



The John M. Langston Citizens Association

JMLCA
North Arlington
P.O. Box 7664
Arlington VA, 22207

October 10, 2023

Request for Proposals (RFP): Historic Preservation Services

Request for Proposals Number: JMLA-23-0010

Project Title: Hall Hill/High View Park National Register of Historic Places Nomination and Outreach Campaign

Contract Type: Firm Fixed Price (FFP)

The John M. Langston Citizens Association (JMLCA) is pursuing the designation of Halls Hill-High View Park (HHHVP) as a historic place in the National Register of Historic Places (NRHP). JMLCS is seeking a Historic Preservation Consultant or a Cultural Resource Management Consultant with a proven track record in historic preservation and community engagement.

All work will be accomplished in accordance with the following:

- Scope of Work (SOW) date September 19, 2023;

All questions related to this RFP shall be forwarded to **JMLCA Administration, in writing** by e-mail at infohighviewpark@gmail.com. All such questions and requests shall be received **no later than October 18, 2023**. JMLCA will not be bound by any oral communications. All questions or requests for clarification received will be documented and answered after this date.

Modifications. In the event that it becomes necessary to revise, modify, clarify, or otherwise alter this RFP, including JMLCAs' responses to questions and requests for clarification, such modification shall be posted to the www.highviewpark.com website.

IT IS THE BIDDER'S RESPONSIBILITY TO OBTAIN ANY RFP MODIFICATIONS ISSUED. They will be posted on the JMLCA website at: www.highviewpark.com

Reservation of Rights. All proposals become the property of JMLCA upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposing Contractor. Unselected proposals may be destroyed or returned to the bidder at JMLCA' discretion. JMLCA reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of JMLCA. This solicitation of proposals in no way obliges JMLCA to award a contract.



The John M. Langston Citizens Association

Exceptions to Terms and Conditions. The bidder must state in the business proposal any exceptions taken to the terms and conditions in this RFP. For each exception the bidder shall identify the term or condition, state the reason for the exception, and provide any other information concerning the exception. Such exceptions, deviations or conditional assumptions may, however, result in rejection of the proposal as unresponsive.

Multiple Award Anticipated. JMLCA intends to not select more than one (1) Contractor to perform these services under a retainer contract. JMLCA will enter into contracts, with an initial term of six months, with the option of extending for one (1) additional (6) month period.

Maximum Limiting Amount. The maximum limiting amounts for the contract will be set at a level to permit a contractor to be awarded all work assignments if they are judged to be the most qualified. Qualification Based Selection will be determined by experience, specialists' availability, required specialized equipment capacity, creative and project solution, and past performance. Award of a contract does not guarantee payment of any or all the maximum limiting amount.

Work Orders. JMLCA may use several methods for determining and distributing work orders to contracted contractors including but not limited to: requesting project proposals from more than one Contractor for comparison; requesting a proposal from a single contractor, or requesting proposals addressing more than one project. Award of Work Orders will be qualification based.

Contractors who are awarded work orders will report to the assigned JMLCA Project Manager. Work will be performed primarily remote, as described in the work orders, and some meetings may be held at JMLCA headquarters in Arlington Virginia.

Proposal Instructions – General

The quality of proposals and adherence to solicitation response requirements and/or restrictions are considered reflective of the manner in which the bidder could be expected to conduct business and will be given due consideration throughout the evaluation process.

Failure to provide all required information, or indications that the bidder did not conform to all terms as set forth in the RFP and attachments may make the offer non-responsive and may result in the elimination of the bidder from further consideration for award.

Submit your proposals to the JMLCA Administration at infohighviewpark@gmail.com, **prior to 11:59 P.M.**, on **Monday, October 30, 2023**. Any proposal received after the date and time specified in this RFP will not be considered or returned.

Proposals or unsolicited revisions submitted after the specified due date and time will not be accepted and will not be returned to the Contractor.

Project Proposal Format and Content

Volume	Title	Max Number of Pages
I	Project Proposal	15
II	Price Proposal	No Page Limit

The proposal shall not exceed fifteen (15) single sided pages. All pages that count toward the page limit shall be numbered consecutively. The pages shall be formatted as 8½” x 11” sheets. Font shall



be size 12.

The fifteen (15) pages shall include information as required below:

Proposal Substantive Content

In tabbed and labeled sections, please provide the following elements:

- A. **Cover Letter/Company Summary.** All bidders or their authorized representative shall prepare and sign a cover letter. Submission of the letter shall constitute a representation by the bidder that it is willing and able to perform the services described in the RFP and their proposal response. **This section counts toward the fifteen (15) page limit.**
- B. **Project Approach.** In this section the bidder must explain the bidder's understanding of JMLCA' intent, objectives, and how the bidder proposes to achieve those objectives. The bidder must discuss the bidder's experience, capabilities and plan for providing the described services, including any proposed approach to project management, strategies, tools and safeguards for ensuring performance of all required services, and any additional factors for JMLCA's consideration. **This section counts toward the fifteen (15) page limit.**
- C. **Business and Management Structure.** Provide a description of the bidding Contractor's background, structure, and a list by name and title of management personnel if any. Indicate which management personnel will be responsible for the delivery of services under the contract and a description of how the organization's resources will be applied. **This section counts toward the fifteen (15) page limit.**
- D. **Key Personnel.** Identify the name and title of all personnel who will be assigned to provide professional services under this contract. Indicate any certifications or special licensing the individual holds that is pertinent. Include one-page resume for each individual. **This section DOES NOT count toward the fifteen (15) page limit.**

NOTE: The key personnel identified in the proposal are considered by JMCLA to be essential to the work being performed under the contract. Prior to diverting any of the specified individuals into other programs, the Contractor shall notify JMCLA in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made without JMCLA' written consent.

- E. **Past Performance.** Provide two (2) relevant projects that detail past performance. The projects must be completed in the past five years or currently in process which are of similar size, scope, complexity and contract type or otherwise relevant to the work described in this RFP.

The contact person must be able to speak knowledgably about the bidder's performance in both technical and business aspects. The contacts provided may be directly communicated with at JMCLA discretion.

JMCLA reserves the right to discuss the Contractor's past performance with any JMCLA volunteer who has had experience with the Contractor.

This section counts toward the fifteen (15) page limit.



3. Contractor Cost Proposal

Submit one (1) copy in your format with milestone payments NTE 6 months.

Price/Cost The offeror shall submit pricing information to support the completeness and reasonableness of their proposed price.

The submitted FFP cost in this proposal will be binding on the bidder for work at the work assignment level. The cost submitted and included in the Primary Contract will be in effect for the initial term of the Primary Contract, which is 6 months.

Evaluation of Proposals

JMLCA will award Contracts using a qualification-based selection. The selection panel will evaluate proposals based upon the following factors and related sub-factors, which are of equal weight, unless noted otherwise.

1. Project Capability (This section will be evaluated and rated at twice the weight of the other sections)

The proposal clearly indicates how the bidder will deliver timely, high-quality, compliant and cost-effective services to meet JMCLA' needs. Specifically, the proposal demonstrates:

- Describe how you or your organization will meet the deliverables of JMCLA as outlined in the SOW. List all capabilities and expertise within your organization that currently exists, and how you plan to deliver the information in a compatible manner.

2. Business and Management Structure

- The proposal clearly demonstrates a sound management approach which indicate positive business ethics, clear lines of communication between the bidder's team and JMCLA, active and continuing participation of senior executives, a focus on quality assurance and partnering.
- The proposal clearly demonstrates that the bidder has the resources and managerial capability to provide the required services in a timely, cost-effective manner.

3. Key Personnel (This section will be evaluated and rated at twice the weight of the other sections)

- Bidder's proposed key personnel are sufficient in number, experience, and skill level, to provide high-quality professional services in a timely and cost-effective manner.

4. Past Performance

- The past performance evaluation will examine how the bidder's past and present performance indicates the likelihood of successful completion of work under this contract. In conducting the past performance assessment JMLCA may use data obtained by references provided and any other source.



Evaluation Method

Ratings will focus on the strengths and weaknesses as demonstrated by the bidder’s proposal. Assigned ratings represent the consensus developed by the selection committee. Each criterion described above will be scored according to the following chart.

Single Max Weight	Twice Max Weight	Overall Rating	Description
4	8	Exceptional	Indicates a proposal containing significant strengths with few to no weaknesses
3	6	Very Good	Indicates a proposal containing a number of strengths but also some weaknesses
2	4	Acceptable	Indicates a proposal containing some strengths but also some significant weaknesses
1	2	Unacceptable	Indicates a proposal that contains significant weaknesses that outweigh any strengths

It is a condition of proposing under this RFP that, by submitting a proposal, the proposer accepts and agrees unconditionally that if the proposer in any way contacts, or attempts to contact, a member of the selection panel involved in the selection process for this RFP, either during or following the RFP process, with the aim of communicating about the selection process or outcome, then that proposer will be completely barred from receiving or performing such work of the type covered under the RFP. The only valid point of contact for questions about the process or outcome is from JMLCA Administration and is specifically listed on the first page of the RFP.

The selection panel is comprised of JMCLA Volunteers. The panel members may or may not be familiar with your company.

Enclosures:

- Scope of Work (SOW)



JMLCA



Scope of Work for Hall Hill/High View Park National Register of Historic Places Nomination and Outreach Campaign

Prepared by:
JMLCA
North Arlington
P.O. Box 7664
Arlington VA, 22207

Dated: September 2023



**Scope of Work for
Hall Hill/High View Park National Register of Historic
Places Nomination and Outreach Campaign**

I. PURPOSE/SCOPE

The project aims to secure National Register of Historic Places (NRHP) designation for Halls Hill-High View Park (HHHVP), one of Arlington's last remaining historically African American neighborhoods. This designation will recognize and preserve the neighborhood's architectural and cultural significance, spanning from the post-Civil War era to the present day. The successful completion of this project will support long-term preservation efforts and enhance community awareness and engagement. Designating a place in the NRHP involves following specific guidelines and procedures set by the National Park Service. A consultant with experience in NRHP nominations can navigate the application process effectively, ensuring that all necessary documentation and criteria are met.

II. Historic Research:

- Conduct comprehensive historical research to compile documented evidence of HHHVP's historical significance in alignment with
- Collect archival materials, oral histories, and other relevant sources to build a compelling case for NRHP designation.
- Collaborate with local historical societies and experts to ensure accurate and comprehensive historical documentation.

III. Cultural and Architectural Assessment:

- Evaluate the cultural and architectural significance of HHHVP, identifying key structures and cultural elements that contribute to its heritage.
- Document the neighborhood's evolution over time, emphasizing its unique historical and cultural contributions.

IV. Community Outreach and Education:

- With Project Manager to engage with the local community through outreach initiatives, workshops, and presentations to foster community support and involvement.
- Create educational materials and programs to raise awareness about HHHVP's heritage, emphasizing its African American history.
- Collaborate with community leaders and organizations to ensure that community perspectives are integrated into the project as required

V. Advocacy and Preparing the Nomination:

- Advocate for the NRHP designation of HHHVP through various channels, including relevant government agencies and stakeholders at the Federal, State, County, and local levels
- Prepare all nomination documentation. This requires detailed historical and architectural documentation to prove that the resource meets certain register criteria. Nominations must



The John M. Langston Citizens Association

meet all standards required for nomination. Nomination must also meet scholarly standards, is factually accurate, and conform to state and federal regulations.

- Nominations that do not meet these requirements and are returned to JMLCA for revisions will be revised by the contractor.

VI. Legal and Regulatory Compliance:

- Ensure compliance with all local, state, and federal regulations related to historic preservation and cultural heritage.
- Address any legal requirements associated with the NRHP designation process.

VII. Collaboration with African American Heritage Experts:

- Partner with experts or organizations specializing in African American heritage preservation to accurately capture and highlight the neighborhood's unique history and contributions.

VIII. Project Timeline:

- Develop a detailed project timeline outlining key milestones and deadlines for each phase of the project.

IX. Budget:

- Create a budget that encompasses all project activities, including research, community outreach, advocacy efforts, and legal compliance.

X. Monitoring and Evaluation:

- Establish a monitoring and evaluation framework to track progress, community engagement, and the success of advocacy efforts.

This project outlines the comprehensive approach required to pursue NRHP designation for Halls Hill-High View Park while preserving and celebrating its historical and cultural significance, particularly its African American heritage. Collaboration with experts, community members, and relevant stakeholders is central to the project's success.

XI. WORK & PRODUCT REQUIREMENTS

The consultant will be responsible for selecting, calibrating, validating, and defending all procedures, methods of analysis, interpretation, conclusions, and contents of all studies, reports, designs, permit applications, correspondence, and other products produced by its employees and/or subcontractors, in accordance with all applicable state and federal laws, regulations, and standards.

The consultant will be responsible for performing liaison activities, as JMLCA deems necessary, for furtherance of the assigned work; as well as participating in meetings, at any reasonable time, for interpretation and evaluation of any aspects of the consultant's work and/or products.

The consultant shall also be responsible for participation in any meetings scheduled by JMLCA for the purpose of explanation, review, or resolution of issues relative to the consultant's work and/or products.



The John M. Langston Citizens Association

JMLCA may provide the consultant with such survey data, drawings, designs, as-built plans, topographical maps, and documents in its possession and/or examples of document formats, typical permit applications, and references to information resources as it shall deem to be of use to the consultant. The consultant will be expected to make appropriate and productive use of any information that JMLCA provides for the purpose of carrying out assigned work. However, at times, the consultant may be required to perform new field surveys, design/plan development, documentation, and other work as necessary.

XII. DATA AND FORMAT REQUIREMENTS

All data, text, graphics, and other information produced and submitted to JMLCA must be in an agreed-upon format immediately useable by JMLCA and shall upon receipt become the sole property of JMLCA.

All information and/or products, including data, text, and graphics, must be provided to JMLCA electronically, via telecommunications systems and/or electronic storage media such as USB thumb drives, as well as by hard-copy printouts unless otherwise directed by the Project Manager for the contract.

JMLCA currently uses Microsoft products including Word, Excel, Outlook, etc. However, it will be the consultant's responsibility to contact JMLCA prior to submission of any information and/or products by electronic means or on electronic storage media, to determine the specific software, format, and media requirements of JMLCA at the time of submittal.

The consultant will be liable for the accuracy of the information provided to JMLCA.



PAST PERFORMANCE & REFERENCE FORM

Contractor:

Provide a summary of three (2) recent projects you provided services for that are in line with the Scope of Work for this RFP. Include any special circumstances that required creative approaches or dispute resolution. Each project must include a reference with contact information.

PROJECT 1

Company Name:

Contact Name:

Phone:

E-mail:



PAST PERFORMANCE & REFERENCE FORM

Contractor:

Provide a summary of three (2) recent projects you provided services for that are in line with the Scope of Work for this RFP. Include any special circumstances that required creative approaches or dispute resolution. Each project must include a reference with contact information.

PROJECT 2

Company Name:

Contact Name:

Phone:

E-mail:

