REQUEST FOR QUALIFICATIONS

The City of Van Buren, Arkansas is seeking the services of a professional preservation consultant/contractor to evaluate and create preservation/conservation assessment and survey documentation for the marked monuments in the historic sections of Fairview Cemetery consisting of approximately 1,300 monuments.

Fairview Cemetery is located in the western section of Arkansas on the edge of the Arkansas-Oklahoma state line, along the Arkansas River in Crawford County. The cemetery is approximately three city blocks north of the Van Buren Historic District (NR 04/30/76), bounded on the west by Arkansas State Highway 59 (Fayetteville Road), Poplar Street on the south, and McKibben Avenue on the north. The cemetery is the final resting place for many of the early settlers of the area. In 1846, John Drennen, co-founder of Van Buren, donated ten acres of land to the city for the purpose of establishing a cemetery. Prior to Drennen's donation, the land had been used as a burial spot with the earliest recorded grave dating to 1816, with a total of 21 marked graves from 1816 to 1840. Fairview Cemetery has 2,026 historic burials. Of the historic burials, 1,263 are marked, and 763 are unmarked. Included in the overall total, but not included in the historic total, are the graves of 419 Confederate Soldiers and 8 Union Soldiers in the Confederate Section of the cemetery, which has previously been listed on the National Register of Historic Places (12/6/1996).

This is a CLG Grant project that will be funded by an appropriation from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and the Arkansas Historic Preservation Program. Work on the historic monument assessment project must begin no later than December 06, 2024, and must be completed by June 02, 2025. A complete project milestones timeline is as follows:

1. The city will be under contract for consultants’ services by August 23, 2024.
2. Work on the project will begin no later than December 06, 2024.
3. Regular updates will be provided by the contractor to AHPP to verify that the project is substantially underway by March 14, 2025.
4. Final project deliverables will be submitted to AHPP by June 02, 2025.

Qualifications should include experience with drafting historic monument assessment projects, capacity to perform the work, past record of performance, and familiarity with the history of the area.

The production of surveys of historic structures, sites, etc., will meet the following minimum standards, as applicable:
1. Prior to commencing any work, the contractor will meet with AHPP staff and the City to discuss project objectives, deliverables, and methodology.

2. Contractors or consultants undertaking project work must meet or exceed professional requirements according to the Secretary of the Interior’s Professional Qualifications Standards (36 CFR 61).

3. AHPP staff will assist the City and contractor in developing a standard documentation form when necessary. Any form used for the evaluation of individual gravestones/monuments within the survey area will include, at a minimum:
   a. One (1) color digital photograph of the entire subject object.
   b. Additional color digital photographs of noteworthy damage to the subject object will be included, if applicable.
   c. The name, birth date, and death date of the deceased as listed on the gravestone.
   d. A brief description of the subject object’s current condition and best practices for its preservation.
   e. A brief description of noteworthy iconography or design elements associated with the subject object.
   f. A code, number, map, or other descriptive method to show the subject object’s location on the site (consistent with the site’s existing mapping methods, if applicable).

4. To ensure the development of a quality product and to avoid the burden of multiple reviews, the contractor will provide drafts to AHPP and the City of the first ten (10) completed documentation forms. AHPP staff will review these first ten (10) forms and provide feedback within ten (10) business days of receipt.

5. The contractor will provide copies of any ancillary work product or information compiled or generated by the contractor in the course of carrying out the historic site survey or form completion, including but not limited to archival research, and photographs, to AHPP on request.

6. The contractor will grant the City, the State of Arkansas, and the United States of America a royalty-free, non-exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this Agreement by the contractor, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.

7. The contractor must be able to adhere to set deadlines and provide initial and completed deliverables by the dates set forth in contract documents.

8. The contractor will provide own transportation and equipment.

9. The contractor will provide one full-color copy and one digital copy of the project deliverables to the City and one full-color printed copy and two digital copies of the deliverables to AHPP.

10. An acknowledgment of National Park Service and the Arkansas Historic Preservation Program support must be made in connection with the publication of any material based on, or developed under, any activity supported by Historic Preservation Fund grant funds. This acknowledgment shall be in the
form of a statement as follows: “This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and the Arkansas Historic Preservation Program, an agency of the Division of Arkansas Heritage. 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 Division of Arkansas Heritage.”

11. Press releases, publications, and other public dissemination of information by the City concerning a project made possible by this grant shall acknowledge National Park Service, Department of the Interior, Arkansas Historic Preservation Program, and Division of Arkansas Heritage grant support.

12. Posters, brochures, program literature, and publications will include the following statement: This program receives Federal financial assistance for identification and protection of historic properties. Under 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, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240.

Each RFQ accepted will be scored based on a Qualifications Evaluation Survey using a points system totaling up to 100 points. The points awarded will be based on the following criteria: contractor’s experience with a similar project (30 points possible), expertise of project personnel (25 points possible), approach and philosophy of project (25 points possible), ability to complete project within timeline (15 points possible), and prior knowledge of Van Buren, AR (5 points possible). The RFQ with the highest overall points will receive a response from the City of Van Buren.

A Letter of Interest and Qualifications will be accepted by the City of Van Buren Planning Department, 1003 Broadway, Van Buren, AR 72956, until 2:00 p.m., May 31, 2024, or by email at jwilloughby@vanburencity.org. If additional information is needed, contact Jennifer Willoughby at 479-471-5006.

*Qualifications shall not be accepted after the designated response due date and time. It is the responsibility of vendors to submit qualifications at the designated location on or before the response due date and time. Qualifications received after the designated response due date and time shall be considered late and shall be returned to the vendor without further review. Vendor agrees that any additional terms or conditions that conflict with requirements in the bid solicitation, whether submitted intentionally or inadvertently, may cause the proposal to be rejected. If the City, in its sole discretion, determines that such a conflict applies to a material term of the solicitation, then the proposal shall be disqualified.