REQUEST FOR QUALIFICATIONS (RFQ)

Professional Historic Preservation Consultant Services
City of Crescent City, Florida
RFQ Release Date: October 26, 2026
RFQ Due Date: Friday, October 30, 2026, at 3:00 PM (EST)

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1. Introduction

The **City of Crescent City** is soliciting **Statements of Qualifications** from qualified **professional historic preservation consultants** to prepare and submit a **National Register of Historic Places (NRHP) Nomination Update** for the Crescent City Historic District.

This RFQ is issued in accordance with the City's obligations under the **State of Florida, Department of State, Division of Historical Resources Grant Agreement No. 27.h.sm.400.089**, which requires procurement through **maximum open competition** and the use of a qualifications-based selection process.

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2. Project Overview

The City has been awarded a **Small Matching Grant** for the project titled:
"National Register Nomination Update, Crescent City Historic District."
Total grant award: **$50,000**.

Scope of Work

The selected consultant will:

1. Conduct all required research and documentation to prepare an updated NRHP nomination for the Crescent City Historic District.
2. Prepare the nomination in accordance with **NRHP Bulletin 16A or 16B**, as applicable.

3. Work collaboratively with Division of Historical Resources (DHR) staff during development of the nomination text.
4. Provide all raw files created during the project, including Word documents, JPEGs, shapefiles, and other required digital materials.

Deliverables

Deliverables and associated requirements include:

• Consultant credentials, Preliminary Site Information Questionnaire, and project timeline.
• A complete and final draft NRHP nomination.
• Final NRHP nomination with all supporting documentation.
• Documentation supporting all expenditures.

All deliverables must comply with grant agreement requirements.

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3. Minimum Qualifications

Respondents must demonstrate:

• Professional qualifications in historic preservation, architectural history, history, or a closely related field.
• Documented experience preparing National Register nominations meeting federal standards.
• Familiarity with NRHP Bulletin 16A/16B requirements and the NRHP Photo Policy.
• Capacity to meet the project schedule and collaborate with State Division staff.

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4. Procurement and Contract Requirements

In accordance with grant requirements:

• The contract must include a detailed timeline, deliverable dates, and performance standards.
• A minimum of **three (3) responses** must be solicited, and selection must be based on qualifications (not cost).
• The consultant must comply with all nondiscrimination clauses required by the State.

• The City must submit the proposed contract to the Division of Historical Resources for approval **prior to execution**.

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5. Submission Requirements

A complete Statement of Qualifications must include:

1. **Cover Letter** summarizing interest and understanding of the project.
2. **Resumes / CVs** of key personnel demonstrating required professional qualifications.
3. **Examples of relevant NRHP nominations** previously completed.
4. **Project approach and methodology** for completing the nomination update.
5. **Proposed project schedule**, acknowledging the grant deadlines.
6. **Three professional references** for similar work.

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6. Evaluation Criteria

Qualified submissions will be evaluated based on:

• Demonstrated experience completing NRHP nominations.
• Qualifications of key personnel.
• Quality and thoroughness of past work.
• Ability to meet project deadlines.
• Strength and clarity of proposed methodology.

The City may, at its discretion, shortlist firms for interview before final selection.

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7. Schedule

• **RFQ Release:** October 26, 2026
• **Deadline for Questions:** October 29, 2026, 12:00 PM
• **RFQ Submittal Deadline: Friday, October 30, 2026, 3:00 PM (EST)**

- **Selection & Notice of Intent:** Within 7 days of deadline
- **Contract Execution:** Pending mandatory DHR approval

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8. Submission Instructions

Submit one digital PDF copy to:

City of Crescent City
Attn: Derek Martin, City Manager
Email: citymanager@crescentcity-fl.com
Phone: 386-698-2525

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9. Additional Information

Funding for this project is provided by the State of Florida, Department of State, Division of Historical Resources. All work must comply with the grant agreement, Florida Statutes, and applicable federal standards.

The City of Crescent City reserves the right to reject any or all submissions, waive minor informalities, or select the most qualified respondent as determined to be in the City's best interest.
