



# City of Van Buren, Arkansas Historic District Commission

111 North 12<sup>th</sup> Street • Van Buren, Arkansas 72956

## Request for Qualifications for Historic District Survey Update

Qualifications shall not be accepted after the designated response due date and time. It is the responsibility of vendors to submit qualifications at the designated location on or before the response due date and time. Qualifications received after the designated response due date and time shall be considered late and shall be returned to the vendor without further review.

# Request for Qualifications

## Historic District Survey Update: Van Buren, AR

### I. Introduction

The City of Van Buren is seeking professional services for a historic resources district-wide resurvey. A previous historic resources survey, completed in 2003, documented approximately 80 commercial buildings in the Historic District. The primary objective of the current survey is to document significant historic buildings with the future intent of updating the Historic District Guidelines to suit the needs of the district as it stands now.

The City will provide a map and description of the Historic District boundary that is comprised along the City's Main Street. The vast majority of the buildings in the study area were constructed by 1940. The overall character of the Historic District reflects the Victorian period. With only a few exceptions, all two- and three-story buildings on Main Street were built before 1900 with the remaining half built after the turn of the century. The later buildings, largely one-story, are smaller in scale down to entry door and storefront dimensions.

Van Buren was first incorporated in 1842. Main Street was one of the first areas to be developed due to its proximity to the Arkansas River and heavy river trade. In the mid-1870's, after the destruction of Civil War and the addition of railway lines, Van Buren began to rebuild and really prosper. The prosperity prompted an important building spree that lasted until World War I. The Crawford County Bank, built in 1889 on the corner of Seventh and Main, is one of the districts most unique buildings with a prominent decorative corner turret capped with a copper conical roof and topped with a finial. The second Citizens Bank located at 622 Main was constructed with a unique corner entrance under a large round arched window. The Crawford County Courthouse with its three-story clock tower was originally built in 1842. The building burned in 1876, but a new courthouse was erected c. 1890, using the original walls.

### II. Scope of Work

The consultant shall conduct fieldwork to resurvey the City of Van Buren Historic District, which includes 80 structures and is listed in the National Register of Historic Places (NRHP). The resources shall be documented according to the standards and procedures set forth in the Arkansas Historic Preservation Program (AHPP) Survey Manual; additional guidelines (those not in the Manual) set forth in the contract will also be binding. The Consultant shall provide drafts of at least 10 completed Arkansas Architectural Resources Forms to the AHPP National Register Survey staff for review prior to completion and submittal of all Arkansas Architectural Resources Forms.

#### *Deliverables:*

Arkansas Architectural Resources Form for each documented resource, including:

- Site Plan

- Full property history and description, consistent with the preparation of the Arkansas Architectural Resource Form, along with descriptions of any alterations made to the structure after its construction. This information should be found through a variety of research mechanisms, utilizing city, county, and online resources.
- A digital map showing the location of the resource being documented.
- Additional historical information related to each property that can be found in archives, newspaper articles, and related sources.
- Completed Ancillary Structures Forms when applicable.

Color digital photography:

- Photographs of each documented resource, showing all elevations of each building.
- Representative streetscape photographs.
- These photographs will be submitted with the final survey product in both electronic and print form.
- Four (4) photos are the maximum per page.

Brief survey report including:

- A brief historic context specific to the area surveyed (summary of context within the NRHP nomination; no expansion of period or areas of significance are anticipated)
- A brief overview of historic resource types within the area surveyed
- Maps outlining the boundaries of the area surveyed
- Tables listing addresses or other location information of properties surveyed, resource numbers supplied by AHPP, and data relevant to evaluation of NRHP eligibility, such as date of construction, property condition and architectural integrity, vacant lots, etc.
- Maps locating properties by resource number and address
- The Consultant shall provide one full-color copy and one digital copy of the final survey report and forms to the City and one full-color printed copy and two digital copies of the survey report and forms to AHPP.

Data collected on Arkansas Architectural Resources Forms in an organized, sortable, searchable, digital format; such as a database, spreadsheet, GIS data, or similar data file.

### III. Qualifications

The consultant must meet professional requirements according to the Secretary of the Interior's Historic Preservation Professional Qualification Standards (62 FR 33708, June 20).

### IV. Expected Project Schedule

The City will provide the consultant with a written Notice to Proceed via email, at which time the contract will commence. The consultant will provide a written project plan and schedule for the City's approval within two weeks of receiving the Notice to Proceed. The project plan and schedule should include the following milestones that coincide with the delivery of work products:

- The City will be under contract for consultant services for the resurvey by August 1, 2022.
- The consultant will begin work on resurvey by November 7, 2022.
- The first ten forms will be submitted on or before December 2, 2022.
- A draft of the survey report and forms will be submitted by January 23, 2023.
- Final survey report and forms will be submitted to the City no later than April 3, 2023.

#### V. Funding Acknowledgment

This project will be funded through a CLG Grant facilitated by the Arkansas Historic Preservation Program through the National Park Service.

#### VI. Copyright

This is a work-for-hire project. All rights, title, and interest in all documents, data, studies, surveys, drawings, maps, photographs, and reports prepared by the consultant pursuant to this project, including without limitation any copyright, title, trademark, and intellectual property rights in and to project materials, shall remain with the City. The City reserves unto itself all rights of every kind and nature to use, copy, maintain, and modify the project material, in whole or in part. 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 as a result of CLG grants 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.

#### VII. See Attached Appendix A and Appendix F of the CLG Grant Agreement

#### VIII. Submittal Requirements

Submittals must include a Letter of Interest and Qualifications should include:

- Information about the firm, including years in business, experience with architectural surveys, etc.
- A list of key personnel and their individual qualifications, capacity to perform the work, as well as the role that they will perform in this project.
- At least three references for similar projects within the past five years, including past record of performance and contact information.
- Familiarity with the area to be surveyed.
- **Submittals including a cost estimate will not be accepted.**

Submit three (3) hard copies of the Qualifications.

Qualification submittals must be received by the City of Van Buren Planning Office no later than May 13, 2022, at 2:00 p.m.

Deliver Qualifications to:

Jennifer Willoughby  
City of Van Buren  
Municipal Annex Building  
111 North 12<sup>th</sup> Street  
Van Buren, AR 72956  
479-471-5006  
[jwilloughby@vanburencity.org](mailto:jwilloughby@vanburencity.org)

## APPENDIX A: Historic Resources Survey and Documentation

The production of surveys of historic structures, sites, etc., 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 survey and documentation services funded under this agreement includes duties and tasks as described in this appendix.
2. The City will submit a copy of any proposed RFQ, RFP, or other bid solicitation for a project funded under this agreement to AHPP prior to publication of the announcement or request for review and approval and will not publish such announcement or request until comments 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 contact the AHPP National Register staff to consult on the advisability of historic sites survey work in the proposed area, proposed boundaries for the survey work, etc., prior to engaging a contractor for survey work funded under this agreement.
5. The City will ensure that the contractor responsible for survey and documentation services funded under this agreement meets the Secretary of the Interior's Professional Qualification Standards (see Appendix F) in History and/or Architectural History and/or, when applicable, Archaeology or Historic Landscape Architecture,

### B. CONTRACTOR'S RESPONSIBILITIES

1. Prior to commencing any work under the contract, any contractor who has not attended a training on the required procedures for historic sites surveys taught by the AHPP National Register Survey staff within five (5) years prior to the survey initiation date must attend a training class on the procedures required for historic site survey. This one-day class, at the offices of AHPP, will train the contractor in the proper and thorough completion of Arkansas Architectural Resources Forms, photography requirements, mapping, and compilation of the finished product.
2. Prior to commencing any work under the contract, the Contractor, regardless of the date of his or her last training, must contact the AHPP National Register Survey staff

to determine whether changes to required historic site survey procedures have changed since the contractor last attended a training. If the AHPP National Register Survey staff determines that the Contractor's attendance at an additional training class is advisable, the contractor must attend a training class on the procedures required for historic sites surveys prior to the initiation of any fieldwork under the contract.

3. The contractor must comply with the standards and procedures set forth in the AHPP Survey Manual in carrying out the contract work and in completion of the final product.
4. The contractor must design and complete the survey and produce a survey report in accordance with the National Park Service Historic Preservation Fund Grants Manual Chapter 6, Section H, 2a-e and 3b and/or d as applicable and the Secretary of the Interior's Standards for Identification for Intensive Surveys (see at [https://www.nps.gov/history/local-law/arch\\_stnds\\_0.htm](https://www.nps.gov/history/local-law/arch_stnds_0.htm)). The survey report should, at minimum, contain the following elements:
  - Survey methodology
  - A brief historic context specific to the area surveyed
  - A brief overview of historic resource types within the area surveyed
  - Maps outlining the boundaries of the area surveyed
  - Tables listing addresses or other location information of properties surveyed, resource numbers supplied by AHPP, and data relevant to evaluation of National Register eligibility, such as date of construction, property condition and architectural integrity, vacant lots, etc.
  - Maps locating properties by resource number and address
  - Language collected on Arkansas Architectural Resources Forms should be provided with the survey report in an organized, sortable, searchable, digital format, such as a database, spreadsheet, GIS data, or similar data file.
5. The contractor must complete an Arkansas Architectural Resources Form and provide site plans for each resource in the field.
6. The contractor must provide, on the Arkansas Architectural Resources Form, information specific to the property for which the survey form is prepared summarizing its history and any obvious changes to the building that appear to have occurred since its construction.
7. The contractor will take color digital photographs of each resource in the field. At the very minimum the photographs should show all facades of each building. In addition, representative streetscape photographs will be provided by the Contractor, These photographs will be submitted with the final survey product in both electronic and print form.
8. The contractor will provide UTM coordinates for each property.

9. To ensure efficient production of a quality product and to reduce the burden of repeated reviews, in projects involving inventory and documentation of more than 30 properties, the contractor will provide drafts of at least 10 completed Arkansas Architectural Resources Forms to the AHPP National Register Survey staff for review prior to completion and submittal of all Arkansas Architectural Resources Forms, AHPP staff will review draft forms and return comments to the contractor within 14 business days of receipt of the draft forms.
10. The contractor will provide copies of any ancillary work product or information compiled or generated by the contractor in the course of carrying out the historic site survey or form completion, including but not limited to archival research, and photographs, to AHPP on request.
11. 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.
12. The contractor must be able to adhere to set deadlines and provide initial and completed surveys by the dates set forth in contract documents.
13. The contractor will provide own transportation and equipment.
14. For resurvey work, a copy of the previous survey form must be attached to the new survey form for each property.
15. The contractor will provide one full-color copy and one digital copy of the final survey report and forms to the City and one full-color printed copy and two digital copies of the survey report and forms to AHPP.

#### C. AHPP RESPONSIBILITIES

1. AHPP will provide Arkansas Architectural Resources Forms and Ancillary Structures Forms to the contractor as necessary for project completion.
2. AHPP will provide access to survey files and copies of previous survey work as necessary for project completion.
3. AHPP will provide resource numbers to the contractor as necessary for project completion.
4. AHPP will provide a one-day training class at the AHPP offices in Little Rock on the procedures required for historic site surveys. This class will train the contractor in the



proper and thorough completion of Arkansas Architectural Resources Forms, photography requirements, mapping, and compilation of the finished product.

5. AHPP will provide technical assistance to the contractor 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 regulation 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.