

REQUEST FOR PROPOSALS

Issue Date: December 20, 2024

RFP #12-24

Title: TERM CONTRACT FOR ARCHITECT / ENGINEERING SERVICES

Commodity Code: PROFESSIONAL SERVICES

Issuing Agency & Address: Preservation Virginia (Jamestown Rediscovery)
1365 Colonial Parkway
Jamestown, VA 23081

Location of Work: Jamestown, VA (private property)

Period Of Contract: Three years. All inquiries for information should be directed to:

Jamie May Phone #: (757) 903-7791 jamie@preservationvirginia.org

FOR ACCESS TO SECURE FOLDERS TO UPLOAD PROPOSALS ELECTRONICALLY, PLEASE EMAIL: rfp@preservationvirginia.org. IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE; IF PROPOSALS ARE HAND DELIVERED, DELIVER TO ABOVE ADDRESS:

Sealed proposals for furnishing the services described herein will be received until **4:00 p.m. local time on January 31, 2024. Proposals must reach the above address by the deadline stated.**

Name And Address Of Offeror:

Date: _____

By _____
(Signature in Ink)

Typed Name: _____

_____ Zip: _____

Title: _____

FEIN/SSN # _____

Telephone No.() _____

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will not be held.

Jamestown Rediscovery Foundation (JRF) seeks professional services to improve the current conditions and interpretation of the Statehouse complex west of the Archaearium Museum on Jamestown Island. Work to be completed includes the survey, condition assessment, and preservation of the 17th-century brick foundations currently capped with concrete, improvement of drainage, landscaping, and ADA site accessibility. Architects, Landscape Architects, and Engineers are encouraged to apply. JRF also requests a qualified individual, Site Supervisor, to manage and coordinate with JRF archaeologists and sub-contractors. The project area is a sensitive archaeological site and any ground disturbance requires consultation with archaeologists before work proceeds.

Key Objectives:

1. Project Oversight:

- Supervise all aspects of the historic brick foundation repair and restoration, ensuring that the work is performed according to the approved plans, historical standards, and federal grant requirements.
- Oversee the execution of landscaping tasks surrounding the Statehouse, ensuring that the design complements the historic setting, meets preservation guidelines, and complies with ADA (Americans with Disabilities Act) standards, including paths and landscaping.
- Ensure that all construction and landscaping activities adhere to safety standards, environmental guidelines, and heritage conservation requirements.
- Coordinate daily activities of subcontractors, craftsmen, landscapers, and any other team members on-site.

2. Compliance with Preservation Standards:

- Ensure the project adheres to federal, state, and local preservation guidelines, including the Secretary of the Interior's Standards for Historic Preservation and related preservation policies.
- Review and approve work methods and materials to maintain historical accuracy and integrity, including the use of traditional construction techniques and appropriate materials for repairs and landscaping.
- Serve as the on-site liaison between the project team and federal, state, or local preservation agencies to ensure all actions align with grant requirements and preservation standards.

3. Coordination and Communication:

- Serve as the main point of contact for the project team, contractors, consultants, archaeologists, and stakeholders to provide regular updates on project progress and any changes to the scope of work.
- Conduct daily site inspections to ensure the quality and quantity of work being completed meets contractual and preservation expectations.
- Prepare and submit daily progress reports to the Project Manager, identifying any issues, delays, or potential risks.
- Schedule and participate in regular meetings with the project manager, consultants, and other stakeholders to review progress and address concerns.

4. **Documentation and Reporting:**

- Maintain accurate records of daily activities, materials used, work completed, and labor hours in compliance with federal grant reporting requirements.
- Ensure that all project documentation, including photographs, reports, and any changes in scope, is documented and filed according to federal grant specifications and site preservation standards.
- Assist with preparing progress reports and updates for grant agencies as required.

5. **Quality Control and Safety:**

- Monitor and enforce safety regulations, including proper use of equipment and safe working conditions for all personnel on-site.
- Ensure that quality control measures are in place and adhered to throughout all phases of construction and landscaping.
- Resolve any on-site conflicts or issues that may arise during the course of the project.

Qualifications:

- **Experience:** Minimum of 5 years of experience in construction or preservation management, with a strong background in historic building restoration and site development.
- **Education:** Degree in Historic Preservation, Construction Management, Architecture, or related field preferred. Alternatively, relevant experience in the field of historic preservation or construction may be considered.
- **Knowledge:** Strong knowledge of federal and state preservation guidelines, including the Secretary of the Interior's Standards for Rehabilitation and the guidelines for working with historic sites.
- **Skills:**
 - Strong leadership and supervisory skills, with the ability to manage multiple contractors and teams.
 - Excellent communication skills, both written and verbal.
 - Ability to assess and troubleshoot technical issues on-site in a historic context.
 - Strong organizational skills, attention to detail, and ability to meet deadlines.
- **Certifications/Training:** OSHA certification or other relevant safety training preferred.

Additional Information:

- This is a long-term project, expected to span several years, and requires regular on-site presence during working hours.
- Occasional evening or weekend work may be required to meet project deadlines.
- The Jamestown Rediscovery Foundation is an equal opportunity employer and encourages equal opportunity hiring, with particular emphasis on supporting women-owned, minority-owned, and small businesses.

To apply, please submit Federal form SF330, cover letter, and references to rfp@preservationvirginia.org