

REQUEST FOR PROPOSALS

The City of Dahlonega and the Dahlonega Historic Preservation Commission (HPC) are seeking a historic preservation consultant to **establish a new Park Street area residential historic district**. All work shall conform to the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, to National Register Bulletin 24 (*Guidelines for Local Surveys: A Basis for Preservation Planning*), and to the *Georgia Historic Resources Survey Manual*. The consultant should meet the federal professional qualifications standards outlined in 36 CFR 61.

HISTORIC RESOURCES SURVEY DOWNTOWN DAHLONEGA—PARK STREET NEIGHBORHOOD

SCOPE OF WORK

The RECIPIENT will conduct a comprehensive historic resources survey of all buildings, located within the downtown area bounded by East Main Street, Mechanic Street, Choice Street, South Park Street and E. Morrison Moore Parkway.

All project work shall conform to the Secretary of the Interior's *Standards for Archaeology and Historic Preservation*. All work shall also conform to the National Register Bulletin 24 (*Guidelines for Local Surveys: A Basis for Preservation Planning*) and to the Georgia Historic Resources Survey Manual. The RECIPIENT will have all survey data and digital photographs entered in the Natural, Archaeological, and Historic Resources Geographic Information Systems (NAHRGIS) online database within the contract period. The required maps include USGS topographical maps marked with the locations of all surveyed properties and keyed to survey forms or community maps as appropriate. The resource numbers from any previous surveys and the present survey will be cross-referenced.

A survey report will be prepared and will include:

- A description of the project, including how the survey was funded, who sponsored it, the name of the surveyor, and a clear statement of the boundaries of the area surveyed.
- Survey results, including the total number of surveyed resources. Previous surveys should be named.
- A brief, developmental history of the area, including how the area reflects distinctive aspects of Georgia's history.
- An architectural analysis, including the main building types, local architectural character, some general observations, and local eccentricities.

The specific activities to take place include: **1. Conduct a field survey to delineate resources within the potential district boundaries as contributing or non-contributing, use field information to solidify proposed district boundary; 2. Correlate field information with tax map numbers, owners' names, and owners addresses. Enter this information in both a database format and a word processing format. A printed list of the owners' names and corresponding property addresses will be provided to be appended to the ordinance of designation. Generate mailing labels for written notice of public hearings to owners and occupants within the district as well as for post designation notification; 3. Create a designation report for City Council and the Georgia Division of Historic Preservation including the historic, cultural, architectural, and/or esthetic significance of the proposed district additions, a map denoting the boundary of the proposed district additions, and a**

verbal description of the proposed district additions boundaries. Consultants will provide the city attorney with data and advice on drafting the designation of the district and assist with any required public meeting.

The exact location is adjacent to Downtown Dahlonega and includes two neighborhoods contained within the area bound by East Main Street, Mechanic Street, Choice Street, South Park Street and East Morrison Moore Parkway.

The project will be conducted using standards and procedures including state survey forms and procedures, National Register standards.

Research sources available for the project include: maps, census data, county tax assessor data, extensive local history archives, the recently completed downtown master plan, and photographic data.

Final products will include: survey, database, designation report to local HPC and city council and state HPD, district boundaries and map, and local district designation.

The consultant shall submit the **final project** and both printed and electronic copies of all completed forms and data. Field data needs to be available in ARC View format. The City of Dahlonega needs to be able to upload this new information into its existing database.

The final report should include survey methodology, recommendations for future preservation activity and future National Register nominations, a brief developmental history of the area surveyed, and an analysis of survey results.

The consultant should complete the final project by July 15, 2010, and shall provide final materials and products of the survey to the City of Dahlonega no later than July 31, 2010.

Respondents must submit two copies of their proposal, including a resume with two references to call and a sample of related work, to Joel Cordle, Dahlonega Downtown Development Director-Better Hometown Program Director, 465 Riley Road, Dahlonega, GA, 30533, on or before 1:00 p. m., September 15, 2009. **Consultants submitting proposals must include their project fees in a separate envelope sealed and contained within the proposal package.** This project is partially funded with a grant from the Georgia DNR's Historic Preservation Division.

Inquiries or questions should be directed to Joel Cordle, Dahlonega Downtown Development Director-Better Hometown Program Director, 706-864-6133.