

BOROUGH OF COLUMBIA
LANCASTER COUNTY, PENNSYLVANIA
REQUEST FOR PROPOSALS

Invitation to Submit Proposals: Qualified consultants are invited to submit a proposal for the completion of a cultural resource survey of the historic district within the Borough of Columbia, Lancaster County, PA.

Project Overview

The Borough is seeking proposals for the completion of an updated identification level historic district survey within The Borough of Columbia. The original survey was completed in 1981. The Borough is located in the far west-central portion of Lancaster County, Pennsylvania. It is approximately 28 miles southeast of Harrisburg and approximately 10 miles west of the City of Lancaster. A consultant will complete an updated cultural resource survey of historic properties and sites located within the Borough of Columbia's historic district and upload the data into the State Historic Preservation Office's (SHPO) PA-SHARE (PA Historic & Archeological Resource Exchange) online database system. The survey areas are located within the boundaries of Columbia's National Register Historic District, and a municipal historic district overlay. All existing and historic survey data will be consolidated and integrated with new survey data in the creation/updating of individual resource records within PA-SHARE.

The work must comply with all PA-SHPO guidance on historic resource surveys and the Secretary of the Interior's Standards for Archaeology and Historic Preservation, including the Standards for Identification.

Columbia's listed National Register Historic District was included in a Historic Resources Inventory (HRI) completed in 2013-2014 as part of a project undertaken by the Lancaster County Planning Commission (LCPC) that established an online database and mapping, which can be accessed through LCPC's website:

- Database: <https://it.co.lancaster.pa.us/hri/>
- Mapping: <http://lancastercountypa.maps.arcgis.com/apps/webappviewer/index.html?id=0353ebab36a64671ac9a1a33d1330c8b>

Project Work Items:

The project consultant will complete a comprehensive survey of cultural resources within the Borough of Columbia's historic district following a review and evaluation of existing survey data.

The project shall consist of:

- Initial meeting and site visit with Borough staff
- Consultation with PA SHPO on survey methodology, use of relevant forms, database, and general expectations
- Research of existing data and previous surveys
- Survey fieldwork, mapping, and data clean-up
- Submission of completed data for the updated survey of historic resources, using the most current version of the PA-SHARE data submission methods, to include:
 - Development of individual resource records in PA-SHARE
 - Complete physical description and significance narrative, per SHPO guidelines
 - Color photography per SHPO requirements, including labeling, photo list, and photo keys if applicable
 - Identification and integration of previous and new survey data of the resource as applicable into the new resource record
 - Submit complete, accurate, and updated identification level data and mapping to the PA-SHPO and the Borough of Columbia
- A final report to include a project narrative summary report of the work completed, an assessment of the successes and challenges of the project, findings, and recommendations for future work related to the survey project.
- A physical paper copy of survey data and GIS digital shapefiles or geodatabase version of the historic district survey.

Project Schedule

Proposals must be submitted electronically by 4:30 p.m. on **September 29, 2023**.

Proposals will be reviewed, and a selection is anticipated by **October 13, 2023**.

The project must be completed by October 30, 2024.

Proposal Requirements

Proposals must include the following information:

- A technical work plan and timeline for completing the project. A timeline for public engagement, including arranging meetings with identified stakeholders. Any deviation(s) from the proposed project schedule should be indicated.
- A detailed explanation of the applicant's approach to this survey: methodology, data collection instruments, field data, and digital photographs, submission of data via the specified method, demonstrated understanding of the scope of work and completion deadlines, and the applicant's expectations of assistance and services from the Borough.
- Professional qualifications of team members, including resumes for key personnel who would

perform the work. (If the applicant intends to sub-contract any of the required work items, the sub-contractor must be identified.)

- A client reference list with names, addresses, telephone numbers, and e-mail addresses, especially for clients for whom the applicant has performed similar services within the past three (3) years. Three to five client references are requested.
- Examples of similar work products and projects.
- Cost proposal to resurvey 1,535 properties identified in the 1995 Historical Property Survey.

Selection Criteria

The successful proposal will be selected based on the general quality and responsiveness of the submission, documented past performance completing similar work, and the relevant qualifications and knowledge of key personnel. Interested applicants must meet *the Secretary of the Interior's Professional Qualification Standards* (36 CFR Part 61) and have demonstrated experience conducting architectural surveys and describing historic and cultural resources, and thorough knowledge of survey procedures and methodologies by PHMC standards and requirements.

Proposals are due by the close of business on **September 29, 2023**. Proposals will be reviewed, and a selection is anticipated by **October 13, 2023**.

The Borough reserves the right to reject any bid and will award the contract only to a responsible Bidder who has the ability and resources available to perform successfully under the terms and conditions of the proposed contract.

Provide electronic submittals to:

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