

## THE TOWN OF

**MAYOR AND COUNCIL MEMBERS**  
BOBBIE JONES, MAYOR  
LINDA JOYNER, COMMISSIONER  
JOEROM MYRICK, COMMISSIONER  
MILTON BULLOCK, COMMISSIONER  
ALVIN JONES, MAYOR PRO TEM



## PRINCEVILLE

**OFFICE OF THE TOWN MANAGER**  
GLENDA L KNIGHT, TOWN MANAGER  
JESSICA M RUDD, TOWN CLERK  
RYAN KING, ATTORNEY

CHARTERED IN 1885

### REQUEST FOR QUALIFICATIONS

#### Recordation and Public Interpretation Services for the Town of Princeville's Spring 2023 Museum Renovation Project

#### **I. Project Description in Brief**

The Town of Princeville is requesting statements of qualifications from professional Recordation and Public Interpretation service firms licensed in the State of North Carolina to provide digital photography (recordation) and public interpretation services including storyboarding to be permanently installed at the Museum after the renovation project is completed.

Once procured, the selected firm will begin work prior to the commencement of renovation activities and will continue with recordation and photography services throughout the renovation until the work is completed.

The Town of Princeville will be the project lead and will use federal and/or state grant funds, including FEMA funding, to complete this project. This museum project is expected to begin renovation in Spring of 2023 and complete within approximately six to eight months.

#### **A. Location**

- i. Address: 310 Mutual Blvd. Princeville, NC 27886 (or the Town of Princeville Museum, formerly known as the Princeville Graded School)

#### **B. The selected Firm will be responsible for:**

- i. Digital imaging and public interpretation services, also referred to as Section 106 services, including interpretive signage or panels at the Town's museum as permanent fixtures to augment the museum's collection.
- ii. This project should begin renovation work in the Spring of 2023 and includes:

- Public interpretation of images in relation to community history, storyboard(s) and archival of artifacts.
  - A draft will be submitted to FEMA Environmental and Historic Preservation (EHP) to resolve any adverse effects. The Town will submit this draft once received from the selected Firm.
  - Upon Resolution of effects the contracted specialist will be required to submit final photo documentation to SHPO and FEMA
- iii. Sustaining communication with the Town Administrator and Project Manager throughout the project.
  - iv. Creating and submitting reports and updates to the Town Administrator and Project Manager for the duration of the project to meet state and federal reporting and monitoring compliance rules and regulations.
  - v. Serving as subject matter expert in relation to the recordation and public interpretation (storyboarding) work that is to be done for the Town's historic benefit and in guiding the process while making decisions to maintain compliance and ensure completion within the project timeline, soon to be determined.

## II. **Objectives of this Request for Qualifications**

The purpose of this RFQ is to select the firm determined to be the most capable to provide the required National Historic Preservation Act (NHPA) services, including digital photography (or recordation) and storyboard(s) outlined in this RFQ.

The firm will be chosen by a committee from the Town and selection will be based on qualification criteria defined in this RFQ. The Town of Princeville will vet the firms that submit proposals, make a determination and then sign a contract directly with the selected firm after successful negotiations for scope deliverables and fees to the Town's satisfaction.

The Request for Qualifications packet and possible subsequent interviews shall serve as the basis for selection. The information provided in the RFQ package from the Town is intended to give information to potential firms concerning the required services and the basis for awarding of the agreement for these services.

This RFQ is not intended to define the selection criteria or contractual relationship to be entered into by The Town of Princeville and the successful firm(s) but will provide a scope as defined to the Town by FEMA and the State historic preservation office as consultation has been necessary.

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

- A Digital Photography Package to include interior and exterior photographs of the buildings, photo key and a Historic Property Field Data Form for the Town's Museum per NC DCNR and other authorities' guidance and policies;

- Delivery of a digital photography package prepared by staff who meet the Secretary of Interior (SOI) Qualification Standards in 36 CFR §61: Architectural Historian;
- Development of a public interpretation of the history of the Town and the Princeville Museum. The components will include a permanent storyboard or storyboards to be permanently installed at the Princeville Museum with artifacts recovered from the building site to be displayed as aides for the project storyboarding deliverable(s).

### III. Project Schedule

<i>RFQ Schedule of Events</i>	
December 27, 2022	Advertisement date for this RFQ.
January 9, 2022	Last day to accept questions and requests for clarification for this RFQ no later than 5:00 pm EST on this date.
January 16, 2023	Answers for submitted questions to be provided by addendum on Town's web site no later than 5:00 PM EST on this date.
January 30, 2023	Proposals are to be received via U.S. Mail, FedEx, UPS or hand-delivered to the Town office no later than 5:00 PM EST on this date.

### IV. Questions and Addenda

Written questions should be emailed to [gknight@townofprinceville.com](mailto:gknight@townofprinceville.com) by **5:00 pm EST** (local time) on **January 9, 2023** as noted above. Proposer firms should type "RFQ - Museum Services" as the subject line in the email.

Questions received prior to this deadline e date, the responses, and any additional clarifying items or terms deemed necessary by the Town will be posted in the form of an addendum to the Town's website and shall become an Addendum to this RFQ.

No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise concerning this RFQ, shall be considered authoritative or binding.

Vendors shall rely only on written material contained in an Addendum to this RFQ and posted on the Town's web site here:

[Town of Princeville, NC – Bid Proposals](#)

## V. Selection Criteria

Respondents should address each of the evaluation criteria listed below and provide specific examples of projects they have undertaken that demonstrate their qualifications. Response document shall be no more than 20 pages (single sided).

### A. What to provide in the proposal:

Provide a narrative or other summary to explain your general approach to the implementation of similar projects, process for digital recordation and storyboarding and notes of interest regarding past project work of a similar nature.

Evaluation of experience will be based on the following:

- i. Resume(s) including a description of the firm's principal contacts for this project, their qualifications, the firm's experience and history, relevant licensing or certifications and a list of similar projects.
  - a. The project manager and other key team members should be clearly identified.
  - b. If sub firms are to be used for any portion of the work, they must be identified in the proposal along with their qualifications and references.
- ii. Project related details (one or two paragraphs with images) specific to historic recordation and storyboarding for renovation or construction activities and the handling and archival procedures for historic artifacts that have been discovered during similar work from past experience;
- iii. Applicable experience with federal and state grant-funded projects, knowledge of and experience with state or federal historic preservation and historic compliance rules and processes and any information you would like to demonstrate clarifying the Firm's experience with Section 106 compliance.
- iv. References with a contact person, their phone information and brief work descriptions these references would be willing to discuss relating to your past projects: locations, dates, perspectives gleaned or other notes of interest.
- v. Discussion of current workload including current commitments for the firm's project team and resources available to your firm that allows work to continue uninterrupted throughout the life of a project similar in type.
- vi. Recommended project timeline or schedule based on the scope of work provided in this RFP, your firm's recommended approach and details for recommended deliverables as required by Section 106.
  - a. The project schedule should consider and provide:
    - Key milestones to include reasonable time for review by Town and relevant federal or state agencies,
    - Estimated hours per task and
    - Any guidance or expectations the Town should consider.

- vii. Definitions of processes to be used to meet project timelines, anticipated access needs to the building and grounds, material or artifact management for recordation purposes, compliance approval processes and the procedure by which the firm will transfer ownership of all images, documentation, storyboard(s), materials, artifacts found and other items to the Town of Princeville throughout the project.
- viii. Recommendations including typical advice the Town should consider, input or feedback that may be needed by the firm.

## **B. General Management**

- 1) Project Management and Implementation: Describe your process for project management and implementation to define how the project will remain within a budget and completed within the contract time.
- 2) Quality Assurance and Quality Control: Discuss the firm's quality control/quality assurance procedures related to management of data collection and condition ratings.
- 3) Legal Issues: Note if any lawsuits; Federal, State or Local tax liens; or any potential claims or liabilities are pending against you, your firm, or the officers of the firm currently. If yes, please explain.
- 4) Debarment noted for any proposing firm on either SAM.gov (federal) or State of North Carolina debarment lists will result in disqualification.

## **C. Submission Requirements**

Firms interested in performing the professional services requested in this RFQ must submit the following information:

- 1. Two (2) copies of the proposals including the name, address, and phone number of a single person who will be the primary point of contact for this project. RFQ responses shall not exceed 20 pages in length total per copy.
- 2. All RFQ responses shall be received by the date and time noted in the Schedule. RFQ responses should be sent via U.S. Mail, FedEx, UPS, or hand delivered to:

The Town of Princeville  
Attn: Glenda Knight, Town Hall  
201 S. Main Street  
Princeville, North Carolina 27886

**NOTE: Faxed RFQ responses will not be accepted.**

## **D. Evaluation Criteria**

1. The Firm selection will be conducted in accordance with state and federal compliance in mind. Statements of Qualifications received by the deadline and prepared in accordance with RFQ instructions will be reviewed to determine the level of experience that most clearly demonstrates qualifications considered most advantageous to the Town.
2. The Town will select the Firm considered best qualified to provide the desired level of service, with consideration for the long-term interest of the Town's efforts based on demonstrated competence and qualifications without regard to fee other than unit price information.
3. Proposals will be reviewed and evaluated by a committee of Town administrators, staff, historic society members and select consultants in accordance with federal requirements and the following criteria:

- a. **General Qualifications, Competencies & Reputation** (30 points)
  - *Staff qualifications and experience or certifications*
  - *Discussion of project scope to illustrate competency*
  - *Availability and commitment of staff to the project*
  - *Historic preservation and recordation competencies*
- b. **Project Familiarity and Experience** (25 points)
  - *Experience with similar type recordation projects*
  - *Key personnel – roles and experience or training*
  - *Subconsultants, if any, and experience with references*
- c. **Ability to Address Historic Community Relevance** (15 points)
  - *Local awareness; approach to community; historic relevance*
  - *Completion of similar project(s) as to type or area*
- d. **Availability and timeline adherence** (15 points)
  - *Ability to provide access to qualified project team members*
  - *Ability to commit available resources*
  - *Experience managing similar projects within deadlines*
- e. **Knowledge with federal and state compliance regulations** (15 points)
  - *Understanding of relevant regulatory compliance*
  - *Experience with the National Historic Preservation Act (NHPA)*
  - *Knowledge of federal or state grant funding documentation*
  - *Knowledge of federal and state documentation review processes*

4. After selection, the best qualified Firm will meet with the Town to negotiate a fair and reasonable fee with the Firm for all service deliverables.

## **VI. Method of Award**

Responses will be reviewed by the Town and evaluated based on the stated criteria. Submitting firms may be asked to supplement their initial response with additional written material or by telephone, video conference or in-person interviews that observe pandemic protocols. Depending upon the results of the response evaluations, the Town may select solely on the responses or may develop a short-list of firms for interviews, if interviews are necessary.

The Town reserves the right to award this contract to the firm that it believes best demonstrates the ability to fulfill the requirements of the project. The successful firm(s) will be chosen based on the qualifications, criteria as demonstrated in the responses, possible interviews and other information and references made available to the Town. All firms submitting a response will receive notification once the contract has been awarded.

The firm(s) selected will be given the first right to negotiate a Contract Agreement that is acceptable to the Town. A detailed scope of work will be collaboratively developed by the selected firm and the Town to determine the fee schedule for the Town's consideration. If a Contract Agreement satisfactory to the Town cannot be reached, the Town may enter negotiations with one or more remaining firms determined to be qualified.

The successful firm shall commence work only after execution of a Contract Agreement and approval of insurance certificates and execution of all required federal compliance requirements per 2 CFR Part 200. The successful firm(s) will perform all services indicated as agreed upon by the Firm and the Town of Princeville.

## **VII. Equal Opportunity Rights and the Town of Princeville's Rights and Privileges**

The Town does not discriminate in any of its projects and activities. The Firm awarded the contract for work will be required to ensure that no person shall be denied employment or fair treatment or is in any way discriminated against because of race, sex, religion, age, national origin, disability, gender or any other attribute or preference as noted by state or federal law or the Town's policies.

The Town reserves the right to reject all or portions of any or all responses, to waive irregularities and technicalities, to re-advertise, and/or to proceed with the services otherwise as is in the best interest of the Town. The Town may, at its sole discretion, modify or amend all provisions herein. The Town will not pay for any information herein requested, nor is it liable for any costs incurred by the participating firms.

The Town reserves the right to extend the Request for Qualification submittal deadline if needed. All changes and/or clarifications will be distributed to all firms indicating interest in the form of addendums and will be uploaded to the Town's web site located at:

[Town of Princeville, NC – Bid Proposals](#)

## **VIII. Insurance Requirements**

*Prior to the commencement of performance, the selected Firm shall maintain at its own expense:*

Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage with "Town of Princeville, North Carolina" at 201 S. Main Street, Princeville, North Carolina 27886 to be named as additional insured.

Professional Liability insurance in an amount not less than \$1,000,000 per occurrence – if providing professional services. Workers Compensation Insurance, as required by the general statutes of the State of North Carolina, and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit. Commercial Automobile Insurance applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable.

Certificates of Insurance must be furnished prior to the commencement of services.

## **IX. Terms of this Proposal**

Mobilization of the selected firm will commence at least 72 hours prior to the official work execution and the location will be at the Princeville Museum, 310 Mutual Blvd in Princeville, NC. If there is inclement weather, the Firm will be granted an additional 30-day grace period if needed. The Firm must adhere to the TBD project schedule agreed upon during the qualification selection process unless otherwise agreed upon in writing by both parties. The town reserves the right to terminate the contract if timelines are not met.

---

***All questions related to this RFQ*** for Recordation and Public Interpretation Services for the Town of Princeville's Spring 2023 Museum Renovation Project should be emailed before 5:00 pm January 9, 2023 EST as noted in this proposal to:



Glenda Knight  
Town Manager  
[gknight@townofprinceville.com](mailto:gknight@townofprinceville.com)

---

Federal requirements for Professional Services Contracts:

*\*Contract requirements will be reviewed during RFQ process with selected firm*

[www.fema.gov/sites/default/files/documents/fema\\_contract-provisions-guide\\_6-14-2021.pdf](http://www.fema.gov/sites/default/files/documents/fema_contract-provisions-guide_6-14-2021.pdf)

***Of Note regarding specialized training to qualify as an Architectural Historian:***

The Architectural History SOI qualifications will satisfy the architectural historian requirements noted in the following memo provided to the Town of Princeville by FEMA Historic Preservation Office.

**Architectural History**

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

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

*Additional information on qualification standards to meet the official designation as an Architectural Historian defined below:*

[Professional Qualifications Standards \(U.S. National Park Service\)](#)

---

**Several historic regulations and requirements were provided to the Town of Princeville by FEMA's historic preservation office** specifically in relation to projects that must be carried out by an Architectural Historian who meets the Secretary of the Interior Qualification Standards per 36 CFR Part 61. For the Town's Museum renovation project, and through Section 106 consultation, FEMA determined agreed upon treatment measures were a requirement for this project to proceed to renovation. Guidance provided includes the *National Register of Historic Places*, *NC Department of Natural and Cultural Resources*, the *National Preservation Historic Act Adverse Effects Treatment Measures*, and the *NC State Historic Preservation Office*.



FEMA

FEMA NHPA Treatment Measures & Project Conditions

**Date:** September 15, 2022

**FEMA EHP Representatives:** Deana Rausch, Region 4 Historic Preservation Specialist

**Subrecipient:** Town of Princeville, North Carolina

**Re:** Town of Princeville building repairs and reconfiguration [PA-04-NC-4285-PW-00085(1)]

---

**Details of the National Historic Preservation Act (NHPA) Adverse Effects Treatment Measures and NHPA Conditions placed on the above referenced project:**

The proposed undertaking includes making repairs, reconfiguring the interior and elevating the Princeville Museum, located at 310 Mutual Boulevard, Princeville, North Carolina (35.890133, -77.526613). Through Section 106 consultation FEMA has determined that the proposed project would cause an adverse effect to the Princeville Museum

Through Section 106 consultation FEMA has determined that the proposed project would cause an adverse effect to the National Register of Historic Places (NRHP)-eligible Princeville Museum. In accordance with the North Carolina Statewide Historic Preservation Programmatic Agreement executed May 7, 2021, and amended December 7, 2021, the following treatment measures from Appendix C of the agreement were agreed upon to resolve this adverse effect, in consultation with the North Carolina Department of Natural and Cultural Resources (NCDNCR) and are to be placed on the project as NHPA conditions and must be completed prior to the completion of the NHPA compliance review. The Treatment measures detailed below must be carried out by an Architectural Historian meeting the Secretary of the Interior (SOI) Qualification Standards (36 CFR §61). A list of recommended consultants is available on the NC SHPO website at [Architecture Consultants and Firms for NC SHPO ER Projects | NC DNCR \(ncdcr.gov\)](#):

***1. Recordation – Digital Photography Package:***

Prior to project implementation, the subrecipient and NEMA shall oversee the successful delivery of a digital photography package prepared by staff or firms meeting Secretary of Interior (SOI) Qualification Standards (36 CFR §61) professional qualifications for Architectural History (Recordation Specialist) shall complete a Digital Photography Package to include interior (if permission is granted) and exterior photographs of the buildings, photo key, and a [Historic Property Field Data Form](#) for the Princeville Museum. following North Carolina Department of Natural and Cultural Resources (NC-DNCR) Guidance [Digital Photography Policy](#) Sections I and II

- A. Once the Recordation Specialist for the project has been contracted, communication between the subrecipient, the recipient, the Specialist and FEMA Region 4- EHP office will start with a kick-off meeting to include the Specialist, FEMA EHP, FEMA HMA, the State Emergency Management Agency, and the Subrecipient to clarify the project SOW, timeframes, and expected deliverables.
- B. Thereafter the Recordation Specialist will communicate status updates with the FEMA Region 4 EHP office bi-weekly either via email updates or should more detailed discussion occur via a scheduled phone meeting.
- C. The Recordation Specialist shall create a digital photography package following North Carolina Department of Natural and Cultural Resources guidance found in Section I and II of the ["Digital Photography Policy"](#) or subsequent revisions, accessible online.
- D. The Subrecipient shall submit a digital draft of the Digital Photography Package electronically to FEMA Region 4 EHP office for review and approval prior to continued Section 106 consultation.
- E. FEMA shall provide any comments and/or corrections to the Recordation Specialist to address.
- F. The approved draft Digital Photography Package will be included with, FEMA's resolution of effects consultation with interested parties as per Section 106 of the NHPA. Should consulting parties have any edits or comments, FEMA will work with the Specialist to address recommendations.
- G. Once FEMA has completed the continued Section 106 consultation, The Recordation Specialists shall submit final Digital Photography Packages
  - a. A final Digital Photography Package will be submitted to FEMA Region 4 EHP office electronically to [fema-r4ehp106@fema.dhs.gov](mailto:fema-r4ehp106@fema.dhs.gov)
  - b. Two (2) printed sets of final Digital Photography Package documentation meeting per NC-DNCR Guidance [Digital Photography Policy](#)
    - i. One set of final Digital Photography Package documentation, one for deposit at NC DNCR- State Historic Preservation Office archives
    - ii. One Set for placement in a publicly accessible archive near the historic sites recorded. This location will be determined by FEMA during Section 106 consultation.

2. **Public Interpretation:**

The Town of Princeville, in coordination with FEMA-EHP, SHPO, North Carolina Emergency Management Association, and the Princeville Historical Society, shall develop a public interpretation of the history of the Princeville Museum. The components shall include a permanent storyboard installed at the Princeville Museum.

The storyboard shall include a complete history of the building's history, photographs, and changes to the building and use over the course of history. Additionally, any artifacts recovered from the building shall be maintained and displayed appropriately to aid in understanding of the storyboard.