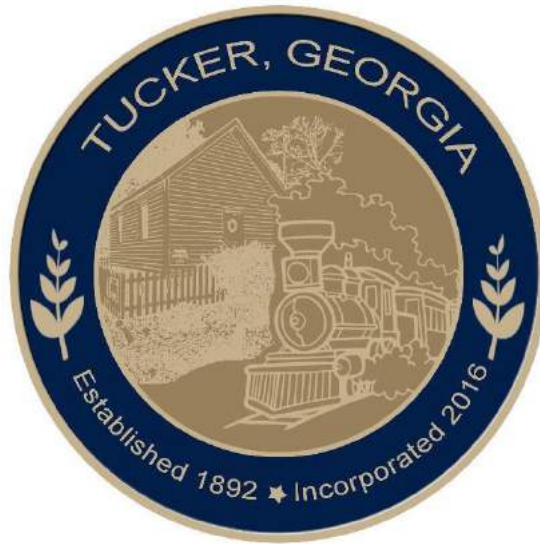


# City of Tucker

Request for Proposals  
RFP #2018-018

## Historic Resource Report



# City of Tucker Request for Proposals

## INVITATION

The City of Tucker is now accepting proposals for professional service providers to develop a Historic Resource Report. **Proposals will be received until 2:00PM (EST) on July 27, 2018** at the Tucker City Hall Annex located at 4228 First Ave., Suite 1, Tucker, Georgia 30084. Proposals will be considered from any professional firm with experience and success in preparing a Historic Resource Report for local government.

## SCOPE OF CONSULTANT SERVICES

Refer to Exhibit A.

PROPOSED SCHEDULE	
RFP Release	June 13, 2018
Pre-Proposal Conference	July 17, 2018
Deadline for Questions	July 18, 2018
Responses to Questions Posted:	July 20, 2018
RFP Deadline	<b>July 27, 2018 at 2:00PM (EST)</b>
Interviews (if necessary)	Week of August 13th
Award at Council Meeting	August 27, 2018
Notice to Proceed	Early September

Any questions should be submitted in writing to [procurement@tuckerga.gov](mailto:procurement@tuckerga.gov), reference RFP #2018-018

### **PRE-PROPOSAL CONFERENCE MEETING:**

The City will hold a non-mandatory pre-bid meeting on July 17, 2018 at 2:00PM (EST) at:

**City Hall Annex  
4228 First Avenue  
Tucker, GA 30084**

### **Pre-Proposal Conference Call Attendee Procedure:**

Call in Number: 470-273-3101  
Conference Number: 190  
Attendee Password: 2016

## **SUBMITTAL REQUIREMENTS:**

Submit your **RFP Response**, two (2) hard copies (one original, one copy), six (6) electronic copies each on a USB drive and original copy of Disclosure form. **Cost Proposal** is to be provided in one (1) hard copy with one (1) electronic copy in a separate sealed envelope labeled "Pricing" on the outside.

**Tucker City Hall Annex  
c/o Procurement  
4228 1st Avenue  
Tucker, GA 30084  
(678) 597-9040**

Your response must be received by the date and time specified. On the outside of the sealed package containing the original, flash drives and sealed pricing envelope, write

**RFP #2018-018  
Attn: Procurement  
Vendor Name:  
Vendor Contact information:**

## **EVALUATION AND SELECTION CRITERIA**

The city will review all proposals submitted. The city, in its discretion, may award the Contract to the responsible and responsive proposer submitting the proposal which is deemed to be the most advantageous to the city, price and other factors being considered. The following is the evaluation criteria the city will consider in determining which proposal is most advantageous to the city:

1. *Project Understanding and Approach – 50 points*

Successful proposers will demonstrate an understanding of the magnitude of the task, the constraints, and the desired outcomes for the project.

2. *Similar Experience – 20 points*

Successful proposers will have experience completing similar projects which should be demonstrated by providing case studies (of no more than two pages a piece) describing three projects that best match the scope and desired outcomes for this project. Each case studies should highlight any similarities to the proposed Tucker project. For each case study, a reference and contact information should be provided. The city may request samples of the comparative works during the proposal review process.

3. *Project Personnel – 30 points*

Successful proposers will provide information on personnel to be assigned to this project. Personnel should have experience from similar projects and/or in fields necessary to complete the proposed scope of work.



## Exhibit A

### Historic Resource Report RFP #2018-018 SCOPE OF WORK

#### Project Information

Tucker, GA, a well-established community for nearly 125 years, was officially incorporated in early 2016. As the city moves forward into the future, it's important to recognize the elements that make Tucker unique. This includes Tucker's rich historical assets. In order to safeguard these assets, Tucker needs to establish a baseline document that lists Tucker's historical resources since 1892. This documentation of our historic resources should help assure there is a balance between future development and preservation of our historic legacy.

#### Project Objectives (include but not limited to)

- A history of area based on archival research and site documentation;
- Discussion of building types, historic sites, and features within the community as they relate to historical significance;
- Potential significant architectural structures;
- Explanation of historic pattern that have affected cultural resources in the city of Tucker;
- Identification of themes and topics that are significant within the city's history;
- Comprehensive list of historic resources including cemeteries, houses, churches, potential sites for archeological resources, and other historically significant structures;
- In coordination with Tucker's GIS staff, geocoding of historic resources including cemeteries, houses, churches, and other historically significant structures.

#### Resources

Tucker takes immense pride in its history and several resources already exist which can benefit this project. Some of these resources include:

Dewey Turner, *From Cotton Fields to High Technology in Tucker, Georgia*, Presented by the Tucker Historical Society, 2009.

Elias W. (Tim) Timmons, *A History of Tucker 1821-1942*, Presented by the Tucker Historical Society, 2013

Ted O. Brooke, *Cemetery Records of Tucker, Georgia and Environs (DeKalb and Gwinnet Counties)*,  
Presented by the Tucker Historical Society, 2012

In addition to these resources, we expect the standard methods to be used to compile this report. Please include a list of your intended research methods in your proposal.

### **Public Engagement/Meetings**

The City of Tucker expects collaboration with staff and several community members that can be resources to the consultant. We do not intend to have any stakeholder committees. The consultant will also need to attend and present at all Mayor & City Council meetings (up to 2 presentations before City Council).

### **Deliverables**

Creation of a baseline document that lists Tucker's historical resources. This documentation of our historic resources should be available in digital format (including pdf and Word) and include a spreadsheet with resource addresses. We also will need 15 printed copies of the final report.

### **Attachments:**

Bid document for RFP 2018-018



# City of Tucker

## **COST PROPOSAL EXHIBIT B**

### **Cost Proposal:**

**Quote for Historic Resource Report**                      \$ \_\_\_\_\_

*\*Cost proposal will be a lump sum amount. Please provide phased payment breakdown based on your proposed work plan.*

Company Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**CITY OF TUCKER DISCLOSURE FORM: RFP#2018-018**

**BIDDERS MUST RETURN THIS FORM WHICH WILL BE ADDED TO SUBMITTED PROPOSAL**

This form is for disclosure of campaign contributions and family member relations with City of Tucker officials/employees.

Please complete this form and return as part of your bid package when it is submitted.

Name of Bidder \_\_\_\_\_

Name and the official position of the Tucker Official to whom the campaign contribution was made. (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

\_\_\_\_\_

List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named Tucker Official.

Amount/Value

Description

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any family member that is currently (or has been employed within the last 9 months) by the City of Tucker and your relation:

\_\_\_\_\_

\_\_\_\_\_

**Please complete and email to: [procurement@tuckerga.gov](mailto:procurement@tuckerga.gov)**