

**CITY OF OXFORD REQUEST FOR PROPOSALS:
HISTORIC PRESERVATION DESIGN GUIDELINES UPDATE**

Proposals are due on or before 5:00 p.m. CST on August 25, 2023

RFP Link



PROJECT SUMMARY

The Historic Preservation Division, Mississippi Department of Archives and History (MDAH) and the City of Oxford, Mississippi, request proposals to update the Oxford Design Guidelines into the new Oxford Historic District Design Guidelines.

The current Design Guidelines were drafted in 2011 to serve as standards for City residents and appointed commissioners reviewing project in Oxford's historic districts. Though the City ordinance has been regularly updated as-needed, the Design Guidelines remain unaltered since their adoption more than a decade ago. Oxford's three local historic preservation districts see considerable activity and often commissioners are tasked with interpreting broadly written guidelines or evaluating materials that were not in use when the guidelines were written.

While the City feels that the current Guidelines have been largely effective, and much of the information contained therein should be incorporated into the new guidelines, the deliverable of this project will be a new document.

The proposed project would provide an updated version of the guidelines that address new materials and technologies, expand on and clarify demolition practices, and include more image-based content. We also intend to respond to gaps identified by staff and the community during a public review process.

The City of Oxford intends to contract with a qualified individual or firm to support our efforts to improve the available resources for current and prospective residents in our historic districts, the Commissions, and the Staff through the updating of the Oxford Historic Design Guidelines. This contract will be funded through a Mississippi Department of Archives and History Certified Local Government Grant and by the City of Oxford.

The City of Oxford will provide the consultant with any relevant maps, studies, and other data in its possession that pertain to this project. The current Design Guidelines can be found here: <https://www.oxfordms.net/documents/departments/planning/design-guidelines.pdf> and an interactive map of Oxford's historic districts can be found here:

<https://coogis.maps.arcgis.com/apps/instant/attachmentviewer/index.html?appid=16d19b0103ae4e58b139ca0a635f97f9>

This RFP in no way commits the City of Oxford to award a contract, to pay any costs in preparation of a proposal, or to contract for the goods and/or services offered. Although it is The City of Oxford's intent to contract with the individual/company that best meets the qualifications to complete the scope of work,

the City of Oxford may terminate the negotiations if they are unsuccessful in reaching an agreement on all matters including the scope of work and cost.

Scope of Services

The City of Oxford wishes to employ an outside individual or firm to assist the City with updating the Design Guidelines. The scope of services listed below is not intended to be a comprehensive list of what the firm will provide. The final scope of services will be developed in collaboration with the selected firm.

The City has preliminarily identified a number of issues that will require particular attention as a part of this project. Those issues are listed below along with other responsibilities of the selected firm:

- Review and assess the current design guidelines.
- Provide guidance on appropriate materials selections, including new or alternative materials in cases of new construction or replacement that is not in-kind.
- Better graphically represent mass/height/scale of infill for new construction, additions, and secondary buildings.
- Consideration of post-war resources (particularly Minimal Traditional and Ranch styles).
- Create sections/division between the commercial and residential portions of the guidelines.

In order to achieve these responsibilities, the selected firm will:

- Conduct and facilitate at least three public meetings with the City of Oxford:
 - A project kickoff meeting with members of the Commission, local design professionals and residents of the three historic districts.
 - At least one focus group meeting (in-person or possibly virtual) with stakeholders who express interest in participating in the Design Guidelines update
 - A meeting to present the design guidelines to the Commissions and to the public.

DELIVERABLES

This project will result in a publication to be used by both Historic Preservation Commissions and the general public. The design review guidelines shall be in a written and graphic format designed to inform local property owners about historical architectural styles prevalent in a community and to recommend preferred treatments and discourage treatments that would compromise the architectural integrity of structures in a historic district. The design guidelines will focus on all properties within the Oxford, Mississippi Historic Districts. **All recommendations provided in the guidelines shall meet the Secretary of the Interior's Standards for Rehabilitation.**

- The consultant will provide an electronic copy of the Design Guidelines, including a print and web-ready file, and Word or InDesign version (or comparable) to allow for revisions.
- All guideline materials, digital photographs, maps, electronic and paper files prepared under the terms of the project contract will become the property of MDAH and the City of Oxford

TIMELINE

This tentative timeline may be altered at any time at the discretion of the City of Oxford and the Mississippi Department of Archives and History.

RFP Available to the public	July 26, 2023
Final day to submit questions regarding RFP	August 14, 2023 by 5:00 pm CST
Questions Answered	August 16, 2023 by 5:00 pm CST
Final day to submit a Notice of Intent to Apply	August 18, 2023 by 5:00 pm CST
Proposals due by 5:00 pm CST	August 25, 2023 by 5:00 pm CST
Proposals evaluated by RFP Committee	August 28-30, 2023
Firm selected, and contract negotiations begin	August 30, 2023

Submittal Requirements & Deliverables

Your response to this RFP shall be submitted in the following format and labeled accordingly:

- A. Statement of Qualifications – Provide a written statement of your firm’s qualifications for providing the work as described in the Scope of Work.
- B. Historic Preservation & Design Guideline Experience – Provide a written statement of your firm’s experience working with historic preservation districts and developing Design Guidelines. Substantial experience in historic preservation is required. The Consultant shall meet or exceed professional requirements in accordance with the Secretary of the Interior’s Professional Qualification Standards which may be found here: <https://www.nps.gov/articles/sec-standards-prof-quals.htm>.
- C. Examples & Deliverables – Provide examples that demonstrate experience in the research and description of historic properties, conducting architectural surveys, and preparation of design review guidelines. Other skills to demonstrate include technical writing skills, experience with digital photography and publishing software, and experience with drafting or other graphic software. Examples of design guidelines prepared by the consultant should be cited in the bid proposal. Other examples cited in the proposal may include copies of pertinent publications, plans and elevations or other graphic examples completed by the consultant and firm.
- D. Organization, Ownership and Management
 - a. Name, address and telephone of the entity that will be contracted with and all trade names to be used.
 - b. Name, address and telephone numbers of the organization’s principal officers and other owners.
- E. Organization’s Structure and Experience
 - a. Organizational chart of company, including any subcontractors who will work with the City of Oxford.
 - b. Total number of employees including full-time, part-time and contract workers.
 - c. Short history of the company, especially as it relates to work in the historic preservation sector.
 - d. Summary of employees who will work on the account including their name, title, a short summary of their qualifications and their primary role in working with the City of Oxford.
 - e. Hours of operation that Staff will be available and any satellite offices.

- f. Experience as it relates to knowledge of historic preservation and design guidelines trends.
- F. Client Information
 - a. A list of current clients
 - b. A list of past clients that involved the development design guidelines.
 - c. Name your two most recent clients.
- G. Conflict(s) of Interest – The submitting firm shall declare and provide details of any actual, potential or perceived conflict(s) of interest.
- H. Certification Form – Certification Form (Addendum) must be signed and accompany all RFP response submissions.
- I. Budget – Provide a detailed budget proposal based on the project’s full scope of work. This budget should include...

CONDITIONS OF PARTICIPATION

1. Submittals in response to this request and respondents' participation in the process shall be at no cost or obligation to the City of Oxford. The City of Oxford reserves the right to, at any time, abandon or terminate its efforts to contract for any or all of said services without any obligation to any respondent.
2. Responses to this request and other materials submitted shall become the property of the City of Oxford and will not be returned.
3. Respondent shall not contact any City of Oxford personnel or staff after this request has been advertised, except to ask questions as specified below under "Respondent Questions." Such contact will be considered cause for disqualification.
4. The City of Oxford may waive any informalities or minor defects or reject any and all submittals.
5. The City of Oxford reserves the right to reject any submittal if the evidence submitted by, or investigation of, such respondent demonstrates that such respondent or its subcontractors, in the City’s opinion, is not properly qualified to carry out the obligations of the Contract or to complete the Work contemplated therein.
6. All applicable laws, ordinances, and the rules and regulations of all governmental authorities having jurisdiction shall apply to the Contract throughout.
7. This Contract is being funded through a grant provided to the City of Oxford by the State of Mississippi as part its ARPA State and Local Fiscal Relief Fund (SLFRF) allocation received from the U.S. Treasury Department. The SLFRF program places numerous obligations on recipients and subrecipients, which flow down to successful respondent. Each respondent is cautioned to carefully review the Supplemental Terms and Conditions which are a part of the sample contract and to ensure that all responsibilities and obligations are properly addressed.
8. By executing a signature on the submittal, respondent certifies that:
 - a. Neither the respondent, nor any of its team members, is currently debarred from submitting proposals or entering into contracts issued by any political subdivision or agency of the State of Mississippi or the Federal Government.

- b. No Federally appropriated funds have been paid or will be paid, by or on behalf of the respondent, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- c. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, respondent shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

SMALL, MINORITY & WOMEN-OWNED BUSINESSES:

In compliance with federal and state statutes, the City of Oxford encourages small, minority and women-owned businesses to respond to this RFP. As such, this RFP will also be placed on MS PTAP at the time of publication to ensure equal opportunity for all to respond.

EVALUATION & SELECTION

The City of Oxford will establish a committee to evaluate and rate all proposals based on the criteria prescribed.

Selection Process – Step 1

Proposals meeting all requirements of the RFP will be evaluated by a review committee and ranked based on the following selection criteria. Top individuals and firms will be chosen for Step 2.

- Experience [25%]
- Qualifications to execute the scope of work, including cost of services [50%]
- References from past clients [10%]
- Evaluation of prior work [15%]

Selection Process – Step 2 (If determined necessary)

If multiple individuals and firms are being considered, the City may invite them to present, in person or virtually, their suggested framework.

Presentations will be ranked by the following criteria:

- Ability to demonstrate past experience relating to the goals of the project. [30%]
- Ability to illustrate strategies that relate to accomplishing the goals of the project. [40%]
- Ability to provide graphical representations (that may include illustrations, images, infographics, etc.) of the design guidelines. [15%]
- Pricing [15%]

Selection Process – Step 3

A contract will be awarded to the organization whose proposal is determined to be the most advantageous to the City of Oxford, taking into consideration the criteria set forth in this RFP. Upon completing the selection process under this RFP, the City will notify the winning proposer and all other proposers who were not selected. The City of Oxford's evaluations of proposals are confidential and as such, the City of Oxford is unable to respond to any questions and/or requests for information as to why a company was not selected.

After awarding the contract, the schedule will include a period of collaboration between the City of Oxford and the selected firm to better define, elaborate upon, and update the firm's final Scope of Work and general Terms and Conditions. For the selected firm, an employee will be designated as your contact and will coordinate any materials needed or questions answered with all other City of Oxford employees.

DELIVERY REQUIREMENTS

Please submit your responses in electronic pdf format. All proposals should include a clear, concise narrative. Proposal format is open to presentation style but shall include the aforementioned items.

Submission should be sent to bjrequet@oxfordms.net and kkenwright@oxfordms.net with the subject line: "RFP: City of Oxford Historic Preservation Design Guidelines". Proposals may not be faxed.

Submittals received in any manner not specifically set forth above shall not be accepted or considered. Submittals received after the deadline will not be considered. It is the responsibility of the respondent to ensure that the submittal is received by the specified deadline. The delivery date and time will be recorded upon receipt.

QUESTIONS

Note that all answers regarding questions and request for clarification for this RFP will be responded to publicly consistent with the schedule above to ensure that all respondents have the same information.

Email Ben Requet, AICP and Kate Kenwright with any questions by August 14, 2023 at 5:00 pm CST at bjrequet@oxfordms.net and kkenwright@oxfordms.net. No calls, please.