

REQUEST FOR QUALIFICATIONS

Social Circle Historic Resources Survey

City of Social Circle, Georgia

I. INTRODUCTION

The City of Social Circle, Georgia is requesting qualification submissions from consultants to conduct an intensive historic resources survey of approximately 441 parcels (or as many as *funds will allow*) in the city limits of Social Circle. The project will be financed in part with funds from the National Park Service, through a 2021 Historic Preservation Fund Grant, administered by the Georgia Historic Preservation Division.

The project will include resurveying the National Register-Listed Social Circle Historic Preservation District to ensure that all resources that are 40 years or older, regardless of integrity, condition, or location within the city limits have been recorded. The survey will include buildings, structures, sites, and objects located within the Social Circle Historic District.

The survey project will bring the past-surveyed area up to date with current standards, making sure all resources within the project area will be documented for future consideration in National Register Nominations. Based upon the findings in the project, the designation of an African American Heritage Area/District will be considered.

II. PROJECT OVERVIEW

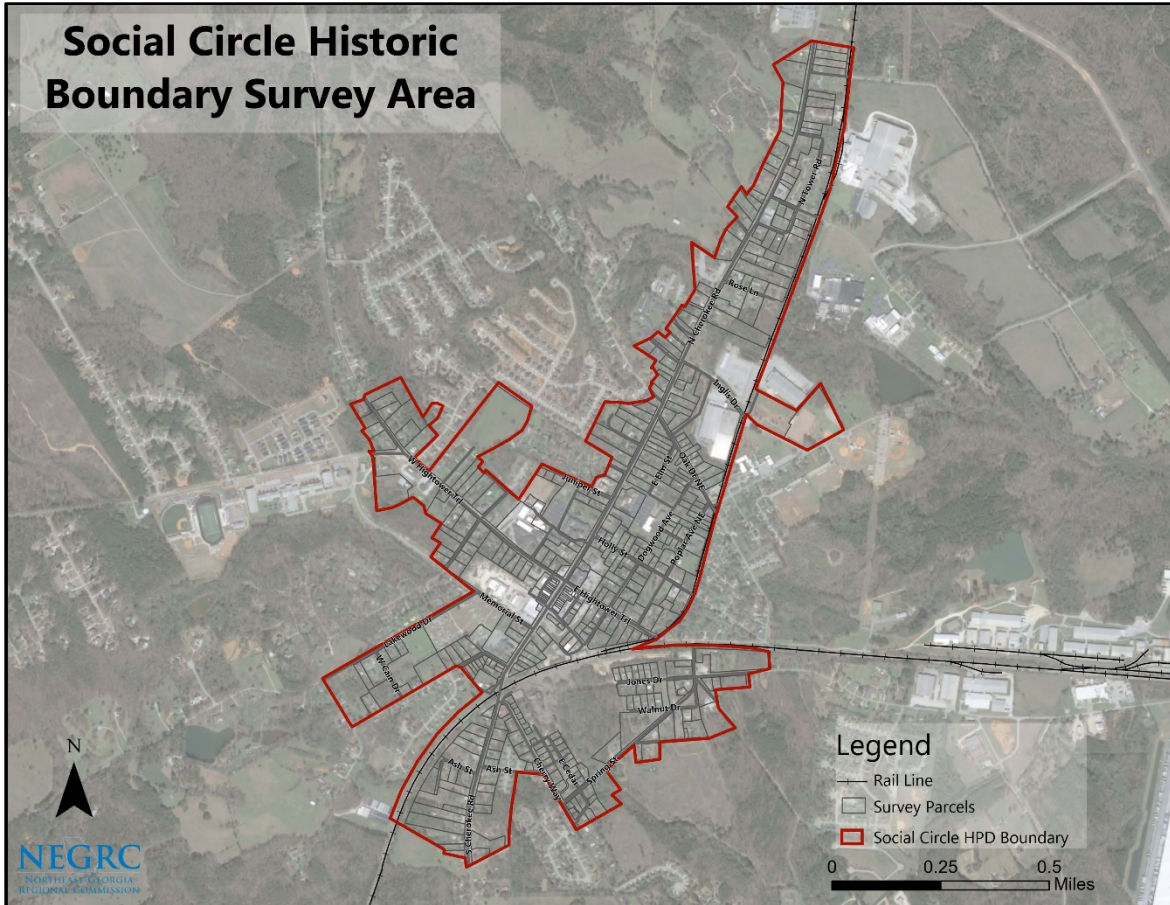
The City of Social Circle, located in Walton County, is a community of approximately 4,925 persons in Central North Georgia. The City is designated as a Certified Local Government (CLG) and, with the advisement of the Northeast Georgia Regional Commission and the Department of Community Affairs: Historic Preservation Division, has developed a program to survey and inventory the community's historic resources. Social Circle has one historic district on the National Register of Historic Places, added in 1980, that included 200 contributing buildings. In 2001, Social Circle adopted a historic preservation ordinance which included a local expansion of the historic district. The resurveying of this district will ensure that all resources 40 years and older, will be updated and considered for possible inclusion within the existing district. The survey of the district will take inventory of Social Circle's historic and cultural resources, equipping property owners with a further understanding of the historic significance of the structure and community. The survey will provide a historic context for those cultural resources for which their significance is not presently known or properly documented, with specific attention paid to resources with a connection to African American Heritage. It is anticipated that a significant portion of the consultant's time and resources will be devoted to researching and compiling written and photographic documentation of the African American history of Social Circle, possibly including oral history.

The consultant will complete an intensive-level survey approximately 441 individual resources (*or as many as funds will allow*) to document basic physical and historical information, according to the standards provided by the Georgia Historic Preservation Division, and will be responsible for updating all survey data into Georgia's Natural, Archaeological, and Historic Resources GIS (GNAHRGIS) online database. The consultant will also be responsible for correcting the location(s) of existing GNAHRGIS points, as appropriate. The consultant will then make a recommendation for the

establishment of an African American district encompassing the individual resources, as determined through the survey. For planning purposes, such an approach provides preliminary but comprehensive identification of properties that meet National Register historic integrity thresholds.

III. SURVEY AREA

Below is the Survey Area for the Social Circle Historic Resource Survey. Generally, it includes the local Historic District, all public and private property in the area, located generally south of Malcolm Road along N Cherokee Rd, to Spring Drive along S Cherokee Rd.



IV. SCOPE OF WORK

The RECIPIENT will conduct a comprehensive historic resources survey of an estimated 441 parcels (or as many as funds will allow), which will include buildings, structures, sites, and objects, constructed before 1981, and located within the city limits of Social Circle, Georgia. The survey area will include the 408 parcels within the Historic District limits which are defined on the map above.

All project work shall conform to the Secretary of the Interior's *Standards for Archaeology and Historic Preservation*, which include the *Standards for Evaluation, Identification, and Registration*. The project

work will be prepared in accordance to (a) *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning*; (b) the Historic Preservation Division's guidance materials for identifying and documenting Georgia's historic resources, including the most recent versions of "Georgia Historic Resources Manual," and "Tips for Using GNAHRGIS as part of a Georgia Historic Resources Survey," available online; and (c) the DEPARTMENT'S Georgia's Natural, Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database.

The RECIPIENT will ensure that the consultant(s) meets professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) and possesses the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. Demonstrated experience in researching and describing historic resources, conducting architectural surveys, and writing historic contexts;
3. A thorough knowledge of and familiarity with identifying and evaluating Georgia's historic resources including architectural styles and types, the GNAHRGIS database, and survey procedures;
4. Demonstrated writing skills; and
5. Experience with digital photography.

The RECIPIENT will ensure that consultant(s) is familiar with data categories and procedures for the GNAHRGIS system and is aware of the information contained in **Item V**.

The RECIPIENT will ensure that all survey data and digital photographs are entered in the GNAHRGIS online database within the contract period. All data groups in GNAHRGIS will be completed for each resource surveyed and a minimum of two (2) digital photographs, dating to within six (6) months of the survey date, per surveyed resource will be uploaded. Resource information is entered and stored via the GNAHRGIS website. Printed (hard copy) resource "forms" are not required and are not reimbursable as part of this grant.

The RECIPIENT will provide a survey area map delineating surveyed parcels. The map will indicate the survey area boundary, any relevant local or National Register of Historic Places-listed historic district boundaries, ALL addresses, legal parcels, and ALL street names, and be at a scale of 1" = 200'. The map will include a key explaining boundaries.

The RECIPIENT will provide three (3) final copies and two (2) electronic copies (CD/DVD/USB) of the survey report, and the survey map, to the DEPARTMENT within the contract period.

The survey report is to include at a minimum:

- **Executive summary**, which includes the total number of surveyed resources;
- **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a general description of the survey area, including a clear statement and

justification of the boundaries of the Phase One area surveyed, and the total number of surveyed resources for Phase One;

- **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts;
- **Developmental history**, a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history. Special attention should be paid on African American history and contributions to Social Circle.
- **Survey methodology**, including the fieldwork techniques and research methods employed while conducting the survey references to previous surveys and any re-survey completed as part of this project;
- **Survey results and architectural analysis**, including the total number of surveyed resources divided into appropriate categories; a table listing all building types and main architectural styles as identified in GNAHRGIS, as well as narrative defining these; local architectural character; general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and local landmarks and eccentricities;
- **Recommendations for future preservation activities**, including: potential National Register nominations for individual resources and/or historic districts with basic boundary justification(s) for any proposed historic districts, including an African American Heritage District, as applicable; potential updates and/or amendments to existing National Register historic district listings, as applicable; designation recommendations for potential local historic districts, as applicable; and potential economic development, heritage tourism, and other preservation planning activities;
- **Appendix 1:** table listing all GNAHRGIS ID numbers associated with the survey paired with the address of the resource that each GNAHRGIS ID number represents.
- **Appendix 2:** A survey map that delineates the survey area; existing local historic district and National Register-listed district boundaries and potential updates and/or amendments to these existing district boundaries; and the boundaries of identified potential new historic districts (this map will be in addition to the separate 1"=200' map discussed above).

All project development by the RECIPIENT shall be reviewed by the DEPARTMENT. The review process includes reviewing and approving consultant selection, the consultant contract, GNAHRGIS data, first draft of the survey report and map, subsequent drafts of the survey report and map, final draft of the survey report and map, and other materials determined necessary during project development.

Prior to review by the DEPARTMENT, the RECIPIENT shall review drafts of the survey report and map. The RECIPIENT shall ensure that the consultant provides GNAHRGIS survey data point documentation at the 25%, 50%, and 75% data entry due dates for review and comment. Monthly progress reports due to the Northeast Georgia Regional Commission on the 1st of every month explaining activities completed in the prior month.

The RECIPIENT will complete project work by the following due dates.

November 1, 2021	Approximately 25% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Second Quarterly Report.
January 1, 2022	Approximately 50% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted.
March 1, 2022	Approximately 75% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Third Quarterly Report.
April 1, 2022	First Draft of Survey Report submitted in hard copy (1 unbound copy) or electronic format (MS Word) and map to the DEPARTMENT for review and comment
June 1, 2022	Second Draft of Survey Report submitted in hard copy format to the DEPARTMENT for review and comment, as necessary Final version of one (1) set of survey map(s) submitted for approval by the DEPARTMENT
August 15, 2022	Final Survey Report submitted to the DEPARTMENT in hard copy format three (3) copies and two (2) electronic copies (CD/DVD/USB) Final Survey Map Submitted to the DEPARTMENT (1 copy) All GNAHRGIS data and digital photographs for each resource completed

V. NOTE ON RESURVEY OF RESOURCES

In 2009, the City of Social Circle surveyed a total of 371 historic resources with assistance from the FindIt Program, and resources documented through this survey were later entered into GNAHRGIS. Therefore, the 2021-2022 City of Social Circle survey will likely have a high number of resurveyed resources. This means the surveyor will need to identify previously-surveyed points in GNAHRGIS and link new survey data (or resurveyed resources) to the previous entry to avoid duplicate entries for the same resource.

The surveyor will need to find the previous point or GNAHRGIS ID number via an address search, by locating the resource geographically using the GNAHRGIS map, or by exporting survey data from the GNAHRGIS Public website and filtering the points to identify those within the current survey area boundary.

These processes are discussed in detail in the GNAHRGIS Quick Tips document provided by the Historic Preservation Division and also demonstrated in the GNAHRGIS website's GNAHRGIS Editing Basics – Webinar, accessed here: https://www.itos.uga.edu/nahrgis/moreinfo_training.html.

The address search method for locating previously surveyed resources will likely be the most helpful within municipalities or when a resource's address is clearly defined. In more rural areas of the county, where an exact address may not be immediately apparent, the method of geographically locating the resources using the GNAHRGIS map will likely be more effective.

Account for this process in determining time and budget allowances for this survey.

VI. SCREENING PROCESS

A Selection Committee will be responsible for recommending a consultant to provide the services related to the Social Circle Historic Resources Survey Project. The Selection Committee will evaluate the qualifications received, interview the consultants it determines (if necessary), and make a recommendation to the Mayor and City Council as to the consultant it determines is best suited to perform the services. The Selection Committee will consist of representatives from the Social Circle Historic Preservation Commission and the City Administration. Following interviews and reference checks, the Selection Committee will forward a recommendation to the Social Circle City Council, who will approve the recommendation and authorize negotiation of scope of work and contract.

VII. CRITERIA FOR SELECTION

The successful entity will have the educational background to complete the project as well as related experience on similar types of projects. Professional qualifications will be required as established by the National Park Service in the fields of Architectural History, Historic Architecture, or History. In addition, the consultant must demonstrate an interest in the project, convey an understanding of the requirements of the effort, provide references and examples from other similar projects, and show an ability to work within the schedule and budget and to provide the deliverables noted herein.

Key points the Committee will consider in selecting the successful firm include:

- 1. Professional Qualifications.** The education, training, registration, and amount of relevant experience of the proposed key project personnel.
- 2. Specialized Experience and Technical Competence.** The submitting entity's specialized experience and technical competence on similar projects should be detailed. The effectiveness of the proposed project team (management structure and coordination of disciplines, offices and/or subcontractors) will also be considered.
- 3. Capacity of the Entity to Accomplish the Required Services on Schedule and within Budget.** The submitting entity must demonstrate an ability to complete projects within the specified completion dates and budget.
- 4. Past Performance.** Past performance of work on similar or comparable projects should be demonstrated.
- 5. Understanding of Project.** A clear understanding of the type of project work to be performed, and appreciation for the importance of the project, and a plan to complete the work should be clearly demonstrated.
- 6. Quality Assurance.** The consultant's quality control processes and management approach that will be used on the project. The submitting entity must demonstrate an ability to produce high quality work, including written work, photography, printed material, and presenting at public meetings.

VIII. SUBMISSION REQUIREMENTS

All submissions must include the following information:

1. Project Director with a list of team members (as applicable):
 - a. Must include principal participant(s)
 - b. Contact information for the Project Director, including phone and email
2. Response to the six key points mention in *Section VII. Criteria For Selection*:
 - a. Resumes of all principals and professional staff involved, demonstrating qualifications and related experience and expertise.
 - b. Descriptions or examples of similar projects completed by those involved in the team.
3. Proposed Budget:
 - a. A proposed budget to demonstrate the project can be completed with the allotted maximum of \$14,524.83
4. References:
 - a. List of references, including brief description of projects and contact name and telephone number.
5. Maximum Page Limit:
 - a. Thirty-five (35) numbered, 8.5 x 11 pages, excluding cover, table of contents, cover letter, and dividers.

IX. DIRECTIONS FOR SUBMISSION

Interested entities must provide four (4) written copies **and** one electronic copy (flash drive or disk) of the submission by 5:00 p.m. on August 30, 2021 to the following address:

Lydia Joffray
Historic Preservation Planner
Northeast Georgia Regional Commission
305 Research Drive
Athens, Georgia 30605
ljoffray@negrc.org

Submissions shall be enclosed and delivered in hand or through the mail in a sealed envelope. The City of Social Circle will not accept oral submissions, or copies received by telephone or facsimile machine. All submissions received after the deadline shall be returned.

Questions concerning this project should be addressed to Lydia Joffray, Historic Preservation Planner, by phone at (706) 369-5650 or email at ljoffray@negrc.org.

All persons awarded an/or entering into contracts with the City of Social Circle shall be subject to and required to comply with all applicable City, State, and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, Affirmative Action, and the Americans with Disabilities Act (ADA).

The Social Circle Historic Resources Survey, which is the subject of a Historic Preservation Fund Grant, is being financed in part with Federal funds from the National Park Service, a division of the

United States Department of the Interior, and administered by the Georgia Department of Community Affairs, Historic Preservation Division. The contents and opinions, however, do not necessarily reflect the view of policies of the United States Department of the Interior or the Georgia Department of Community Affairs, Historic Preservation Division.

This project receives Federal funds from the National Park Services Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service 1201 Eye Street, Washington, DC 20005.