



REQUEST FOR PROPOSALS (RFP)
FOR CONSULTANT SERVICES
HISTORIC DISTRICT DESIGN GUIDELINES

REQUESTOR: Town of Sullivan's Island
2056 Middle Street
Sullivan's Island SC 29482

OFFICIAL CONTACT: Joe Henderson
Deputy Administrator
(843) 883-5731
jhenderson@sullivanisland.sc.gov

PROJECT: Sullivan's Island Historic District Design Guidelines

GRANT: 2023 Federal Historic Preservation Grant Fund: Allocated by National Park Service via South Carolina Department of Archives and History (SCDAH)

DATE ADVERTISED: November 8, 2023

DUE: December 14, 2023, on or before 1:00 PM EST

The Town of Sullivan's Island reserves the right to accept or reject any or all submittals received as a result of this solicitation, to negotiate with all qualified offerors, to award multiple contracts for all or part of the scope of work, or cancel in part or in whole this solicitation, if in the best interests of the Town of Sullivan's Island.

This project is being funded in part by the Federal Historic Preservation Grant Fund, National Park Service (NPS), which is administered by the South Carolina Department of Archives and History (SCDAH) requiring compliance with 2 CFR 200 Federal Procurement Regulations.

BACKGROUND AND RFP SUBMITTAL SCHEDULE

The Town of Sullivan’s Island is soliciting proposals from qualified consulting firms specializing in historic preservation, historic preservation architecture or related field. The selected proposal will assist in developing Design Guidelines for the Town’s local and National Register Historic Districts, historic resources included within the Historic Preservation Overlay District (HPOD) and new infill construction or additions within historic districts.

The design guidelines are designed to protect properties that have been determined to be architecturally, archaeology, culturally or historically significant to the Town of Sullivan’s Island. The purpose of this project is to adopt the Island’s first design guideline document to provide Island citizens, property owners, Design Review Board (DRB), staff and other interested parties with design guidance for existing designated historic resources within, and outside of the Town’s historic districts.

The Historic District Design Guidelines will also assist and support the Town’s existing and projected regulatory plans and ordinances including Sullivan’s Island Zoning Ordinance, Article 11 (Historic Preservation Overlay District) and Article 12 (Design Review Board). [Click to link to Zoning Ordinance Articles](#). This project is funded, in part, by a grant from the U.S. Department of the Interior, National Park Service, and administered by the South Carolina Department of Archives and History (SCDAH).

Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted at: <https://sullivansisland.sc.gov/government/current-town-projects>

QUESTIONS & SUBMITTAL INSTRUCTIONS

For questions and information call or email Joe Henderson at jhenderson@sullivansisland.sc.gov or by phone at (843) 883-5731. Questions must be submitted via email. The deadline for written questions is Wednesday, November 22, 2023 at 5:00 p.m.

Issue date:	Wednesday, November 8, 2023
Questions due:	Wednesday, November 22, 2023, 5:00 p.m.
Submittals due:	Thursday, December 14, 2023, 1:00 p.m.

RFP SUBMISSION DEADLINE

Proposals must be mailed or hand-delivered to the Town of Sullivan’s Island on or before Thursday, December 14, 2023, 1:00 p.m. (EST).

Proposals must be submitted in a sealed envelope and addressed to:

Town of Sullivan’s Island
Attention: Joe Henderson, Deputy Administrator
2056 Middle Street
P.O. Box 427
Sullivan’s Island, SC 29482

Proposals must be submitted in one (1) sealed envelope clearly marked, “**Historic District Design Guidelines**”. Submit one (1) original and four (4) copies of the proposal as well as a digital copy either on a USB drive or email the digital copy to jhenderson@sullivansisland.sc.gov.

Offers by telephone or fax will not be accepted. Respondents are cautioned that they are responsible for delivery of the proposals to the correct address listed above. This office will not be responsible for deliveries made to any place other than the specified address. It is the sole responsibility of the bidder to ensure their proposal reaches the Town in a timely manner. Expenses associated with proposal development and delivery are not reimbursable. The Town shall not be responsible for late deliveries or mail delays.
PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

ANTICIPATED PROJECT SCHEDULE (dates subject to change)

December 14, 2023, 1:00 p.m.	Deadline for submittal of proposals to Town.
January 8-12, 2024	Consultant will have project kick-off meeting virtually with Town and SCDAH.
March 19, 2024	First public meeting with Town Council and consultant will be scheduled sometime during this week.
June 2024	Consultant will submit 1 st draft of Historic Design Guidelines
August 2024	Consultant will submit final draft for staff and SCDAH review
September 17, 2024	Second public meeting with Town Council; Consultant will present final draft to initiate adoption of guidelines.
September 30, 2024	Grant close-out

SCOPE OF WORK

The proposed consultant will be responsible for but not limited to the following:

Kick-off Meeting with Town and Public Meetings

Town staff will schedule a meeting with the consultant before work begins to discuss the scope of work, methodology, schedule, data formatting issues, and other matters as necessary. All work associated with this request will be subject to review and approval by SCDAH.

Two (2) public presentations will be required with Town Council. Town staff will schedule an initial public meeting with the consultant to introduce the project to the public and receive public comment. This may be part of a regularly scheduled Town Council meeting or a separate public meeting specifically for this purpose.

The Consultant will be required to make a Town Council presentation to summarize the final approved design guidelines.

The Consultant will be required to conduct a training workshop on use and application of the design guidelines specifically for Town staff and members of the Design Review Board.

Design Guidelines

The consultant will tour the historic district in order to understand the issues and architectural styles of the Town of Sullivan's Island.

The consultant will recommend appropriate formats for the design guidelines, allowing for future updates as needed.

The Town will choose a format and authorize the consultant to proceed with the design guidelines.

The document produced by the consultant will include guidelines that assist the Town of Sullivan's Island Design Review Board and property owners in determining appropriate design for rehabilitation of existing buildings and appropriate design for new buildings proposed for construction within the historic district. Illustrations, a combination of photographs and drawings, may include both local and national examples to accompany text to show examples of appropriate and inappropriate design choices for the district.

The Town of Sullivan's Island and SCDAH will review a draft of the design guidelines. Town Council, Design Review Board and the public will also be afforded the opportunity to review and comment on the draft document which shall be considered in finalizing the document. The consultant will address all review comments in the final draft.

FINAL PRODUCTS

The consultant will provide the Town with six (6) bound color copies of the final Design Guidelines, plus one unbound security copy. The Design Guidelines should also be

provided in digital format so that the Town may make future additions or changes. The consultant will also provide SCDAAH with three (3) bound copies, one unbound copy, and one digital copy.

The Town's responsibilities include, but are not limited to:

- a) Providing permitting history and records on individual properties.
- b) Providing parcel data for base maps.
- c) Coordinating public meetings with Town Council and DRB.
- d) Facilitating the Consultant's access to local history sources and introduction to key local stakeholders.

SELECTION PROCESS

The selection staff will evaluate and rank each proposal on the basis of the following criteria. The criteria are not necessarily listed in the order of importance.

SELECTION CRITERIA

1. Professional Qualifications – up to 30 points maximum
2. Proposed Methodology and Scope of Work– up to 30 points maximum
3. Management Plan and Timetable – up to 30 points maximum
4. Cost of Project- up to 10 points maximum

The Town of Sullivan's Island reserves the right to reject any or all proposals, and to waive defects, technicalities, and/or irregularities in any submittal.

We may request phone, virtual or in-person interviews, or written response to specific questions to assist in the selection of the most qualified firm/consultant. If in-person interviews are required, the person(s) responsible for performing the work are required to attend the interview.

Proposal, including pricing, should be valid for sixty (60) calendar days after proposal submission.

PROPOSAL CONTENT

Potential consultants shall provide proof of these qualifications as well as examples of similar work completed. The Town will evaluate proposals and select the consultant based on the following criteria:

1. Title Page: Title page must include the title – "Town of Sullivan's Island Historic District Design Guidelines" – proposers name, address, telephone, contact person with title, email, and date. The Proposer may incorporate colored pictures and/or artwork to highlight proposal presentation.
2. Table of Contents: The Table of Contents aids the evaluation process.

3. Transmittal Letter: The letter demonstrates Proposer's understanding of the project, the commitment to perform the work within the time period, why the Proposer believes its firm to be the best qualified to perform the work, and includes a statement that the proposal is a firm and irrevocable offer for sixty (60) calendar days.
4. Proposed Methodology and Work Plan: Proposals will be evaluated on the stated approach to the work demonstrating the basic understanding of the requirements of the project. A detailed description of work tasks associated with each phase of the work, a preliminary assignment of key personnel and the timeframe associated with each task. The proposal must demonstrate that the consultant understands the requirements of the Town of Summerville and SCDAH.
5. Management and Timetable: Proposals will be evaluated for the consultant's stated approach to managing the project, giving appropriate attention to project tasks, and the overall proposed timetable for the project.
6. Project Team Qualifications and Experience:
 - Identify person or persons assigned and their experience or brief resume.
 - List and provide a brief description of relevant or similar project experience with client names (no more than five).
 - References (no more than five).
 - Project Team qualifications and experience must meet the Secretary of the Interior's Professional Qualification Standards for History and Architectural History.
 - The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
 - At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
 - Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
 - The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:
 - At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
 - Substantial contribution through research and publication to the body of

scholarly knowledge in the field of American architectural history.

7. Cost: Proposals will be evaluated based in part on the overall cost for the project. An itemized list of all proposed direct expenses for the project including: travel, per Diem expenses, printing, etc. The consultant's proposal shall be the total cost as a lump sum.

The proposal must include all information requested in the RFP. Failure to do so may be cause for rejection of the proposal. The Town reserves the right to reject any or all proposals and to award the contract based on the established criteria and according to the proposal that best serves the interest of the Town.

8. Statement of compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, prohibiting discrimination on the basis of race, color, national origin, disability or age in programs assisted by the U.S. Department of the Interior.
9. Statement of compliance with the Debarment Certification, 43 CFR, Part 12, Section 12.510 and stating that neither the consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. The successful firm/consultant shall comply with all applicable federal, state, local governmental laws, rules, regulations, and orders in the performance of its duties under this proposal.

GENERAL TERMS AND CONDITIONS

Communications

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email.

Responses to all submitted questions will be posted on the Town website at: <https://sullivansisland.sc.gov/government/current-town-projects> . Questions concerning this RFP must be received via email per the schedule outlined on page 2. Inquiries received after this date will not be considered or answered. Respondents should not communicate with any Town department or employee during the submission process except as described above. In addition, no communications should be initiated by a respondent to any Town Official or persons involved in evaluating or considering the statement of qualifications.

Public Record

Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except for information that may be treated as confidential as an exception to disclosure under the FOIA. After an award is made, copies of the proposal will be available for public review, from 8:30 am to 5:00 pm, Monday through Friday at 2056 Middle Street, Sullivan's Island, South Carolina.

Requirements

The successful proposers will comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

Independent Contractor

The selected firm/consultant will be legally considered an independent contractor and neither the firm/consultant nor its employees will, under any circumstances, be considered employees of the Town, and the Town will be at no time legally responsible for any negligence or other wrong doing by the contractor or its employees.

Jurisdiction

This agreement shall be governed by the laws of the State of South Carolina.

Right of Rejection and Clarification

The Town of Sullivan's Island reserves the right to reject any, and all, proposals and to request clarification of information from any proposer.

Request for Additional Information

Prior to the final selection, proposers may be required to submit additional information which the Town may deem necessary to further evaluate the proposer's qualifications.

Denial of Reimbursement

The Town will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, for any travel and/or per diem costs that are incurred.

Gratuity Prohibition

Proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Town of Sullivan's Island for the purpose of influencing consideration of this proposal.

Right of Withdrawal

A proposal may not be withdrawn before the expiration of 90 days from the proposal due date.

Right of Negotiation

The Town reserves the right to negotiate with the selected proposer the act terms and conditions.

Rights to Submitted Material

All proposals, responses, inquiries, correspondences, reports, charts, and other documentation relating to or in reference to this proposal, and submitted by proposers, shall become the property of the Town of Sullivan's Island.

Basis of Award

Proposal will be evaluated based upon the information submitted in response to this bid proposal. Proposals shall be evaluated by staff. Staff may request additional information or clarity, which may include oral responses.

Assignment

The successful proposer will not sell, assign, transfer, or convey any contract resulting from this proposal, in whole or in part, without the prior written consent from the Town of Sullivan's Island.

Lawsuits, Bribery

Proposer will disclose any record of pending lawsuits, criminal violations and/or convictions, etcetera, and shall not have conflicts of interest.

Conflict of Interest

The proposer attests that they presently have no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further attests that no person having any such known interest shall be employed or convey an interest, directly or indirectly, in the contract.

Business License

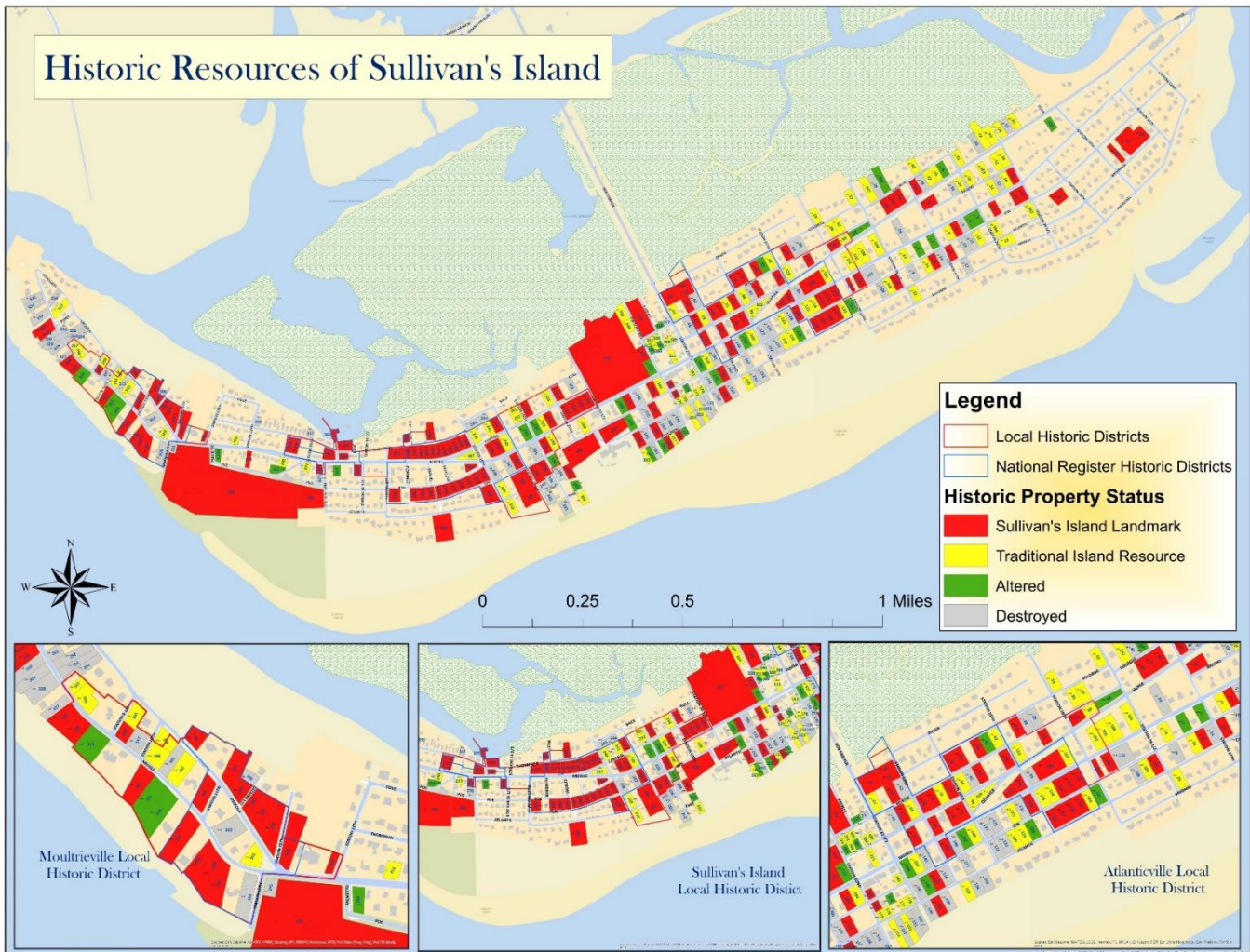
A business license is not required to submit a proposal. However, the selected firm/consultant and/or its agents under this proposal shall be required to obtain a business license before work can begin. For further information, contact the Town of Sullivan’s Island Business Licensing Clerk, Jessi Gress at (843) 883-5727.

Indemnification

The selected proposer and its contractor shall indemnify and hold the Town, its employees, officers, officials, and agents free and harmless from and against any liabilities, losses, claims, demands, suits, judgments, causes of action and /or expenses of any kind, any injury or damages to any persons or to property resulting from the performance of the terms of the contract, including claims by any employees of the contractor or employees of the contractor’s subcontractors, or claims by any third parties.

Imposition of Indemnification

No contract may impose or create any obligation for the State and/or its political subdivisions (i.e., Town of Sullivan’s Island) to hold harmless, indemnify or defend any contractor against legal claims. The Town shall be responsible for its employees and agents’ negligence that results in any loss or damage to any property or injury to any person arising out of, or connected with, the use of premises or operation of an agreement.



Town Website Links:

- National Register and local historic district maps ([Link to Map](#)).
- [Historic Designation List](#)
- [National Register District Nomination Forms](#)



Attachment A

TOWN OF SULLIVAN'S ISLAND NON-COLLUSION OATH

Vendor Name: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, his agents, servants, and/or employees, to be best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the Contract herein.

Authorized Signature for Vendor

Sworn to and Subscribed before me

this _____ day of _____, 2023

Notary Public in and for South
Carolina My Commission Expires:



Attachment B

UNDERSTANDING OF RFQ PROCEDURE, TERMS AND CONDITIONS

This page to be returned with qualifications submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFQ and have complied fully with the general terms and conditions outlined in the RFQ.

Consultant Team: _____

Representative's Printed Name: _____

Representative's Signature: _____

Date: _____