



THE CITY OF ERIE

JOSEPH V. SCHEMBER, MAYOR

CITY OF ERIE

DEPARTMENT OF PLANNING AND NEIGHBORHOOD RESOURCES

REQUEST FOR PROPOSALS (RFP)

National Register of Historic Places City Hall Nomination

Proposal Number

DUE:

August 8, 2025

5:00 P.M. (EST)

Email PDF Submission to:
Matthew Falcone
Historic Preservation Planner
City of Erie
mfalcone@erie.pa.us

Prepared By
CITY OF ERIE
Department of Planning and Neighborhood Resources
626 State Street
Erie, Pennsylvania 16501
REQUEST FOR PROPOSALS (RFP)

The Department of Planning and Neighborhood Resources of the City of Erie, Pennsylvania is accepting proposals for a one-time contract to perform certain professional services work for the City of Erie for a National Register of Historic Places Nomination for Erie's City Hall. Information is attached outlining requirements for proposal submission, evaluation criteria, and the proposed contract.

Proposals should be delivered digitally and received by Matthew Falcone at mfalcone@erie.pa.us no later than **Friday, August 8 2025, at 5:00 P.M.** (EST).

If additional information is needed, please contact Matthew Falcone, Historic Preservation Planner at mfalcone@erie.pa.us or (814) 870-1370.

The RFP is also posted on the City of Erie's website: www.cityof.erie.pa.us

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NOTE: The term "proposer" or "firm" in this RFP means the person or firm making a proposal based on the RFP.

SECTION 1. BACKGROUND

This project is funded by a grant from the Pennsylvania Historical and Museum Commission (PHMC). PHMC has certain requirements and standards that must be met by the **City of Erie** (the City) and its contracted consultant.

SECTION 2: DESCRIPTION OF WORK

Name: National Register of Historic Places Nomination for Erie's City Hall

Location: Erie, Pennsylvania

Scope of Services: The selected firm will complete a National Register of Historic Places nomination for Erie City Hall and provide a public informational session to present their research.

SECTION 3: GENERAL TERMS

1. The RFP may be obtained online at: www.cityof.erie.pa.us
2. All questions must be submitted in writing to Matthew Falcone, Historic Preservation Planner at mfalcone@erie.pa.us or (814) 870-1370. All questions received after Wednesday August 8, 2025 will not be addressed.
3. The City of Erie reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the City of Erie.
4. The contract is subject to the approval of the City of Erie mayor, solicitor, director of planning, controller, and clerk and is effective only upon their approvals.
5. Proposers are bound by the deadline and submittal requirements for submittals in response to this RFP as stated above.
6. Proposals will remain effective for City of Erie review and approval for 60 days from the deadline for submitting proposals.
7. If only one proposal is received by the City of Erie, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.

The proposer is encouraged to add to, modify, or clarify any scope of work items it deems appropriate to develop a high-quality plan at the lowest possible cost. All changes should be identified with an explanation. However, the scope of work proposed must accomplish the goals and work stated below.

SECTION 4: SCHEDULE AND BUDGET

1. There are four (4) major milestones to this project:
 - a. The submission of a substantive National Register of Historic Places draft
 - i. Due September 30, 2025
 - b. The submission the final National Register of Historic Places nomination
 - i. Due January 2, 2026
 - c. Revisions to the nomination based on SHPO's Review
 - i. Contingent on SHPO timeline
 - d. The completion of a public informational session
 - i. Due January 30, 2025
2. Proposals should clearly set forth in detail all expenses for which reimbursement is expected. Consultant proposals should factor in extra/unforeseen meetings that may arise throughout the process.
3. Proposals shall not exceed \$13,000.00

SECTION 5: SCOPE OF WORK

INTRODUCTION

This Request for Proposals ("RFP") is made to qualified interested parties for proposals for a National Register of Historic Places nomination for Erie City Hall. The selected firm will research, analyze, and compile all information, photographs, maps, and other materials necessary to complete the National Register of Historic Places nomination for 626 State Street, Erie City Hall. This Scope includes revisions of the nomination in response to comments on the submission from the Pennsylvania State Historic Preservation Office (PA-SHPO).

A National Register of Historic Places nomination for City Hall will help the City establish a comprehensive narrative of the building's history and its historical significance. In this way, the City of Erie may continue to be stewards of the public good by taking proper care, conducting sensitive maintenance, and curating the City of Erie's flagship civic building.

The scope of work includes a substantive National Register of Historic Places nomination draft, a completed National Register of Historic Places nomination for City Hall, as well as a public informational session. These services include, at a minimum, the following:

I. National Register of Historic Places Nomination

The selected firm shall conduct comprehensive research on the circumstances that led to the creation of the current City Hall (Erie's third such structure), the process of selection and design, the architectural and cultural significance of the building, and any other information that is relevant to completing narratives that speak to the building's history, significance, and integrity. The following shall be presented:

- Conduct in-depth research on Erie's City Hall according to accepted professional standards, principles and practices.
- Prepare the appropriate description(s), historical contexts, statements of significance, maps, and related documentation pursuant to the standards, policies, and procedures established by the National Park Service, U.S. Department of the Interior.
- Photographically document Erie's City Hall according to the standards, policies, and procedures established by the National Park Service, U.S. Department of the Interior.
- The nomination draft shall be submitted in Microsoft Word or a similar format.

- An initial draft of the National Register Nomination must be completed and submitted for review to the City of Erie's Historic Preservation Program no later than September 30, 2025.
- The National Register Nomination must be completed and submitted for review to the City of Erie's Historic Preservation Program no later than January 2, 2025.

A completed nomination will consist of:

- National Register Cover Sheets
- National Register Continuation pages
- Maps
- Photographs
- Applicable supplemental documentation

Existing historical information from the Historic Preservation Planner will be provided and should be incorporated into the nomination.

The Consultant will make any changes recommended by the City of Erie's Historic Preservation Planner. The completed nomination will be reviewed by the City of Preservation Planner and will be forwarded to the PA-SHPO for both technical and substantive reviews. PA-SHPO staff will notify the Consultant of any necessary changes and the Consultant will be required to make all changes needed for PA-SHPO approval.

II. Public Informational Session

The selected firm shall include, at a minimum, the following components based on the completed research set forth above:

- One (1) public informational session to provide an opportunity for City residents to learn about the history and significance of their City Hall and to ask questions, for a total of one-and-a-half (1 ½) hours.
- The presentation draft shall be submitted in Microsoft PowerPoint or a similar format.
- The public information session will be held in Council Chambers in Erie City Hall and open to the public.
- The session will be livestreamed, recorded, and posted in the future on the City's website for further public access.

SECTION 6: SUBMISSION REQUIREMENTS

All proposals must contain the following:

1. Respondent's Tax Certification Form

2. Letter of Transmittal

This letter must include the following:

- A statement demonstrating your understanding of the work to be performed.
- The firm's contact person and telephone number.

3. Profile of Firm

This consists of the following:

- A statement of the firm's experience in conducting work of the nature sought by this RFP; advertising brochures may be included in support of this statement.
- The location of the firm's office that will perform the work.
- Resumes of individuals (consultants, employees) proposed to conduct the work and the specific duties of each in relation to the work.

- A reference list of other clients of the firm with contact information.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

4. Methods and Procedures

The proposal must include a detailed description of the methods and procedures the firm will use to perform the work. Inclusion of examples of similar work is encouraged.

5. Work Schedule

The schedule must include time frames for each major work element, target dates for public meetings, and dates for completion of draft and final documents. Additionally, ongoing coordination with the City staff lead shall occur regularly throughout the process.

6. Cost

- For each major work element, the costs must be itemized showing:
- For each person assigned to the work, the title/rank (organizational level) of the person in the organization, the hourly rate, and the number of hours to be worked.
- The reimbursable expenses to be claimed.

The itemized costs must be totaled to produce a contract price. If awarded a contract, a proposer is bound by this price in performing the work. The contract price may not be exceeded unless the contract is amended to allow for additional costs.

If awarded a contract, the firm may not change the staffing assigned to the project without approval by the City of Erie. However, approval will not be denied if the staff replacement is determined by the City of Erie to be of equal ability or experience to the predecessor.

The method of billing must be stated. The preferred practice of the City of Erie is to pay upon completion of the work and receipt of the required report. However, the City of Erie will consider paying on a periodic basis as substantial portions of the work are completed. Regardless of the billing method used, a minimum of 10% of the DCNR Grant Award will be withheld until the final product is approved by DCNR and all project costs are paid in full.

SECTION 7: EVALUATION OF PROPOSALS

City staff will review all proposals to determine compliance with the Submission Requirements listed in Section 3 of this RFP. Only proposals that comply with these requirements will be considered for further evaluation and the City reserves the right to request additional information from any applicant.

City staff may contact any party submitting a proposal after proposal opening and arrange an interview with the appropriate representatives of the applicant. As part of any interview, the applicant will be expected to make a 10-minute presentation on the applicant's credentials and planned approach to the Project. The applicant should also be prepared to answer questions at any such interview. The selection criteria and weightings for project selection (out of a total maximum score of 100) are as indicated below.

- Firm Experience (40 points maximum). Qualifications, familiarity, and experience of the firm and proposed team members.
- Technical Approach (20 points maximum). Project understanding and the consultant's approach to the planning, organizing, and execution and management of the project effort.

- Budget (10 points maximum). Cost of services proposed, average hourly labor costs, and identified cost control.
- Project timeline (10 points maximum).
- Understanding of the overall project and completeness of the proposal (20 points maximum).

SECTION 8: CONTRACT FOR PROFESSIONAL SERVICES

The selected consultant will be required to execute a contract with the City of Erie. The City of Erie will have the right to terminate the contract at any time, with or without cause, upon (30) thirty days written notice. The contract period for the services contemplated by this Request for Proposals will commence upon awarding of the contract.

Terms & Conditions The City of Erie reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within (30) thirty days after the award of the proposal. The City of Erie shall not pay for any information contained in proposals obtained from participating firms. The City of Erie reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.

If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, the City of Erie shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed. All documents submitted as part of the consultant's offering will be deemed confidential during the evaluation process.

Execution of the Work and Payments Upon evaluation of proposals received in accordance with the criteria outlined above, the selection of consultant by the City of Erie, and following the concurrence in the award of contract by the Erie City Council, a written contract will be executed.

Upon execution of the contract, the selected firm shall immediately begin the work and shall continuously execute the work through project completion and closeout.

The selected consultant shall submit invoices for work completed to the City of Erie. Payments shall be made to the consultant by the City of Erie in accordance with the contract after all required services and tasks have been completed to the satisfaction of the City of Erie.

Equal Opportunity Employment Statement Any business that enters into a contract for goods or services with the City of Erie shall:

- Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment related decision or benefit on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- Not discriminate in the performance of the contract on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- Comply with all applicable ordinances, statutes and regulations of the City of Erie, Commonwealth of Pennsylvania or Federal Government relating to Equal Employment Opportunity.

APPENDIX A

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

The Grantee agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject

to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
9. The Granter's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
10. The commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

Based on Management Directive 215.16 Amended (8/2/18)