



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Solicitation

NUMBER
DEV1409

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
PAUL REYNOLDS 304-558-0468

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

WV DEVELOPMENT OFFICE  
 ADMINISTRATION  
 BUILDING 6, ROOM 645  
 1900 KANAWHA BOULEVARD, EAST  
 CHARLESTON, WV  
 25305-0311 304-558-0350

DATE PRINTED
09/07/2012

BID OPENING DATE: 09/19/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2 TO CHANGE THE BID OPENING DATE FROM: SEPTEMBER 12, 2012 AT 1:30 P.M. TO: SEPTEMBER 19, 2012 AT 1:30 P.M. REVISED SPECIFICATIONS		
0001		HR		924-10 PROFESSIONAL PRESERVATION HISTORIC SERVICES		
***** THIS IS THE END OF RFQ DEV1409 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**SOLICITATION NUMBER DEV1409**  
**Addendum Number: 2**

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The purpose of this addendum is to modify the solicitation identified as DEV1409 ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation: Modify specifications**

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

## ATTACHMENT A

1. Revised specifications
2. Change bid opening date.
3. The addendum acknowledgement is attached. This document should be signed and returned with your bid. Failure to sign and return may result in disqualification.

Request for Quotation  
Historic Preservation Consultant  
West Virginia Development Office

**BACKGROUND:** The purpose of this request for quotation is to enter into a contract for provision of professional historic preservation services for twelve (12) Certified Main Street WV, sixteen (16) currently designated West Virginia ON TRAC communities, and two (2) new ON TRAC communities to be announced by October 2012, programs of the West Virginia Development Office. Services will include; two (2) new ON TRAC community assessments working with assessment resource teams, up to five (5) ON TRAC community design committee projects, training as requested for design committees following the Main Street Four-Point Approach®, property owner consultation in Main Street West Virginia communities as requested for conceptual or maintenance advice for properties, represent Main Street WV at conferences to present program projects, speak at local planning and zoning boards, city councils or other appropriate bodies as requested and as issues arise, and serve on selection teams for new Main Street or ON TRAC communities.

**LOCATION WHERE WORK WILL BE PERFORMED:**

West Virginia ON TRAC Communities

Belington, West Virginia  
Beverly, West Virginia  
Elkins, West Virginia  
Madison, West Virginia  
Matewan, West Virginia  
Mount Hope, West Virginia  
Oak Hill, West Virginia  
Parkersburg, West Virginia  
Parsons, West Virginia  
Ranson/Charles Town, West Virginia  
Romney, West Virginia  
Rowlesburg, West Virginia  
Shinnston, West Virginia  
Sistersville, West Virginia  
Sutton, West Virginia  
Wheeling, West Virginia

Two (2) additional to be named by October 2012

Main Street Communities

Charleston East End, West Virginia  
Charleston West Side, West Virginia

Fairmont, West Virginia  
Kingwood, West Virginia  
Mannington, West Virginia  
Martinsburg, West Virginia  
Morgantown, West Virginia  
Philippi, West Virginia  
Point Pleasant, West Virginia  
Ripley, West Virginia  
Ronceverte, West Virginia  
White Sulphur Springs, West Virginia

#### **SCOPE OF WORK:**

**General:** The Historic Preservation Consultant (herein referred to as Contractor) shall serve as a professional consultant in the designated WV Main Street and ON TRAC communities. Communities shall receive assistance consistent with accepted Main Street design practices. The assistance consists of delivering workshops, training, serve on assessment resource teams, composing reports, appearing before local boards and committees and providing private property owner advice on maintenance and rehab issues which **is conceptual only and does not provide construction documents.** Therefore, AIA registration is not required.

#### **Specific Requirements:**

1. Upon approval of the state office the contractor shall train local officials on design and historic preservation issues, design committees and share information with other groups as requested. Contractor shall attend minimum of 25 local program design committee meetings as requested by the local program manager or ON TRAC liaison to assist the committee with particular issues, such as committee training, zoning, historic district information, street scape, signage or other historic preservation based tools or issues for community enhancement.
2. Other training will consist of presenting at in-state and national conferences as appropriate, providing advice to other local bodies such as planning commissions, city councils, boards of zoning appeals, or other downtown revitalization professionals.
3. Contractor shall visit two (2), newly designated WV ON TRAC communities to be announced by October, 2012. Contractor services will include a two (2) day service in the community participating with other members of the team, interviewing various members of the community and performing a walking tour to assess conditions of the designated community. The contractor shall also be required to photograph the downtown area as needed by the Assessment Team during the visit. These photos will be placed on a disk for easy viewing and submitted to the ON TRAC Program state office. The contractor will prepare an oral presentation to the community on design issues at the end of the assessment and follow up with a written report

(description of observations/recommendations along with resource examples) for inclusion in the resource team's final report focusing on topics such as historic preservation issues, zoning and land use, or specific issues to that community to solve physical challenges or opportunities to the community. Preparation time before the assessment visit will be required to review previous reports, comprehensive planning, downtown revitalization plans, zoning plans or ordinances, etc. Written reports will be due to the state office within three (3) weeks of the onsite visit.

4. Contractor shall assist the sixteen (16) existing and up to two (2) newly designated ON TRAC communities with design committee solutions to physical challenges or opportunities in public areas. Assistance will include preliminary cost estimates for the chosen public area physical improvements. [The public area to be addressed by a consultant visit as decided in the initial assessment visit.] Consultations will range from entrance sign improvements, green space improvements, establishing a historic district or landmark commission, or research on issues specific to community needs.
5. The Contractor shall visit all certified Main Street towns as the need arises to consult with building owners or local officials and the local manager regarding projects and issues related to building rehabilitation or maintenance. These visits will be initiated by an application from the local project manager submitted to the State Office. The State Office will assign the request to the Contractor. These onsite visits shall include meeting with property owners, studying individual buildings, finding feasible solutions and encouraging implementation. Pursuant to appropriate requests, the Contractor shall prepare solutions and preliminary cost estimates for the recommended work. Consultations will range from selecting exterior paint colors and compatible sign design to recommendations for rehabilitation and maintenance. Onsite consultations may or may not result in the necessity for conceptual drawing. **Drawings and reports are conceptual in nature and not construction documents.** This determination will be made jointly by the local Main Street program manager, the property owner, local official and the Contractor.
6. Contractor shall provide information and generally assist property owners in certified Main Street communities wishing to apply for historic preservation tax credits pursuant to the Economic Recovery Tax Act of 1981 and amended in 1986, if it is determined by the property owner, project manager and Contractor that the project is suitable for application. The Contractor shall not be responsible for making formal application to the National Park Service on such matters.
7. Contractor shall provide general technical assistance consistent with the Secretary of Interior's Standards for Rehabilitation.
8. Contractor shall provide general technical assistance on new infill construction techniques consistent with land use, zoning and design guidelines.
9. Contractor shall participate in the retail business enhancement team program for up to three (3) businesses per year. The team will consist of the Contractor, a free lance

visual merchandiser and the state program staff member. Contractor shall work with the group and the business on proper interior and exterior improvements and business practices to enhance each business.

10. Contractor's work shall be consistent with the "Main Street Four-Point Approach®" as developed by the National Main Street Center, a program of the National Trust for Historic Preservation.

**Delivery Requirements:**

1. The Contractor shall work under the general supervision of the Main Street West Virginia State Coordinator.
2. The Contractor shall secure written permission of the Main Street West Virginia State Coordinator prior to taking on any projects outside the scope of activities in this contract.

**Schedule:**

1. All work begins upon receipt of purchase order.
2. Written reports for each community assessment will be due to the state office within three (3) weeks to the community.
3. Other reports or conceptual drawings will be completed and delivered to the local Main Street manager or ON TRAC's liaison office within thirty (30) days of the Contractor completing the on site visit. Copies will be submitted to the Main Street West Virginia office also within thirty (30) days.
4. The Contractor shall submit monthly reports to the Main Street State Coordinator describing projects and the number and location of site visits and number of hours worked on each assigned project.
5. When work is completed, the contractor shall supply digital photos of all assigned projects to the state office of both before and after views.
6. The Contractor shall furnish an accounting of all work performed at the end of the contract. This will include number of onsite visits, documentation of projects and the status of all projects.

**MANDATORY REQUIREMENTS:**

1. Must show three (3) examples of work completed within the last five (5) years of verifiable experience in providing preservation-based assistance to Main Street programs or comparable comprehensive downtown revitalization programs.

2. Provide five (5) examples with references of verifiable experience in training volunteer design committees of the Main Street Four-Point Approach® in the past five (5) years.
3. Provide proof of meeting Federal National Park Service 36CFR61 qualifications [http://www.cr.nps.gov/local-law/arch\\_stnds\\_9.htm](http://www.cr.nps.gov/local-law/arch_stnds_9.htm) .
4. Knowledge of Historic Landmarks Commission enabling legislation and National Register of Historic Places designation requirements and experience working with each. Demonstrate by listing five (5) National Register Listings approved by the National Park Service in the past five (5) years. Provide a listing of three examples of services delivered to communities in setting up a Historic Landmarks Commission or services provided to an existing Commission in the past five (5) years.
5. Demonstrate experience with West Virginia planning and zoning laws and regulations by furnishing a description of three (3) projects of work and references within the last five years.
6. Public speaking skills for conferences, training seminars, and local community meetings as demonstrated by listing three (3) verifiable sessions including copies of agendas or presentations presented in the past five (5) years to a variety of audiences.

**COST PROPOSAL:**

1. Each vendor submitting a bid is to provide consulting fees in terms of “cost per hour” inclusive of travel and other expenses.
2. The successful bidder will invoice the state monthly for services performed during the prior month.



**BIDDER'S COST SHEET**

The consulting fee shall be submitted in the following manner:

350 estimated quantity of hours the vendor may be required to devote to the project during the first year.

Description	Hourly Rate	Estimated Quantity	Total Bid
Historic Preservation Services		350	

Vendors are to bid a single fixed hourly rate, submission of multiple hourly rates or alternative pricing will result in bid disqualification.

The quantities listed above are estimated quantities for bid evaluation purposes only. Actual quantities will be based on agency need.

The hourly rate must include the cost of travel and other expenses.

**ADDENDUM ACKNOWLEDGEMENT FORM**

**SOLICITATION NO.:**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.