

**CITY OF CAYCE**  
**SURVEY OF HISTORIC AFRICAN AMERICAN CEMETERIES**  
**REQUEST FOR PROPOSALS**

**BACKGROUND**

The City of Cayce is soliciting proposals from historic preservation and cultural resources consulting firms to identify and record historic African American cemeteries in the city and make recommendations to raise public awareness of the cemeteries and promote their preservation. The project is funded, in part, by a Federal Historic Preservation Fund Grant from the National Park Service and administered by the South Carolina Department of Archives and History (SCDAH).

This project is part of the City of Cayce’s commitment to the preservation of its historic resources. The purpose of this project is to identify African American cemeteries in Cayce that are not well marked, not well documented, and may be endangered by lack of awareness or other threats. The survey data and preservation recommendations will be utilized by the City of Cayce for future preservation initiatives.

The City is requesting a comprehensive historic resources survey within the defined survey limits. The survey deliverables will be produced according to the standards required by SCDAH as defined below.

**SCOPE OF WORK**

The survey will follow the requirements and standards of SCDAH in the *Survey Manual: South Carolina Statewide Survey of Historic Places* (SCDAH, revised 2018, with errata and updates 2019, 2020, and 2022), "*Guidelines for Local Surveys: A Basis for Preservation Planning* (National Register Bulletin 24)", "*Guidelines for Evaluating and Documenting Rural Historic Landscapes* (National Register Bulletin 30)", and "*Guidelines for a Statement of Historic Contexts* (SCDAH, revised 2003)", where applicable, and as discussed at the initial planning meeting. The project scope of work is to include the following required elements:

- 1) An initial planning meeting among representatives of the City, SCDAH, and the Consultant shall be conducted before work begins to discuss the scope of work, methodology and schedule. This meeting may be held virtually at the discretion of the City.
- 2) The Consultant will synthesize existing research on the general historical development of the City of Cayce and particularly the development of historically

African American neighborhoods and institutions in Cayce. The Consultant will submit a historic context statement before beginning fieldwork.

- 3) The Consultant will conduct an intensive level survey, in accordance with the Survey Manual, of historically African American cemeteries within the city limits that are at least 50 years old. The consultant will provide recommendations regarding individual cemeteries that may be eligible for listing in the National Register of Historic Places. SCDAH will have final approval of National Register recommendations. The Consultant will also make recommendations for raising general awareness about the cemeteries in Cayce and will make specific recommendations regarding the preservation of individual cemeteries.
- 4) The Consultant will enter required information for all properties surveyed into a database in Microsoft Access format. SCDAH will provide the Consultant with a blank database file that includes all required data fields, tables, forms, and reports needed to compile and present survey data.
- 5) Location data for recorded properties will be provided to the City and SCDAH in the form of digital shape files that will be integrated with the City's Geographic Information System (GIS) and SCDAH's ArchSite online GIS. SCDAH will provide a template for shape files.
- 6) The Consultant will provide monthly written or electronic progress reports to the City and to SCDAH.
- 7) The Consultant will attend at least two (2) public meetings scheduled by the City. At the first meeting the Consultant will introduce the project and receive public input to assist with understanding local history and identifying appropriate properties for survey. At the second meeting the Consultant will present the survey findings and recommendations to the public.
- 8) The Consultant will be required to submit all survey products in electronic format on a portable hard drive, flash drive, or via an electronic file download service. All electronic files will be named according to file naming conventions as listed in the SCDAH *Survey Manual*. Only the final report will be submitted in hard copy printed format in addition to an electronic PDF copy. The following required products are to be submitted by the Consultant and divided between the City and SCDAH as listed: six (6) printed copies of the final report (including one unbound security copy) for the City; two (2) printed copies of the final report (including one unbound security copy) for SCDAH; two (2) sets of project maps in PDF format only (using county tax map parcel data for the base maps; one set each for City and SCDAH); two (2) sets of survey forms in PDF format only (each form will be an individual PDF file; one set each for City and SCDAH); two (2) sets of property photographs in JPEG or TIFF format only (one set each for City and SCDAH); two (2) copies of the project database file (one each for City and SCDAH).

**ANTICIPATED PROJECT SCHEDULE (dates subject to change)**

October 6, 2022	Deadline for submittal of proposals to City.
November 1, 2022	Consultants notified of selection decision by the City.  This is not a council meeting day. Selection needs to be done by Council.
November 7-18, 2022	Consultant will have project start-up meeting (may be virtually) with City and SCDAH.
December 6, 2022	First public meeting with Consultant will be scheduled for the council meeting on 12/6/22.
March 1, 2023	Consultant will submit draft historic context statement not later than this date.
July 20, 2023	Consultant will submit draft report and draft survey data not later than this date.
September 28, 2023	Consultant will submit final report and final survey data and present at final public meeting not later than this date.

*City of Cayce*

The City responsibilities include but are not limited to:

- a) Provide parcel data for base maps.
- b) Coordinate public meetings.
- c) Facilitate the Consultant's access to local history sources and introduction to key local stakeholders.
- d) Inform local public safety departments of the purpose of the survey and provide them with the names of project personnel and a description of the consultant's vehicle(s).
- e) Provide a general letter of introduction for the consultant to carry during fieldwork. The purpose of the letter is to alleviate any possible concerns among residents about unfamiliar people photographing areas in and around neighborhoods.
- f) Coordinate press releases, if applicable.

**SUBMISSION INSTRUCTIONS**

## PROCUREMENT CONTACT

Any questions regarding this solicitation or submission instructions, please contact Kelly McMullen, Treasurer, via e-mail at [kmcmullen@caycesc.gov](mailto:kmcmullen@caycesc.gov). The deadline for written questions is 4:00pm on September 29, 2022. Please allow 1-2 weeks for answers to be published via addendum to the solicitation.

## SUBMISSION DEADLINE

**Proposals must be mailed, hand-delivered or submitted electronically via email (to [kmcmullen@caycesc.gov](mailto:kmcmullen@caycesc.gov)) to the City of Cayce on or before Thursday, October 6, 2022, no later than 4:30 pm (EST).** Hard copy proposals must be submitted in a sealed envelope and addressed to:

City of Cayce  
Attention: Kelly McMullen, Treasurer  
1800 12<sup>th</sup> Street  
Cayce, SC 29033

For the purpose of identification, the envelope cover must contain the Proposer's name, address, and solicitation title - "Cayce Historic Resources Survey Update Proposal." If proposal is sent by mail or commercial express services, the Proposer is responsible for actual delivery of the proposal to the City before the deadline. All delivered proposals become the property of the City. **Proposals submitted after the deadline will not be considered.**

The proposal must include transmittal letter, one (1) original proposal, clearly marketed Original, four (4) complete hard copies, and one (1) electronic copy of the proposal. The electronic copy must be submitted on a flash/thumb drive. The file format should be opened in Acrobat 2017 (or lower edition) or Microsoft Word 2017 (or lower edition). PDF is preferred.

All costs incurred in the preparation and submission of Proposals shall be borne by the submitter.

## SELECTION PROCESS

The selection committee will evaluate and rank each proposal on the basis of the following criteria. The criteria are not necessarily listed in the order of importance.

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|---|-----|
| 1. Understanding of project                   | 10% |
| 2. Approach and Work Plan                     | 30% |
| 3. Management Plan and Timetable              | 15% |
| 4. Project Team Qualifications and Experience | 35% |
| 5. Cost                                       | 10% |

The City of Cayce reserves the right to reject any or all proposals, and to waive defects, technicalities, and/or irregularities in any submittal when deemed in the best interest of the City.

The City may request phone or in-person interviews, or written response to specific questions to assist in the selection of the most qualified firm/consultant. If in-person interviews are required, the person(s) responsible for performing the work are required to attend the interview.

Proposal, including pricing, should be valid for sixty (60) calendar days after proposal submission.

### PROPOSAL CONTENT

To assure similarity in proposal presentation and allow the evaluation team to easily compare proposals, the firm/consultant proposal must contain the following:

1. Title Page: Title page must include the title – “Southeast Cayce Historic Resources Survey Proposal” – proposers name, address, telephone, contact person with title, email, and date. The Proposer may incorporate colored pictures and/or artwork to highlight proposal presentation.
2. Table of Contents: The Table of Contents aids the evaluation process.
3. Transmittal Letter: The letter demonstrates Proposer’s understanding of the project, the commitment to perform the work within the time period, why the Proposer believes its firm to be the best qualified to perform the work, and includes a statement that the proposal is a firm and irrevocable offer for sixty (60) calendar days.
4. Approach and Work Plan: The proposal must address, in depth, the Consultant’s plan to meet the requirements of each of the tasks and activities outlined in the Scope of Work. The work plan must discuss the staffing levels required to complete each task, as well as the relative effort that each member of the proposed project team will be devoted to the project. The work plan must also include a task-by-task schedule of the time required to complete the project by September 28, 2023.
5. Management and Timetable: The Consultant must present a plan that clearly explain how it will manage and control all proposed activities and the resulting timetable. The firm must explain how the management and administrative processes will ensure that appropriate levels of attention are given so that work is properly performed and that milestones are met on a timely basis as proposed. This section should set forth beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the work plan.

6. Project Team Qualifications and Experience:

- Identify person or persons assigned and their experience or brief resume.
- List and provide a brief description of relevant or similar project experience with client names (no more than five).
- References (no more than five).
- Project Team qualifications and experience must meet the Secretary of the Interior's Professional Qualification Standards for History and Architectural History.

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or

Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

7. Cost: Firm/consultant provides a lump sum cost reflecting hourly rate for the aforementioned services either as a flat hourly rate or for each activity for person or persons assigned to this project. A retainer fee is not to be included in response. The City is committed to its reimbursement policy.
8. Statement of compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, prohibiting discrimination on the basis of race, color, national origin, disability or age in programs assisted by the U.S. Department of the Interior.

9. Statement of compliance with the Debarment Certification, 43 CFR, Part 12, Section 12.510 and stating that neither the consultant nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
10. Statement of Understanding regarding the requirements and standards of SCDAH in the Survey Manual: South Carolina Statewide Survey of Historic Places (SCDAH, revised 2018, with errata and updates 2019, 2020, and 2022), "Guidelines for Local Surveys: A Basis for Preservation Planning (National Register Bulletin 24)", "Guidelines for Evaluating and Documenting Rural Historic Landscapes (National Register Bulletin 30)", and "Guidelines for a Statement of Historic Contexts (SCDAH, revised 2003)", as defined in the Scope of Work.

The successful firm/consultant shall comply with all applicable federal, state, local governmental laws, rules, regulations, and orders in the performance of its duties under this proposal.

## **GENERAL TERMS AND CONDITIONS**

### *Public Record*

Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except for information that may be treated as confidential as an exception to disclosure under the FOIA. All Freedom of Information (FOIA) requests must be sent to the City Clerk, PO Box 2004, Cayce, SC 29171.

### *Requirements*

The successful proposers will comply with all instructions and shall perform services in a manner commensurate with the highest professional standards by qualified and experienced personnel.

### *Independent Contractor*

The selected firm/consultant will be legally considered an independent contractor and neither the firm/consultant nor its employees will, under any circumstances, be considered employees of the City, and the City will be at no time legally responsible for any negligence or other wrong doing by the contractor or its employees.

### *Jurisdiction*

This agreement shall be governed by the laws of the State of South Carolina.

### *Right of Rejection and Clarification*

The City of Cayce reserves the right to reject any and all proposals and to request clarification of information from any proposer.

*Request for Additional Information*

Prior to the final selection, proposers may be required to submit additional information which the City may deem necessary to further evaluate the proposer's qualifications.

*Denial of Reimbursement*

The City will not reimburse proposers for any costs associate with the preparation and submittal of any proposal, for any travel and/or per diem costs that are incurred.

*Gratuity Prohibition*

Proposer shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City of Cayce for the purpose of influencing consideration of this proposal.

*Right of Withdrawal*

A proposal may not be withdrawn before the expiration of 60 days from the proposal due date.

*Right of Termination*

The City reserves the right to cancel the contract, at any time, without cause and without penalty with a minimum thirty (30) days written notice.

Termination or cancellation of the contract will not relieve the Proposer of any obligations for any deliveries entered prior to the termination of the contract (i.e. reports, statements of accounts, etc., required and not received).

*Right of Negotiation*

The City reserves the right to negotiate with the selected proposer the act terms and conditions.

*Rights to Submitted Material*

All proposals, responses, inquiries, correspondences, reports, charts, and other documentation relating to or in reference to this proposal all submitted by proposers shall become the property of the City of Cayce.

*Basis of Award*

Proposal will be evaluated based upon the information submitted in response to this bid proposal. Proposals shall be evaluated by staff. Staff may request additional information or clarity, which may include oral responses.

*Grounds for Protests*

Protest of Contents of Solicitation (Invitation For Bids or RFPs or other solicitation documents, whichever is applicable, or any amendment to it, if the amendment is at issue): Any Proposer who is aggrieved in connection with a solicitation document shall file a written protest to the

City Manager, thegler@cityofcayce-sc.gov, within four calendar days of the date of posting of the solicitation, RFQ, RFP, or other solicitation document or any addendums to it on the City's website. Protest of Award: Any Proposer who is aggrieved in connection with the award of the contract shall file a written protest with the City Manager within four calendar days of the date the Intent to Award memorandum is posted on the City's website. Any matter that could have been raised pursuant to the section above on protest of contents of solicitation, may not be raised as a protest of award. Exclusive remedy: The rights and remedies granted in this section to Proposers, either actual or prospective, are to the exclusion of all other rights and remedies of Proposers against the City. Failure to file a timely protest: If Proposer fails to request a protest within the four calendar days, the solicitation or award shall be final.

#### *Procedures for Protests Protest*

A protest must be in writing, filed with the City Manager, and set forth the grounds of the protest and the relief requested with enough specificity to give notice of the issues to be decided. The protest must be received by the City Manager within the time provided. Burden of Proof: The protestant bears the burden of proving the validity of the protest or claim against the City.

Administrative Review and Decision: The City Manager will conduct an administrative review of all claims set forth within the protest document and shall issue a decision in writing within four calendar days of receiving the protest. Appeals of Decision: Any appeal of the City

Manager's decision pursuant to the above paragraph must be filed with the City Manager, in writing, within four calendar days of the date of the decision. The City Council shall hear and decide any appeals at its next regular or special council meeting. 5 Stay of Award: The contract award is stayed until issuance of a final decision by the City. Once a final decision is issued, the filing of a petition to appeal that decision does not stay enforcement of the City's decision to award the contract

#### *Assignment*

The successful proposer will not sell, assign, transfer, or convey any contract resulting from this proposal, in whole or in part, without the prior written consent from the City of Cayce.

#### *Lawsuits, Bribery*

Proposer will disclose any record of pending lawsuits, criminal violations and/or convictions, etcetera, and shall not have conflicts of interest.

#### *Conflict of Interest*

The proposer attests that they presently have no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further attest that no person having any such known interest shall be employed or convey an interest, directly or indirectly, in the contract.

### *Proposal Errors*

Submitters are cautioned to verify their Proposal prior to submission. Negligence on the part of the submitter in preparing the Proposal confers no right of modification of the Proposal after the closing time for its receipt. Inadvertent errors (such as the omission of one page of a multi-page document) that have a correction submitted after the designated submission time may be considered at the sole discretion of the City if the submitter submits with the correction sufficient information to prove that the error was inadvertent. Such amendments are not favored, and in the case of doubt, requests will be denied.

### *Business License*

A business license is not required to submit proposal. However, the selected firm/consultant and/or its agents under this proposal shall be required to obtain a business license before work can begin. For further information, contact the City of Cayce's Business License Administrator at (803) 550-9559.

### *Indemnification*

The selected proposer and its contractor shall indemnify and hold the City, its employees, officers, officials, and agents free and harmless from and against any liabilities, losses, claims, demands, suits, judgments, causes of action and /or expenses of any kind, any injury or damages to any persons or to property resulting from the performance of the terms of the contract, including claims by any employees of the contractor or employees of the contractor's subcontractors, or claims by any third parties.