DRAFT AGENDA
Wake County Historic Preservation Commission
OUTREACH COMMITTEE
Tuesday, October 11, 2016 – 2:30 PM
Room 2701 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina

I. Call to Order

II. Approval of Agenda

III. Staff Report
   A. Preservation Celebration

IV. Other Business

V. Chairman's Report

VI. Adjourn

DRAFT AGENDA
Wake County Historic Preservation Commission
DESIGNATION COMMITTEE
Tuesday, October 11, 2016 – 3:00 PM
Room 2701 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina

I. Call to Order

II. Approval of Agenda

III. Staff Report
   A. Zebulon Interlocal Agreement Update
   B. Western Wake Urban Services Survey Update
   C. Other

IV. Other Business

V. Chairman's Report

VI. Adjourn
DRAFT AGENDA

Wake County Historic Preservation Commission
Tuesday, October 11, 2016–3:30 PM
Room 2800 – Wake County Justice Center
301 S. McDowell Street, Raleigh, North Carolina

I. Call to Order/ Roll Call

II. Approval of October 11, 2016 Agenda

III. Approval of September 13, 2016 Minutes

IV. Committee Reports
   A. Outreach Committee
   B. Designation Committee

V. Staff Report
   A. Zebulon Interlocal Agreement Update
   B. Western Wake Urban Services Survey Update – See Attached
   C. PNC Annual Conference Follow-Up
   D. CLG Cemetery Workshop, October 12 & 13, 2016 (8am), Walnut Creek Wetlands Center, 950 Peterson Street, Raleigh
   E. Other

VI. Old Business

VII. New Business

VIII. Other Business

IX. Chair’s Report

X. Adjourn
REQUEST FOR PROPOSALS

For the Preparation of a Phase III of Architectural Survey Update
of Wake County, North Carolina;
Long- and Short-Range Urban Service Areas
of Apex, Fuquay-Varina, and Holly Springs
and the Falls Lake Water Supply Watershed
of Northwest Wake County

Submission Deadline: October 14, 2016, before 3:00 p.m.

Project Coordinator: Gary G. Roth
President & CEO
Capital Area Preservation, Inc.
PO Box 28072
Raleigh, NC 27611-8072

Wake County seeks a professional consultant to update the existing architectural survey within the 2015 boundaries of the long- and short-range service areas of Apex, Fuquay-Varina, and Holly Springs (88 square miles) and the Falls Lake Water Supply Watershed of northwest Wake County (97 square miles). This project is the third phase of a multi-phase project with the ultimate goal of updating the survey of the entire area within the jurisdiction of the Wake County Historic Preservation Commission.

Project Description and Requested Services

Wake County has received a grant from the North Carolina State Historic Preservation Office (HPO) to continue updating the existing architectural survey of the portions of Wake County within the jurisdiction of the county’s historic preservation commission. The multi-year survey update began in 2014-2015 with the corporate and extra-territorial jurisdictions of Apex, Fuquay-Varina, and Holly Springs in the county’s western region and continued in 2015-2016 with the corporate and extra-territorial jurisdictions of Knightdale, Rolesville, and Wendell in the county’s eastern region. The current project areas were surveyed during the comprehensive architectural survey of Wake County in 1989-1991 and a county survey update in 2005-2006.

The current project will update the county survey for the four areas as follows:

- Utilize digital photography and the HPO’s survey database to populate records for approximately 400 properties: approximately 205 properties in the vicinity of the three towns and 165 in the rural northwest area resources that have been documented in individual survey files and currently have minimal database records. Work will include site visits; digital photography; data entry in the HPO’s survey
database with written summaries; and production of report forms generated from: the database, photographic proof sheets, and other relevant material gathered during the project for addition to existing paper files.

Many of the database records for individual properties already have very brief written summaries that were prepared during the 2005-2006 survey update. In the current project, for extant properties recorded in the 1989-1991 survey, the typed entry from that survey and a brief 2016 update will be added to the written summary field of the database record. Scanning, copying, and pasting is the recommended method for adding the 1989-1991 entry.

- Identify previously undocumented individual properties constructed prior to 1970 that now merit survey. It is estimated that up to 30 records will be created for newly documented resources. For these properties, a minimal database record with a very brief written summary will be created and one to two digital photographs will be taken, but no paper files will be prepared.

- Prepare a brief final report that presents project methodology and survey results, including recommendations for any additional survey.

- The consultant will also be responsible for the following public outreach: 1) preparation of the text for a press release to be issued by Wake County Public Affairs at the outset of the project outlining the purposes and goals of the survey update; 2) presentation of the survey results at a meeting of the Wake County Historic Preservation Commission at the conclusion of the project; and 3) a presentation at a meeting in Raleigh of the N. C. National Register Advisory Committee of properties identified in the course of the project as candidates for the state’s National Register Study List.

All work will be done to federal and state architectural survey standards and under the supervision of HPO staff. The consultant will submit final drafts of all products to the HPO no later than August 19, 2017. A copy of the database and all digital photographs on a CD or DVD will be provided to Wake County.

**Project Schedule**

A starting date of December 1, 2016, is desired. The project shall be completed by August 19, 2017.

**Project Budget**

The total budget is $22,500 funded by $9,000 in cash by Wake County and $13,500 from a Certified Local Government Grant from the N. C. State Historic Preservation Office.
Consultant Selection/Qualifications

- Consultants will be evaluated in part on the basis of the following criteria:
  - The person/firm must have performed satisfactorily on one or more previous surveys, as indicated by the State Historic Preservation Office.
  - The person/firm must have adequate experience and/or staff to perform the work required.
  - The person/firm must have the ability to meet the time schedule established for the work.
  - The person/firm must meet the qualifications described in 36 CFR 61 (Appendix A).
  - The person/firm must have a demonstrated ability to communicate effectively with the property owners and residents in the study area.

Submission of Proposals

Consultants interested in the project area are invited to submit a proposal that addresses the criteria listed above and includes the following:

- a list of the type of services for which the person/firm is qualified;
- names of principals, key persons, or associates who would be involved in the project;
- a list of similar projects completed by the person/firm, giving names, addresses and phone numbers of clients;
- a copy of written entries prepared for a recent survey or National Register district nomination.

All proposals for consideration must be received on or before January 8, 2016, at 3:00 p.m. Proposal responses should be submitted to:

Wake County Finance/Procurement Services
Attn: Tom Wester
Wake County Justice Center – 2nd Floor, Rm 2900
301 McDowell Street
Raleigh, NC 27601

Tom Wester: 919-856-6153; twester@wakegov.com
Wake County reserves the right to waive any informality or reject any or all proposals submitted. There is no expressed or implied obligation for the local government to reimburse responding firms for any expense incurred in preparing their proposal. All proposed responses to the RFP shall remain valid for a period of not less than ninety calendar days from the due date of this RFP. Submission of a proposal indicates acceptance by the responding firm of the terms, conditions, and requirements described in the RFP unless clearly and specifically noted in the submittal. Wake County is an Equal Opportunity Employer/Affirmative Action Employer.

This request for proposal is not an offer of contract. Acceptance of the proposal does not commit the Client to award the contract to any vendor, even if all requirements are met.

The pricing, terms, and conditions stated in the proposals will remain valid for sixty (60) days from the date of delivery of the proposal to the Client.

The Client reserves the right to negotiate in our best interest and to contract with a vendor for reasons other than lowest price. Negotiations may be conducted with all responsible vendors who submit proposals found to be reasonably likely to be selected for award. Failure to answer any questions in this request may subject the proposal to disqualification. Failure to meet a qualification or requirement may or may not necessarily subject a proposal to disqualification.

All costs related to the preparation of responses and any related activities are the sole responsibility of the vendor. The Client assumes no liability for any costs incurred by the vendor throughout the entire selection process.

All bids, including attachments, supplementary materials, addenda, etc. shall become the property of the Client and will not be returned to the vendor.

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

The County reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP. The County reserves the right to reconsider any
proposal submitted at any phase of the procurement. It also reserves the right to meet with select Proposers at any time to gather additional information.

Proposals will be received by Wake County Government at the time noted on the cover page of this document. At that point, Wake County will close the receipt of proposals and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.

Wake County, solely at its option, may disclose the name(s) of any firms or companies being considered or elevated during the process. Proposers are not to contact any staff or elected officials associated with Transit Investment Strategy Development Inter-local Agreement in reference to the process due to the nature of a competitive environment and to protect the integrity of the RFP process. As information becomes available and is relevant for release, that information will be shared with respondents.

The County must receive proposals no later than 3:00 PM, October 14, 2016. The Proposer’s name, RFP number, and proposal closing time and date must be marked clearly on the proposal submission. The time of receipt shall be determined by the time clock in the Wake County Procurement Services office. The County will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Proposer’s responsibility to: (1) Ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) Ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. Fax or email responses will not be accepted.

Wake County reserves the right to award a contract, based on initial offers received from Proposers, without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by the County shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties. The County may also, at its sole discretion, have discussions with those Proposers that it deems to fall within a competitive range. The County may enter into negotiations separately with such Proposers. Negotiations with a Proposer may continue with a Proposer that the County has tentatively selected to award a contract to. The County shall not be deemed to have finally selected a Proposer until a contract has been successfully negotiated and signed by both parties.

By submission of a response, the Proposer agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer’s services, or (2) will not benefit from an award resulting in a “Conflict of Interest.” A “Conflict of Interest” shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Wake County. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.
Assignment

No assignment of the Proposer’s obligations or the Proposer’s right to receive payment hereunder shall be permitted without prior consent of the County. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from the County.

Indemnification

The Consultant will indemnify and hold the County harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the County to the extent it is caused by the negligence of Consultant, its sub-consultants, or their employees or agents, while performing duties under this Agreement, provided that the County gives the Consultant prompt, written notice of any such claim or suit. The County shall cooperate with Consultant in its defense or settlement of such claim or suit. This section sets forth the full extent of the Consultant’s general indemnification of the County from liabilities that are in any way related to Consultant’s performance under this Agreement.

Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

Payment

Payment for the services rendered pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in the Agreement and shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by the County. Prior to payment, the Consultant must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for expenses as allowed in the Agreement that are included in the invoice(s) must be supported with attached original billings for such expenses.

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract be in conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.