



CITY OF NORMANDY – REQUEST FOR PROPOSAL

Historic Preservation Plan

Posted: 02/11/2025

Bid Opening: 03/13/2025

CITY OF NORMANDY REQUEST FOR PROPOSALS (RFP)

Historic Preservation Plan

PUBLIC NOTICE

The City of Normandy, Missouri is seeking a qualified preservation professional or firm with experience creating a preservation plan to develop a Historic Preservation Plan for the City of Normandy. This project is funded in part with a grant from the Historic Preservation Fund administered through the National Park Service and the Missouri State Historic Preservation Office. Applicants shall provide a completed bid packet and all the necessary attachments in a sealed bid.

Sealed proposals will be accepted until 3:00pm, Thursday March 13th 2025, at which time there will be a public bid opening will be held at Normandy City Hall, 7700 Natural Bridge Road, Normandy, MO 63121. All bids should be placed in a sealed envelope with "ATTN: City Administrator, City of Normandy – Preservation Plan" written on the envelope.

For itemized details of the scope of work, selection criteria, and specific requirements, please refer to the City's website cityofnormandy.gov to get the full bid packet. All questions should be submitted in writing to Samuel Johnson at sjohnson@cityofnormandy.gov.

Objective and Purpose

The City of Normandy, Missouri is seeking a qualified preservation professional or firm with experience creating a preservation plan to develop a Historic Preservation Plan for the City of Normandy.

Submission of Proposal

Sealed proposals will be accepted until 3:00pm, Thursday March 13th, 2025, at which time there will be a public bid opening will be held at Normandy City Hall, 7700 Natural Bridge Road, Normandy, MO 63121. All bids should be placed in a sealed envelope with “ATTN: City Administrator, City of Normandy – Preservation Plan” written on the envelope.

All questions should be submitted in writing to Samuel Johnson at sjohnson@cityofnormandy.gov.

Project Background

The City of Normandy, sometimes referred to as the “Little Rome of the West” for its historically Catholic presence, is an inner-ring suburb in St. Louis County with a population 4,409. There are two properties and one district that are on the National Park Service National Register of Historic Places including St. Vincent’s Hospital and Glen Echo Historic District within the City of Normandy and countless other properties and neighborhoods with historic character yet to have been formally surveyed. The Historic Preservation Commission of the City is looking to establish a Historic Preservation Plan to guide Normandy as it works to preserve its historic assets. Specifically, the plan would guide the commission in establishing local historic districts, identifying potential historic districts and landmarks, and establishing guidelines for certificates of appropriateness in future local historic districts.

Funding

This project is funded in part with a grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior, of the U.S. Government and Missouri Department of Natural Resources, State Historic Preservation Office. The chosen consultant must be able to comply with the requirements of the grant when creating the preservation plan.

As a recipient of a federal subaward, City of Normandy is subject to the requirements of 2 CFR 200.1 “Subaward”, 200.101 “Applicability”, and 200.331 “Requirements for pass-through entities.”

The procedures and requirements of the grant are subject to applicable laws and regulations, and any changes made to these laws and regulations. The provisions included as part of the City’s grant agreement shall also be applied by the State to subgrantees and contractors performing work under this program.

The full grant agreement is attached to the RFP in Exhibit A.

Scope of Work

The chosen consultant acting on behalf of the city shall create a Preservation Plan for the City of Normandy. The Preservation Plan shall identify, through a public forum, the preservation goals of the city. The Preservation Plan shall meet the requirements of the [Secretary of the Interior’s Standards and Guidelines for Preservation Planning](https://www.nps.gov/articles/sec_stds_planning_standards.htm) (https://www.nps.gov/articles/sec_stds_planning_standards.htm).

The preservation plan shall be clear and concise. It shall be user-friendly for the use of the Historic Preservation Commission, staff, and the public, and produced in such a way that it can be easily accessed and shared with the public.

The chosen consultant shall work with the Historic Preservation Commission to create a preservation plan which contain sections including but not limited to the following:

1. An introduction that explains the purpose of the plan and a brief history of the City of Normandy, including an overview of the preservation efforts that have taken place in the city's history and the benefits of historic preservation in the City of Normandy;
2. Review of existing historic preservation ordinances and recommendations for their future development;
3. a clear and concise articulation of the City of Normandy's long-range vision for historic preservation;
4. The goals, objectives, and implementation strategies for historic preservation;
5. A section that identifies areas that have already been surveyed and prioritizes areas for future research and survey;
6. A map showing the geographic area and contributing status of historic properties within the city limits including those that are National Register of Historic Places listed properties and any locally designated Landmarks and Historic Districts;
7. An appendix referencing relevant terms and definitions, ordinances or other legislation, policy, and survey information as appropriate.

The chosen consultant will facilitate at least three (3) public meeting events as part of the planning process and keep documentation of said meetings. The consultant will also attend Historic Preservation Plan meetings (held monthly) as needed during the planning process.

The consultant shall be responsible for preparing for submission three (3) drafts (at 30%, 70%, and 100% completion of planning process) one month prior to each public meeting for submission to the State Historic Preservation Office for review and comment.

Project Timeline

The chosen consultant must be able to adhere to the milestone requirements set forth in the grant agreement for the project, unless otherwise approved by the State Historic Preservation Office. The timeline for the project as it relates to the consultant is as listed below:

#1	Copy of signed consultant contract	5/1/2025
#2	An email documenting the discussion between the consultant, the City of Normandy, and the HPF Grants Manager or their designee	5/15/2025
#3	Documentation of the first public meeting; First Draft of the Preservation Plan (30% Completion)	9/2/2025
#4	Second Draft of the Preservation Plan (70% Completion); Documentation of the second public meeting	1/6/2026
#5	Final Draft of the Preservation Plan; Documentation of the third and final public meeting	4/3/2026

The complete milestone requirements for the grant are attached hereto within the grant agreement attached in Exhibit A

Submission requirements

1. Itemized quote for scope of work listed above.
2. Statement of Qualifications, including
 - a. Business/professional information including point of contact
 - i. Provide a point of contact for the project if selected including a name, phone number, address, and email.
 - b. Plan of approach
 - i. Provide a brief statement about your understanding of the project and a description of the different major phases and/or tasks for the project. Feel free to include unique skills, abilities, technologies, or assets that the firm possesses that will benefit the project outcome.
 - c. Experience
 - i. Provide a resume for the project team and/or individuals that will be assigned to the project and their qualifications
 - ii. Provide examples of other similar preservation plans or planning projects you have completed for at least two projects.
3. Completion of Federal Work Authorization Program Affidavit and Non-Collusion Affidavit
4. Completed information and signature page with references.

Selection Criteria

The primary criteria for selection shall be price and qualifications. However, the City shall also consider other factors such as estimated time of completion, experience, and other characteristics of or facts about the contractor that the City determines is relevant. All submissions shall be reviewed by the Historic Preservation Commission, which will recommend a submission to the City Council for consideration.

The City of Normandy reserves the right to accept or reject all or any part of a submitted proposal, to waive technicalities, and to accept the offer considered to be most advantageous to the City. The City of Normandy also reserves the right to interview, communicate, and negotiate with respondents to the Request for Proposal after sealed bids have been opened.

General Conditions Governing Responses

The following terms and conditions, unless otherwise modified by the City of Normandy within this document, shall govern the submission of proposals and subsequent contracts. The City of Normandy reserves the right to reject any proposal that takes exception to these conditions. The City also reserves the right to reject any and/or all proposals and to select from any or all remaining proposals it believes to be the best for the City, whether or not said proposal is the lowest cost.

Contract

The contract documents used by the City include the RFP, executed Anti-Lobbying and Collusion Statements, and the respondent's Proposal. In the event that conflicts in language exist between the RFP and the proposal, the provisions of the RFP govern. (If the respondent possesses a standard contract, the respondent may supply said contract for review with their proposal).

Assignment or Transfer

Respondents are prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the proposal or any resultant agreement or its rights, title, or interest, therein or its power to execute such agreement to any other person, company or corporation without the previous written approval of the City.

Indemnification and Hold Harmless

The respondent agrees to indemnify and hold harmless the City of Normandy, Missouri, its agents, officials and employees and to assume all risks, responsibility for death of, injury to or damage to, any person and for loss, damage or injury to any property (together with all expenses, including attorney fees, in defense or prosecution of any action involving any such death, injury or damage), directly or indirectly related to the performance of this work. The City, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

Compliance with all Government Laws

All contractual agreements shall be subject to, governed by, and construed according to the laws, ordinances, rules, regulations, and orders of the City, County, State, Federal, or any other public bodies, which apply to work performed under this agreement. The City of Normandy is an Equal Opportunity Employer. Every contract undertaken or entered into by the City of Normandy, Missouri, shall comply with the Equal Employment Opportunity regulations.

Enrollment in the Federal Work Authorization Program (E-Verify)

Bidders are informed that pursuant to Section 285.530, RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5,000.00), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the contracted services.

Signature Page

I, the undersigned, hereby certify that this bid was submitted in good faith and that the information above reflects a true and accurate estimate of the cost of the work to be performed.

Signature_____ Date_____

Name_____ Title_____

Firm_____ Phone_____

Address_____ Federal ID_____

Reference #1 (Name, Phone):_____

Reference #2:_____

Reference #3:_____

Appendix A – Non-Collusion Affidavit

STATE OF _____,

COUNTY OF _____,

_____, being first duly sworn, deposes and says that he is _____*(sole owner, partner, president, secretary, etc.) of _____, the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder had not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that any one shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the Contract or anyone interested in the proposed Contract; that all statements contained in such bid are true; and, further, that said bidder had not, directly or indirectly, submitted his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his general business.

SIGNED:

(Title)

Subscribed and sworn to before me this _____ day of _____, 20_____.
Seal of Notary

Notary Public

Appendix B – Federal Work Authorization Affidavit

The undersigned, being duly sworn, does state and depose as follows:

1. I am the _____(title) of _____(company) which is a contractor on the _____ Project, and authorized to sign this Affidavit on the Company's behalf.

2. I have verified the information set forth in this Affidavit for the Contractor. If any subcontractors have been retained on the Project, I have also verified the information as to any subcontractor.

3. The Contractor and its subcontractors have Workers' Compensation Insurance, if required by state law, that covers its employees working on the Project and such insurance meets or exceeds the requirements established by law.

4. The Contractor and its subcontractors have verified the U.S. citizenship or lawful status of all workers employed on the Project and do not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

5. The Contractor and its subcontractors are enrolled and participate in a federal work authorization program with respect to employees working in connection with the contracted services.

Further Affiant sayeth naught.

Authorized Officer of Contractor Subscribed and sworn to before

me this _____ day of _____, 20____.

Notary Public _____

My commission expires:_____

**ATTACHMENT A:
SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES**

City of Normandy
City of Normandy Preservation Plan
Project No. P24AF02199-010

Starting Date: November 1, 2024

Ending Date: June 30, 2026

I. SCOPE AND PURPOSE:

The City of Normandy will hire a preservation professional with experience creating a preservation plan (herein referred to as “consultant”) to develop a Historic Preservation Plan for the City of Normandy.

Developing a local historic preservation plan at a regional or local level is an eligible grant activity for the Historic Preservation Fund (HPF Grants Manual Chapter 6(G)(3)(a). Preservation Plans advance Goal 5 “Integrate historic preservation strategies into planning and routine procedures at all levels of government” of Missouri’s 2018-2024 Statewide Preservation Plan.

II. ACTIVITIES AND FUNCTIONS:

City staff will serve as the primary point of contact for this project and will be expected to ensure milestones are submitted to the Historic Preservation Fund (HPF) Grant Manager on a timely basis.

A. Consultant Selection Process

The City of Normandy shall contract with a preservation professional (herein referred to as Consultant) with experience creating a preservation plan to assist city staff and the Historic Preservation Commission in developing the Preservation Plan.

The Request for Proposal (RFP) sent to consultants shall include a copy of Attachment A: Scope, Purpose and Description of Grant Activities, the Milestone Schedule, and Exhibit 3 from the Grant Agreement with budgetary information removed. Pursuant to 2 CFR 200.332, the sub-recipient shall require the language of the certification and terms applicable to financial assistance awards to be included in sub-award documents at all tiers, and sub-recipients shall certify and disclose accordingly. All contractual deadlines with the consultant shall not conflict with milestone deadlines set in the grant agreement. A draft of the RFP will be sent to the HPF Grant Manager **prior to initiating the bid process**. Documentation of the consultant selection process and a draft of the consultant contract shall be submitted to the HPF Grant Manager or their designee for approval **before it is signed**.

The consultant selection process shall produce the following products:

1. A **draft of the RFP** for review prior to the initiation of the bid process.
2. A documentation of the **consultant selection process** and a draft of the consultant contract **prior to signature**. This documentation includes:
 - a. Indication of who the RFP was sent to and when. The recipients must include firms listed in the Missouri Office of Equal Opportunity's Minority & Women Owned Businesses database <https://apps1.mo.gov/MWBCertifiedFirms/> with specialties in historic preservation.
 - b. Copies of all responses received (proposals and responses of no bid)
 - c. Score sheets/an explanation for why a consultant was chosen
 - d. The unsigned draft consultant contract noted above
3. A copy of the signed **consultant contract**.

B. Preparation of a New Preservation Plan

The hired Consultant acting on behalf of the city shall create a Preservation Plan for the City of Normandy. The Preservation Plan shall identify, through a public forum, the preservation goals of the city. The preservation plans for other historic districts and the *Secretary of the Interiors Standards and Guidelines for Preservation Planning* (see Exhibit 1) should be reviewed to understand how they express and illustrate preservation concepts. Upon request the SHPO office can provide links to example preservation plans for other Missouri communities. The preservation plan shall be clear and concise. It shall be user-friendly for the commission, staff, and the public, and produced in such a way that it can be easily accessed and shared with the public.

The Preservation plan shall contain sections including but not limited to the following:

1. an introduction that explains the purpose of the plan and a brief history of the City of Normandy, including an overview of the preservation efforts that have taken place in the city's history and the benefits of historic preservation in the City of Normandy;
2. a review of existing historic preservation ordinances and recommendations for their future development;
3. a clear and concise articulation of the City of Normandy's long-range vision for historic preservation;
4. the goals, objectives, and implementation strategies for historic preservation;
5. a section that identifies areas that have already been surveyed and prioritizes areas for future research and survey;
6. a map showing the geographic area and contributing status of historic properties within the city limits including those that are National Register of Historic Places listed properties and any locally designated Landmarks and Historic Districts;
7. an appendix referencing relevant terms and definitions, ordinances or other legislation, policy, and survey information as appropriate.

Drafts of the new Preservation Plan at approximately 30% and 70% will be required to be submitted to the SHPO for review, comment, and approval. The definitions of 30% and 70% will be determined in consultation between the consultant, the city, and the SHPO. They shall include as much visual data as is practicable to demonstrate the various recommendations, including maps, photographs, and/or other graphics.

At least one month prior to submitting each version (30%, 70% & 100%) of the new Preservation Plan to SHPO the consultant shall make a presentation to the Historic Preservation Commission with the general public invited. During these presentations the consultant will actively solicit ideas to incorporate into the new Preservation Plan and address questions from those in attendance. For each presentation the consultant shall provide adequate notice to be placed on the Historic Preservation Commission agenda and to allow the city to post notice to the public for at least two weeks. A sign-in sheet will be required to be kept and provided to the SHPO for each presentation.

The Preservation Plan Process shall produce the following products:

1. The consultant will set up a time with the HPF Grant Manager or their designee to discuss the expectations of the project, including the definitions of 30% and 70% completion, before it begins. An email documenting the discussion will be sent to the HPF Grant Manager or their designee by the consultant.
2. Documentation of the first public meeting, including press release, newspaper/web advertisement and sign-in sheet.
3. A first draft of the Preservation Plan (30%) in Word format. If the document size exceeds 10MB a means acceptable to SHPO for submitting besides email will need to be used to deliver the draft document.
4. Documentation of the second public meeting, including press release, newspaper/web advertisement and sign-in sheet.
5. A second draft of the Preservation Plan (70%) in Word format. If the document size exceeds 10MB a means acceptable to SHPO for submitting besides email will need to be used to deliver the draft document.
6. The final version of the new Preservation Plan in electronic format using an approved file transfer option
7. A link to the final version of the new Preservation Plan on the City of Normandy's website. The Design Guidelines will be posted to the city's website and will continue to be publicly posted until a newer version of the document is developed.
8. Documentation of the third (final) public meeting, including press release, newspaper/web advertisement and sign-in sheet.

III. SPECIAL CONDITIONS:

- A. As a recipient of a federal subaward, City of Normandy is subject to the requirements of 2 CFR 200.1 “Subaward”, 200.101 “Applicability”, and 200.331 “Requirements for pass-through entities.
- B. The procedures and requirements contained herein are subject to applicable laws and regulations, and any changes made to these laws and regulations, subsequent to the execution of this agreement. In the event that these procedures and requirements conflict with applicable federal laws, regulations and policies, the following order of precedence will prevail:
 - 1. Federal law
 - 2. Code of Federal Regulations
 - 3. Terms and conditions of grant award
 - 4. Historic Preservation Fund Grant Manual

The provisions included herein shall also be applied by the State to subgrantees and contractors performing work under this program.

- C. It is agreed that if the project should fall one (1) month behind the milestones, the Missouri Department of Natural Resources has the right unilaterally to terminate or reduce the dollar amount of this agreement. In addition, if the Department determines that full termination is warranted, the Department shall be sole authority in determining the amount of compensation owed.
- D. All work requiring expertise in history, archaeology, architectural history, architecture, or historic architecture will either be supervised or completed by personnel who meet the *Secretary of the Interior’s Professional Qualifications* as listed in Exhibit 1.
- E. All content related to the treatment of historic properties shall conform to the *Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*. The Standards and Guidelines can be found here: <https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf> and <https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part2-reconstruction-restoration.pdf>
- F. The City of Normandy Historic Preservation Commission will have an opportunity to review and comment on milestone products before they are submitted to the HPF Grant Manager or their designee if they so choose. Any Commission comments will be submitted with the corresponding milestone to the HPF Grant Manager or their designee.

- G. All grant project funded publications, books, brochures and all public meeting notices regarding this grant project shall include the following acknowledgement:

This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior, of the U.S. Government and Missouri Department of Natural Resources, State Historic Preservation Office. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Department of Natural Resources, State Historic Preservation Office, nor does the mention of trade names or commercial products constitute endorsement or recommendation.

[This acknowledgement may be in any size type on the notice]

- H. The HPF Grants Manager or their designee shall approve all rates of pay above the minimum wage for costs in the Personnel category. Costs in the Personnel category will conform to the HPF Grants Manual Chapter 13 (B)(12) and 2 CFR 200.430. The City of Normandy staff is expected to track staff hours and volunteer time using Appendix C of the *Requesting Reimbursement for Grant Expenditures* Packet included as Exhibit 2. Reimbursement of Personnel costs shall not occur without documentation of the time spent and the rate of pay.

Project work will be completed and payments made according to the milestone/payment schedule and project budget that follows.

MILESTONE/PAYMENT SCHEDULE

City of Normandy
City of Normandy Preservation Plan
Project No. P24AF02199-010

Starting Date: November 1, 2024

Ending Date: June 30, 2026

<u>Milestone</u>	<u>Product</u>	<u>Date Due</u>	<u>Federal Share</u>	<u>Non-Federal Share</u>
#1	Draft RFP and/or RFQ submitted to the HPF Grant Manager or their designee before the bid process is initiated.	1/7/2025	\$ 0	\$ 0
#2	Documentation of the consultant selection process and a draft of the consultant contract prior to signature submitted to the HPF Grant Manager or their designee for review and approval.	4/1/2025	\$ 0	\$ 0
#3	Copy of signed consultant contract	5/1/2025	\$ 0	\$ 0
#4	An email documenting the discussion between the consultant, the City of Normandy, and the HPF Grants Manager or their designee	5/15/2025	\$ 0	\$ 0
#5	Documentation of the first public meeting; First Draft of the Preservation Plan (30% Completion)	9/2/2025	\$ 0	\$ 0
#6	Second Draft of the Preservation Plan (70% Completion); Documentation of the second public meeting	1/6/2026	Estimated 50% of expenses	Estimated 50% of expenses
#7	Final Draft of the Preservation Plan; Documentation of the third and final public meeting	4/3/2026	\$ 0	\$ 0
#8	Link to the Design Guidelines on the City of Normandy's website	5/1/2026	\$ 0	\$ 0
#9	Submission of final project report and fiscal data.	6/1/2026	Estimated remaining expenses	Estimated remaining expenses