supported by Arkansas Historic Preservation Program grants, historic preservation planning, cultural resource identification, historic property evaluation, specialized work in historic African American neighborhoods, and GIS-based analysis.

In summary, the planning process is anticipated to:

- Provide an analysis of Fayetteville's historic context and past historic preservation efforts
- Engage the community in a multi-step planning process to provide education and information as well as elicit feedback and comment.
- Formulate a collective heritage and historic preservation vision and set of goals for Fayetteville.
- Produce a plan document that captures:
  - Benefits of historic preservation
  - Historic property surveys and National Register listings
  - Summaries of the planning process and community input
  - A strategic plan to support the City's long-range vision for historic preservation
  - Action items to implement the plan
  - Prioritized projects for future grant funding requests
  - Listings of incentives, grants and other available historic preservation tools

The planning process is expected to kick off in September 2022 and conclude in July 2023 to meet the Certified Local Government grant timeline required by the Arkansas Historic Preservation Program.

**BUDGET/STAFF IMPACT:**

This project is funded by a \$50,000 Certified Local Government grant from the Arkansas Historic Preservation Program and a \$20,000 budget allocation approved in 2020.

**Attachments:**

- Professional Services Agreement with Exhibits



**CITY OF  
FAYETTEVILLE  
ARKANSAS**

City of Fayetteville  
RFP 22-04, Heritage and Historic  
Preservation Master Plan  
Contract – Between City of Fayetteville, AR  
and Stantec Consulting Services, Inc.  
Term: Sixteen (16) months

This contract executed this \_\_\_\_ day of \_\_\_\_\_, 2022, between the City of Fayetteville, Arkansas (**City**), of 113 W. Mountain, Fayetteville, AR 72701 and Stantec Consulting Services, Inc. (**Stantec**) of 8401 Shoal Creek Blvd, Suite 100, Austin, Texas, 72757, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Purpose:** The purpose of this Contract is to provide the terms and conditions necessary for the preparation of a Heritage and Historic Preservation Master Plan for the City of Fayetteville (the “Project”).
2. **Contract Documents:** The Contract documents which comprise the contract between the City of Fayetteville and **Stantec** consist of this Contract and the following documents attached hereto, and made a part hereof:
  - A. Appendix 1: Scope of Work & Fees
  - B. Appendix 2: Detailed Project Schedule
  - C. Appendix 3: Solicitation identified as RFP 22-04, Heritage and Historic Preservation Master Plan (and all appendices thereto)
  - D. Appendix 4: **Stantec** RFP response
3. **City’s Responsibilities:**
  - A. The City shall make available to Stantec all relevant information or data pertinent to the Project which is required by Stantec to perform the Services. Stantec shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the City, including information and data originating with other consultants employed by the City whether such consultants are engaged at the request of Stantec or otherwise. Where such information or data originates either with the City or its consultants then Stantec shall not be responsible to the City for the consequences of any error or omission contained therein.
  - B. When requested by Stantec, the City may engage specialist consultants directly to perform items of work necessary to enable Stantec to carry out the Services. Whether arranged by the City or Stantec, these services shall be deemed to be provided under direct contracts to the City unless expressly provided otherwise. If the City chooses not to engage specialist consultants, then the Parties will work cooperatively to modify the scope of services to reflect any reductions or additions to the services to be provided by Stantec.
  - C. The City shall give prompt consideration to all documentation related to the Project prepared by Stantec and whenever prompt action is necessary shall inform Stantec of City’s decisions in such reasonable time so as not to delay the schedule for providing the Services.
  - D. When applicable, the City shall arrange and make provision for Stantec’s entry to the Project site as well as other public and private property as necessary for Stantec to perform the Services. The City shall obtain any required approvals, licenses and permits from governmental or other authorities having jurisdiction over the Project so as not to delay Stantec in the performance of the Services.
  - E. The City shall acknowledge the support of the National Park Service and the Arkansas Historic Preservation Program in the publication of any material based on, or developed under, any activity supported by Historic Preservation Fund 7 grant funds. This acknowledgment shall be in the form of a statement as follows: “This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and the Arkansas Historic Preservation Program, an agency of the

Division of Arkansas Heritage. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Division of Arkansas Heritage

4. Stantec's Responsibilities:

- A. Stantec shall furnish the necessary qualified personnel to provide the Services. Stantec represents that it has access to the experience and capability necessary to and agrees to perform the Services with the reasonable skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services at the time when and the location in which the Services were performed. This undertaking does not imply or guarantee a perfect Project and in the event of failure or partial failure of the product or the Services, Stantec will be liable only for its failure to exercise diligence, reasonable care, and professional skill. This standard of care is the sole and exclusive standard of care that will be applied to measure Stantec's performance. There are no other representations or warranties expressed or implied made by Stantec. In particular, but not by way of limitation, no implied warranty of merchantability or fitness for a particular purpose shall apply to the Services provided by Stantec nor shall Stantec warrant or guarantee economic, market or financial conditions, proforma projections, schedules for public agency approvals, or other factors beyond Stantec's reasonable control.
- B. STANTEC will provide one full-color printed final clean copy of the design guidelines and/or preservation plan and attachments and one digital copy of the design guidelines and/or preservation plan and attachments created to the City and one full-color printed copies and one digital copy to AHPP

5. Non-Assignment: **Stantec** shall not assign its duties under the terms of this agreement without prior written consent of the City.

6. Indemnification and Hold Harmless: **Stantec** agrees to hold the City of Fayetteville harmless and indemnify the City of Fayetteville, against any and all claims for property damage, personal injury or death, arising from **Stantec's** performance of this contract. This clause shall not in any form or manner be construed to waive that tort immunity set forth under Arkansas Law.

7. Insurance: **Stantec** shall furnish a certificate of insurance addressed to the City of Fayetteville within ten (10) calendar days after contract finalization, presenting insurance which shall be maintained throughout the term of the Contract in compliance with the terms of RFP 22-04. Any work sublet, **Stantec** shall require the subcontractor similarly to provide insurance. In case any employee engaged in work on the project under this contract is not protected under Worker's Compensation Insurance, **Stantec** shall provide and shall cause each Subcontractor to provide adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. Worker's Compensation coverage shall be applicable with state law.

8. Payments:

- A. Payments will be made after approval and acceptance of monthly itemized invoices.
- B. Payments will be made **30 calendar days after acceptance of invoice** and City prefers electronic delivery of invoices.

9. Term: This Contract shall be effective for sixteen (16) months from the date approved by City Council but may be extended upon mutual written agreement of the Parties.

10. Travel Expenses: Travel expenses associated with performance of this work shall be considered for reimbursement subject to the following conditions:

- A. All travel expenses are pre-approved by the City

- B. All expenses are in accordance with the City's most recent travel policy
- C. Travel expenses are not excessive in nature
- D. Travel expenses are of the most economical means of travel available (such as: economy class airline tickets, small compact automobiles, shuttles when available, etc.)
- E. City approved per diem rates for meals
- F. Travel expenses are not reimbursable for consultants with an office located within 50 miles of 113 W. Mountain, Fayetteville, AR 72701.

**11. Ownership of Documents:**

- A. All documents provided by CITY are and remain the property of CITY. **STANTEC** may retain reproduced copies of drawings and copies of other documents.
- B. All documents and records, whether in physical or electronic format, prepared by **STANTEC** or its subconsultant as part of the Project shall become the property of CITY when **STANTEC** has been compensated for all services rendered; provided, however, that **STANTEC** shall have the unrestricted right to their use.
- C. **STANTEC** shall retain its rights in its standard drawings details, specifications, databases, computer software, and other proprietary property. Rights to intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of **STANTEC**.
- D. **STANTEC** will grant the City, the State of Arkansas, and the United States of America a royalty-free, non-exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this agreement by the contractor, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.

12. **Independent Contractor:** **Stantec** is an independent contractor of the City and shall maintain complete responsibility for applicable state or federal law on unemployment insurance, withholding taxes, social security, or other industrial, labor or discrimination law for its employees. **Stantec** is responsible for its agents, methods and operations.

13. **Notices:** Any notice required to be given under this Agreement to either party to the other shall be sufficient if addressed and mailed, certified mail, postage paid, delivery, e-mail or fax (receipt confirmed), or overnight courier.

14. **Freedom of Information Act:** City of Fayetteville contracts and documents prepared while performing city contractual work are subject to the Arkansas Freedom of Information Act. If a Freedom of Information Act request is presented to the City of Fayetteville, the contractor will do everything possible to provide the documents in a prompt and timely manner as prescribed in the Arkansas Freedom of Information Act (A.C.A. 25-19-101 et. Seq.). Only legally authorized photo copying costs pursuant to the FOIA may be assessed for this compliance.

15. **Termination:** This Contract may be terminated by the City of Fayetteville or **Stantec** for any reason with 30 days written notice. If either party breaches this Agreement, the non-defaulting party may terminate this Agreement after giving seven (7) days' notice to remedy the breach. On termination of this Agreement, the City shall pay Stantec for the Services performed through the date of termination within thirty (30) days of acceptance of a final invoice.

16. **Changes in Scope or Price:** Changes, modifications, or amendments in scope, price or fees to this contract shall not be allowed without a prior formal contract amendment approved by the Mayor and the City Council in **advance** of the change in scope, cost or fees. No modification of this contract shall be binding unless made in

writing and executed by both parties.

17. Applicable Law: This Agreement shall be governed by and construed in accord with the laws of the State of Arkansas. Venue for all legal disputes shall be Washington County, Arkansas.
18. Contract Administration: The Mayor or his/her Designated Representative shall be the Contract Administrator for this contract. **Stantec's** Principal or his/her Designated Representative shall be the primary contact for all matters pertaining to this contract.
19. Professional Responsibility: **Stantec** shall exercise reasonable skill, care, and diligence in the performance of services and will carry out its responsibilities in accordance with customarily accepted professional practices.
20. Permits & Licenses: **Stantec** shall secure and maintain any and all permits and licenses required to complete this Contract.
21. Entire Agreement: These Contract documents constitute the entire agreement between the City of Fayetteville and **Stantec** and may be modified only by a duly executed written instrument signed by the City of Fayetteville and **Stantec**. In the event of a conflict between the terms of this Contract and the appendices, this Contract and the terms and conditions contained in Appendix 3 shall control.
22. Force Majeure: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract: labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the City of its obligation to pay **Stantec** for services actually rendered.

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23. **Severability:** In the event that any court of competent jurisdiction shall determine that any provision of this Agreement shall be unenforceable, then that provision shall be deemed to be null and void and the remaining provisions hereof shall remain in full force and effect

**THIS AGREEMENT IS EFFECTIVE AS OF THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**STANTEC CONSULTING SERVICES, INC.**

**CITY OF FAYETTEVILLE, ARKANSAS**

By: Emily Reed  
Signature

Emiy Reed, Principal

Printed Name & Title

Date Signed: 7/22/2022

By: \_\_\_\_\_  
**LIONELD JORDAN**, Mayor

Date Signed: \_\_\_\_\_

ATTEST:

WITNESS:

Meghan P. Lind  
Signature

Meghan Lind

Printed name

\_\_\_\_\_  
**KARA PAXTON**, City Clerk Treasurer

## **APPENDIX 1: SCOPE OF SERVICES**

### **Task 1. Project Management**

This task will capture the project management (internal and external) during the development of the plan. Stantec will begin the project with a productive kick off meeting to support effective project initiation.

Deliverables for this task include:

- Project Work Plan
- Progress meeting agendas and minutes
- Quarterly progress reports

### **Task 2. Existing Conditions Analysis**

During this phase of the project, Stantec will conduct a general background review of the history of Fayetteville. This task will involve a review, assessment, and summary of the City of Fayetteville's existing preservation program, economic factors, and tools. Stantec will work with community members, City officials, City Council, the Historic District Commission (HDC), and stakeholders to assess the successes, failures, and general knowledge and reception of these existing programs, procedures, and tools. Topics to explore will include:

- Successes and failures with the existing historic preservation program
- Preliminary discussion of observed trends from City and stakeholder perspective that could shape the preservation plan
  - Areas threatened by redevelopment or neglect
  - Areas of special interest to the community
  - Properties or neighborhoods associated with underrepresented groups
- Prior survey and documentation
- Input from prior community meetings or surveys

Any City programs or policies related to historic preservation will also be reviewed, assessed, and summarized. This assessment will help to help craft questions and discussions points for stakeholder interviews and public, and the summaries will be included in the final preservation plan. This analysis will identify challenges and opportunities for the City's preservation program.

### **Task 3. Community Engagement and Outreach**

#### **Public Outreach Strategy**

The Stantec team will develop a public outreach strategy that places the community voice first in planning the future of historic preservation in Fayetteville. The strategy will specify how public input is integrated in all components of the plan, including vision, goals, criteria, opportunities, strategy, and implementation. To ensure the capture of all citizen perspectives, the plan will incorporate both traditional and non-traditional outreach methods. Social media, the City's website, and targeted outreach will ensure sufficient engagement. Tangible resources including but not limited to slideshows, maps, presentation boards, diagrams, tables, and handouts may be developed and

provided for events and continued reference. Once complete, key themes and principles from the community engagement phase will be incorporated in the plan.

#### Steering committee

The City will identify appropriate members, coordinate their participation, and host the meetings. Stantec will be available to attend a monthly steering committee meeting throughout the project to provide regular updates and gather input and feedback.

#### Stakeholder Interviews

Based on the results of our background research, we will conduct up to 15 virtual/telephone fact-finding interviews with individuals representing key stakeholder groups. Stakeholder interviews have two main objects:

- Providing an opportunity for stakeholder groups to share view and influence the outcome of the planning process.
- Ensure that the planning effort addresses issues of importance to those affected by the plan.

These interviews help to identify issues of concern to the members of the community most active and engaged in historic preservation. This information will be supported and supplemented by further investigation to determine the extent to which these issues prevail throughout the greater community. The Stantec team is committed to guaranteeing anonymity during the interview and reporting process, thus allowing participants to speak candidly.

Working with the City, the Stantec team will finalize the list of stakeholder groups, which may include the following:

- HDC members
- Local architects
- Local developers
- Local preservation stakeholders
- Fayetteville Chamber of Commerce
- City personnel in key departments
- Stakeholders from underrepresented and marginalized communities
- Organizations focusing on art, culture, heritage, and historic preservation

We will draft a set of questions and provide the City the opportunity to edit or suggest question topics. A final set of questions with an opportunity for open comments will be developed. Interviews will be summarized, and the findings will be incorporated into the historic preservation plan.

#### Online Community Opinion Survey

Stantec will develop a community opinion survey of no more than 15 questions, to measure the extent to which issues identified by stakeholders are important to the public as a whole. The survey will also help gauge the public's understanding of the current preservation program, gain feedback on successes, as well as roadblocks to preservation, and solicit recommendations. Stantec will develop the survey and solicit input and approval from the City. The survey will be translated into Spanish and Stantec will support the City in ensuring that paper copies can be available. We assume that City staff would be available to assist illiterate persons in completing the survey.

The results of the community opinion survey will be summarized, and the findings will be incorporated into the historic preservation plan.

Deliverables for this task include:

- Community Involvement Plan
- Stakeholder interview summary report
- Raw data from community survey

#### **Task 4. Identify the Vision and Goals Specific to the City of Fayetteville**

##### *Public Meeting 1 (in-person)*

The first meeting would be held in Fall 2022. At this meeting, the public will be introduced to the project, its goals, and opportunities for involvement. The data from our work on the project up to this point will be used as a basis for information-gathering activities at the meeting. This meeting is intended to be a working meeting that encourages public input on the vision and goals for the historic preservation plan. We will address key discussion topics such as defining historic preservation and its benefits; how historic significance is defined (including various designation levels); and how historic preservation tools can be used in practice. The meeting will also provide an overview of heritage and historic preservation challenges and opportunities. The meeting will be sequenced to occur during the period that the community survey is open; participants will be reminded to participate.

##### *Public Meeting 2 (in-person)*

The second meeting will be a public forum to present the recommendations of the Draft Plan. During this meeting, the Stantec team will explain how the results of the stakeholder interviews, steering committee meetings, and community survey were incorporated into the plan. The team will explain the public review process for the plan, including how the community can access the draft and submit comments.

##### *Public Meeting 3 (virtual)*

The third and final public meeting will occur when the final draft of the plan has been published. We will review the goals and action items and energize the community for taking an active role in execution of the plan.

Deliverables for this task will include: copies of meeting materials, sign-in sheets, and a summary of input from the public forum and comments on Draft Plan that is incorporated into the Final Plan.

#### **Task 5. Preparation of the Plan Document**

The below outline presents potential contents for the plan, which would be finalized with the City.

- Cover Page
- Acknowledgements
- Executive Summary
- Table of Contents
- Introduction
  - Explanation of the purpose of the plan
  - Brief history of Fayetteville, including an overview of previous preservation efforts

- Summary of the benefits of historic preservation in Fayetteville, including economic benefits
- Methodology
  - Description of how the preservation plan was developed
- Background Information
  - Fayetteville's current historic preservation policies and climate
  - Previously surveyed areas of the city and existing properties and districts listed at the local level or in the NRHP; to include images, GIS-based maps, and dates of designation
  - Arkansas Statewide Historic Preservation Plan
- Stakeholder and Community Input
  - Summary of interviews, community opinion survey, and meetings
  - Summary of stakeholder and community priorities
  - Summary of stakeholder and community visions for preservation
  - Presentation of vision and goals generated from stakeholder and community engagement
- Strategic Plan
  - A clear and concise articulation of the City's long-range vision for historic preservation
  - Set of action items to fulfill the goals, objectives, and implementation strategies for historic preservation in Fayetteville
    - Identification of parties who are responsible for plan implementation
    - Identification of possible sources of funding
  - Areas and individual properties to prioritize for future research and survey; to include a summary history of areas recommended for future survey.
  - Recommendations regarding design guidelines for the City of Fayetteville (the type and nature of design document that would be most useful).
  - Recommendations on how to improve public-facing City web resources regarding historic preservation
- References Cited
- Appendices
  - Glossary of relevant terms and acronyms
  - Summary of incentives, grants, and other tools for historic preservation and rehabilitation
  - Supplemental maps and images
  - SOI Standards for Rehabilitation
  - Historic Resources Survey Plan
    - Table of property addresses in existing districts (NRHP and local)

Stantec will submit one electronic draft of the plan for the City's review and comment. The City's representative will distribute the draft to project stakeholders as desired (e.g. the HDC, Black Heritage Preservation Commission, Planning Commission, etc.), review staff and stakeholders' comments, and compile a final refined set of comments into a comment matrix.

We will host a virtual meeting to discuss any comments that require clarification, and then prepare Draft 2 of the plan, incorporating the review comments. Once vetted by the City, Draft 2 will be published for public/community review. We will host a Google Sheets document for entering comments in a matrix. Alternate methods (e.g. paper/mailed comment forms) will also be offered, to ensure that there is an opportunity for accessible and meaningful public comment.

After addressing comments from the public on Draft 2, we will prepare the Final Draft Plan for submission to AHPP. After AHPP review and the third public meeting, the Final Plan will be prepared for City Council Approval.

### **Task 6. Historic Resources Survey Plan**

Stantec will develop a historic resources survey plan for the City of Fayetteville. The plan will consider the following factors:

- Extent of prior survey documentation
- Relative age of historical resources
- Threats (redevelopment, neglect, etc.)
- Potential for historic designation
- Thematic relationships

To inform the recommendations of the survey plan, Stantec will conduct limited windshield reconnaissance and prepare an annotated list of previous historic resources surveys. We will create an online map using the ArcGIS Online (AGOL) platform to conduct map-based analyses. To the extent possible, the map will show locations of previous survey projects as well as designated historic properties. The document will include an implementation plan and funding sources for historic resources surveys.

## **FEE**

These services will be accomplished for a fee of **\$69,610**, billed monthly on a percent-complete basis. Should the City request additional services during the project, the hourly fee schedule provided below would be applicable.

Project Manager	\$140.00
Public Involvement Expert	\$128.00
Senior Historian	\$128.00
Historian	\$78.00
GIS Analyst	\$95.00
Admin/Clerical	\$70.00

# APPENDIX 2

## Detailed Project Schedule for Heritage & Historic Preservation Master Plan

Note: AHPP Deadlines in **BOLD**, Approximate Dates noted with an \*

### **07-15-22 Quarterly Report Due to AHPP**

07-26-22 City Council Agenda Session to approve consultant contract

08-02-22 City Council approve consultant contract

08-03-22 Start Forming Steering Committee

\*08-25-22 First Steering Committee Meeting

### **09-01-22 Deadline for contract with consultant**

\*09-29-22 Second Steering Committee Meeting

\*10-05-22 Initial Public Meeting

### **10-15-22 Quarterly Report Due to AHPP**

### **11-01-22 Deadline for first public meeting**

### **01-15-23 Quarterly Report Due to AHPP**

\*02-22-23 Second Public Meeting

\*04-13-23 Historic District Commission Draft Review

### **04-15-23 Quarterly report due to AHPP (must include timeline for project completion and spend down of funds by end of term)**

\*04-20-23 Black Heritage Preservation Commission Draft Review

\*04-21-23 Legistar Deadline for City Council Agenda Session Draft Review

\*04-24-23 Planning Commission Draft Review

\*04-25-23 City Council Agenda Session Draft Review

\*05-05-23 draft of final report sent to AHPP

### **05-12-23 deadline to sent draft of final report to AHPP**

\*05-24-23 Final public meeting (virtual)

\*06-05-23 Final Report Due to City Staff



\*06-08-23 Historic District Commission Approve Final Report

\*06-14-23 Final Report Sent to AHPP

**6-19-23 Deadline to send final report to AHPP**

\*06-15-23 Black Heritage Preservation Commission Approve Final Report

\*06-19-23 Planning Commission Approve Final Report

\*07-07-23 Legistar Deadline for City Council Approval of Final Report

\*07-11-23 City Council Agenda Session

**07-15-23 Quarterly Report Due to AHPP**

\*07-18-23 City Council Approve Master Plan

\*07-21-23 Invoice sent to AHPP

**8-1-23 Deadline to send invoice to AHPP**

**09-30-2023 Deadline for all work to be completely done (including report)**

**10-15-23 Quarterly Report Due to AHPP**

**10-31-23 Final Report Due to AHPP (including copies of all publications)**



CITY OF  
**FAYETTEVILLE**  
**ARKANSAS**

## APPENDIX 3

City of Fayetteville, Arkansas  
Purchasing Division – Room 306  
113 W. Mountain  
Fayetteville, AR 72701  
Phone: 479.575.8220

TDD (Telecommunication Device for the Deaf): 479.521.1316

### RFP (REQUEST FOR PROPOSAL)

Request for Proposal: RFP 22-04, Heritage & Historic Preservation Master Plan

DEADLINE: Tuesday, April 19, 2022 before 2:00 PM, local time

Pre-Proposal Conference: Wednesday, March 30, 2022 at 10:00 AM, local time

PURCHASING MANAGER: JONATHAN SMITH, [jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov)

DATE OF ISSUE AND ADVERTISEMENT: March 20, 2022

### REQUEST FOR PROPOSAL

#### RFP 22-04, Heritage & Historic Preservation Master Plan

No late proposals shall be accepted. RFP's shall be submitted in sealed envelopes labeled with the project number and name as well as the name and address of the firm.

All proposals shall be submitted in accordance with the attached City of Fayetteville specifications and bid documents attached hereto. Each Proposer is required to fill in every blank and shall supply all information requested; failure to do so may be used as basis of rejection. Any bid, proposal, or statements of qualification will be rejected that violates or conflicts with state, local, or federal laws, ordinances, or policies.

The undersigned hereby offers to furnish & deliver the articles or services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of submitting, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by the Proposer/Bidder and City Purchasing Official.

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City of Fayetteville  
RFP 22-04, Heritage & Historic Preservation Master Plan  
Advertisement

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City of Fayetteville, AR  
Request for Proposal  
RFP 22-04, Heritage & Historic Preservation Master Plan

The City of Fayetteville, Arkansas, hereinafter referred to as “the City”, is requesting proposals from qualified firms with experience in municipal, comprehensive, urban and land use planning, economic analysis, and citizen involvement/participation, to prepare a Heritage and Historic Preservation Master Plan for the City of Fayetteville, as described in the following Scope of Work. It is the intent of the City of Fayetteville to select a single firm or team to accomplish the services outlined in this Request for Proposals.

**To be considered, sealed proposals shall be received by Tuesday April 19, 2022 before 2:00:00 PM, local time** utilizing the electronic bidding software, OR by submitting a sealed proposal at the City Administration Building, City Hall, Purchasing – Room 306, 113 West Mountain, Fayetteville, Arkansas. No late submittals shall be accepted. The RFP and associated addendums can be downloaded from the City’s web site at [www.fayetteville-ar.gov/bids](http://www.fayetteville-ar.gov/bids). All questions regarding the process should be directed to Jonathan Smith at [jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov) or (479)575-8220.

**A non-mandatory pre-proposal conference will be held virtually on Wednesday, March 30, 2022 at 10:00:00 AM, local time**. Interested parties can find information on the virtual meeting details by registering with Ion Wave and accessing the portal to the RFP. All interested parties are strongly encouraged to attend. All interested parties shall be qualified to do business and licensed in accordance with all applicable laws of the state and local governments where the project is located.

Pursuant to Arkansas Code Annotated §22-9-203 The City of Fayetteville encourages all *qualified* small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, City of Fayetteville encourages all general contractors to subcontract portions of their contract to *qualified* small, minority and women business enterprises. The City of Fayetteville reserves the right to reject any or all Proposals and to waive irregularities therein, and all parties agree that such rejection shall be without liability on the part of the City of Fayetteville for any damage or claim brought by any interested party because of such rejections, nor shall any interested party seek any recourse of any kind against the City of Fayetteville because of such rejections. The filing of any Statement in response to this invitation shall constitute an agreement of the interested party to these conditions.

The City hereby notifies all bidders that this contract is subject to the Code of Federal Regulations, Appendix II, Part 200. Contract Provisions for Non-Federal Entity Contracts under Federal Awards applies to this contract and includes but is not limited to termination for cause and for convenience, Equal Employment Opportunity, Davis-Bacon Act, Copeland Anti-Kickback Act, Contract Work Hours and Safety Standards Act, Clean Air Act, Debarment and Suspension regulations, conditions under the Byrd Anti-Lobbying Amendment, applicable labor laws, non-discrimination provisions, wage rate laws and other federal laws including the Fair Labor Standards Act of 1938. The Work Hours Act of 1962 and Title VI of the Civil Rights Act of 1964 also apply. Bidders are hereby notified of the NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY (EXECUTIVE ORDER 11246).

CITY OF FAYETTEVILLE, AR  
By: Jonathan Smith, Sr. Purchasing Agent  
P: 479.575.8220, E-Mail: [jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov)  
TDD (Telecommunications Device for the Deaf): (479) 521-1316  
Date of advertisement: March 20, 2022

This publication was paid for by the Purchasing Division of the City of Fayetteville, Arkansas. Amount paid: \$XXX. XX.

1. SUBMISSION OF A PROPOSAL SHALL INCLUDE:

Each proposal shall contain the following at a minimum. Proposer must also address detailed requirements as specified in the Scope of Work.

- a. A written narrative describing the method or manner in which the Proposer proposes to satisfy requirements of this RFP in the most cost-effective manner.
- b. A description of the Proposer's experience in providing the same or similar services as outlined in the RFP. This description should include the names of the person(s) who will provide the services, their qualifications, and the years of experience in performing this type of work. Also, include the reference information requested in this RFP.
- c. The complete cost, financing, and public benefit as further explained in this RFP.
- d. Statement should be no more than twenty-five (25) pages; single sided, standard, readable, print on standard 8.5x11 papers. Proposers shall also submit a three (3) page (maximum) executive summary. The following items will not count toward the page limitations: appendix, cover sheet, 3-page executive summary, resumes (resumes shall be no more than 1 page per person), and forms provided by the City for completion.
  - a. Submitting and responding to this RFP: Proposals shall be prepared simply and economically, providing a straightforward, concise description of its ability to meet the requirements for the project. Fancy bindings, colored displays, and promotional material are not required. Emphasis should be on completeness and clarity of content. All documents physically submitted should be typewritten on standard 8 ½" x 11" white papers and bound in one volume. Exceptions would be schematics, exhibits, one-page resumes, and City required forms. Limit proposal to twenty- five (25) pages or less, excluding one-page team resumes, references, and forms required by the City for completion. All proposals shall be sealed upon delivery to the City of Fayetteville.
  - i. Option 1 –Electronic Submittal (*strongly encouraged*): Proposers can go to <http://fayetteville-ar.gov/bids> and follow the prompts to submit a proposal within the electronic bidding platform. If a proposal is submitted electronically, a physical submission is not necessary. All Proposers must register in order to be able to submit. There is no fee for registration.
- e. Proposals will be reviewed following the stated deadline, as shown on the cover sheet of this document. Only the names of Proposer's will be available after the deadline until a contract has been awarded by the Fayetteville City Council. All interested parties understand proposal documents will not be available until after a valid contract has been executed.
- f. Proposers shall submit a proposal based on documentation published by the Fayetteville

Purchasing Division.

- g. Proposals shall be enclosed in sealed envelopes or packages addressed to the City of Fayetteville, Purchasing Division, Room 306, 113 W. Mountain, Fayetteville, AR 72701. The name, address of the firm and Bid, RFP, or RFQ number shall be on the outside of the packaging as well as on any packages enclosed in shipping containers or boxes.
- h. Proposals must follow the format of the RFP. Proposers should structure their responses to follow the sequence of the RFP.
- i. Proposers shall have experience in work of the same or similar nature and must provide references that will satisfy the City of Fayetteville. Proposer shall furnish a reference list of clients for whom they have performed similar services and must provide information as requested in this document.
- j. Proposer is advised that exceptions to any of the terms contained in this RFP or the attached service agreement must be identified in its response to the RFP. Failure to do so may lead the City to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.
- k. Local time shall be defined as the time in Fayetteville, Arkansas on the due date of the deadline. Documents shall be received before the deadline time as shown by the atomic clock located in the Purchasing Division Office or electronic clock located in the City's third-party bidding software.

2. WRITTEN REQUESTS FOR INTERPRETATIONS OR CLARIFICATION:

No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this proposal must be sent in writing via e-mail to the Purchasing Department. Responses to questions may be handled as an addendum if the response would provide clarification to the requirements of the proposal. All such addenda shall become part of the contract documents. The City will not be responsible for any other explanation or interpretation of the proposed RFP made or given prior to the award of the contract.

3. DESCRIPTION OF SUPPLIES AND SERVICES:

Any manufacturer's names, trade name, brand name, catalog number, etc. used in specifications are for the purpose of describing and establishing general quality levels. Such references are NOT intended to be restrictive. Proposals shall be considered for all brands that meet the quality of the specifications listed for any items.

4. RIGHTS OF CITY OF FAYETTEVILLE IN REQUEST FOR PROPOSAL PROCESS:

In addition to all other rights of the City of Fayetteville, under state law, the City specifically reserves the following:

- a. The City of Fayetteville reserves the right to rank firms and negotiate with the highest-ranking firm. Negotiation with an individual Proposer does not require negotiation with others.

- b. The City reserves the right to select the proposal it believes will serve the best interest of the City.
- c. The City of Fayetteville reserves the right to accept or reject any or all proposals.
- d. The City of Fayetteville reserves the right to cancel the entire request for proposal.
- e. The City of Fayetteville reserves the right to remedy or waive technical or immaterial errors in the request for proposal or in proposals submitted.
- f. The City of Fayetteville reserves the right to request any necessary clarifications, additional information or proposal data without changing the terms of the proposal.
- g. The City of Fayetteville reserves the right to make selection of the Proposer to perform the services required on the basis of the original proposals without negotiation.
- h. The City reserves the right to ask for a best and final offer from one or more Proposers. The best and final offer process is not guaranteed; therefore, Proposers shall submit and respond to this RFP on the most favorable terms available.

5. EVALUATION CRITERIA:

The evaluation criterion defines the factors that will be used by the selection committee to evaluate and score responsive, responsible and qualified proposals. Proposers shall include sufficient information to allow the selection committee to thoroughly evaluate and score proposals. Each proposal submitted shall be evaluated and ranked by a selection committee. The contract will be awarded to the most qualified Proposer, per the evaluation criteria listed in this RFP. Proposers are not guaranteed to be ranked.

6. COSTS INCURRED BY PROPOSERS:

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith, shall be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement.

7. ORAL PRESENTATION:

An oral presentation and/or interview may be requested of any firm, at the selection committee's discretion.

8. CONFLICT OF INTEREST:

- a. The Proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder, as provided in City of Fayetteville Code Section 34.26 titled "Limited Authority of City Employee to Provide Services to the City".
- b. The Proposer shall promptly notify Andrea Foren, City Purchasing Manager, in writing, of all potential conflicts of interest for any prospective business association, interest, or other

circumstance which may influence or appear to influence the Proposer's judgment or quality of services being provided. Such written notification shall identify the prospective business association, interest or circumstance, the nature of which the Proposer may undertake and request an opinion to the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the Proposer. The City agrees to communicate with the Proposer its opinion via e-mail or first-class mail within thirty days of receipt of notification.

9. WITHDRAWAL OF PROPOSAL:

A proposal may be withdrawn prior to the time set for the proposal submittal based on a written request from an authorized representative of the firm; however, a proposal shall not be withdrawn after the time set for the proposal.

10. LATE PROPOSAL OR MODIFICATIONS:

- a. Proposal and modifications received after the time set for the proposal submittal shall not be considered. Modifications in writing received prior to the deadline will be accepted. The City will not be responsible for misdirected bids. Proposers should call the Purchasing Division at (479) 575-8220 to ensure receipt of their submittal documents prior to opening time and date listed.
- b. The time set for the deadline shall be local time for Fayetteville, AR on the date listed. All proposals shall be received in the Purchasing Division BEFORE the deadline stated. The official clock to determine local time shall be the atomic clock located in the Purchasing Division, Room 306 of City Hall, 113 W. Mountain, Fayetteville, AR.

11. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:

- a. The laws of the State of Arkansas apply to any purchase made under this request for proposal. Proposers shall comply with all local, state, and federal directives, orders and laws as applicable to this proposal and subsequent contract(s) including but not limited to Equal Employment Opportunity (EEO), Disadvantaged Business Enterprises (DBE), & OSHA as applicable to this contract.
- b. Pursuant to Arkansas Code Annotated §22-9-203 The City of Fayetteville encourages all *qualified* small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, City of Fayetteville encourages all general contractors to subcontract portions of their contract to *qualified* small, minority and women business enterprises.

12. PROVISION FOR OTHER AGENCIES:

Unless otherwise stipulated by the Proposer, the Proposer agrees to make available to all Government agencies, departments, municipalities, and counties, the proposal prices submitted in accordance with said proposal terms and conditions therein, should any said governmental entity desire to buy under this proposal. Eligible users shall mean all state of Arkansas agencies, the legislative and judicial branches,

political subdivisions (counties, local district school boards, community colleges, municipalities, counties, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the contract.

13. COLLUSION:

The Proposer, by affixing his or her signature to this proposal, agrees to the following: "Proposer certifies that his proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s) and/or services and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action."

14. RIGHT TO AUDIT, FOIA, AND JURISDICITON:

- a. The City of Fayetteville reserves the privilege of auditing a vendor's records as such records relate to purchases between the City and said vendor.
- b. Freedom of Information Act: City contracts and documents prepared while performing City contractual work are subject to the Arkansas Freedom of Information Act. If a Freedom of Information Act request is presented to the City of Fayetteville, the (contractor) will do everything possible to provide the documents in a prompt and timely manner as prescribed in the Arkansas Freedom of Information Act (A.C.A. §25-19-101 et. seq.). Only legally authorized photocopying costs pursuant to the FOIA may be assessed for this compliance.
- c. Legal jurisdiction to resolve any disputes shall be Arkansas with Arkansas law applying to the case.

15. CITY INDEMNIFICATION:

The successful Proposer(s) agrees to indemnify the City and hold it harmless from and against all claims, liability, loss, damage or expense, including but not limited to counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the services or any part thereof covered by this order, and such obligation shall survive acceptance of the services and payment thereof by the City.

16. VARIANCE FROM STANDARD TERMS & CONDITIONS:

All standard terms and conditions stated in this request for proposal apply to this contract except as specifically stated in the subsequent sections of this document, which take precedence, and should be fully understood by Proposers prior to submitting a proposal on this requirement.

17. ADA REQUIREMENT FOR PUBLIC NOTICES & TRANSLATION:

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 479.521.1316 (telecommunications device for the deaf), not later than seven days prior to the deadline. Persons needing translation of this document shall contact the City of Fayetteville, Purchasing Division, immediately.

18. CERTIFICATE OF INSURANCE:



The successful Proposer shall provide a Certificate of Insurance in accordance with specifications listed in this request for proposal, prior to commencement of any work. Such certificate shall list the City of Fayetteville as an additional insured. Insurance shall remain valid throughout project completion.

19. PAYMENTS AND INVOICING:

The Proposer must specify in their proposal the exact company name and address which must be the same as invoices submitted for payment as a result of award of this RFP, if any. Further, the successful Proposer is responsible for immediately notifying the Purchasing Division of any company name change, which would cause invoicing to change from the name used at the time of the original RFP. Payment will be made within thirty days of invoice received. The City of Fayetteville is very credit worthy and will not pay any interest or penalty for untimely payments. Payments can be processed through Proposer's acceptance of Visa at no additional costs to the City for expedited payment processing. The City will not agree to allow any increase in hourly rates by the contract without PRIOR Fayetteville City Council approval.

20. CANCELLATION:

- a. The City reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the Contractor in writing of the intention to cancel or with cause if at any time the Contractor fails to fulfill or abide by any of the terms or conditions specified.
- b. Failure of the contractor to comply with any of the provisions of the contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the City of Fayetteville.
- c. In addition to all other legal remedies available to the City of Fayetteville, the City reserves the right to cancel and obtain from another source, any items and/or services which have not been delivered within the period of time from the date of order as determined by the City of Fayetteville.
- d. In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate of the last day of the current fiscal period without penalty or expense to the City.

21. ASSIGNMENT, SUBCONTRACTING, CORPORATE ACQUISITIONS AND/OR MERGERS:

- a. The awarded entity shall perform this contract. No assignment of subcontracting shall be allowed without prior written consent of the City. If a Proposer intends to subcontract a portion of this work, the Proposer shall disclose such intent in the proposal submitted as a result of this RFP.
- b. In the event of a corporate acquisition and/or merger, the awarded entity shall provide written notice to the City within thirty (30) calendar days of awarded entity's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the City, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the City awarding a proposal to a firm that has disclosed its intent to assign or subcontract in its response to the RFP, without exception shall constitute

approval for purpose of this Agreement.

22. NON-EXCLUSIVE CONTRACT:

Award of this RFP shall impose no obligation on the City to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar work if it deems such an action to be in the City's best interest. In the case of multiple-phase contracts, this provision shall apply separately to each item.

23. LOBBYING:

Lobbying or communicating of selection committee members, to City of Fayetteville employees, or elected officials regarding request for proposals, request for qualifications, bids or contracts, during the pendency of bid protest, by the bidder/proposer/protestor or any member of the bidder's/proposer's/protestor's staff, and agent of the bidder/proposer/protestor, or any person employed by any legal entity affiliated with or representing an organization that is responding to the request for proposal, request for qualification, bid or contract, or has a pending bid protest is strictly prohibited either upon advertisement or on a date established by the City of Fayetteville and shall be prohibited until either an award is final or the protest is finally resolved by the City of Fayetteville; provided, however, nothing herein shall prohibit a prospective/bidder/proposer from contacting the Purchasing Division to address situations such as clarification and/or questions related to the procurement process. For purposes of this provision lobbying activities shall include but not be limited to, contacting, communicating, influencing or attempting to influence action or non-action in connection with any request for proposal, request for qualification, bid or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such actions may cause any request for proposal, request for qualification, bid or contract to be rejected.

24. ADDITIONAL REQUIREMENTS:

The City reserves the right to request additional services relating to this RFP from the Proposer. When approved by the City as an amendment to the contract and authorized in writing prior to work, the Contractor shall provide such additional requirements as may become necessary.

25. SERVICES AGREEMENT:

A written agreement, in substantially the form attached, incorporating the RFP and the successful proposal will be prepared by the City, signed by the successful Proposer and presented to the City of Fayetteville for approval and signature of the Mayor.

26. INTEGRITY OF REQUEST FOR PROPOSAL (RFP) DOCUMENTS:

Proposers shall use the original RFP form(s) provided by the Purchasing Division and enter information only in the spaces where a response is requested. Proposers may use an attachment as an addendum to the RFP form(s) if sufficient space is not available on the original form for the Proposer to enter a complete response. Any modifications or alterations to the original RFP documents by the Proposer, whether intentional or otherwise, will constitute grounds for rejection of such RFP response. Any such modifications or alterations

a Proposer wishes to propose shall be clearly stated in the Proposer's RFP response and presented in the form of an addendum to the original RFP documents.

27. OTHER GENERAL CONDITIONS:

- a. Proposers must provide the City with their proposals signed by an employee having legal authority to submit proposals on behalf of the Proposer. The entire cost of preparing and providing responses shall be borne by the Proposer.
- b. The City reserves the right to request any additional information it deems necessary from any or all Proposers after the submission deadline.
- c. This solicitation is not to be construed as an offer, a contract, or a commitment of any kind; nor does it commit the city to pay for any costs incurred by Proposer in preparation. It shall be clearly understood that any costs incurred by the Proposer in responding to this request for proposal is at the Proposer's own risk and expense as a cost of doing business. The City of Fayetteville shall not be liable for reimbursement to the Proposer for any expense so incurred, regardless of whether or not the proposal is accepted.
- d. If products, components, or services other than those described in this bid document are proposed, the Proposer must include complete descriptive literature for each. All requests for additional information must be received within five working days following the request.
- e. Any uncertainties shall be brought to the attention to Jonathan Smith immediately via telephone (479.575.8220) or e-mail ([jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov)). It is the intent and goal of the City of Fayetteville Purchasing Division to provide documents providing a clear and accurate understanding of the scope of work to be completed and/or goods to be provided. We encourage all interested parties to ask questions to enable all Proposers to be on equal terms.
- f. Any inquiries or requests for explanation in regard to the City's requirements should be made promptly to Jonathan Smith, City of Fayetteville, Sr. Purchasing Agent via e-mail ([jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov)) or telephone (479.575.8220). No oral interpretation or clarifications will be given as to the meaning of any part of this request for proposal. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms via written addendum. Names of firms submitting any questions, clarifications, or requests will not be disclosed until after a contract is in place.
- g. At the discretion of the City, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews.
- h. Any information provided herein is intended to assist the Proposer in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide qualified Proposers with sufficient basic information to submit proposals meeting minimum specifications and/or test requirements but is not intended to limit a RFP's content or to exclude any relevant or essential data.
- i. Proposers irrevocably consent that any legal action or proceeding against it under, arising out of or

in any manner relating to this Contract shall be controlled by Arkansas law. Proposer hereby expressly and irrevocably waives any claim or defense in any said action or proceeding based on any alleged lack of jurisdiction or improper venue or any similar basis.

- j. The successful Proposer shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of City of Fayetteville. In case the successful Proposer assigns all or any part of any monies due or to become due under this Contract, the Instrument of assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any monies due or to become due to the successful Proposer shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the services called for in this contract.
- k. The successful Proposer's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the services shall apply to the contract throughout, and they will be deemed to be included in the contract as though written out in full herein. The successful Proposer shall keep himself/herself fully informed of all laws, ordinances and regulations of the Federal, State, and municipal governments or authorities in any manner affecting those engaged or employed in providing these services or in any way affecting the conduct of the services and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, s/he shall herewith report the same in writing to the City of Fayetteville.

28. CONTRACT REQUIREMENTS: Any contract between the successful proposer and the City shall include the following:

- a. Indemnification: The awarded Proposer shall indemnify and hold harmless City of Fayetteville and their agents and employees from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in a part by any negligent or willful act or omission of the successful Proposer and anyone directly or indirectly employed by him/her or anyone for whose acts any of them may be liable. In any and all claims against City of Fayetteville or any of their agents or employees, by any employee of the successful Proposer, directly or indirectly employed by him/her, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the successful Proposer or under the Workers' Compensation Acts, Disability Benefits Acts or other employee benefits acts.
- b. Suspension or Termination of Services: City of Fayetteville or awarded Proposer shall have the right to terminate this agreement at any time upon thirty (30) days advance written notice to the other party of its intention to terminate.
- c. Laws and Regulations: The successful Proposer's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the services shall apply to the contract throughout, and they

will be deemed to be included in the contract as though written out in full herein. The successful Proposer shall keep himself/herself fully informed of all laws, ordinances and regulations of the Federal, State, and municipal governments or authorities in any manner affecting those engaged or employed in providing these services or in any way affecting the conduct of the services and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in these Contract Documents or in the specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, s/he shall herewith report the same in writing to City of Fayetteville.

Proposer shall at all times observe and comply with all such existing and future laws, ordinances and regulations, and shall protect and indemnify City of Fayetteville and its agents against the violation of any such law, ordinance, regulation, order or decree, whether by himself/herself or by his/her employees. Licenses of a temporary nature, necessary for the prosecution of the service shall be secured and paid for by the successful Proposer.

- d. Assignments: The successful Proposer shall not assign the whole or any part of this Contract or any monies due or to become due hereunder without written consent of City of Fayetteville. In case the successful Proposer assigns all or any part of any monies due or to become due under this Contract, the Instrument of assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any monies due or to become due to the successful Proposer shall be subject to prior liens of all persons, firms, and corporations for services rendered or materials supplied for the performance of the services called for in this contract.
- e. Insurance: The successful Proposer shall not commence work under this contract until all insurance described below has been obtained, certificate listing the City as an additional insured, and such insurance has been approved by City of Fayetteville. Premiums for all insurance policies required shall be the responsibility of the Proposer.
  - i. **Errors and Omissions**: The successful Proposer shall hold City of Fayetteville harmless from any liability arising from acts or omissions of Employees or Proposer's Subcontractors and shall furnish to City of Fayetteville, certificates of insurance certifying that the Proposer is carrying errors and omissions or professional liability insurance with minimum limits of \$1,000,000.00 per claim.
  - ii. **Workers Compensation**: Statutory Amount.
  - iii. **Comprehensive General & Automobile Insurance**
- f. Payments: If the Consultant has made application for payment as above, the Project Manager will issue a request for payment to the Accounting Department for such amount as is determined to be properly due, or state in writing the itemized and specific reasons for withholding a payment. The City intends to pay accepted invoice within thirty (30) calendar days. No payment shall constitute an acceptance of any service not in accordance with the Contract Documents.
  - i. **Final Payment**: Upon receipt of written notice from the Consultant that all contracted services are complete, the Project Manager will, within a reasonable time, review all services and reports. If the Project Manager finds the services and reports of the Consultant complete and acceptable in accordance with the provisions of the Contract Documents, s/he shall, within a reasonable time, process a pay request so that final payment can be made. The acceptance of final payment shall constitute a waiver of all claims by the Consultant except those previously made in writing and still unsettled.

- g. Renewable Terms: The City reserves the right to award this contract within five (5) years from the City Council approval date of contract. The City also reserves the right to contract with the awarded vendor within such five (5) year period for work related to this RFP.
- h. Freedom of Information Act: City of Fayetteville contracts and documents prepared while performing city contractual work are subject to the Arkansas Freedom of Information Act. If a Freedom of Information Act request is presented to the City of Fayetteville, the contractor will do everything possible to provide the documents in a prompt and timely manner as prescribed in the Arkansas Freedom of Information Act (A.C.A. 25-19-101 et. Seq). Only legally authorized photo copying costs pursuant to the FOIA may be assessed for this compliance.
- i. Changes in Scope or Price: Changes, modification, or amendments in scope, price or fees to this contract shall not be allowed without prior formal contract amendment approved by the Mayor and the City Council in **advance** of the change in scope, cost or fees.

29. APPENDIX DOCUMENTS: The appendix documents below are included as part of this RFP.

Attachment: Arkansas Historic Preservation Program Grant Agreement

- Appendix C (Design Guidelines and Preservation Plans)
- Appendix F (The Secretary of the Interior's Historic Preservation Professional Qualification Standards)

1. PURPOSE:

The City of Fayetteville, Arkansas, hereinafter referred to as “the City”, is requesting proposals from qualified firms with experience in municipal, comprehensive, urban and land use planning, economic analysis, and citizen involvement/participation, to prepare a Heritage and Historic Preservation Master Plan for the City of Fayetteville, as described in the following Scope of Work. It is the intent of the City of Fayetteville to select a single firm or team to accomplish the services outlined in this Request for Proposals.

Questions from interested parties shall be submitted to Jonathan Smith, Sr. Purchasing Agent, no later than **10 A.M. CST on April 13, 2022** via e-mail to [jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov).

2. COMMUNITY BACKGROUND:

The City of Fayetteville, Arkansas is located across the Boston Range of the wider Ozark Plateau in Northwest Arkansas. It is the county seat of Washington County. The City is home to the University of Arkansas, which is located just outside the Downtown area. The City is more than 55 square miles in area with a population of 93,949 according to the 2020 United States Census data estimations, making it the second largest city in Arkansas.

Fayetteville has a rich cultural history, much of which is still yet to be explored or protected. The town was founded in 1828 on land that had previously been set aside for the western Cherokee Nation. Before the Cherokees, the land had been hunted by the Osage and Quapaw tribes. During the Civil war General Benjamin McCulloch ordered Confederate forces under his command to burn all the commercial buildings, military stores and vacant houses in Fayetteville. On December 6, General Herron and his Union forces marched through and retook Fayetteville for the remainder of the war. After the Civil War many previously enslaved people in Northwest Arkansas moved to the college town of Fayetteville looking for work. Currently numerous groups are working to preserve the often-ignored history of African Americans in the City. You can learn more about the history of Fayetteville [here](#). However, the history on this page ends in 1899. Beginning in 1975, Northwest Arkansas experienced a surge in Hmong and Vietnamese populations with the Indochina Migration and Refugee Assistance Act. The impact of this migration, and the stories of these and many other groups of people that have made Fayetteville what it is today have yet to be fully documented.

On March 1, 1979 the Historic District Commission was created as a group of devoted local citizens concerned with improving and protecting the City’s unique historic and cultural resources. The Commission helps facilitate the identification, evaluation, preservation, restoration, protection, and enhancement of historical, cultural, and archaeological interests. The City of Fayetteville currently has 57 Historic Sites on the National Register and has an array of National Register Historic Districts and neighborhood associations with an eye on preservation. With increased interest in Historic Preservation, the City is exploring various methods to preserve and protect its cultural and historic assets. The Historic District Commission’s goal is to encourage and engage the preservation of historic architecturally significant properties, promote their potential, practical, and useful opportunities, and to establish compatible development within areas of historic properties, neighborhoods, and districts.

The Black Heritage Preservation Commission was created by Resolution 210-21 on August 17, 2021. It was enacted into Fayetteville City Code by Ordinance 6472 on September 7, 2021. The purpose of this Commission is to recognize, acknowledge, protect and preserve historical Black Structures and Cemeteries in honor of the vision, accomplishment, and perseverance of Fayetteville’s early Black families and individuals and the churches and other structures they built. Another Purpose of this Commission is the creation of Black Historical Markers to recognize the

struggles and achievements of our Black citizens to promote diversity and equality for all Fayetteville residents and to oppose discrimination against any person in Fayetteville.

### 3. BENEFITS OF PRESERVATION:

Since the beginning of the United States of America, history has primarily been recorded from the view of the majority. The stories of minorities tend to be viewed as either supportive or antagonistic to majority, but rarely as the focal point of the overall conversation. The City of Fayetteville wishes to have a better understanding of all the histories and cultures that came together to form this great City into what it is today, inclusive of underrepresented cultures and peoples, and their stories.

Cities rely on property-based financial assets for revenue. Vacant, unused, and underused historic buildings brought back to life are also brought back as tax-generating assets for a community. Historic neighborhoods were typically constructed and used in such a way that supports good community planning. They were walkable, with buildings sharing uses, built in tight grids focused on connectivity.

Because historic business districts have such a diverse mix of buildings, they help support businesses of varying sizes and rental rates. The restoration of a historic downtown area often means a new strip mall does not need to be installed elsewhere. The transformation of a historic warehouse into residential units reduces demand to annex and extend services. Likewise, small blocks such as those in historic neighborhoods support density within the current City limits, reducing the need for suburban sprawl and making housing more attainable in the City. Historic preservation also decreases waste. Solid waste landfills are expensive, coming at a high cost to the community and to the environment.

The purpose of this project is to prepare an action-oriented, community-wide historic preservation planning document to promote and coordinate advancement of the protection, preservation, and development of historic and cultural resources within the City of Fayetteville.

### 4. Scope of Work

- Identification and assessment of the City's historic and cultural resources (including buildings, structures, objects, monuments, areas, landscapes, burial grounds, and sites) including whether additional Historic Resource Surveys are needed, best practices and preservation strategies, and general state of condition.
- Identification of challenges and opportunities pertinent to the preservation of Fayetteville's historic and cultural resources. Included in this identification is an assessment of existing preservation mechanisms.
- Identification of heritage and historic preservation goals and priorities and the development of an Action Plan to implement the identified goals and priorities associated with diverse ethnic, social, and cultural groups who have played a role in the history of Fayetteville.
- Identification of communication, cooperation, and collaboration between existing groups engaged in cultural and historic preservation activities and recommendations for improvement with a focus on comprehensive information and materials about heritage and historic preservation for City government, residents, and the community to serve as educational tools



and to support coordination of community-wide efforts to promote preservation.

- Outreach to the public, local groups and organizations, local boards and commissions, municipal staff, stakeholder groups, and marginalized communities, including hosting a public forum and providing an overview of heritage and historic preservation challenges and opportunities to the public.
- Recommendations for changes or updates to historic properties inventories, National Register listings, Historic Resource Surveys, and other historic site and structure documentation as applicable.
- Create an Action Plan, Executive Summary, and Heritage & Historic Preservation Master Plan; convene a public forum to present the recommendations of the Draft Plan; provide a summary report of input from public forum and comments on Draft Plan that is incorporated into the Final Plan.

## 5. ANTICIPATED TABLE OF CONTENTS:

The organization of the plan is anticipated to include the following chapters and sections. However, this Table of Contents may be adjusted if it would better reflect the project and final deliverables.

I. Acknowledgements

II. Executive Summary

III. Introduction

- Project Background
- Historic Context for Fayetteville
- History of Historic Preservation in Fayetteville
- An Overview of Historic Preservation Strengths and Challenges in Fayetteville
- Annotated List of Previous Historic Resource Surveys, Preservation Plans for Fayetteville, and other preservation policies and documents

IV. Findings

V. Recommendations

VI. Implementation/Action Plan

VII. Bibliography (if needed)

VIII. Appendixes: (if needed)

- National Register – Listed Properties
- Historic Context Example
- Multiple Property Listing Example
- Architectural Survey Example

- National Register Application
- How To Create A Historic District

## 6. DESCRIPTION OF SERVICES REQUESTED:

The City of Fayetteville is soliciting written proposals from qualified consultants with experience and capable of developing a Heritage and Historic Preservation Master Plan which is aligned with the goals and mission of the City. The project should assess and analyze the current environment, needs and interests of the community as it relates to heritage and historic preservation, as well as identify future possibilities and opportunities.

Through community visioning and an inclusive planning process to include City staff and officials, stakeholder groups, and citizens, the consultant will develop a Heritage and Historic Preservation Master Plan that aligns with the City's 2040 Plan.

A steward of public investment, the City is seeking a shared vision in building a more vibrant community and bridging differences to promote an open, civil society. Cultural knowledge supports community health and positive social impact across a wide range of areas. The Master Plan should focus on a holistic approach to maximize impact.

### A. Project work to be undertaken by Consultant;

- Examine existing land use patterns and structures in historic neighborhoods.
- Examine past preservation efforts, noting strengths and weaknesses.
- Recommend best practices for historic preservation.
- Identify the areas of most significant cultural and historical importance in the City.
- Identify which cultural and historic resources we want to preserve and how we prioritize them.
- Identify strategies to preserve these resources.

### B. Who May Respond

Any consulting firm, consulting team, or other organization, preferably local to Northwest Arkansas with applicable expertise may respond.

### C. Tentative Project Timeline

May 07, 2022	Consultant Chosen
June 03, 2022	Project Scope and Methodology Meeting with Arkansas Historic Preservation Program (AHPP)
June 10, 2022	Contract Draft Sent to AHPP
July 05, 2022	Contract Approved by City Council
July 25, 2022	Week of First Steering Committee Meeting (expected to occur monthly)
September 16, 2022	Initial Public Meeting

December 02, 2023	Second Public Meeting
March 08, 2023	Final Public Meeting
April 13, 2003	Historic District Commission Draft Review
April 20,2023	Black Heritage Preservation Commission Draft Review
April 24, 2023	Planning Commission Draft Review
April 25, 2023	City Council Agenda Session Draft Review
May 05, 2023	Final Report Draft Sent to AHPP
June 05, 2023	Final Report Due to City Staff
June 14, 2023	Final Report Due to AHPP
July 18, 2023	City Council Final Report Approval
July 21, 2023	Final Invoice sent to AHPP
August 01, 2023	AHPP Final Deadline

## 7. SCOPE OF SERVICE:

The following scope of services represents the baseline expectations the City has for a consultant. However, suggestions of alternate processes or structures of equal or better benefit will be considered. The precise final scope of services will be negotiated with the selected consultant.

### A. Project Management:

- Develop a comprehensive project plan including goals and a clear methodology accompanied by a timeline indicating delivery of progress reports, presentations to key stakeholders, the community, and release of the final Master Plan.
- Facilitate and manage activities and communications supporting a Steering Committee including meeting schedules, agendas, and material preparation as well as progress reports.
- Recommend a communications strategy to reach and engage stakeholders. Utilize available and existing resources and organizations focusing on art, culture, heritage and historic preservation within the City.
- In collaboration with City staff, design collateral materials including web and digital resources in support of the project and final Master Plan.

### Public Engagement:

- Identify, describe, and implement a comprehensive strategy and methodology for community involvement in the heritage, and historic preservation planning process including but not limited to charrettes, surveys, focus groups and interviews.

### Evaluation and Assessment:

- Assess and evaluate policies and strategies for heritage and historic preservation.
- Gather data and inventory cultural and historical sites.
- Provide a written Action Plan including a set of coordinated actions within a defined time-frame (short term, mid-term, and long term); identify leadership or collaborations to

implement; an assessment of resource requirements including types of investments, possible cost ranges, potential funding sources, and goals accompanied by measurable objectives.

#### 8. DESCRIPTION OF SERVICES REQUIRED:

The following items shall be included in the Plan:

- Summary of Historic Preservation in Fayetteville and the role of historic preservation efforts to date, including but not limited to the creation of local historic districts and easements and establishment of local Historic Commissions. Summarize the City's historic sites and structures, including indigenous sites, and describe the historic resources the City has lost, historic resources the City still has, and historic resources at risk.
- Summary of cultures represented in Fayetteville's history and how these cultures are represented today. Include research from community outreach and use it to create a needs assessment for cultural heritage representation.
- Recommend a strategy for developing and communicating the importance of historic preservation policies for the City's historic neighborhoods.
- Recommend properties for listing on the National Register of Historic Places.
- Review the existing municipal regulations that impact historic preservation, including but not limited to zoning, local historic overlay districts, demolition delay, minimum maintenance regulations, signage regulations, and site plan review. Recommend changes to existing regulations or new policies that could help protect historic resources.
- Action Plan: outline a realistic schedule for implementing recommendations, including the name of the organization or board responsible for implementation. Can include ongoing and long-term goals.

#### 9. PROPOSAL CONTENT:

The proposal shall contain all sections listed herein and shall respond fully to all requirements of the RFP. Statement should be no more than twenty-five (25) pages; single sided, standard readable, print on standard 8.5X11 papers. Proposers shall also submit a three (3) page (maximum) executive summary. The following items will not count toward the page limitations: appendix, cover sheet, 3-page executive summary, resumes (resumes shall be no more than 1 page per person), and forms provided by the City for completion.

##### Letter of Interest:

Provide a letter of interest signed by an authorized consultant representative. Provide the names, offices, email addresses, and phone numbers for all key Consultant staff proposed to be involved in the project. The Proposal shall identify in which office(s) the majority of the work will occur. Acknowledge all issued addenda. Inclusion of all the items indicated above will constitute a passing score for this section (1-page maximum).

##### Consultant / Staff Qualifications:

The Proposal shall include a company profile outlining the company's history and philosophy.

This section will also provide a brief biography of key individuals proposed to be assigned to the project with an emphasis on a designated Project Manager. The Project Manager should be the individual conducting the day-to-day activities on this project. Each individual's proposed position / responsibility shall be indicated. Special emphasis shall be provided to the individual's background, qualifications,

and experience on related and/or similar projects. The team must meet the Professional Qualification Standards for Historic Preservation set by the Secretary of the Interior (Appendix F).

At least three (3) client references, including name, description of past working relationship, and current contact information shall be listed for each key individual proposed. Any applicable professional licenses or certifications shall be listed for each individual. All known sub- Consultants needed to complete the project (individual or firm) must be identified. Inclusion of all the items indicated above with a clear representation of each team member's competency and successful past experience with related and/or similar projects, to include at least three positive client references for each key individual, will constitute a passing score for this section (5-pages maximum).

#### Management Approach:

The Proposal shall include a discussion regarding the Consultant's intended management approach on this project, including coordination and monitoring of project schedule, cost, scope, communications, quality, resources and other management issues that the Consultant feels should be addressed (4-pages maximum).

#### Related Project Experience:

The Proposal shall include up to three (3) profiles of similar services in comparable organizations. Past projects must have been completed in the last five (5) years and shall include: project name, project time frame, client name, and a detailed description that clearly justifies why the Consultant's past experience is applicable to this RFP. For each project, indicate which proposed key individuals worked on the project and describe the role/work they performed and their levels of involvement (5-pages maximum per project/6-pages maximum total).

#### State and Federal Grant Guidelines:

Each Consultant team must familiarize themselves with all grant requirements as required by the CERTIFIED LOCAL GOVERNMENT PROGRAM GRANT AGREEMENT and must meet the minimum standards outlined in the appendices listed below in all work product produced.

See attachment:

#### Arkansas Historic Preservation Program Grant Agreement

- Appendix C (Design Guidelines and Preservation Plans)
- Appendix F (The Secretary of the Interior's Historic Preservation Professional Qualification Standards)

#### Detailed Draft and Scope of Services:

This will form the basis of the Scope of Services to be included in the Contract and be given the most weight in evaluation and scoring of the Proposals. The Proposal shall include (6 pages maximum):

- Detailed description of the Consultant's proposed scope of services (including specific tasks and deliverables) to accomplish the Objectives specified in Section 7 of the RFP;
- List any additional documents or resources necessary to complete the Work;
- Describe your competitive advantage and value-added services and benefits that would be provided to the City. This could include any innovative approaches previously utilized to assist communities develop their similar Master plans, and any unique challenges and how

- you overcame them;
- Any optional, recommended services otherwise excluded from the Consultant's proposed Scope of Services but are considered by the Consultant to be valuable aspects in achieving the Objectives;
- Provide a written summary identifying the types of information, data, and assistance needed from the City for a successful project.
- Detailed description of the Consultant's proposed scope of services (including specific tasks and deliverables) to accomplish the Objectives specified in Section D of the RFP;
- List any additional documents or resources necessary to complete the Work;

#### Project Schedule:

The Consultant shall provide a project schedule, directly associated with the Consultant's proposed Scope of Services (2-pages maximum). All project timelines must meet the terms of grant agreement outlined in the CLG Program Grant Agreement (attached) and shown in Section B, Number 6, Subsection C;

The City will submit quarterly reports to the AHPP detailing programmatic and fiscal progress of work on forms to be provided by AHPP.

The timeline must include the AHPP final deadline of August 01, 2023.

#### 10. PRICE PROPOSAL:

Provide a Flat Fee Price Proposal. Include a detailed cost breakdown including estimated personnel, exclusions, and all labor costs, expenses, overhead, and profit. Provide a payment schedule based on project milestones/deliverables. These deliverables will be confirmed during contract negotiations with the chosen consultant. The Price Proposal will serve as a basis for scoring.

The Price Proposal will be scored as follows (1-page maximum):

(Lowest Proposal Price/ Proposal Price) x 15 Lowest Price will receive a score of 15

Example: Proposal Price A = \$25,000, Lowest Proposal Price = \$20,000 (\$20,000/\$25,000) x 15  
= Score of 12 points

The City will review all submissions to determine compliance with required elements listed in this RFP. Submissions may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received on time in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The information is incomplete or insufficient.
- The quality of the proposal contained in the Submittal does not meet the goals, expectations or criteria set forth by the City.

#### 11. EVALUATION CRITERIA WEIGHTS:

The firm will be selected based upon the technical criteria outlined below. Evaluation of each

proposal will be weighted based on the following criteria:

Criteria	Weighting (%)
• Proposed Method of Doing Work	50%
• Experience, Competence & Capacity to Perform	20%
• Qualifications In Relation to Project	10%
• Past Performance	10%
• <u>Cost Proposal</u>	<u>10%</u>
TOTAL	100%

12. PROPOSED REVIEW PROCESS:

A Selection Committee shall review the submissions. The Selection Committee will evaluate submissions based upon the criteria outlined above. The Selection Committee may, at their discretion, request presentations by or meetings with any or all consultants, to clarify or discuss modifications to the consultant's submissions. Submissions should be submitted initially on the most favorable terms, which the offeror can propose.

13. CONTRACT FORMATION: If the negotiation produces mutual agreement, a contract will be considered for approval by the City of Fayetteville City Council. If negotiations with the highest-ranking Proposer fail, negotiations may be initiated with the next highest-ranking Proposer until an agreement is reached. The City reserves the right to reject all offers and end the process without executing a contract.

1. DISCLOSURE INFORMATION

Proposer must disclose any possible conflict of interest with the City of Fayetteville, including, but not limited to, any relationship with any City of Fayetteville employee. Proposer response must disclose if a known relationship exists between any principal or employee of your firm and any City of Fayetteville employee or elected City of Fayetteville official.

If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a purchase and/or contract as a result of your response. This form must be completed and returned in order for your bid/proposal to be eligible for consideration.

PLEASE CHECK ONE OF THE FOLLOWING TWO OPTIONS, AS IT APPROPRIATELY APPLIES TO YOUR FIRM:

\_\_\_\_\_ 1) NO KNOWN RELATIONSHIP EXISTS

\_\_\_\_\_ 2) RELATIONSHIP EXISTS (Please explain): \_\_\_\_\_

I certify that; as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true; and my organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

Pursuant Arkansas Code Annotated §25-1-503, the Contractor agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with any public entity as defined in §25-1-503. If at any time during contract the contractor decides to boycott Israel, the contractor must notify the contracted public entity in writing.

2. PRIMARY CONTACT INFORMATION

At the discretion of the City, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. NOTE: Each Proposer shall submit to the City a primary contact name, e-mail address, and phone number (preferably a cell phone number) where the City selection committee can call for clarification or interview via telephone.

Corporate Name of Firm: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title of Primary Contact: \_\_\_\_\_

Phone#1 (cell preferred): \_\_\_\_\_ Phone#2: \_\_\_\_\_

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



### 3. ACKNOWLEDGEMENT OF ADDENDA

Acknowledge receipt of addenda for this invitation to bid, request for proposal, or request for qualification by signing and dating below. All addendums are hereby made a part of the bid or RFP documents to the same extent as though it were originally included therein. Proposers/Bidders should indicate their receipt of same in the appropriate blank listed herein. Failure to do so may subject vendor to disqualification.

ADDENDUM NO.	SIGNATURE AND PRINTED NAME	DATE ACKNOWLEDGED

### 5. DEBARMENT CERTIFICATION:

As an interested party on this project, you are required to provide debarment/suspension certification indicating in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Questions regarding this form should be directed to the City of Fayetteville Purchasing Division.

NAME OF COMPANY: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CERTIFIED LOCAL GOVERNMENT PROGRAM GRANT AGREEMENT**  
**Grant Number 22-CLG-02**

This agreement is entered into between the City of Fayetteville, Arkansas, hereinafter referred to as the City, and the Arkansas Historic Preservation Program, hereinafter referred to as AHPP. AHPP agrees to provide a grant in the amount of **\$50,000** for the purpose of funding consultants' services for a Citywide Historic Preservation Plan.

THIS GRANT IS FOR THE ACCOMPLISHMENT OF THE PURPOSE, OBJECTIVE AND SCOPE OF WORK HEREIN DEFINED.

**I. SCOPE OF WORK**

TASK A. The City will fund consultants' services for the completion of Citywide Historic Preservation Plan.

***\$50,000 is designated for this activity.***

**II. TIME FRAME of AGREEMENT**

This agreement will begin on March 15, 2022, and shall extend until September 30, 2023. No grant funds shall be expended by the City or its sub-grantees or assigns after September 30, 2023. No work on any grant task will be undertaken, continued, or carried out after September 30, 2023.

**III. PAYMENTS**

A. Payments of funds under this grant agreement will be made upon receipt of invoices requesting reimbursement of expenses paid by the City within the time frame of this agreement.

B. No invoice received after August 1, 2023, will be processed.

C. Payments under this grant agreement are conditioned on successful completion of the tasks described in the scope of work and submission of deliverables as described in section IV.

D. The grant award is conditioned on the use of the grant funds to accomplish the tasks described in the scope of work. Funds will only be disbursed to achieve the purposes described in the scope of work. The grantee retains no interest in grant funds for which an invoice has not been submitted to AHPP by August 1, 2023.

E. The availability of funds under this grant award is dependent on the National Park Service's 2022-2023 Historic Preservation Fund award to the AHPP.

**IV. MILESTONES**

A. Citywide Historic Preservation Plan

1. The City will be under contract for consultant's services for the Preservation Plan by September 1, 2022.
2. Public meetings, outreach, and advance preparation work will begin by November 1, 2022.
3. A draft Plan will be submitted to AHPP for comment by May 12, 2023.
4. A final Plan will be submitted to AHPP by June 19, 2023. Upon approval of the Plan as complete and appropriate by AHPP, the City may invoice AHPP for \$50,000.

V. AHPP RESPONSIBILITIES

AHPP staff agrees to make periodic reviews of the project to assess practices and products. AHPP reserves the right to enforce the procedures as outlined in this contract. AHPP agrees to make available advice and counsel necessary to accomplish the objectives and to render compensation upon invoice within a reasonable timeframe.

VI. REPORTING REQUIREMENTS

- A. The City will submit quarterly reports detailing programmatic and fiscal progress of work on forms to be provided by AHPP on:

<b>Period</b>	<b>Date Due</b>
March-June, 2022	July 15, 2022
July-Sept, 2022	October 15, 2022
October-December, 2022	January 15, 2023
January-March, 2023	April 15, 2023
April-June, 2023	July 15, 2023
July-September, 2023	October 15, 2023
FINAL	October 31, 2023

- B. The report of April 15, 2023, will be accompanied by a timeline for completion of the project and spend down of project funds by the end of the grant term.
- C. If changes in the grant agreement - e.g.: scope of work, products, budgets, etc. - are required, then the City must submit a written request detailing proposed changes and wait for written approval from AHPP before proceeding.
- D. No funds will be disbursed if grant reporting is more than two weeks delinquent.
- E. Failure to submit grant reports within one month of the date required herein shall be grounds for cancellation of the grant at the discretion of AHPP.
- F. The City will submit a final project report detailing all completed projects and including copies of all publications as per the requirements of this agreement no

later than October 31, 2023.

- G. The City will promptly notify AHPP if it will be unable to expend the awarded funds within the grant period.

## VII. REQUIRED TRAINING

Disbursement of funds under this agreement is contingent on attendance by a designated representative of the City at a training session on grant administration requirements held by AHPP. This requirement may be waived at the discretion of AHPP if the City's grants administrator has attended a grant administration training session within the two years prior to the execution of this grant agreement.

## VIII. COMPLIANCE

- A. All products and projects funded by grant funds must comply with the applicable Secretary of the Interior's "Standards." These include: 1) Standards and Guidelines for Preservation Planning, 2) Standards and Guidelines for Identification, 3) Standards and Guidelines for Evaluation, 4) Standards and Guidelines for Registration, 5) Standards and Guidelines for Historical Documentation, 6) Standards and Guidelines for Architectural and Engineering Documentation, 7) Standards and Guidelines for Archeological Documentation, 8) Standards for the Treatment of Historic Properties, 9) Standards and Guidelines for the Rehabilitation of Historic Buildings, and 10) Historic Preservation Professional Qualification Standards. See Appendices A-E.
- B. PROJECT EXECUTION AND CONTRACT REQUIREMENTS: All projects, sub-grants and consulting contracts funded through this grant agreement must be carried out in accordance with the procedures and standards laid out in the applicable appendices to this agreement. All work products funded through this grant must meet the standards laid out in the applicable appendices to this agreement.
- C. EASEMENTS AND PRESERVATION AGREEMENTS: The City will donate to AHPP a conservation easement on any property being restored, rehabilitated, or repaired as a part of any project(s) funded in whole or in part by this grant utilizing ten thousand dollars (\$10,000) or more of funds awarded by AHPP. On such projects involving private properties, it will be the City's responsibility to secure this easement for donation to AHPP before any grant funds are released. The City will ensure that the owner(s) of property being restored, rehabilitated, or repaired as a part of any project utilizing at least one dollar (\$1) but less than ten thousand dollars (\$10,000) of Historic Preservation Fund monies awarded by AHPP enters into a five-year preservation agreement concerning that property with AHPP before grant funds are released. On such projects involving City property, the City and any other parties holding an ownership interest in such property must enter into a five-year preservation agreement with AHPP before funds will be released.

- D. All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended; (78 Stat. 252; 42 U.S.C. §§2000d *et seq.*); the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 *et seq.*); the Americans with Disabilities Act (42 U.S.C. §12101); the Architectural Barriers Act (42 U.S.C. §§4151 *et seq.*); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.
- A. In all hiring or employment made possible by or resulting from grant awards, the City (1) will not discriminate against any employee or applicant from employment because of race, color, religion, sex, age, or national origin, and (2) will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, age, or national origin. This requirement applies to, but is not limited to, the following: employment promotion, demotion, or transfer; recruitment or other recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The City and its sub-grantees will comply with all applicable statutes and Executive orders on equal employment opportunity and grant awards will be governed by the provisions, as implemented by, but not limited to, Department of the Interior policies, published in 43 CFR 17.

## IX. MANAGEMENT AND BUDGET GUIDELINES

- A. Certified Local Government grants are funded by the National Park Service Historic Preservation Funds Grants in Aid, CFDA number 15.904. All policies and procedures of the Department of the Interior, the National Park Service, and all other Federal regulations concerning expenditures of Federal funds must be followed by AHPP and all sub-grant recipients. All grant projects will be administered by AHPP and the City in accordance with the Historic Preservation Fund Grants Manual. The manual may be found online here: [https://www.nps.gov/preservation-grants/hpf\\_manual.pdf](https://www.nps.gov/preservation-grants/hpf_manual.pdf) The City must maintain efficient and effective accountability and control of all funds received and expended under a sub-grant from AHPP.
- B. Federal Award Identification Number, total award amount, award date, and a copy of the NPS grant agreement with AHPP will be provided to subgrantee with this signed grant agreement. This subgrant award may be subject to additional conditions as required by the National Park Service.
- C. A City employee or paid contractor will be responsible for fulfilling all responsibilities assumed by the City under this grant agreement.
- D. The City will promptly disclose any conflict of interest to AHPP in accordance with 2 CFR §200.112.

- E. Indirect costs are not eligible for reimbursement under this award.
- F. The City will maintain all grant-related records at the City offices in accordance with its normal recordkeeping procedures.
- G. The City hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements as they relate to the application, acceptance and use of Federal funds for this federally assisted project. The following Federal regulations are incorporated by reference into this Agreement (full text can be found at <http://www.ecfr.gov>):
- 1) Administrative Requirements:  
*2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in its entirety;*
  - 2) Determination of Allowable Costs:  
*2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E; and*
  - 3) Audit Requirements:  
*2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F.*
  - 4) Code of Federal Regulations/Regulatory Requirements:  
  
*2 CFR 182 & 1401, "Government-wide Requirements for a Drug-Free Workplace";*  
  
*2 CFR 180 & 1400, "Non-Procurement Debarment and Suspension", previously located at 43 CFR §42, "Government wide Debarment and Suspension (Non-Procurement)";*  
  
*43 CFR Part 18, "New Restrictions on Lobbying";*  
  
*2 CFR Part 175, "Trafficking Victims Protection Act of 2000";*  
  
*FAR Clause 52.203-12, Paragraphs (a) and (b), Limitation on Payments to Influence Certain Federal Transactions; and*  
  
*2 CFR Part 25, System for Award Management (www.SAM.gov) and Data Universal Numbering System (DUNS).*
- H. Cities that expend \$750,000 or more during a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. §§7501-7507) and 2 CFR Part 200, Subpart F.

- I. The City will comply with Federal competitive procurement requirements for professional services and subcontractors and will provide documentation of such compliance upon request.
- J. The City will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
- K. Upon completion of the project, the Secretary of the Interior, the Comptroller General of the United States, AHPP, and/or any of their duly authorized representatives shall have access for the purpose of financial or programmatic audit and examination any books, documents, papers and records of the City that are pertinent to the grant at all reasonable times during the period of retention provided in 2 CFR §200.333, for at least three (3) years or until all claims or audit findings have been resolved.
- L. The City will comply with the provisions of 18 U.S.C. §1913, Lobbying with Appropriated Moneys, as amended by Public Law 107-273, Nov. 2, 2002. “No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, 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, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Members or official, at his request, or to Congress or such official, through the proper official channels, requests for legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of section 1352(a) of title 31.” In addition to the above, the related restrictions on the use of appropriated funds found in Div. F, §402 of the Omnibus Appropriations Act of 2008 (P.L. 110-161) also apply.
- M. The City will comply with all provisions of Executive Order 113858 “Strengthening Buy American Preferences for Infrastructure Projects” that may apply to the project that is the subject of this award.

X. PUBLICATIONS, WORK PRODUCT AND PUBLIC INFORMATION

- A. An acknowledgment of National Park Service and the Arkansas Historic Preservation Program support must be made in connection with the publication of any material based on, or developed under, any activity supported by Historic Preservation Fund

grant funds. This acknowledgment shall be in the form of a statement as follows:

*"This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and the Arkansas Historic Preservation Program, an agency of the Division of Arkansas Heritage. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Division of Arkansas Heritage."*

- B. Press releases, publications, and other public dissemination of information by the City concerning a project made possible by this grant shall acknowledge National Park Service, Department of the Interior, Arkansas Historic Preservation Program, and Division of Arkansas Heritage grant support.
- C. Posters, brochures, program literature, and publications will include the following statement: *This program receives Federal financial assistance for identification and protection of historic properties. Under 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, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age 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 NW, Washington, D.C. 20240.*
- D. Drafts of all publications, reports, audio-visual material, and other material subject to distribution, publication, or display must be submitted to AHPP for approval prior to production, publication, public display or general distribution.
- E. Publications, reports, audio-visual material, and other material subject to distribution, publication, or display will be made accessible to the widest audience possible in accordance with Title II of the Americans with Disabilities Act (42 U.S.C. §§12132 *et seq.*). For more information, guidance is available from the Department of Justice, Civil Rights Division, Disability Rights Section.
- F. The City grants the State of Arkansas and the United States of America a royalty-free, non-exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this agreement as compiled or produced by the City, its contractor, its employees or any individual or concern specifically employed or assigned to originate and prepare such material. Any data, analysis, methodology, or other information that formed the basis of the work product funded by this grant award shall be made available to the AHPP and the NPS on request. The City shall ensure that these rights are secured by any sub-award or sub-agreement funded under this grant award.



- G. All Geographic Information Systems data produced or collected as a part of this grant funded project must comply with the NPS Cultural Resource Spatial Data Transfer Standards. Please contact the AHPP for more information.

#### XI. DEVELOPMENT PROJECTS

- A. Any development project funded through this award must obtain appropriate permits from the City, including approval from the local Historic District Commission, if the project falls within a local ordinance district and the Commission has jurisdiction.
- B. Work funded by this grant award cannot be claimed under the Federal Historic Preservation Tax Incentives Program. City and any potential subgrantees should consult with their attorneys or financial advisors about tax or other consequences of this award or its conditions on project financing.
- C. Approvals of project work by AHPP for this grant project are independent of and may not be substituted for the review and approval of any project or matter under any other AHPP or National Park Service program.

#### XII. LIMITATION OF LIABILITY

AHPP assumes no responsibility with respect to accidents, illness or claims arising out of any work performed under a sub-grant supported project. The City is expected to take necessary steps to insure itself and its personnel and students and to comply with the applicable local, State, or Federal safety standards, including those issued pursuant to the National Occupational Safety and Health Act of 1970 (see 20 CFR Part 1910).

#### XIII. PROJECT CANCELLATION

Approved projects may be canceled for one or more of the following reasons:

- A. The City requests project cancellation.
- B. The City fails to pursue project work in a timely fashion or fails to adequately pursue project objectives in a manner likely to ensure completion of the grant project or substantial spend-down of the grant award within the grant term.
- C. Project work or project administration is found not to be in conformance with conditions as stated in the grant agreement and appendices.

#### XIV. AMENDMENTS

This agreement may be amended upon written request and approval by both parties.

**SIGNATURES**

\_\_\_\_\_  
Scott Kaufman  
Agency Director, AHPP  
Deputy State Historic Preservation Officer  
1100 North Street  
Little Rock, Arkansas 72201

\_\_\_\_\_  
City of Fayetteville Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## **APPENDIX C: Design Guidelines and Preservation Plans**

Preparation of design guidelines and/ or preservation plans funded under this grant agreement will meet the following minimum standards, as applicable:

### **A. CITY'S RESPONSIBILITIES**

1. The City will ensure that any request for proposals (RFP), request for qualifications (RFQ), or other bid solicitation and any contract for services funded under this agreement include duties and tasks as described in this appendix.
2. The City will submit a copy of any proposed RFQ, RFP, or other bid announcement for a project funded under this agreement to AHPP prior to publication of the announcement or request for review and will not publish such announcement or request until approval has been received from AHPP. A copy of the final announcement or request and proof of its publication or transmission to qualified professional will be provided to AHPP.
3. The City will submit a copy of any proposed contract and the name and vita of the contractor selected for services funded under this agreement to AHPP for review prior to execution of the contract, and will not execute the contract until approval has been received from AHPP. A copy of the final executed contract will be provided to AHPP.
4. The City will submit a draft copy of the design guidelines to AHPP for review, comments, and approval prior to printing, and will not give final approval to the product or proceed with final printing of the document until approval has been received by AHPP.
5. The City will ensure that any contractor engaged to prepare design guidelines funded under this agreement meets the Secretary of the Interior's Standards for Professional Qualifications (see Appendix F) as an Architectural Historian, a Historic Preservation Planner, or a Historic Preservationist with experience equivalent to one or both those professions. Any contractor engaged to prepare a preservation plan must be qualified as a Historic Preservation Planner or a Historic Preservationist with experience equivalent to a Preservation Planner.

### **B. CONTRACTOR'S RESPONSIBILITIES**

1. The contractor will design and complete a preservation plan or plans, when applicable, in accordance with the Secretary of the Interior's Standards and Guidelines for Preservation Planning (see at [https://www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](https://www.nps.gov/history/local-law/arch_stnds_0.htm)).

2. The contractor will draft design guidelines, when applicable, that include, at minimum:
  - a. A summary of the City's ordinances, procedures, and bylaws relating to work regulated by the City's Historic District Commission;
  - b. Maps describing the boundaries of any local or National Register historic districts in which work is regulated under authority of the Arkansas Historic Districts Act, A.C.A. § 14-172-20, et seq., and local ordinance;
  - c. A list of addresses within such historic districts;
  - d. A history of the City as it provides historic context for any such local historic districts, National Register of Historic Places districts, or the City as a whole;
  - e. An overview of the architectural styles prevalent in the local historic districts within the period of significance as described in the most recent historic resources survey and/or nomination previously approved by the City's Historic District Commission;
  - f. The text of the Secretary of the Interior's Standards for Rehabilitation, as codified at 36 CFR 67.
  - g. Illustrated design guidance addressing appropriate rehabilitation of and additions to historic structures and sites and construction or development of appropriate infill structures and sites that addresses all historic architectural styles, periods, and methods of construction specific to the local districts.
3. The contractor will provide copies of any ancillary work product or information compiled or generated by the contractor in the course of preparing work product on any project funded through this grant agreement, including but not limited to property data, databases, archival research, and photographs, to AHPP on request.
4. The contractor will grant the City, the State of Arkansas, and the United States of America a royalty-free, non-exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this agreement by the contractor, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.
5. The contractor must be able to comply with deadlines and provide initial and completed deliverables by the dates set forth in the contract between the City and the Contractor.
6. The contractor will provide one full-color printed final clean copy of the design guidelines and/or preservation plan and attachments and one digital copy of the design guidelines and/or preservation plan and attachments created to the City and one full-color printed copies and one digital copy to AHPP.

C. AHPP RESPONSIBILITIES

1. AHPP will provide access to survey files and copies of previous survey work as necessary for project completion.
2. AHPP will provide access to any nominations or other background research or information relevant to the project as necessary for project completion.

## **Appendix F: The Secretary of the Interior's Historic Preservation Professional Qualification Standards**

The *Secretary of the Interior's Professional Qualification Standards* were defined and officially adopted in 1983 (48 FR 44716, September 29) by the National Park Service, Department of the Interior, and the *Secretary of the Interior's Historic Preservation Professional Qualification Standards* were expanded and revised in 1997 (62 FR 33708, June 20) in response to amendments in the National Historic Preservation Act, but were not formally adopted for federal regulatory purposes. See <https://www.govinfo.gov/content/pkg/FR-1997-06-20/pdf/97-16168.pdf> for more information.

The 1997 revisions update the professional qualification standards written in 1983 and add definitions for seven other historic preservation disciplines that appear in the National Historic Preservation Act.

The 1997 version also provides guidance on how to measure qualifying credentials that was lacking in the 1983 *Standards*. In the 1997 version, this information is provided in a standardized format that provides examples of the academic degrees, work and academic products, and professional activities that would qualify a professional in a particular discipline.

Because the 1997 Standards give the clearest description of the current understanding of what a qualified professional is in each of the disciplines described in the National Historic Preservation Act, AHPP uses them as guidance on judging the qualifications of contractors or consultants working on projects funded by AHPP's CLG grant agreements. It is important to note that these are not intended to be requirements for ALL consultants or contractors working on a project, lead as well as entry-level. However, each project must contain a person in a lead, responsible project role with the requisite expertise.

# RFP 22-04, Addendum 1



CITY OF  
**FAYETTEVILLE**  
**ARKANSAS**

**Date:** Monday, April 4, 2022

**To:** All Prospective Vendors

**From:** Jonathan Smith – 479.575.8220 – [jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov)

**RE:** RFP 22-04, Heritage & Historic Preservation Master Plan

This addendum is hereby made a part of the contract documents to the same extent as though it were originally included therein. Bidders should indicate their receipt of same in the appropriate blank of the Bid Form. **BIDDERS SHOULD ACKNOWLEDGE THIS ADDENDUM ON THE DESIGNATED LOCATION ON THE BID FORM.**

1. The following questions were submitted regarding RFP 22-04:

Question	City Response
1. Do you anticipate a reconnaissance or intensive level survey effort as part of this Plan?	We do not anticipate an intense level of survey with this plan. Although it is important to understand Fayetteville's important historic sites and neighborhoods, we are looking to understand the projects, policies and work we would undertake as implementation steps. It is important to the Arkansas Historic Preservation Program (AHPP), which is providing grant funding toward the project, that structures be identified for listing on the National Register of Historic Places, and that can also be an important part of our ability to designate Local Ordinance Historic Districts, but we do not expect a detailed survey of those properties to be provided with this plan.
2. The Community Background section of the RFP describes the gap in the history of the community regarding cultural migrations and influences. Is conducting research to fill in this gap anticipated to be part of the scope of work?	Yes. As this is a citywide plan, we are looking to have research support to document aspects of our history that are currently unrepresented or underrepresented.

3. If we are based out of state, do we have to have a business license for the State of Arkansas or a business license for the City of Fayetteville to be eligible for this work?	No. This is not required if your business is located outside of the state of Arkansas.
4. Can you give or point to examples of the types of financing and public benefit that is referred to in item 1.c. page 3 of 24, which we are directed to discuss in our submittal?	This is standard language for the City's RFPs. We understand it to apply to this project as an opportunity to propose add-value services or work that the consultant feels best address the project scope and needs, and to explain the cost and benefits of those services to the city and to the project. If there is a project aspect of approach that would require financing or an approach beyond the grant funding and budget allocation for this project, we would be looking to understand that in detail.
5. Is the Price Proposal meant to be submitted as a document separate from the rest of the technical proposal?	No
6. Which is the correct date for last submitting questions – page 14 of the RFP says 10AM CST on April 13, but page 1 of the Bid Invitation list 12:00 PM CST on April 1. And what is the most likely date the Addendum will be posted?	April 1, 2022
7. Can you please confirm that the total consultant budget for this effort is the \$50,000 grant, or is there additional funding or a matching amount from the City or other sources?	The City Council has allocated \$20,000 in addition to the \$50,000 grant for a total current budget of \$70,000. Alternative budgets may be considered, however.
8. Are the forms in the RFP document on pages 1, 23 and 24 considered the "signatory" documents that need to be uploaded on the separate tab? Or should they be included in the singular .PDF with the rest of the technical proposal in a Forms section at the back of our submittal?	Yes, these pages are signatory pages and need to be uploaded on the separate tab.

2. A non-mandatory Pre-Response Conference was held on Wednesday, March 30, 2022 at 10:AM CST virtually on Zoom. A complete list of attendees is included in this addendum.



City of Fayetteville

RFP 22-04, Heritage & Historic Preservation Master Plan

Date: 03/30/2022 at 10:00 AM



Meeting ID	87343261931
Topic	Pre-Bid Meeting for RFP 22-04, Heritage & Historic Preservation Master Plan
Start Time	3/30/2022 9:56
End Time	3/30/2022 10:30
User Email	jonsmith@fayetteville-ar.gov
Duration (Minutes)	35
Participants	6

Name (Original Name)	User Email	Total Duration (Minutes)	Guest
Jonathan Smith	jonsmith@fayetteville-ar.gov	35	No
Sherry Marie Smith		35	Yes
Ben Cruce (WER) (Ben Cruce)		35	Yes
Britin Bostick		35	Yes
WER		33	Yes
Janis Burall (KKC)		33	Yes



CITY OF  
**FAYETTEVILLE**  
**ARKANSAS**

## APPENDIX 4

City of Fayetteville, Arkansas  
Purchasing Division – Room 306  
113 W. Mountain  
Fayetteville, AR 72701  
Phone: 479.575.8220

TDD (Telecommunication Device for the Deaf): 479.521.1316

### RFP (REQUEST FOR PROPOSAL)

Request for Proposal: RFP 22-04, Heritage & Historic Preservation Master Plan

DEADLINE: Tuesday, April 19, 2022 before 2:00 PM, local time

Pre-Proposal Conference: Wednesday, March 30, 2022 at 10:00 AM, local time

PURCHASING MANAGER: JONATHAN SMITH, [jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov)

DATE OF ISSUE AND ADVERTISEMENT: March 20, 2022

### REQUEST FOR PROPOSAL

#### RFP 22-04, Heritage & Historic Preservation Master Plan

No late proposals shall be accepted. RFP's shall be submitted in sealed envelopes labeled with the project number and name as well as the name and address of the firm.

All proposals shall be submitted in accordance with the attached City of Fayetteville specifications and bid documents attached hereto. Each Proposer is required to fill in every blank and shall supply all information requested; failure to do so may be used as basis of rejection. Any bid, proposal, or statements of qualification will be rejected that violates or conflicts with state, local, or federal laws, ordinances, or policies.

The undersigned hereby offers to furnish & deliver the articles or services as specified, at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of submitting, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by the Proposer/Bidder and City Purchasing Official.

Name of Firm: Cox|McLain Environmental Consulting now Stantec Consulting Services Inc.

Contact Person: Emily Reed Title: Historic Preservation Program Manager

E-Mail: EmilyR@coxmcclain.com Phone: 512-338-2223

Business Address: 8401 Shoal Creek Blvd., Suite 100

City: Austin State: TX Zip: 78757

Signature: Emily Reed Date: 04/15/2022

## 1. DISCLOSURE INFORMATION

Proposer must disclose any possible conflict of interest with the City of Fayetteville, including, but not limited to, any relationship with any City of Fayetteville employee. Proposer response must disclose if a known relationship exists between any principal or employee of your firm and any City of Fayetteville employee or elected City of Fayetteville official.

If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a purchase and/or contract as a result of your response. This form must be completed and returned in order for your bid/proposal to be eligible for consideration.

PLEASE CHECK ONE OF THE FOLLOWING TWO OPTIONS, AS IT APPROPRIATELY APPLIES TO YOUR FIRM:

✓ 1) NO KNOWN RELATIONSHIP EXISTS

2) RELATIONSHIP EXISTS (Please explain):

I certify that; as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true; and my organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

Pursuant Arkansas Code Annotated §25-1-503, the Contractor agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with any public entity as defined in §25-1-503. If at any time during contract the contractor decides to boycott Israel, the contractor must notify the contracted public entity in writing.

## 2. PRIMARY CONTACT INFORMATION

At the discretion of the City, one or more firms may be asked for more detailed information before final ranking of the firms, which may also include oral interviews. NOTE: Each Proposer shall submit to the City a primary contact name, e-mail address, and phone number (preferably a cell phone number) where the City selection committee can call for clarification or interview via telephone.

Corporate Name of Firm: Cox|McLain Environmental Consulting now Stantec Consulting Services Inc.

Primary Contact: <b>Emily Reed</b>	Title of Primary Contact: <b>Historic Preservation Program Manager</b>
------------------------------------	--

Phone#1 (cell preferred): 336-655-7933 Phone#2: 512-338-2223

E-Mail Address: [EmilyR@coxmclain.com](mailto:EmilyR@coxmclain.com)

### 3. ACKNOWLEDGEMENT OF ADDENDA

Acknowledge receipt of addenda for this invitation to bid, request for proposal, or request for qualification by signing and dating below. All addendums are hereby made a part of the bid or RFP documents to the same extent as though it were originally included therein. Proposers/Bidders should indicate their receipt of same in the appropriate blank listed herein. Failure to do so may subject vendor to disqualification.

ADDENDUM NO.	SIGNATURE AND PRINTED NAME	DATE ACKNOWLEDGED
1	<i>Emily Reed</i> Emily Reed	04/15/2022

### 5. DEBARMENT CERTIFICATION:

As an interested party on this project, you are required to provide debarment/suspension certification indicating in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Questions regarding this form should be directed to the City of Fayetteville Purchasing Division.

NAME OF COMPANY: Cox|McLain Environmental Consulting now Stantec Consulting Services Inc.

PHYSICAL ADDRESS: 8401 Shoal Creek Blvd., Suite 100, Austin, TX 78757

MAILING ADDRESS: 8401 Shoal Creek Blvd., Suite 100, Austin, TX 78757

PRINTED NAME: Emily Reed

PHONE: 512-338-2223 FAX: 512-338-2225

E-MAIL: EmilyR@coxmcclain.com

SIGNATURE: *Emily Reed*

TITLE: Historic Preservation Program Manager DATE: 04/15/2022



## **RFP 22-04 Addendum 1**

### **RFP 22-04, Heritage & Historic Preservation Master Plan**

Issue Date: 3/20/2022

Questions Deadline: 4/1/2022 12:00 PM (CT)

Response Deadline: 4/19/2022 02:00 PM (CT)

### **Contact Information**

Contact: Amanda Beilfuss

Address: Purchasing

City Hall

Room 306

113 W. Mountain St.

Fayetteville, AR 72701

Email: [abeilfuss@fayetteville-ar.gov](mailto:abeilfuss@fayetteville-ar.gov)

## Event Information

Number: RFP 22-04 Addendum 1  
Title: RFP 22-04, Heritage & Historic Preservation Master Plan  
Type: Request for Proposal  
Issue Date: 3/20/2022  
Question Deadline: 4/1/2022 12:00 PM (CT)  
Response Deadline: 4/19/2022 02:00 PM (CT)  
Notes:

The City of Fayetteville, Arkansas is requesting proposals from qualified firms with experience in municipal, comprehensive, urban and land use planning, economic analysis, and citizen involvement/participation, to prepare a Heritage and Historic Preservation Master Plan for the City of Fayetteville, as described in the following Scope of Work. It is the intent of the City of Fayetteville to select a single firm or team to accomplish the services outlined in this Request for Proposals. All questions regarding the process should be directed to Jonathan Smith at [jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov).

## Bid Activities

### Pre-Bid Meeting

3/30/2022 10:00:00 AM (CT)

Jonathan Smith is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/87343261931?pwd=TWZhEZ0U3djhCY0JyVkZnc0NpZmp0dz09>

Meeting ID: 873 4326 1931

Passcode: 886094

One tap mobile

8884754499,,87343261931# US Toll-free

8778535257,,87343261931# US Toll-free

Dial by your location

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 873 4326 1931

Find your local number: <https://us06web.zoom.us/j/87343261931>

## Bid Attachments

### RFP 22-04, FILE 01 - Heritage & Historic Preservation Master Plan.pdf

[View Online](#)

RFP 22-04, FILE 01 - Heritage & Historic Preservation Master Plan

### RFP 22-04, FILE 02 - Addendum 1.pdf

[View Online](#)

RFP 22-04, FILE 02 - Addendum 1

## Requested Attachments

### RFP 22-04, RFP Submittal

(Attachment required)

This is where the vendor uploads their response to the RFP.

### RFP 22-04, Required Signature Forms

(Attachment required)

All of these forms are within the RFP document.

## Bid Attributes

#### 1 RFP 22-04, Arkansas Secretary of State Filing Number

Please provide your Arkansas Secretary of State Filing Number.

100188432 (Stantec Consulting Services Inc.)

(Required: Maximum 1000 characters allowed)

#### 2 RFP 22-04, Company Point of Contact

Please provide us with a company phone number and email address.

Emily Reed, Historic Preservation Program Manager

512-338-2223

EmilyR@coxmcclain.com

(Required: Maximum 1000 characters allowed)

#### 3 RFP 22-04, Sam.gov Registration

Are you registered with Sam.gov?

☒ Yes ☐ No

(Required: Check only one)

#### 4 RFP 22-04, Arkansas Code Annotated §25-1-503

Pursuant Arkansas Code Annotated §25-1-503, the Contractor agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with any public entity as defined in §25-1-503. If at any time during contract the contractor decides to boycott Israel, the contractor must notify the contracted public entity in writing.

☒ Agree and Certify ☐ Disagree

(Required: Check only one)

Supplier Information

Company Name: Cox|McLain Environmental Consulting now Stantec

Contact Name: Emily Reed

Address: 8401 Shoal Creek Blvd., Suite 100

Austin, TX 78757

Phone: 512-338-2223

Fax: 512-338-2225

Email: EmilyR@coxmcclain.com

Supplier Notes

Registered on SAM as Stantec Consulting Services Inc.

By submitting your response, you certify that you are authorized to represent and bind your company.

Emily Reed

Print Name

Emily Reed

Signature





## **RFP 22-04 Addendum 1**

### **Stantec Consulting Services Inc.**

### **Supplier Response**

#### **Event Information**

Number: RFP 22-04 Addendum 1  
Title: RFP 22-04, Heritage & Historic Preservation Master Plan  
Type: Request for Proposal  
Issue Date: 3/20/2022  
Deadline: 4/19/2022 02:00 PM (CT)  
Notes: The City of Fayetteville, Arkansas is requesting proposals from qualified firms with experience in municipal, comprehensive, urban and land use planning, economic analysis, and citizen involvement/participation, to prepare a Heritage and Historic Preservation Master Plan for the City of Fayetteville, as described in the following Scope of Work. It is the intent of the City of Fayetteville to select a single firm or team to accomplish the services outlined in this Request for Proposals. All questions regarding the process should be directed to Jonathan Smith at [jonsmith@fayetteville-ar.gov](mailto:jonsmith@fayetteville-ar.gov).

#### **Contact Information**

Contact: Amanda Beilfuss  
Address: Purchasing  
City Hall  
Room 306  
113 W. Mountain St.  
Fayetteville, AR 72701  
Email: [abeilfuss@fayetteville-ar.gov](mailto:abeilfuss@fayetteville-ar.gov)

## Stantec Consulting Services Inc. Information

Contact: Emily Reed  
Address: 8401 Shoal Creek Blvd.  
Suite 100  
Austin, TX 78757  
Phone: (512) 338-2223  
Email: proposals@coxmcclain.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Emily Reed

Signature

Submitted at 4/19/2022 12:18:55 PM

proposals@coxmcclain.com

Email

## Requested Attachments

### RFP 22-04, RFP Submittal

SOQ Stantec RFP 22-04 Heritage & Historic Preservation Master Plan.pdf

This is where the vendor uploads their response to the RFP.

### RFP 22-04, Required Signature Forms

RFP 22-04 All Required Forms.pdf

All of these forms are within the RFP document.

## Bid Attributes

### 1 RFP 22-04, Arkansas Secretary of State Filing Number

Please provide your Arkansas Secretary of State Filing Number.

100188432

### 2 RFP 22-04, Company Point of Contact

Please provide us with a company phone number and email address.

Emily Reed, 512-338-2223, EmilyR@coxmcclain.com (Cox|McLain Environmental Consulting now Stantec Consulting Services Inc.)

### 3 RFP 22-04, Sam.gov Registration

Are you registered with Sam.gov?

Yes

### 4 RFP 22-04, Arkansas Code Annotated §25-1-503

Pursuant Arkansas Code Annotated §25-1-503, the Contractor agrees and certifies that they do not currently boycott Israel and will not boycott Israel during any time in which they are entering into, or while in contract, with any public entity as defined in §25-1-503. If at any time during contract the contractor decides to boycott Israel, the contractor must notify the contracted public entity in writing.

Agree and Certify



COX | McLAIN  
Environmental Consulting

now



Stantec

## RFP 22-04 Heritage & Historic Preservation Master Plan

Prepared by

Cox|McLain Environmental Consulting, Inc. now  
Stantec Consulting Services Inc.  
320 S. Boston Avenue  
Suite 1104  
Tulsa, OK 74103

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Prepared for

City of Fayetteville, Arkansas  
113 W. Mountain Street  
Fayetteville, AR 72701

April 19, 2022

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Appendix A: Resumes for key staff

## LETTER OF INTEREST

Jonathan Smith, Sr. Purchasing Agent  
Purchasing Division – Room 306  
113 W. Mountain  
Fayetteville, Arkansas 72701

Dear Mr. Smith,

Cox | McLain Environmental Consulting now Stantec (Stantec) is pleased to submit this proposal in response to RFP 22-04, Heritage & Historic Preservation Master Plan. We take great pride in the quality of our work. We understand the importance of the record we are creating and the foundation it can provide for future projects. We understand that preservation plans are a long-term investment; our goal is to help the City of Fayetteville create an effective plan that reflects local goals and interests and that will serve as a foundation of future preservation initiatives.

We are experienced in working on historic preservation projects in Arkansas, including historic surveys and National Register of Historic Places assessments and nominations. Projects such as the survey for the City of Conway commercial district, historic resources survey of the Country Club Colony and Retta Brown subdivisions for the City of El Dorado, resurvey of the Belle Grove NRHP District in Fort Smith, architectural resurvey of the Hillcrest National Register Historic District neighborhood, and an architectural survey, oral histories, and nomination for the University Park North Subdivision in Little Rock, show the range of our recent Arkansas experience.

Our highly skilled team is prepared to mobilize quickly and is committed to completing all work to the satisfaction of the City in accordance with established deadlines. We have carefully considered the level of effort required to complete the project and believe that we are exceptionally qualified to provide the requested services. The majority of the work will be done from our Austin, Texas office.

We have received and reviewed the issued addendum. We have no conflicts of interest and are fully insured. A Certificate of Insurance listing the City as an additional insured will be provided prior to work beginning.

We would be glad to provide additional information regarding our qualifications or speak with you directly to discuss our proposal. Ms. Reed has legal authority to submit this proposal.

Sincerely,



**Emily Reed**

Historic Preservation Program Manager  
Cox McLain Environmental Consulting, now Stantec  
(Prime Consultant)  
8401 Shoal Creek Boulevard, #100  
Austin, Texas 78757  
336-655-7933 (cell)  
[emily.reed@stantec.com](mailto:emily.reed@stantec.com)



COX | McLAIN  
Environmental Consulting

now



**Stantec**



**Steph McDougal**

Principal Consultant/Project Manager  
McDoux Preservation LLC  
(Subconsultant)  
18214 Upper Bay Road, #58114  
Houston, Texas 77058  
281-755-2144 (cell)  
[Steph.McDougal@McDoux.com](mailto:Steph.McDougal@McDoux.com)

**McDOUX**  
PRESERVATION LLC

## EXECUTIVE SUMMARY

We understand that the City of Fayetteville wishes to have a better understanding of all of the cultures and histories that have contributed to the identity of the City. This understanding should represent the diversity found in the City, including the stories and history of underrepresented cultures and peoples. To accomplish this goal, the City desires the preparation of an action-oriented, community-wide historic preservation planning document to promote and coordinate advancement of the protection, preservation, and development of historic and cultural resources within the city of Fayetteville.

We know that understanding the City's goals and challenges as well as successful community engagement will be critical to this project. Our partner McDoux brings extensive experience in community-driven preservation projects. McDoux's goal is not to simply deliver a product but to empower clients to improve their local preservation programs. We will lean on McDoux's expertise in developing and conducting robust and meaningful community engagement activities, listening to the public's concerns, and creating an environment where people know they will be heard. This information is documented and analyzed in coordination with quantitative data, so the result is a well-rounded, thoughtful, and community-supported solution. We look forward to working with the City to ensure that everyone has the opportunity to make their voice heard.

The plan will have a holistic scope and it will help identify historic resources, promote their value, and encourage the use of preservation as an economic development tool. As part of the development of the plan, we will undertake the following tasks:

- Examine existing land use patterns and structures in historic neighborhoods.
- Examine past preservation efforts, noting strengths and weaknesses.
- Recommend best practices for historic preservation.
- Identify the areas of most significant cultural and historical importance in the City.
- Identify which cultural and historic resources the City wants to preserve and how to prioritize them.
- Identify strategies to preserve these resources.

To fulfill the goals and tasks for the project, we will provide the following services:

- **Project Management:** Project Manager Emily Reed has a proven track record of overseeing the completion of preservation planning projects that exceed client expectations and are on time and on budget. Our team emphasizes clear and effective communication with the client, stakeholders, and the public. Our projects are regularly reviewed and accepted by SHPOs with little or no revisions. We recognize that each project is different, and our planning process is well-developed and customized to meet our clients' needs. We'll develop a comprehensive project plan with goals and clear methodologies for accomplishing the goals, along with a detailed project timeline. Our team will facilitate and manage activities and communications; recommend a communications strategy to reach and engage stakeholders; and design collateral materials in collaboration with City staff, including web and digital resources, to support the project and the final Master Plan.
- **Public Engagement:** We will work with the City to develop and implement a comprehensive strategy and methodology for community involvement in the heritage and historic preservation planning process. Public engagement is recommended to include surveys, stakeholder interviews, and other forms of public interactions.
- **Evaluation and Assessment:** Our team will assess and evaluate policies and strategies impacting heritage and historic preservation, gather data and inventory cultural and historic sites, and develop



a written Action Plan. The Action Plan will include a defined time-frame for proposed actions, leadership or collaborations to implement, and an assessment of resource requirements, including types of investments, possible cost ranges, potential funding sources, and goals with measurable objectives.

We understand that the final Plan will layout priorities, goals, and strategies for the City and the Historic District Commission to continue and strengthen preservation efforts in the City. Priority, goals, and strategies will be informed through public input from stakeholders, City staff, and the general public. We are committed to the City of Fayetteville and will help the city achieve these goals.



We have the experience and qualifications to fulfill the City's request for a historic preservation planning document to promote and coordinate advancement of the protection, preservation, and development of historic and cultural resources. Our team are specialists in working with communities to tackle complex, multi-faceted historic preservation projects and we bring that experience to completing the Scope of Work established by the City.

Our historic preservation services include historic preservation plans; surveys of historic resources; historic context development; archival research; custom historic resources database development; eligibility evaluations; local, state, and NRHP nominations; preservation planning; survey planning; regulatory compliance; and community outreach and stakeholder engagement. Our

in-house GIS professionals are skilled in supporting historic preservation projects and producing a variety of historic resource mapping deliverables.

Our team has extensive experience with preservation planning for individual historic resources, historic districts, and municipalities. We combine community input; previous reports and data; on-site investigations; the analysis of existing codes and guidelines; and client and public priorities to develop recommendations that can feasibly be applied to short-term and long-term preservation goals.

**HISTORIC AND CULTURAL RESOURCES ASSESSMENT**

Our team will conduct a review of the City's historic and cultural resources to identify and assess the general condition of the resources, whether additional Historic Resource Surveys are needed, and to determine best practices and preservation strategies. This process will include buildings, structures, monuments, areas, landscapes, burial grounds, and sites, as applicable.

**CHALLENGES AND OPPORTUNITIES**

Our team has experience evaluating and implementing preservation codes and ordinances. Team members Emily Reed and Steph McDougal have served on local historic commissions and actively applied preservation codes to proposed projects. As part of our survey projects, our team regularly reviews and assess existing preservation mechanisms, codes, and ordinances for opportunities for improvement and make

recommendations for future preservation planning activities. Our experience is directly applicable to our identification of the challenges and opportunities that may be pertinent to the preservation of the City's historic and cultural resources.

### **GOALS, PRIORITIES, AND ACTION PLAN DEVELOPMENT**

We will work with the City on the identification of their heritage and preservation goals and priorities, and we will incorporate that information of part of our development of an Action Plan for implementing the identified goals and priorities that are associated with the diversity of ethnic, social, and cultural groups who are important parts of the history of Fayetteville.

### **COMMUNICATION, COOPERATION, AND COLLABORATION**

A vital part of the project is the identification of how best to ensure that the necessary communication channels are well established, and to incorporate existing preservation groups into the communication, cooperation, and collaboration process. We will prepare recommendations for improvements in communication, cooperation, and collaboration, with the goal of providing City government, residents, and the community comprehensive information and materials on heritage and historic preservation to serve as educational tools and to support the coordination and promotion of community-wide preservation efforts.

### **OUTREACH**

Community involvement is at the center of our preservation projects and, along with the City and agency officials, directs priorities and opportunities for recommendations. The input, education, and engagement of the community, including the public, local groups and organizations, local boards and commissions, stakeholder groups, municipal staff as well as marginalized communities, is key to establishing and maintaining successful long-term preservation goals. Our public outreach always includes a wide variety of communication options, including hard-copy materials placed for reference/review at local library branches or other accessible public locations, and public meetings and forums where overviews of the both the challenges and opportunities involved in heritage and historic preservation are provided.

### **RECOMMENDATIONS**

As the different phases of the project progress, our team will be actively compiling recommendations for changes or updates to historic properties inventories, National Register listings, Historic Resource Surveys, and any other applicable historic site and structure documentation.

### **ACTION PLAN, EXECUTIVE SUMMARY, AND HERITAGE & HISTORIC PRESERVATION PLAN**

We will produce a Heritage & Historic Preservation Plan with an Action Plan and Executive Summary. As part of this process, we will hold a public forum at which the Draft Plan will be presented along with our recommendations. Any comments, questions, or other input will be included as part of our summary report on the public forum, with this summary being included as part of the Final Plan.



## CONSULTANT/STAFF QUALIFICATIONS

### ABOUT STANTEC

Cox|McLain Environmental Consulting, Inc., was founded in Austin, Texas, in 2007, establishing a reputation as one of the leading environmental and cultural resources management consulting firms in the region. Effective January 1, 2022, the employees of Cox|McLain joined Stantec Consulting Services Inc., adding our environmental and cultural experience to Stantec's team of designers, engineers, scientists, and project managers. With offices throughout the United States, including Texas, Oklahoma, and Louisiana, our historic preservation services include, context development, resource surveys, archival and oral history research, historic preservation plans, survey plans, and eligibility evaluations and nominations for local, state, and national designations. Our team includes a roster of over 10 *Secretary of the Interior-qualified* professionals who are not only disciplined and experienced historians but who also possess extensive knowledge about economic, social, transportation, and population trends in history, architecture, and community development.

### ABOUT MCDoux PRESERVATION LLC

Stantec has teamed with McDoux Preservation LLC (McDoux) as a subconsultant for this project. McDoux is a woman-owned, certified Historically Underutilized Business based in Houston, Texas. McDoux, a historic preservation consulting firm, specializes in meaningful and inclusive community engagement, historical and archival research and documentation, and long-range/strategic planning. McDoux has successfully teamed with Stantec on several projects over the past four years. Since its establishment in 2007, McDoux has increasingly focused their work on projects that bring their expertise in research and analysis to bear for clients, with an eye to developing new and evaluating/improving existing programs, processes, and policies. McDoux's work is always based on a review of best practices, solid data collection and analysis, and meaningful engagement with stakeholders and the public. McDoux's award-winning community engagement work and resulting historic preservation products have been recognized by Preservation Austin, Preservation Houston, Preservation Texas, and the American Planning Association (state and national awards).

### HISTORY OF SUCCESSFUL TEAMING

Stantec and McDoux have a demonstrated history of productive partnering and excellent working relationships among all team members. McDoux is a member of the team for Stantec's current on-call indefinite deliverable contract with the Texas Department of Transportation for historic preservation services and has completed several work orders with Stantec. Stantec and McDoux have also recently partnered on the ongoing Historic Preservation Plan for Wake Forest, North Carolina.

### PERSONNEL QUALIFICATIONS

Each member of our team of historic preservation professionals meets or exceeds the SOI Standards and Guidelines for Historic Preservation with respect to Professional Qualifications as outlined in the Code of Federal Regulations, 36 CFR Part 61. Relevant qualifications and experience for each team member are summarized in the table below.

Personnel Qualifications										
	Firm	Degree	Years of Experience	SOI Qualified Historian and/or Architectural Historian	Preservation Plan Experience	Public Involvement Experience	Project Management Experience	3+ Years Personnel Supervision	NRHP Authorship	Major Historic Context Authorship
<b>Project Manager</b>										
Emily Reed	Stantec	MS Historic Preservation	13	X	X	X	X	X	X	X
<b>Project Team</b>										
Steph McDougal	McDoux	MS Historic Preservation	20	X	X	X	X	X	X	X
Sandy Shannon	Stantec	Master of Heritage Conservation	7	X	X	X	X	X	X	X
Kelsey Riddle	Stantec	MS Historic Preservation	4	X	X	X			X	
Mitchell Ford	Stantec	MS Community and Regional Planning	1	X	X	X			X	
<b>GIS Specialist</b>										
Sara Laurence	Stantec	MA Anthropology	19		X		X	X		

## PROJECT MANAGER AND KEY PERSONNEL

**EMILY REED,  
MSHP**



### PROJECT MANAGER

**Emily Reed** will serve as the Project Manager. Ms. Reed is an experienced architectural historian who leads Stantec's Historic Preservation Program, a group of 10 historians officed in four states. For this contract, Ms. Reed will oversee all project tasks, serve as the client's point of contact, lead public outreach, and ensure that the project is completed on time and on budget. She served as Chair of the City of Austin Historic Landmark Commission (HLC) during her five-year term (2015-2020), where she reviewed project proposals affecting historic resources and applied the City code. As HLC chair, she honed strategies for successful communication and consensus-building among regulators, historic preservation professionals, and the community. As a commissioner, she was also actively involved in the review of CodeNEXT (the rewrite of Austin's Land Development Code), offering analysis and recommendations for code revisions to strengthen protections and incentives for historic preservation.

**Ms. Reed is an expert in working with communities to further preservation goals.** She recently led the team that drafted a Historic Preservation Plan for Moberly, Missouri, and is also working alongside teaming partner McDoux on Wake Forest, North Carolina's Historic Preservation Plan Update. As part of the 2021 Historic Preservation Plan for Tarrant County, the first county-wide historic preservation plan in Texas, she directed development of custom historic resources survey plans for 41 municipalities.

She has a **depth of experience in public involvement activities.** She has planned and implemented public engagement strategies and coordinated a wide variety of meetings, ranging from small group sessions to open house events with over 100 attendees. She is familiar with the challenges in achieving consensus for preservation policy and is well prepared to assist the City of Fayetteville in this important endeavor. Ms. Reed has worked on numerous **grant-funded projects** and is familiar with the specific reporting requirements and

expectations. Ms. Reed has 15 years of project management experience and is adept at big-picture thinking and problem solving with a focus on client service. She holds a Master of Science in Historic Preservation from the University of Texas at Austin.

## REFERENCES

**Name:** Miranda Garrison, City of San Antonio, Texas

**Description of Past Working Relationship:** Emily manages Stantec's on-call historic resources consulting services with the City of San Antonio. Since 2020 (ongoing), Stantec has provided a variety of preservation services to the City, including survey and resource documentation and evaluation for regulatory compliance, archival research and contextual development, and assistance with developing interpretive panels for the general public.

**Contact Information:** Phone: 210-207-1454; [miranda.garrison@sanantonio.gov](mailto:miranda.garrison@sanantonio.gov)

**Name:** Shirley Olney, City of Moberly, Missouri

**Description of Past Working Relationship:** Stantec prepared a Historic Preservation Plan for the City of Moberly (first draft submitted April 2022). The project included stakeholder interviews, a community survey, multiple public meetings, and an evaluation of current preservation initiatives with extensive recommendations.

**Contact Information:** Phone: 660-269-7662; [Shirleyo@cityofmoberly.com](mailto:Shirleyo@cityofmoberly.com)

**Name:** Sofia Nelson, Planning Director, City of Georgetown, Texas

**Description of Past Working Relationship:** Historic resources survey update and documentation of new properties, on-call consulting services for 6 years (ongoing)

**Contact Information:** Phone: 512-930-3575; [Sofia.Nelson@Georgetown.org](mailto:Sofia.Nelson@Georgetown.org)



**STEPH MCDUGAL,  
MSHP**  
**PRINCIPAL  
CONSULTANT,  
MCDoux  
PRESERVATION**

**Steph McDougal** is the Principal Consultant of McDoux Preservation LLC and will lead community engagement tasks for the Fayetteville Historic Preservation Plan. Ms. McDougal **has more than 20 years of professional experience** in marketing, training/education, and performance improvement. She is a member of the National Alliance of Preservation Commissions and the American Planning Association and is a past president of Texas Dance Hall Preservation, which she co-founded in 2007. Ms. McDougal **served on the State Board of Review for the National Register of Historic Places in Texas** (2019–2020), served as a member of the **Texas Society of Architects Historic Resources Committee**, and chaired the **League City (Texas) Historical Commission** for several years.

Ms. McDougal has developed training/education and performance systems for Global 500 companies, small businesses, higher education, and non-profits since 1996. After completing her master's degree in Historic Preservation from The University of Texas at Austin in 2008, she refocused her existing consulting practice. In 2007, Ms. McDougal started McDoux Preservation LLC, **a firm that has delivered award-winning plans and products**. The Houston-based firm specializes in long-range planning, community engagement, and program development and evaluation. Academically, Ms. McDougal previously served as an adjunct associate professor in the graduate program in Community Development at Prairie View A&M University, an HBCU. Ms. McDougal also holds a master's degree in Technical & Scientific Communication with a focus on instructional design, and a B.A. in Organizational Communication, both from

Miami University in Oxford, Ohio. She is **currently pursuing a Ph.D. in Public History** from Middle Tennessee State University.

#### REFERENCES

**Name:** Kim McKnight, Program Manager, City of Austin Historic Preservation and Heritage Tourism Program (Parks and Recreation Department)

**Description of Past Working Relationship:** City of Austin Historic Cemeteries Master Plan (now known as Vision Plan); assembled the project team, developed historical contexts for the five cemeteries, assessed grave marker conditions, managed all community engagement activities, produced the final document, and provided additional follow-on services to assist the City in developing regulations for grave decorations. Plan approved 2015.

**Contact Information:** [Kim.McKnight@austintexas.gov](mailto:Kim.McKnight@austintexas.gov), 512-974-9478 (Note: Ms. McKnight requests to be contacted by telephone)

**Name:** Carlyn Hammons, Texas Historical Commission, Cemetery Preservation Specialist

**Description of Past Working Relationship:** Cemetery Preservation Program Evaluation; evaluated the Texas Historical Commission's Cemetery Preservation Program effectiveness in serving County Historical Commissions and meeting the State Preservation Plan goals. Program evaluation included stakeholder interviews with 43 CHC representatives, a survey of CHCs (which achieved participation goals to be statistically valid), and subsequent best practices, findings, and recommendations report to guide the modification of current activities and development of new programming. 2018-2019.

**Contact Information:** [carlyn.hammons@thc.texas.gov](mailto:carlyn.hammons@thc.texas.gov), 512-463-6044

**Name:** James P. Walden, AICP, Director of Planning and Development, City of Conway, Arkansas

**Description of Past Working Relationship:** Development of a City-wide African American Historic Context Statement, 2020-2021.

**Contact Information:** [james.walden@conwayarkansas.gov](mailto:james.walden@conwayarkansas.gov), 501-450-6105



SANDY  
SHANNON,  
MHC

#### SENIOR ARCHITECTURAL HISTORIAN

**Sandy Shannon** is an architectural historian with expertise in locally sponsored historic resources surveys and preservation planning. She began her career in preservation planning working for the City of Los Angeles' historic resources survey manager and consultants where she received extensive training and experience in innovative and cost-effective citywide survey methodologies and technologies. Prior to her career in preservation, she worked in academic research, where she gained valuable experience managing, compiling, and analyzing data. Her knowledge and skills were critical to the development of custom historic resources survey plans for Tarrant County, Texas and its 41 municipalities. She regularly serves as a Project Manager for municipal projects throughout the country, including those requiring various levels of documentation, analysis of previous documentation and survey gaps, evaluation of preservation ordinances, development of architecture contexts, and public involvement. Of relevance to the Fayetteville project, she has led the

development and analysis of community opinion surveys to identify historic properties and heritage tourism sites for projects in the City of Austin and the state of Maryland. Ms. Shannon will provide general support for the Fayetteville project, contribute to the analysis of community opinion survey results and the development of the preservation plan, and participate in QA/QC. She holds a Master of Heritage Conservation from the University of Southern California.

## REFERENCES

See references listed for Emily Reed above.



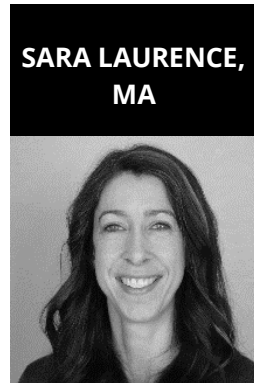
**KELSEY  
RIDDLE, MS**

**MITCHELL  
FORD, MS**

**Kelsey Riddle and Mitchell Ford** are architectural historians experienced in archival research, contextual development, municipal survey projects requiring analysis and incorporation of existing surveys and documentation, and survey planning. They will provide general support for the Fayetteville project. Ms. Riddle holds a Master of Science in Historic Preservation from the University of Texas at Austin. Ms. Riddle is an Arkansas native and received her B.A. in history with a focus on Arkansas and Southern History from the University of Central Arkansas in Conway, where she volunteered with statewide history competitions and local public history efforts. She has worked on numerous projects in Arkansas, including NRHP District updates and nominations and historic surveys. Mr. Ford holds a Master of Science in Community and Regional Planning from the University of Texas at Austin. He has worked on numerous projects in Arkansas, including historic resource surveys and NRHP District nominations. Mr. Ford also brings his experience working on the development of a Historic Preservation Plan for the City of Moberly, Missouri.

## REFERENCES

See references listed for Emily Reed above.



**SARA LAURENCE,  
MA**

**GIS MANAGER**

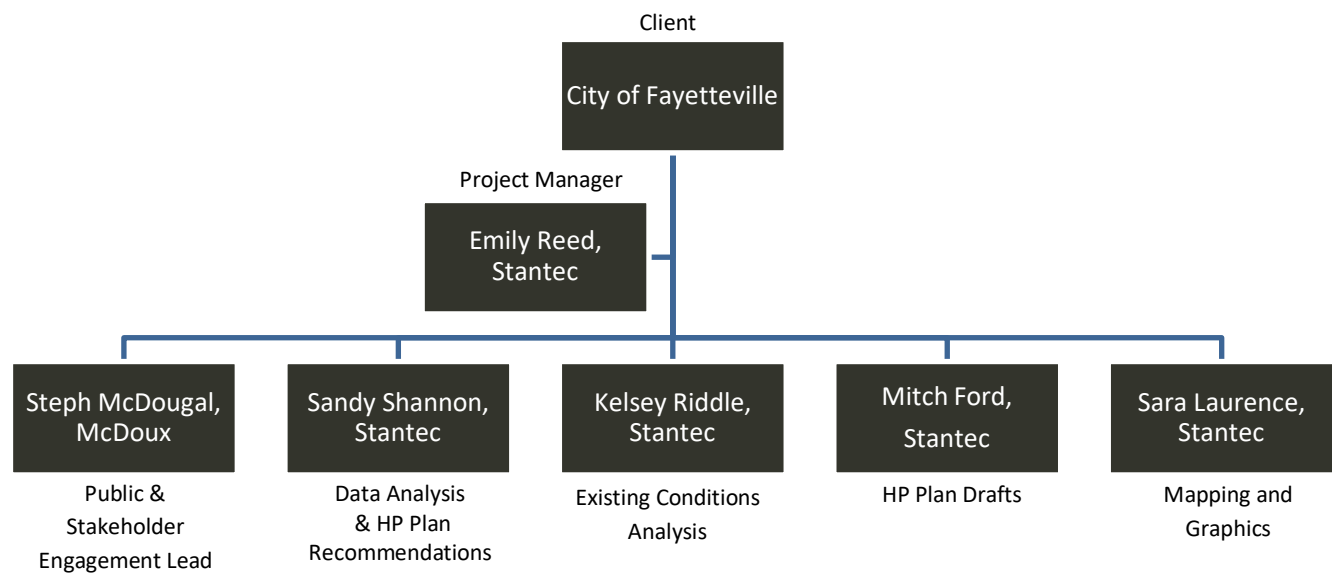
**Sara Laurence**, an archaeologist and GIS expert, will lead mapping efforts. She has 15 years of experience in archaeology and has expertise producing maps for both archeological and historic resources. Her understanding of cultural resources has enabled her to produce accurate maps quickly and efficiently. She is the dedicated GIS analyst for all historic resources projects at Stantec and has **extensive experience providing map and graphic products for our team**. Prior to each project, she consolidates and analyzes data from multiple sources in GIS to inform survey planning and fieldwork methodologies. For the Fayetteville project, the team will rely on Ms. Laurence to prepare professional quality maps that are highly legible and compatible with ESRI ArcGIS software. She holds a Master of Anthropology from Texas A&M University and a GIS certificate from Pennsylvania State University.

## REFERENCES

See references listed for Emily Reed above.

MANAGEMENT APPROACH

TEAM MANAGEMENT STRUCTURE



RESOURCES FOR PROJECT MANAGEMENT

Stantec uses a suite of software management processes. Oracle project management and accounting software integrates resource scheduling and allocation, contract compliance, invoicing, and timesheet collection. The system is updated daily, giving current detailed views of project progress and generating useful alerts. Stantec project managers closely track deliverable, task, and work authorization expiration dates, and key stages in expenditures for labor and direct expenses in Oracle. We use this tool across our programs and offices to achieve effective communications, tracking, and project management for our clients’ benefit.

Stantec also uses integrated leading-edge technologies to support historic preservation work. We use ArcGIS Online (AGOL) and ArcGIS to map and analyze collections of historical resources that allows multiple users to share an interface. Our team uses Wi-Fi/cellular tablets during field investigations to record data automatically saved to the cloud. To produce reports, we use Microsoft Office and the Adobe Creative Suite. Our expertise with these programs results in handsome deliverables that clearly convey results and are compatible with client software.

With multiple moving parts, longer-term projects like historic preservation plans require accessible and integrated software to organize and track all project components, from research, to developing outlines, and writing and editing deliverables, to tracking project tasks, personnel assignments, and due dates. Stantec hosts draft documents online in Microsoft SharePoint, a collaboration platform that allows multiple users to work simultaneously in the same document. The application automatically stores new versions of working documents and supports editing and quality assurance markups and comments. Zotero is a desktop and online platform that organizes sources for in-document citations and bibliographies. During research phases, the platform enables the team to capture primary and secondary sources online and manually to a shared project library. During the synthesis phase, the platform guides critical thinking to organize ideas and

annotate sources. Finally, during the writing phase, Zotero’s “cite and write” capability pulls citations from the shared library to produce the bibliography. With the Zotero tool, our team promotes development of a project library that organizes and safely stores research sources that can be readily shared. The Stantec team uses collaborative applications—the list-making Trello and the spreadsheet-database hybrid Airtable—to assign and monitor tasks, deadlines, and progress, track deliverables, and communicate.

## QUALITY CONTROL

We take great pride in the quality of our work. We understand the importance of the record we are creating and the foundation it can provide for future projects. We understand that preservation plans are a long-term investment; our goal is to help the City of Fayetteville create an effective plan that reflects local goals and interests and that will serve as a foundation of future preservation initiatives. We have developed a three-part quality QA/QC process that holds three historic preservation professionals accountable for the work we deliver to our clients. Work products are self-checked by the primary author and then reviewed by the project manager and project principal. We also collaborate with an independent technical editor who specializes in cultural resource management documentation to produce deliverables with thoughtful content presented in a clear and concise manner. Recommendations are carefully considered through roundtable discussions with our most experienced preservation professionals. Our clients attest to the difference. We are frequently retained by municipalities after completing projects for subsequent preservation planning services.

## COMMUNICATION

At the project outset, Stantec will confirm the communication preferences of the City of Fayetteville and will design a communication plan accordingly. Project Manager Emily Reed will serve as the single point of contact for the City. Stantec will be available to attend steering committee meetings monthly. We will provide the City with quarterly reports detailing project progress for submittal to the Arkansas Historic Preservation Program, in accordance with grant requirements. Internally, the project team will meet weekly to review progress in comparison to the deliverable schedule and budget burn rate.

## PROJECT INITIATION PROCESS

Upon selection as the firm to prepare the historic preservation plan for the City of Fayetteville, Stantec will collaborate with the City to develop a final scope and schedule and to prepare for the project. Items to discuss and finalize may include:

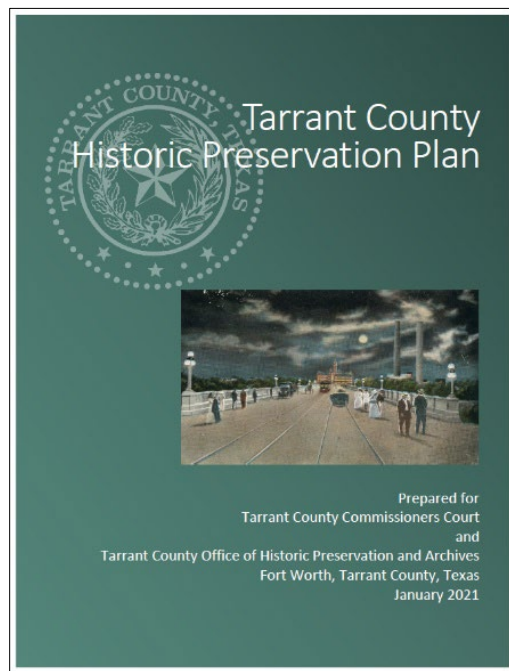
- Goal, objectives, and expectations
- Successes and failures with the existing historic preservation program
- Preliminary discussion of observed trends from City and stakeholder perspective that could shape the preservation plan
  - Areas threatened by redevelopment or neglect
  - Areas of special interest to the community
  - Properties or neighborhoods associated with underrepresented groups
- Prior survey and documentation
- Input from prior community meetings or surveys
- Successes and failures with community engagement

- Economic development priorities
- Identification of key community liaisons and resources
- Resources available
  - Prior survey records
  - Historical photos and property records
  - Historical building permits and records
  - Plat maps
  - Other archival material
  - GIS data
    - GIS parcel boundaries and county assessor data
    - GIS shapefiles of previous survey areas
- Final schedule development

The decisions reached during this collaboration phase of the project will be documented in a final scope of work and project calendar. Stantec will submit this written document to the City prior to project commencement.



## RELATED PROJECT EXPERIENCE



## CLIENT

Dawn Youngblood, Historic Preservation  
and Archives Officer  
Tarrant County

## TARRANT COUNTY, TEXAS HISTORIC PRESERVATION AND SURVEY PLAN, 2019-2021

Historians from Stantec contributed to a historic preservation and survey plan for Tarrant County, the **first countywide plan in Texas**. The document involved a summary of the current state of preservation, an inventory of previously surveyed and designated properties, development of goals and objectives; a multiple-year survey plan; and an implementation plan. The project required public involvement and close collaboration with the County Historical Commission. Stantec led the creation of the GIS-based inventory, which combined digitized and previously undigitized data from numerous historic resources surveys and resources designated at the local, state, and national level; developed a customized survey plan for 41 municipalities and unincorporated areas of the county, requiring extensive GIS analysis and development of a list of priority sites for future documentation and evaluation; and coordinated public outreach.

The scope of the project began in August 2019, first focusing on gathering data from prior historic resources surveys and examples of existing preservation policies and ordinances countywide. Through the fall of 2019 and winter of 2020, consulting work **included public outreach and involvement, engagement with County and municipal staff, coordination with multiple preservation groups, and other stakeholders with a demonstrated interest in historic preservation**. Three draft plans followed, and comments from Tarrant County, the THC, and public stakeholders were reviewed and addressed. The plan developed seven tailored goals: updating the countywide historic resources survey, promoting economic benefits and incentives, increasing the number of historic designations, enhancing public policies encouraging preservation, relationship building and working with municipalities, continuing public outreach and involvement efforts, and creating a record of the prehistory and archaeology of Tarrant County.

Particularly relevant to the Fayetteville Heritage and Historic Preservation Master Plan effort, the Tarrant County project required a thorough review of previous historic resources surveys and properties with historic designations in the county. Our GIS experts mapped all properties previously documented in the county and utilized county appraisal

district data on construction dates to identify patterns and make recommendations.

Stantec Key Personnel: Emily Reed (project/contract management for Stantec; public involvement), Sandy Shannon (development of survey plan), Sara Laurence (mapping and GIS analysis)



**CLIENT**

Nina Nixon-Mendez, HPO  
City of Corpus Christi, Texas

**CITY OF CORPUS CHRISTI TEXAS HISTORIC PRESERVATION PLAN, 2020-2021**

The City of Corpus Christi retained McDoux to prepare an update to the City's Historic Preservation Plan; previous plans were published in 1976 and 1992. The project included a robust public engagement effort that connected with nearly 800 Corpus Christians through stakeholder interviews and an opinion survey; in addition, hundreds more residents participated in three Community Meetings. (The first virtual community meeting, presented live across several social media platforms, had more than 1,400 views within 24 hours.) The 2021 Plan sought to identify ways to integrate historic preservation activities into the City's broader planning and economic goals; review the city's historic resources and provide strategies for preservation; review national best practices and recommend updates to the historic preservation portions of the City's code; and provide toolkits for rehabilitation of historic properties. McDoux promoted and encouraged public participation in the preservation planning process through a dedicated webpage, social media strategy on multiple platforms, press releases, and printed materials. The Plan was approved unanimously by the Landmark and Planning Commissions and is now awaiting Council consideration.

Relevant to the Fayetteville Heritage and Historic Preservation Master Plan, the plan for Corpus Christi included a goal of including underrepresented areas. McDoux's analysis showed that only 5 of the city's 40 designated properties are associated with Mexican Americans, and only one is associated with African Americans. McDoux developed several actionable strategies to address this important goal.

McDoux Key Personnel: Steph McDougal, principal consultant



#### CLIENT

Shirley Olney  
City of Moberly, Missouri

## HISTORIC PRESERVATION PLAN FOR MOBERLY, MISSOURI, 2021-2022

The City of Moberly, Missouri selected Stantec to prepare a historic preservation plan for the City. It is the first robust preservation plan for the community, as the first plan (2010) was limited to two pages. Stantec historians conducted fact-finding interviews with stakeholders representing a wide variety of perspectives on preservation in the city, including historic commission members, developers, realtors, owners of historic properties, and historic preservation advocates. Stantec developed a community questionnaire to measure the extent to which the issues identified by stakeholders are important to the broader public. The questionnaire was designed to gauge the public's understanding of the current historic preservation program, gain feedback on successes and roadblocks to preservation, and solicit recommendations for program improvements.

Stantec facilitated an in-person working meeting with City staff and the public to identify goals and associated action items. While in town for the first meeting, our historians also conducted a limited windshield survey of the city to inform survey and designation recommendations made as part of the plan. The historic preservation plan strategically reviewed the goals of the 2010 plan and evaluated progress on each. Another key aspect of the Stantec plan was the analysis of the City's participation in the Certified Local Government program. We assessed the degree to which the City's activities were compliant and also reviewed the State's annual evaluations of the City's CLG activities.

Relevant to the City of Fayetteville project, the preservation plan for Moberly is highly actionable. The itemized objectives provide a strategy, temporal prioritization (short/medium/long term), relative cost, whether grant funding could be used, and identifies responsible parties and potential partners. The draft plan was published in April 2022 and will be refined with further feedback from the City and community.

Stantec Key Personnel: Emily Reed (project/contract management; stakeholder interviews, public involvement), Sandy Shannon and Mitch Ford (development of historic preservation plan), Sara Laurence (mapping and GIS analysis)

## DETAILED DRAFT AND SCOPE OF SERVICES

### TASK 1. PROJECT MANAGEMENT

This task will capture the project management (internal and external) during the development of the plan. As noted in the Management Approach section, Stantec would begin the project with a productive kick off meeting to support effective project initiation.

Deliverables for this task include:

- Project Work Plan
- Progress meeting agendas and minutes
- Quarterly progress reports

### TASK 2. EXISTING CONDITIONS ANALYSIS

During this phase of the project, Stantec will conduct a general background review of the history of Fayetteville. It is Stantec practice to immerse ourselves in the history of the communities we work in to identify the important patterns, events, persons, property types, and cultural values of each place. A solid understanding of Fayetteville's history and broader historical trends is necessary to have informed conversations with stakeholders and members of the public and will inform the development of the historic context for Fayetteville and the history of historic preservation in Fayetteville required for the plan.

This task will involve a review, assessment, and summary of the City of Fayetteville's existing preservation program, economic factors, and tools. Stantec will work with community members, City officials, City Council, the Historic District Commission (HDC), and stakeholders to assess the successes, failures, and general knowledge and reception of these existing programs, procedures, and tools. Topics to explore will include:

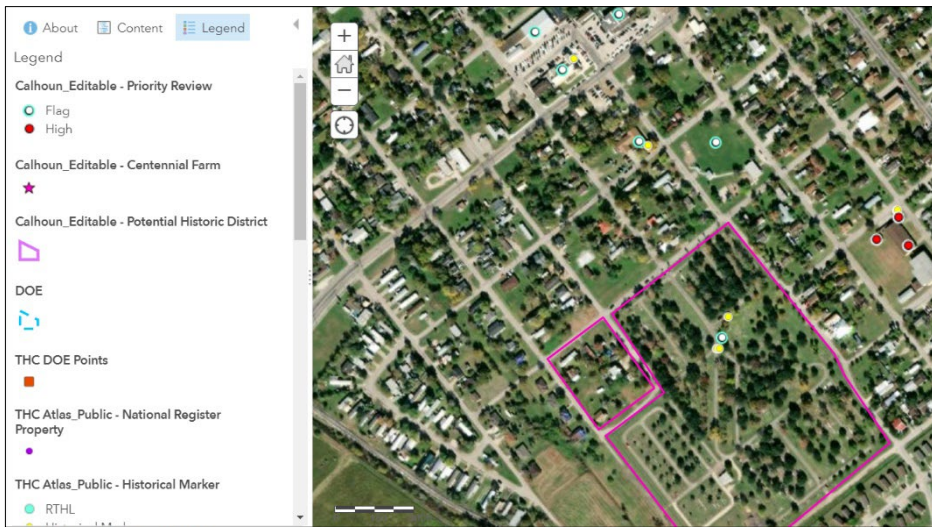
- Successes and failures with the existing historic preservation program
- Preliminary discussion of observed trends from City and stakeholder perspective that could shape the preservation plan
  - Areas threatened by redevelopment or neglect
  - Areas of special interest to the community
  - Properties or neighborhoods associated with underrepresented groups
- Prior survey and documentation
- Input from prior community meetings or surveys

Any City programs or policies related to historic preservation will also be reviewed, assessed, and summarized. This assessment will help to help craft questions and discussions points for stakeholder interviews and public, and the summaries will be included in the final preservation plan. This analysis will identify challenges and opportunities for the City's preservation program.

During this task, Stantec prepare an annotated list of previous historic resources surveys. We will create an online map using the ArcGIS Online (AGOL) platform to conduct map-based analysis. The map will include the locations of previous survey projects, designated historic properties, current and georeferenced aerial



images, and georeferenced Sanborn maps to facilitate analysis of changes to Fayetteville over time and significant periods of development.



Example of the type of GIS-based map Stantec will use to consolidate and analyze data. This map shows resources designated at the local, state, and national levels; previous survey data and NRHP determinations of eligibility; resources identified during contextual development; and other sources. Topographic map images, historical aerial images, and a color-coded layer showing the earliest construction date for each parcel can be turned on and off as base layers. Stantec historians used the application to identify high priority resources and areas for future documentation.

The result of the existing conditions analysis will identify whether additional historic resources surveys are needed, including updates to previous surveys and surveys of previously undocumented properties. Work products from this task will be incorporated into the Heritage and Historic Preservation Master Plan document.

### TASK 3. COMMUNITY ENGAGEMENT AND OUTREACH

#### PUBLIC OUTREACH STRATEGY

The Stantec team will develop a public outreach strategy that places the community voice first in planning the future of historic preservation in Fayetteville. The strategy will specify how public input is integrated in all components of the plan, including vision, goals, criteria, opportunities, strategy, and implementation. To ensure the capture of all citizen perspectives, the plan will incorporate both traditional and non-traditional outreach methods. Social media, the City's website, and targeted marketing will ensure sufficient engagement. In addition to collecting stakeholder input, our skilled team will be a valuable resource for any questions the community may have. Tangible resources including but not limited to slideshows, maps, presentation boards, diagrams, tables, and handouts may be developed and provided for events and continued reference. Once complete, key themes and principles from the community engagement phase will be incorporated in the plan.

It is our experience that both qualitative and quantitative data are needed in order to not only identify potential topics of interest, but also measure the extent to which those are reflected throughout the larger community. Based on our team's previous experience with public engagement for historic preservation, we recommend the following strategies: use of a steering committee, stakeholder fact-finding interviews, community opinion survey, and interactive meetings. We do not propose to hold focus groups. Focus groups are relatively time-consuming on the part of all participants and the facilitator, but generally yield much less information per participant than can be gathered through other methods. One-on-one telephone interviews, for example, can take less participant and facilitator time than a focus group and generate substantially more

information. Data gathered through focus groups or interviews is anecdotal and must be further tested through a survey with sufficient participants to be both valid and reliable.

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## STEERING COMMITTEE

We understand that the City would like to engage a steering committee for the development of the plan. The City will identify appropriate members, coordinate their participation, and host the meetings. Stantec will be available to attend a monthly steering committee meeting throughout the project to provide regular updates and gather input and feedback.

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## STAKEHOLDER INTERVIEWS

Based on the results of our background research, we will conduct up to 15 virtual/telephone fact-finding interviews with individuals representing key stakeholder groups. Stakeholder interviews have two main objects:

- Providing an opportunity for stakeholder groups to share view and influence the outcome of the planning process.
- Ensure that the planning effort addresses issues of importance to those affected by the plan.

These interviews help to identify issues of concern to the members of the community most active and engaged in historic preservation. This information will be supported and supplemented by further investigation to determine the extent to which these issues prevail throughout the greater community. The Stantec team is committed to guaranteeing anonymity during the interview and reporting process, thus allowing participants to speak candidly.

Working with the City, the Stantec team will finalize the list of stakeholder groups, which may include the following:

- HDC members
- Local architects
- Local developers
- Local preservation stakeholders
- Fayetteville Chamber of Commerce
- City personnel in key departments
- Stakeholders from underrepresented and marginalized communities
- Organizations focusing on art, culture, heritage, and historic preservation

We will draft a set of questions and provide the City the opportunity to edit or suggest question topics. A final set of questions with an opportunity for open comments will be developed. Interviews will be summarized, and the findings will be incorporated into the historic preservation plan.

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## ONLINE COMMUNITY OPINION SURVEY

Stantec will develop a community opinion survey of no more than 15 questions, to measure the extent to which issues identified by stakeholders are important to the public as a whole. The target response number

is 383 completed surveys, to reach a 95% confidence level with 5% margin of error, based on the population of Fayetteville. The survey will also help gauge the public's understanding of the current preservation program, gain feedback on successes, as well as roadblocks to preservation, and solicit recommendations. Stantec will develop the survey and solicit input and approval from the City. It can be distributed through the City website, local neighborhood associations, NextDoor message boards, and other relevant communication vehicles identified by the City and Stantec. The results of the community opinion survey will be summarized, and the findings will be incorporated into the historic preservation plan.

Deliverables for this task include:

- Community Involvement Plan
- Stakeholder interview summary report
- Raw data from community survey

## TASK 4. IDENTIFY THE VISION AND GOALS SPECIFIC TO THE CITY OF FAYETTEVILLE

### COMMUNITY VISIONING

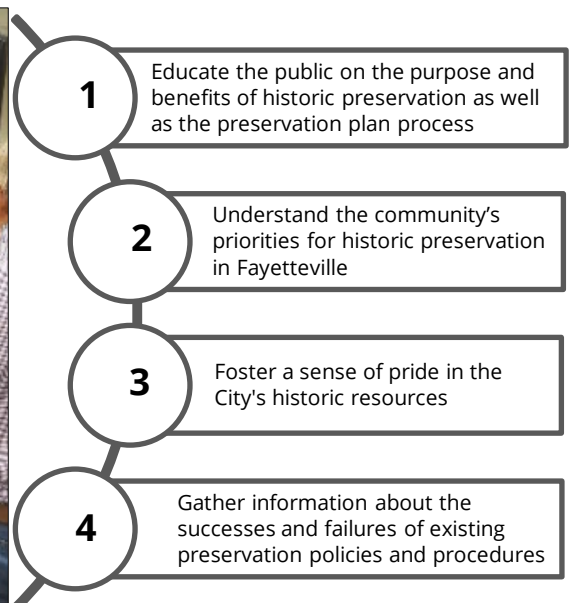
Following stakeholder interviews and the launch of the online community opinion survey, Stantec will conduct meetings to identify and prioritize historic preservation issues in the community. Stantec will host up to three public meetings. Although the draft schedule in the RFP suggests holding 3 meetings before the development of the plan, we propose a value-add approach of sequencing the meetings to ensure maximum public opportunity for meaningful engagement and trust-building.

#### PUBLIC MEETING 1

The first meeting would be held in September 2022. At this meeting, the public will be introduced to the project, its goals, and opportunities for involvement. The data from our work on the project up to this point will be used as a basis for information-gathering activities at the meeting. This meeting is intended to be a working meeting that encourages public input on the vision and goals for the historic preservation plan. We will address key discussion topics such as defining historic preservation and its benefits; how historic significance is defined (including various designation levels); and how historic preservation tools can be used in practice (including case studies). The



Stantec public involvement



meeting will also provide an overview of heritage and historic preservation challenges and opportunities. The meeting will be sequenced to occur during the period that the community survey is open; participants will be reminded to participate.

### ***PUBLIC MEETING 2***

The second meeting will be a public forum to present the recommendations of the Draft Plan. At this point in the schedule, the first draft of the plan will have been reviewed by the Historic District Commission, Black Heritage Preservation Commission, Planning Commission, and City Council and suggested revisions incorporated. During this meeting, the



Stantec historian presenting a report and recommendations at a public meeting.

Stantec team will explain how the results of the stakeholder interviews, steering committee meetings, and community survey were incorporated into the plan. The team will explain the public review process for the plan, including how the community can access the draft and submit comments.

### ***PUBLIC MEETING 3***

The third and final public meeting will occur when the final draft of the plan has been published. We will review the goals and action items and energize the community for taking an active role in execution of the plan.

Deliverables for this task will include: copies of meeting materials, sign-in sheets, and a summary of input from the public forum and comments on Draft Plan that is incorporated into the Final Plan.

## **TASK 5. PREPARATION OF THE PLAN DOCUMENT**

We have reviewed the anticipated table of contents in the RFP and will design the plan contents accordingly, allowing flexibility for inclusion of potential additional sections and/or organizational approach. The below outline presents potential contents for the plan, which would be vetted with the City.

- Cover Page
- Acknowledgements
- Executive Summary
- Table of Contents
- Introduction
  - Explanation of the purpose of the plan
  - Brief history of Fayetteville, including an overview of previous preservation efforts
  - Summary of the benefits of historic preservation in Fayetteville, including economic benefits
- Methodology
  - Description of how the preservation plan was developed
- Background Information



- Fayetteville's current historic preservation policies and climate
- Previously surveyed areas of the city and existing properties and districts listed at the local level or in the NRHP; to include images, GIS-based maps, and dates of designation
- Stakeholder and Community Input
  - Summary of interviews, community opinion survey, and meetings
  - Summary of stakeholder and community priorities
  - Summary of stakeholder and community visions for preservation
  - Presentation of vision and goals generated from stakeholder and community engagement
- Strategic Plan
  - A clear and concise articulation of the City's long-range vision for historic preservation
  - Set of action items to fulfill the goals, objectives, and implementation strategies for historic preservation in Fayetteville
    - Identification of parties who are responsible for plan implementation
    - Identification of possible sources of funding
  - Areas and individual properties to prioritize for future research and survey; to include a summary history of areas recommended for future survey
- References Cited
- Appendices ←
  - Glossary of relevant terms and acronyms
  - Summary of incentives, grants, and other tools for historic preservation and rehabilitation
  - Supplemental maps and images

Add: SOI Standards for Rehab, Catalogue of addresses for properties in national/local historic districts, Catalogue of architectural styles, Illustrated design guidance for rehab & infill/style illustrations

The plan will be a clearly written and concise document that commission members, staff, and the public can readily use. Following internal review and our three-part QA/QC process, Stantec will submit one electronic draft of the plan for the City's review and comment. The City's representative will distribute the draft to project stakeholders as desired (e.g. the HDC, Black Heritage Preservation Commission, Planning Commission, etc.), review staff and stakeholders' comments, and compile a final refined set of comments into a comment matrix.

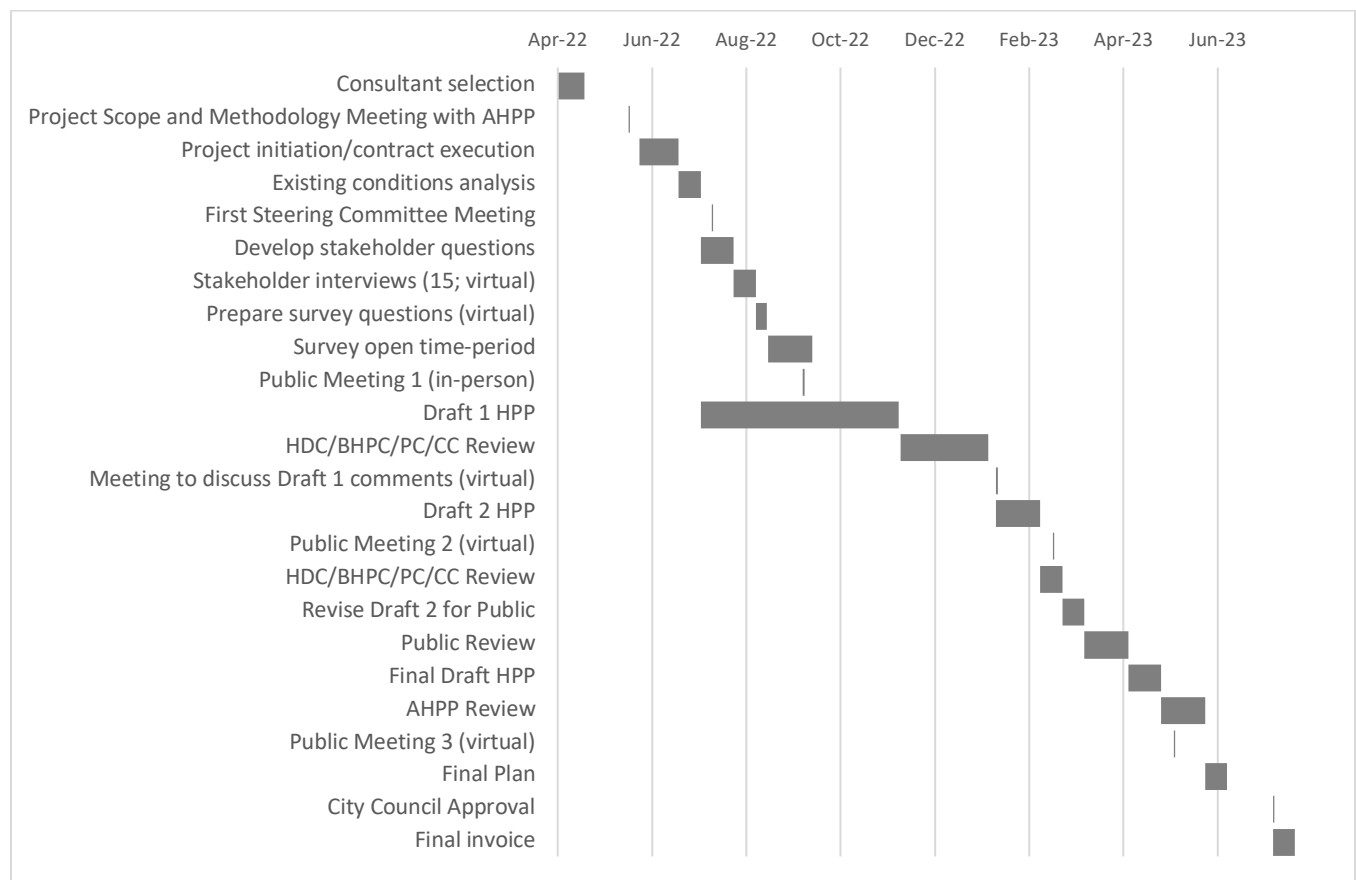
We will host a virtual meeting to discuss any comments that require clarification, and then prepare Draft 2 of the plan, incorporating the review comments. Once vetted by the City, Draft 2 will be published for public/community review. For similar projects, we have had success hosting a Google Sheets document for entering comments in a matrix. Alternate methods (e.g. paper/mailed comment forms) will also be offered, to ensure that there is an opportunity for accessible and meaningful public comment.

After addressing comments from the public on Draft 2, we will prepare the Final Draft Plan for submission to AHPP. After AHPP review and the third public meeting, the Final Plan will be prepared for City Council Approval.

## PROJECT SCHEDULE

We have reviewed the CLG Grant Agreement with the Arkansas Historic Preservation Program and will bring our understanding of the grant requirements as well as our extensive prior experience with grants to bear to ensure that the project progresses smoothly and in accordance with all stipulations. The schedule below was prepared accordingly and accommodates completion in advance of the grant deadline of August 1, 2023. As noted in our management approach, we have proposed a slightly different schedule of reviews of the plan than the dates suggested in the RFP. The schedule below accommodates the grant agreement's requirement for submission of draft and final plan documents to the Arkansas Historic Preservation Program by May 12 and June 19, 2023, respectively. This schedule presents our suggestion for best management of the project but could be adjusted as necessary following Stantec's selection as the vendor.

Task	Working Days Duration	Start Date	End Date
Consultant selection	13	4/19/2021	5/6/2021
Project Meeting with AHPP	1	6/3/2022	6/3/2022
Project initiation/contract execution	17	6/10/2022	7/5/2022
Existing conditions analysis	10	7/5/2022	7/19/2022
First Steering Committee Meeting	1	7/26/2022	7/26/2022
Develop stakeholder questions	15	7/19/2022	8/9/2022
Stakeholder interviews (up to 15; virtual)	10	8/9/2022	8/23/2022
Prepare survey questions (virtual)	5	8/23/2022	8/30/2022
Survey open time-period	20	8/31/2022	9/28/2022
Public Meeting 1 (in-person)	1	9/22/2022	9/22/2022
Draft 1 HPP	90	7/19/2022	11/22/2022
<i>HDC/BHPC/PC/CC Review</i>	40	11/23/2022	1/18/2023
Meeting to discuss Draft 1 comments (virtual)	1	1/23/2023	1/23/2023
Draft 2 HPP	20	1/23/2023	2/20/2023
Public Meeting 2 (virtual)	1	2/28/2023	2/28/2023
<i>HDC/BHPC/PC/CC Review</i>	10	2/20/2023	3/6/2023
<i>Revise Draft 2 for Public</i>	10	3/6/2023	3/20/2023
<i>Public Review</i>	20	3/20/2023	4/17/2023
Final Draft HPP	15	4/17/2023	5/8/2023
<i>AHPP Review</i>	20	5/8/2023	6/5/2023
Public Meeting 3 (virtual)	1	5/16/2023	5/16/2023
Final Plan	10	6/5/2023	6/19/2023
City Council Approval	0	7/18/2023	7/18/2023
Final invoice	10	7/18/2023	8/1/2023



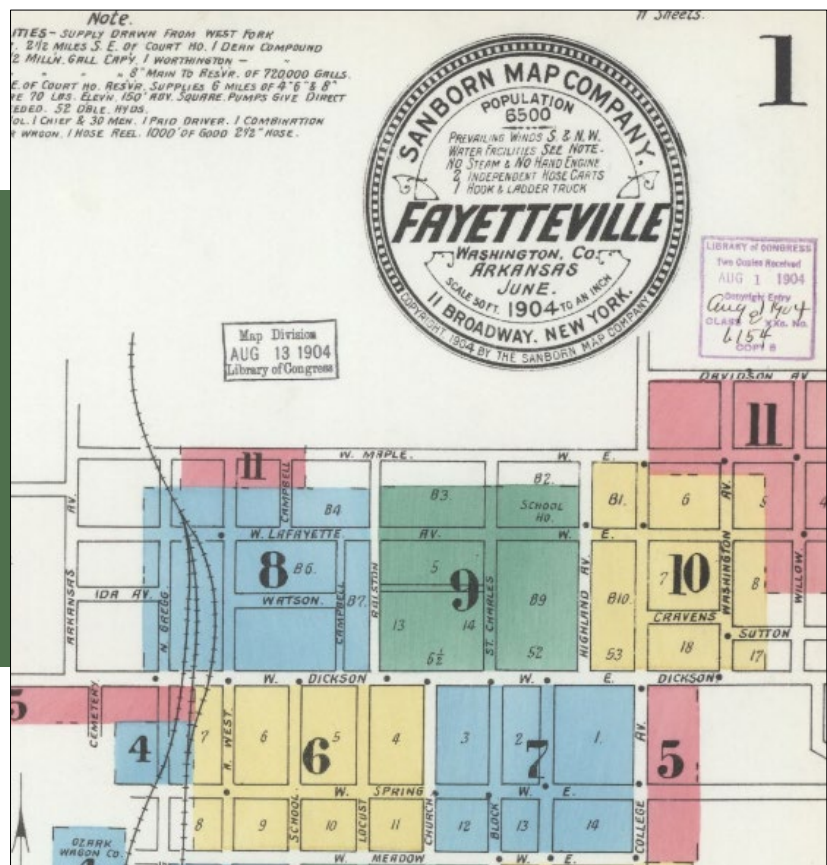
## PRICE PROPOSAL

Stantec proposes a flat fee price of **\$49,742** plus expenses for the project. A breakdown of labor and non-labor expenses is provided below. The project would be structured as lump sum, to be billed on a percent-complete basis. Should the City request additional services during project initiation or during the project, the hourly fee schedule provided in this budget would be applicable.

LABOR							
	Project Mgr	Public Inv. Expert (McDoux)	Senior Historian	Historian	GIS	Admin/ Tech Editor	Totals
	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>Task/Deliverable</b>							
Project management + Project Plan	12	4	2	4		2	24
Project kick-off meeting (virtual)	2	2		2			6
Assessment of City's historic/cultural resources	1		6	12	8		27
Assessment of existing preservation mechanisms			6	12			18
Community Involvement Plan	2	8					10
Steering committee meetings (11; virtual)	6	18		18			42
Prepare/administer/analyze community opinion survey (virtual)	1	24					25
Stakeholder interviews (15; virtual)	1	42					43
Public meeting 1/Fayetteville visit (in person)		40		40			80
Develop recommendations	4	8	12	20	4		48
Draft 1 of HPP	4	4	16	32	4	12	72
Public meeting 2 (virtual)	2	4		4			10
Draft 2 of HPP	2	2	4	8	4	8	28
Final HPP	2		2	4	4	4	16
Public meeting 3 (virtual)	2	4		4			10
Prepare final deliverables				6	2	2	10
<b>Total Labor Hours</b>	41	160	48	166	26	28	445
<b>Rate</b>	\$140.00	\$128.00	\$128.00	\$78.00	\$95.00	\$70.00	
<b>SUBTOTAL Labor</b>	\$5,740	\$20,480	\$6,144	\$12,948	\$2,470	\$1,960	\$49,742
DIRECT EXPENSES							
	Unit	Qty	Rate	Total			
Rental Car	Day	4	\$60.00	\$240			
Fuel for Rental Car	Gallon	30	\$4.00	\$120			
Flight (coach)	RT	2	\$350.00	\$700			
Lodging (GSA rate + taxes)	Night	6	\$110	\$662			
Per Diem	Day	6	\$40	\$240			
<b>SUBTOTAL Direct Expenses</b>				\$1,962			

## Appendix A

# RESUMES



**EXPERTISE**

Ms. Reed is an Architectural Historian with over a decade of experience in property assessments, historic preservation, and related work, including research, documentation, and regulatory compliance. She manages a team of 10 historians in four states. Her expertise includes surveying, assessing, and documenting historic properties and determining eligibility for the National Register of Historic Places in compliance with Section 106 and NEPA; Section 4(f) determinations; archival research; and historic context development. She meets the Secretary of the Interior's professional qualifications for Architectural Historian.

**SELECTED PROJECTS**

**Historic Preservation Plan for Wake Forest, NC** — Preservation plan services for the Town of Wake Forest, a growing community in metropolitan Raleigh-Durham. The 2022 plan update incorporates a thorough background review, community and stakeholder engagement, resource identification, and a strategic plan of action for future preservation planning for the next ten years. The Town of Wake Forest plan update emphasized the histories and concerns of underrepresented groups in the area, as well as future infill development related to the interstate Southeast High-Speed Rail Line transportation project. 2021-present.

*Client contact: Michelle Michael | Town of Wake Forest | 919-435-9516 | mmichael@wakeforestnc.gov*

**Historic Preservation Plan for Moberly, Missouri, Randolph County, MO** — Preparing a historic preservation plan with a city-wide scope that will help identify historic resources, promote their value, and encourage the use of preservation as an economic development tool. Plan is identifying areas that have not been inventoried and will lay out priorities, goals, and strategies for the City. 2021-present. First draft submitted April 2022.

*Client contact: Shirley Olney | City of Moberly | 660-269-7662 | shirleyo@cityofmoberly.com*

**On-Call Historic Resources Consulting for the City of Georgetown, Williamson County, TX—**

Various historic preservation projects, including research, preparation of public outreach materials, evaluation of proposed renovations and demolitions, and other tasks as assigned. 2018–present.

*Client contact: Sofia Nelson, Planning Director | City of Georgetown | 512-931-7611 | Sofia.Nelson@Georgetown.org*

**University Park Survey and NRHP District Nomination for City of Little Rock, Pulaski County, AR—**Survey and NRHP nomination of University Park, a predominately Black neighborhood associated with the city's mid-twentieth century urban renewal efforts. In addition to documenting the neighborhood's developmental and social history, CMEC will explore the contributions of prominent Black members of the community who resided in the neighborhood. Oral history interviews will also be conducted with current and former residents, which will supplement archival research. The project is funded by a grant from the NPS and must meet federal and Arkansas SHPO standards. 2021-present.

*Client contact: Hannah Ratzlaff | City of Little Rock | hratzlaff@littlerock.gov | (501) 371-4789*

**Historic Resources Survey of Country Club Colony & Retta Brown Neighborhoods, El Dorado, Union County, AR—**Principal Investigator for historic resources surveys for the City of El Dorado. In 2020, the City completed a new preservation plan outlining Country Club Colony and Retta Brown as two neighborhoods prioritized for eligibility determination. Conducted a reconnaissance survey of both neighborhoods in compliance with Arkansas SHPO standards. 2022-present.

*Client contact: Elizabeth Eggleston | El Dorado Historic District Commission | elizabetheggleston@sbcglobal.net*

**Historic Resources Survey of Belle Grove Historic District, Fort Smith, Sebastian County, AR—**Principal Investigator for historic resources re-survey of the Belle Grove NRHP district. Listed on the NRHP in 1971, the Belle Grove NRHP Historic District is one of the oldest neighborhoods in the city dating to the 1840s. Conducted a reconnaissance survey of the neighborhood in compliance with Arkansas SHPO standards. 2021-present.

*Client contact: Megan Bailey | City of Fort Smith | megan.bailey@fortsmithar.gov*

**Hillcrest NRHP Historic District Survey Update, City of Little Rock, Pulaski County, AR—**Historic resources re-survey of a portion of the Hillcrest National Register Historic District in preparation for a future NRHP amendment. The district was listed in the NRHP in 1990 under Criteria A and C in the areas of Community Planning and Development and Architecture as an example of a streetcar suburb in Little Rock with a collection of architectural styles popular from the turn of the century to World War II. The survey area comprises approximately 500 resources, most of which require incorporation and comparison of previous survey data. Completed in compliance with Arkansas SHPO standards. 2021.

*Client contact: Hannah Ratzlaff | City of Little Rock | hratzlaff@littlerock.gov | (501) 371-4789*

**Education**

MS, Historic Preservation, University of Texas at Austin, 2010

BA, History and Art History, University of North Carolina at Chapel Hill, 2006 (Phi Beta Kappa)

**TxDOT Precertifications**

Sequence #19120

1.8.1 Public Involvement

2.7.2 Section 4(f) for Historic Properties

2.15.1 Historical Research

2.15.2 Historical Surveys

2.12.1 Socio-Economic and Environmental Justice Analyses

2.14.1 Environmental Doc. Preparation

**Specialties**

- Management of complex projects
- Section 4(f) policy
- Additional expertise as Public Involvement and NEPA Specialist

**Professional Activities and Continuing Education**

Juror, 2021 Preservation Austin Preservation Merit Awards

City of Austin Historic Landmark Commission, 2015-2020

Society of Architectural Historians Preservation Austin

Arkansas SHPO Survey Training, 2020

National Preservation Institute, Section 4(f) Compliance for Historic Properties, May 2019

Virginia Department of Historic Resources, VCRIS Training, May 2019

2019 ACEC Texas Leadership Academy Project Management Seminar, John Geddie & Associates, February 2018

NPI Historic Bridge Training: Management, Regulations, and Rehabilitation, April 2017



# STEPH MCDOUGAL

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**Principal Consultant/Project Manager  
Houston, Texas**

Steph McDougal's professional experience includes 20 years in marketing, training, education, and performance improvement. She launched McDoux Preservation, LLC in 2007.

## EDUCATION

Ph.D. Public History  
(in-progress)  
Middle Tennessee  
State University

M.S., Historic Preservation  
The University of Texas at  
Austin

Master of Technical and  
Scientific Communication  
Miami University

B.A., Organizational  
Communication  
Miami University

## EXPERIENCE

- Architectural history research and documentation
- Historic resource survey/inventory
- National Register of Historic Places nominations
- State Historical Marker and Recorded Texas Historical Landmark applications
- Local Landmark and Historic District designations
- HABS/HAER/HALS historical reports
- Interpretive signage
- Section 106 facilitation/mitigation
- Comprehensive historic preservation planning for individual resources and districts/areas
- Long-range goal-setting, strategic planning, business planning, financial strategy, and implementation for nonprofit organizations
- Cemetery master plan coordination and development
- Cemetery maintenance management plans and performance improvement
- Ordinance review and revision
- Community engagement, including stakeholder interviews, community surveys, ongoing communications, community meeting planning and facilitation
- Design guidelines for historic districts
- Grant-writing and fundraising

## PROFESSIONAL ASSOCIATIONS

- Founder and former board president, Texas Dance Hall Preservation
- Member, National Alliance of Preservation Commissions
- Member, Texas State Board of Review for the National Register of Historic Places (2019-2020)
- Former Chair, League City Historic Commission, League City, TX



# SANDY SHANNON, MHC

## Senior Architectural Historian



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### EXPERTISE

Ms. Shannon is an Architectural Historian with experience in property assessments, historic preservation, and related work, including research, documentation, and regulatory compliance. Her expertise includes surveying, assessing, and documenting historic properties and evaluating eligibility for the National Register of Historic Places in compliance with Section 106 and NEPA; Section 4(f) determinations; archival research; local landmark and NRHP nominations; and historic context development. Her specialties include large-scale historic resources surveys and the development of GIS-based survey databases to expedite documentation. Located near Washington D.C., Ms. Shannon is available to conduct research at the National Archives and Records Administration and Library of Congress. She exceeds the Secretary of the Interior's professional qualifications for Architectural History.

### SELECTED PROJECTS

**University Park Survey and NRHP District Nomination for City of Little Rock, AR**—Survey and NRHP nomination of University Park, a predominately Black neighborhood associated with the city's mid-twentieth century urban renewal efforts. In addition to documenting the neighborhood's developmental and social history, CMEC will explore the contributions of prominent Black members of the community who resided in the neighborhood. Oral history interviews will also be conducted with current and former residents, which will supplement archival research. The project is funded by a grant from the NPS and must meet federal and Arkansas SHPO standards. Ongoing.

*Client contact: Hannah Ratzlaff | City of Little Rock | hratzlaff@littlerock.gov | (501) 371-4789*

**Hillcrest NRHP Historic District Survey Update, City of Little Rock, AR**—Historic resources re-survey of a portion of the Hillcrest National Register Historic District in preparation for a future NRHP amendment. The district was listed in the NRHP in 1990 under Criteria A and C in the areas of Community Planning and Development and Architecture as an example of a streetcar suburb in Little Rock with a collection of architectural styles popular from the turn of the century to World War II. The survey area comprises approximately 500 resources, most of which require incorporation and comparison of previous survey data. The project is funded by a Certified Local Government grant through the Arkansas SHPO and was completed in accordance with SHPO and NPS standards. 2021.

*Client contact: Hannah Ratzlaff | City of Little Rock | hratzlaff@littlerock.gov | (501) 371-4789*

**Historic Preservation Plan for City of Moberly, Missouri, Randolph County, MO**—Project Manager for a city-wide preservation plan to guide strategic decision making about historic preservation in Moberly. The plan will layout priorities, goals, and strategies for the City and the Moberly Historic Preservation Commission and will be designed to facilitate informed decision making regarding the city's historic assets; highlight the economic benefits of historic preservation; identify priority survey areas; and promote collaboration among stakeholders, among other goals. The plan will be informed by an assessment of existing preservation ordinances, procedures, and stakeholder relationships; prior initiatives; interviews with stakeholders; an online community questionnaire; public meetings; and a windshield survey of the city.

*Client contact: Brian Crane | City of Moberly | 660-269-8705 | bcrane@cityofmoberly.com*

**Historic Context Study for School Architecture in Maryland, Statewide**—Project Manager for preparation of a historical context study documenting the state's educational history and school architecture from the earliest schooling efforts in the state through the 1970s to provide a framework for future NRHP eligibility evaluations. The context focuses on documenting the state's post-World War II school construction boom, identification of underrepresented histories, and the role integration played in the evolution of the educational built environment. CMEC will use crowdsourcing among stakeholders, scholars, and other persons knowledgeable about schools and Civil Rights history in Maryland to develop a list of resources that will undergo further documentation. 2021-present.

*Jessica Feldt | Preservation Maryland | 410-685-2886 x302 | jfeldt@presmd.org*

**Historic Resources Survey and NRHP Update of Old West Lawrence Historic District, Lawrence, Douglas County, KS**—Project Manager for a historic resources survey update and NRHP amendment of the Old West Lawrence Historic District, comprising approximately 127 late-nineteenth to early twentieth century residential properties and listed in the NRHP in 1972. CMEC developed a GIS-based data collection system modeled after the Kansas Historic Resources Inventory (KHRI) to streamline fieldwork and documentation. Following recordation according to Kansas SHPO requirements, a formal NRHP amendment will be prepared with updated contributing and noncontributing resources. CMEC will participate in two public meetings to share information about the project with the public and gather community input. 2021-present.

*Client contact: Lynne Zollner | City of Lawrence | 785-832-3151 | lzollner@lawrenceks.org*



### Education

Master of Heritage Conservation,  
University of Southern California, Los Angeles, 2014

BS Psychology, University of Illinois at Urbana-Champaign, 2003

### TxDOT Precertifications

Sequence #27432

2.7.2 Section 4(f) for Historic Properties

2.15.1 Historical Research

### Specialties

- Large-scale historic resources surveys
- Survey database development and data management
- NRHP nominations

### Professional Activities and Continuing Education

Society of Architectural Historians

Docomomo

DC Preservation League

Association for Preservation Technology

*Why Old Places Matter? A Survey of the Public*, National Trust for Historic Places, 2015

Poster Session Presenter, *Rising to the Occasion: Funding a Master Plan for the Amarillo Helium Plant*, Transportation Research Board Annual Meeting, 2019

National Preservation Institute, *Section 4(f) Compliance for Historic Properties*, May 2019

Virginia Department of Historic Resources, *VCRIS Training*, 2019

Arkansas SHPO Survey Training, 2020



# KELSEY L. RIDDLE

## Architectural Historian



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### EXPERTISE

Ms. Riddle is an Architectural Historian who, before obtaining her masters in Historic Preservation, worked in cultural and music heritage conservation in Texas. During graduate school, she gained extensive experience with Historic American Building Survey (HABS) documentation, National Register of Historic Places (NRHP) eligibility requirements, design guidelines for historic properties, and photographic documentation. Her work experience includes architectural and historic site surveys, Historic Preservation Tax Credit applications, building window surveys, and interpretative historic content creation. Ms. Riddle has worked on projects in Arkansas, Louisiana, and Texas. She meets the Secretary of the Interior's professional qualifications for Historian and Architectural Historian.

### SELECTED PROJECTS

**Belle Grove Historic District Survey Update, Fort Smith, Sebastian County, AR**—Project historian and report author for historic resources survey for the City of Fort Smith. Established in 1971, the Belle Grove NRHP Historic District is one of the oldest neighborhoods in the city dating to the 1840s. Conducted field survey, prepared survey forms, and assisted in preparing the survey report. 2021-present.

*Client contact: Megan Bailey | City of Fort Smith | [megan.bailey@fortsmithar.gov](mailto:megan.bailey@fortsmithar.gov)*

**Conway Commercial Historic District Survey Update, Conway, Faulkner County, AR**—Historic resources re-survey of the Downtown Commercial National Register Historic District. The district was listed in 2010 under Criteria A and C in the areas of Commerce and Architecture for its association with the early development of Conway the variety and quality of commercial architectural styles. The survey area comprises approximately 125 resources, most of which required incorporation and comparison of previous survey data. The project is funded by federal grant funds from the National Park Service and must be completed in accordance with SHPO and NPS standards. Served as a project historian. Conducted field survey, prepared survey forms, and assisted in preparing the survey report. 2021-present.

*Client contact: James Walden | City of Conway | 501-405-6105 | [james.walden@conwayarkansas.gov](mailto:james.walden@conwayarkansas.gov)*

**Hendrix College Addition Historic District Survey Update, Conway, Faulkner County, AR**—Historic resources re-survey of the Hendrix College Addition National Register Historic District. The district was listed in 2007 under Criteria A and C in the areas of Community Planning and Development and for Architecture. The survey area comprises approximately 84 primary resources, most of which required incorporation and comparison of previous survey data. The project is funded by federal grant funds from the National Park Service and must be completed in accordance with SHPO and NPS standards. Served as a project historian. Conducted field survey, prepared survey forms, and assisted in preparing the survey report. 2021-present.

*Client contact: James Walden | City of Conway | 501-405-6105 | [james.walden@conwayarkansas.gov](mailto:james.walden@conwayarkansas.gov)*

**Hillcrest NRHP Historic District Survey Update, City of Little Rock, Pulaski County, AR**—Historic resources re-survey of a portion of the Hillcrest National Register Historic District in preparation for a future NRHP amendment. The district was listed in the NRHP in 1990 under Criteria A and C in the areas of Community Planning and Development and Architecture as an example of a streetcar suburb in Little Rock with a collection of architectural styles popular from the turn of the century to World War II. The survey area comprises approximately 500 resources, most of which require incorporation and comparison of previous survey data. The project is funded by a Certified Local Government grant through the Arkansas SHPO and must be completed in accordance with SHPO and NPS standards. 2021.

*Client contact: Hannah Ratzlaff | City of Little Rock | [hrazlaff@littlerock.gov](mailto:hrazlaff@littlerock.gov) | (501) 371-4789*

**Historic Resources Survey for City of Guthrie, Logan County, OK**—Assisted with photograph and form preparation for an intensive level architectural survey of the National Historic Landmark district in downtown Guthrie, Oklahoma to provide documentation for an update to the National Register of Historic Places Registration Form for the district. Survey included 127 resources and met Oklahoma Architectural/Historic Survey requirements. 2019.

*Client contact: Dan Kassik | City of Guthrie | 405-282-0190 | [dkassik@cityofguthrie.com](mailto:dkassik@cityofguthrie.com)*

**Survey Preparation and Post-Survey Analysis for the Arlington Hotel, Hot Springs, AR**—Prepared reconnaissance survey materials, conducted pre-field research, wrote a historic context, and organized survey photos for a historic hotel in Hot Springs, Arkansas in preparation for a historic tax credit application. 2018.



### Education

MS, Historic Preservation, University of Texas at Austin, 2017

BA, History, University of Central Arkansas, 2014

### Professional Activities and Continuing Education

Board Member, Austin Museum of Popular Culture

Board Member, Inherit Austin, 2017-2019

Presenter, APT International Ottawa, 2017

Presenter, Central Texas History Conference, 2017

Contributor, Journal of Texas Music History, 2018

Preservation Austin

Inherit Austin

APT International

Arkansas SHPO Survey Training, 2020

# MITCHELL FORD

## Architectural Historian



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### EXPERTISE

Mitchell "Mitch" Ford is an Architectural Historian with a background in city planning and geography. His experience includes surveying, assessing, and archival research in support of NEPA studies, NHPA Section 106 studies, HAER documentation, and National Register of Historic Places nominations. Mr. Ford has had professional experience in both public and private sectors, in addition to working with community members. Mr. Ford meets the Secretary of the Interior's professional qualifications for Architectural Historian.

### SELECTED PROJECTS

**Historic Resources Services for Country Club Colony & Retta Brown Neighborhoods, El Dorado, Union County, AR**—Project historian and report author for historic resources survey for the City of El Dorado. In 2020, the City completed a new preservation plan outlining Country Club Colony and Retta Brown as two neighborhoods prioritized for eligibility determination. Conducted a reconnaissance survey of the neighborhood in compliance with Arkansas SHPO standards. 2022-present.  
*Client contact: Elizabeth Eggleston | El Dorado Historic District Commission | elizabetheggleston@sbcglobal.net*

**Historic Resources Services for Belle Grove Historic District, Fort Smith, Sebastian County, AR**—Project historian and report author for historic resources survey for the City of Fort Smith. Established in 1971, the Belle Grove NRHP Historic District is one of the oldest neighborhoods in the city dating to the 1840s. Conducted a reconnaissance survey of the neighborhood in compliance with Arkansas SHPO standards. 2021-present.  
*Client contact: Megan Bailey | City of Fort Smith | megan.bailey@fortsmithar.gov*

**University Park Survey and NRHP District Nomination for City of Little Rock, AR**—Survey and NRHP nomination of University Park, a predominately Black neighborhood associated with the city's mid-twentieth century urban renewal efforts. In addition to documenting the neighborhood's developmental and social history, CMEC will explore the contributions of prominent Black members of the community who resided in the neighborhood. Oral history interviews will also be conducted with current and former residents, which will supplement archival research. The project is funded by a grant from the NPS and must meet federal and Arkansas SHPO standards. 2021-present.  
*Client contact: Hannah Ratzlaff | City of Little Rock | hratzloff@littlerock.gov | (501) 371-4789*

**Conway Commercial Historic District Survey Update, Conway, Faulkner County, AR**—Historic resources re-survey of the Downtown Commercial National Register Historic District. The district was listed in 2010 under Criteria A and C in the areas of Commerce and Architecture for its association with the early development of Conway the variety and quality of commercial architectural styles. The survey area comprises approximately 125 resources, most of which required incorporation and comparison of previous survey data. The project is funded by federal grant funds from the National Park Service and must be completed in accordance with SHPO and NPS standards. Assisted project team with quality assurance review of documentation. 2021-present.  
*Client contact: James Walden | City of Conway | 501-405-6105 | james.walden@conwayarkansas.gov*

**Historic Preservation Plan for Moberly, Missouri, Randolph County, MO**—Preparing a historic preservation plan with a city-wide scope that will help identify historic resources, promote their value, and encourage the use of preservation as an economic development tool. Plan is identifying areas that have not been inventoried and will lay out priorities, goals, and strategies for the City. 2021-present.  
*Client contact: Shirley Olney | City of Moberly | 660-269-7662 | shirleyo@cityofmoberly.com*

**Historic Resources Services for Aransas, Calhoun, and Refugio Counties, Texas**—Countywide historic resources surveys of three large, rural counties in Texas that have been minimally documented. Project tasks include a comprehensive literature review for each county, Tasks include identification and mapping of known historic resources, and development of countywide historical context statements, including historic irrigation, drainage, and water improvements districts. 2021-present.  
*Client contact: Justin Kockritz | Texas Historical Commission | 512-936-7403 | Justin.Kockritz@thc.texas.gov*

**Austin Parks and Recreation Department (PARC) Historic Resource Survey Database Design, Austin, Travis County, TX**—Planner for a project to update and create a new GIS database for all historic resources for the city's park system. The City of Austin requires an update of their 10-year database in accordance with National Park Service (NPS) standards for historic preservation documentation. In addition to the database, an intensive survey was completed in Fall 2021 to account for missing and newly eligible historic resources. Project deliverables included a new database of historic park features that will be used as a web application. 2021.  
*Client contact: Kim McKnight | City of Austin | 512-974-9478 | kim.mcknight@austintexas.gov*



### Education

Certificate, Historic Preservation,  
Boston Architectural College, 2021-  
MS, Community & Regional Planning  
Concentration in Historic Preservation,  
University of Texas at Austin, 2021  
BA, Geography, University of Maryland  
Baltimore County, 2015

### Specialties

- Conservation Assessments/Testing, Photo Microscopy
- Genealogy, Research/Archives
- Geographic Information Science (ArcGIS ArcMap, Cartography, Remote Sensing)
- Graphic Design
- Planning Procedures

### Professional Activities and Continuing Education

- Association for Preservation Technology International (APT): Texas Chapter
- Docomomo United States Mid Texas Chapter
- National Trust for Historic Preservation
- Society of Architectural Historians

# SARA LAURENCE

## Sr GIS Analyst/Archeologist



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### EXPERTISE

Ms. Laurence is a senior GIS analyst and archeologist with over 20 years of experience working in environmental consulting and cultural resource management. As a senior GIS analyst her responsibilities have included Survey123 development; creating data and maps for ArcGIS Online; image rectification/manipulation; spatial data generation, processing, and analysis; environmental constraints data gathering; geodatabase design and creation; cartographic map design and production; data conversion/projection; integrating CAD data into GIS projects; processing, correcting, and adjusting GPS and total station data; creating 3D surface contours for total station or magnetometer data; and technical support for projects using multiple coordinate systems or data types. As an archeologist her responsibilities have included planning and conducting marine and terrestrial remote-sensing surveys; data processing; archaeological diving; shipwreck documentation; supervising terrestrial survey, testing and mitigation; historical and archival research; report writing; graphic design work; proposal preparation; principal investigator duties; project archaeologist duties; and conducting archeological background studies and SHPO coordination.

### SELECTED PROJECTS

**Historic Resources Services for Country Club Colony & Retta Brown Neighborhoods, El Dorado, Union County, AR**—GIS lead for the historic resources survey for the City of El Dorado. In 2020, the City completed a new preservation plan outlining Country Club Colony and Retta Brown as two neighborhoods prioritized for eligibility determination. Provided GIS support (ArcGIS Online and Survey123) for a reconnaissance survey of the neighborhood in compliance with Arkansas SHPO standards. 2022-present.

*Client contact: Elizabeth Eggleston | El Dorado Historic District Commission | elizabetheggleston@sbcglobal.net*

**Historic Resources Services for Belle Grove Historic District, Fort Smith, Sebastian County, AR**—GIS lead for the historic resources survey for the City of Fort Smith. Established in 1971, the Belle Grove Historic District is one of the oldest neighborhoods in the city. Provided GIS support (ArcGIS Online and Survey123) for a reconnaissance survey of the neighborhood in compliance with Arkansas SHPO standards. 2021-present.

*Client contact: Megan Bailey | City of Fort Smith | megan.bailey@fortsmithar.gov*

**University Park Survey and National Register of Historic Places District Nomination for City of Little Rock, Pulaski County, AR**—GIS lead for the survey and National Register of Historic Places nomination of University Park, a predominately Black neighborhood associated with mid-twentieth-century urban renewal. An NPS grant is funding the project, which must meet federal and Arkansas SHPO standards. 2020-present.

*Client contact: Hannah Ratzlaff | City of Little Rock | hratzlaff@littlerock.gov | (501) 371-4789*

**Hillcrest National Register of Historic Places Historic District Update, Little Rock, Pulaski County, AR**—GIS lead for the historic resources re-survey of a portion of the Hillcrest National Register Historic District in preparation for a future National Register of Historic Places amendment. The district was listed in the National Register of Historic Places in 1990 under Criteria A and C in the areas of Community Planning and Development and Architecture as an example of a streetcar suburb in Little Rock with a collection of architectural styles popular from the turn of the century to World War II. The survey area comprises approximately 500 resources, most of which require incorporation and comparison of previous survey data. The project is funded by a Certified Local Government grant through the Arkansas SHPO and must be completed in accordance with SHPO and NPS standards. 2020-present.

*Client contact: Hannah Ratzlaff | City of Little Rock | hratzlaff@littlerock.gov | (501) 371-4789*

**Historic Resources Survey and NRHP Update of Old West Lawrence Historic District, Lawrence, Douglas County, KS**—GIS lead for a historic resources survey update and NRHP amendment of the Old West Lawrence Historic District, comprising approximately 127 late-nineteenth to early twentieth century residential properties and listed in the NRHP in 1972. Developed a GIS-based data collection system modeled after the Kansas Historic Resources Inventory (KHRI) to streamline fieldwork and documentation. Following recordation according to Kansas SHPO requirements, a formal NRHP amendment will be prepared with updated contributing and noncontributing resources. 2021-present.

*Client contact: Lynne Zollner | City of Lawrence | 785-832-3151 | lzollner@lawrenceks.org*



### Education

Post Baccalaureate Certificate, GIS, Pennsylvania State University, World Campus, 2010

MA, Anthropology (Nautical Archeology), Texas A&M University, 2003

BA, Anthropology, Texas A&M University, 1999

### TxDOT Precertifications

Sequence #20619

12.10.1 Archeological Surveys, Doc., Excavation, Testing Reports

### Certifications

Registered Professional Archeologist (RPA) #989716

### Specialties

- ArcGIS Online data hosting and management
- ArcGIS Survey123 development
- GIS data management
- Geospatial data generation, processing, and analysis
- Environmental constraints data gathering
- GIS support for large-scale historic resources surveys
- Remote-sensing specialist

### Professional Activities and Continuing Education

URISA Leadership Academy, 2018

URISA Texas

South Central Arc User Group

Council of Texas Archeologists

Texas Archeological Society

Central Texas GIS

OSHA Construction Industry 10-Hour Training (Certificate #7350131), 2012