



SARASOTA ALLIANCE
FOR HISTORIC PRESERVATION

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REQUEST FOR PROPOSAL

Solicitation: Cultural Resource Management Consultant Services

Project: Preserving Manufactured Housing Communities in Sarasota, Florida

Release Date: September 27, 2024

Proposals Due: October 25, 2024 by 5:00 pm Eastern Standard Time

Format: Digital submission via email as a single PDF

Send To: sahp.mailbox@gmail.com

Attention: "Preserving Manufactured Housing Proposal"

SECTION 1: PROJECT BACKGROUND AND REQUIREMENTS

1.1 Organization

The Sarasota Alliance for Historic Preservation ("Alliance") is a registered 501(c)3 non-profit that works collaboratively with residents, community organizations, elected officials, and other preservation organizations to help preserve and protect Sarasota County's historic resources. The Alliance is overseen by an elected Board of Directors and one part-time staff member.

1.2 Project Background and Purpose

The Alliance is seeking the professional services of a cultural resource management consultant or team of consultants (“consultant”) to complete a cultural resource survey of the manufactured housing communities of Sarasota County. The project is funded in part by a Small Matching Grant (25 h.sm.200.064) from the Florida Division of Historical Resources (FDHR).

The project is intended to serve as a model and provide a methodology and approach for other communities across Florida and the country that want to survey and assess the significance of manufactured housing communities.

1.3 Project Deliverables

The chosen consultant is responsible for providing the following deliverables in digital format, unless otherwise indicated:

Deliverable 1: GIS Maps

Maps shall indicate and provide the location and other information of manufactured housing communities in Sarasota. The maps will be generated using readily available GIS data from Sarasota County and the City of Sarasota.

Deliverable 2: Inventory of Communities

Inventory shall include a summary and overview of number and types of manufactured housing communities in Sarasota County and descriptions of each community including location, size, layout, number of units, types of units, amenities, date of development and, to the degree possible, changes over time.

Deliverable 3: Florida Master Site File Forms (400 forms total)

Multi-property Florida Master Site File (FMSF) forms shall be prepared for each community. Individual forms shall be prepared for approximately four (4) to six (6) priority communities surveyed in more detail. Criteria will be developed, and the priority communities shall be chosen in consultation with the Alliance. FDHR requires 400 FMSF forms total for this project.

Deliverable 4: Context Statement

Based on historical and archival research, the context statement shall provide an overview of the origins and development of manufactured housing in post-World War II American (ca.1940s through 1970s / 1980s). The context statement is intended to inform statements of significance, help identify periods of significance, and be used in the preparation of National Register of Historic Places nominations.

Deliverable 5: Progress Reports

Information and deliverables shall be provided by the consultant to include in “Progress Reports” required by the FDHR Small Matching Grant. There are three Progress Reports:

First Project Progress Report	October 31, 2024
Second Project Progress Report	January 31, 2025
Third Project Progress Report	April 30, 2025

Deliverable 6: Final Report

A draft final report will be prepared conforming to Chapter 1A-46, Florida Administrative Code and shall be submitted to the Alliance and FDHR on or before May 5, 2025. Any comments or edits from the Alliance and FDHR will be addressed, and the final report will be resubmitted by June 13, 2025.

Note that the content, format, design, printing, and dissemination of the final report submitted in June 2025 will be overseen by the Alliance.

1.4 Budget

The total project budget shall not exceed the \$50,000.00 provided by the FDHR Small Matching Grant. The Alliance will spend an additional \$12,500.00 (the 25% required grant match) to finalize the content, format, design, printing, and dissemination of the final report.

1.5 Timeline

The Alliance anticipates choosing a consultant and entering into an agreement on or before October 30, 2024 with an anticipated project start date of November 1, 2024.

The consultant shall complete the project and submit all deliverables by June 13, 2025.

1.6 Consultant Qualifications

Members of the consultant teams shall meet the minimum Professional Qualification Standards for Architectural History as defined by the U.S. Department of the Interior, National Park Service in 48 FR 44716 and 36 CFR 61.

The consultant shall demonstrate experience with similar projects including cultural resource surveys, FMSF forms, and historic context statements, especially with a focus on 20th-century cultural resources.

The Alliance encourages the participation of a diverse group of respondents including minority-, veteran-, and woman-owned small business enterprises.

---END OF SECTION 1---

SECTION 2: PROPOSAL QUESTIONS, CONTENTS, AND EVALUATION

2.1 Project Proposal Questions

Please submit any questions about the project or proposal on or before October 11, 2024 by 5:00 pm Eastern Standard Time. All questions shall be collected, and responses posted on the Alliance website on October 16, 2024 by 5:00 pm Eastern Standard Time as part of an updated RFP.

Send all questions to: sahp.mailbox@gmail.com; Attention: "Preserving Manufactured Housing Questions."

2.2 Proposal Content

Proposals shall include the following sections and items:

Part 1: Methodology

A written description of the proposed approach for undertaking the cultural resource survey and producing the deliverables, including a scope of work with individual tasks and schedule.

- 1) Methodology
- 2) Scope of Work with Tasks
- 3) Schedule

Part 2: Team Qualifications

A statement of qualifications that includes the relevant experience of the consultant, consultant team, and / or organization and at least five (5) similar, successfully completed projects. Bio and resume / CV for the project manager and each team member shall also be included.

- 1) Statement of Qualifications
- 2) List of Five (5) Similar Projects
- 3) Project Manager and Team Member Bios and Resumes / CVs

Part 3: Budget

Based on the \$50,000.00 available for the project, provide a fixed fee budget organized by line items corresponding to the proposed scope of work and deliverables (see Part 1: Methodology).

- 1) Budget with line-item costs matching scope of work tasks

2.3 Submission Requirements

Submit all required sections and materials in a single PDF via email: sahp.mailbox@gmail.com, Attention: "Preserving Manufactured Housing Proposal." Submissions due on October 25, 2024 by 5:00 pm Eastern Standard Time.

2.4 Proposal Evaluation

Qualified Alliance Board of Director members will independently complete an evaluation of each proposal. Refer to "Appendix A: RFP Evaluation Sheet." The project shall be awarded to the consultant whose proposal with the highest ranking.

---END OF SECTION 2---