

## **REQUEST FOR QUALIFICATIONS**

**The Berkeley County Farmland Protection Board is soliciting qualifications for the preparation of a Historic Structures Report for the Boydville property located in Martinsburg, West Virginia. The Request for Qualifications is due to the Farmland Protection Board on August 1, 2012. Responses will be opened and recorded at a regular meeting of the Farmland Protection Board held on August 23, 2012. The RFQ responses shall be submitted in a sealed envelope labeled "Historic Structures Report" to the offices of the Berkeley County Council located at 400 West Stephen Street, Suite 201, Martinsburg, West Virginia. The Berkeley County Council is the sponsor of the grant funded project. Specifications may be obtained on the Berkeley County Council web-site found at [www.berkeleywv.org](http://www.berkeleywv.org)**

**The Berkeley County Farmland Protection board reserves the right to reject any and all bids and to waive any information in the request for qualifications and to award the proposal in whole or in part for the best interest of the board to the most qualified responder. This is a federally funded project and compliance with all applicable Federal, State and local laws, rules and regulations is required.**

## **HISTORIC STRUCTURES REPORT SERVICES**

- 1) Brief history of the building describing significant events and individuals associated with the building and describing changes in the building over time. This would include owners, architects, builders and users.**
  
- 2) A compilation of all available historic documentation relating to the building including plans, specifications, historic photos, letters, diaries, newspaper articles or ads, financial documents, postcards, fire insurance maps and any other historic documentation.**
  
- 3) Documentation of physical changes in the building over time, and identification of footprints of earlier structures.**
  
- 4) Description and condition assessment of the exterior of the building, including all architectural features and elements. Identification of those features that are character defining for the building. (Roof, gutters, walls, foundations, chimneys, window, doors, entrances, porches, paints and finishes, details and embellishments).**
  
- 5) Description and condition assessment of the interior of the building, including all architectural features and elements. Identification of those features that are character defining for the building. (Floors, ceilings, walls, windows, doors, staircases, fireplaces, trim, paint and finishes, details, embellishments).**

- 6) Graphic recordation of the building using photographs, drawings, videotape or other media as determined appropriate.**
  
- 7) An assessment of hazardous materials consideration in the building particularly the presence of lead paint, asbestos and radon gas.**
  
- 8) A code analysis of the building to determine which areas and features will be impacted by the application of accepted building and life safety codes. An analysis of ADA compliance concerns for the building.**
  
- 9) A minimum of three copies of the report will be provided to the Berkeley County Farmland Protection board.**

#### **QUALIFICATIONS:**

**The consultant must:**

- 1) Meet qualifications as established by the National Park Service in 36 CFR 61.**
  
- 2) Have successfully completed similar projects in the past.**

**3) Have the ability to complete the project by March 31, 2013.**

**EXPRESSION OF INTEREST:**

**No later than August 1, 2012 individuals and firms interested in undertaking the project should submit the following to the Berkeley County Council, project sponsor for the Berkeley County Farmland Protection board:**

- 1) Letter of Interest**
- 2) Individual of firm resume or vita or statement of qualifications.**
- 3) Assurances that the proposed schedule is feasible.**
- 4) One or more samples of previously completed similar work.**
- 5) References**

**SELECTION PROCESS:**

**The Berkeley County Farmland Protection board will review all proposals and select a consultant based on:**

- 1) Experience in carrying out similar projects.**
- 2) Proven ability to complete the project in a timely fashion.**
- 3) Consultation with references.**

**The Berkeley County Farmland Protection Board will make their selection within two weeks and will want to sign a contract with the consultant by September 1, 2012.**

**PAYMENT PROCESS:**

**The consultant will be reimbursed for services rendered up to the approved grant amount. Consultant will not be reimbursed for travel expenses. The consultant will be paid in three increments based on satisfactory completion of specific stages of the project. The balance to be paid after approval of the product by the West Virginia State Historic Preservation Office.**

**Doc: RFQBoydville**