

REQUEST FOR PROPOSALS

RFP-2026-002 Walker County Historic Resources Survey

I. INTRODUCTION

Walker County, Georgia ("COUNTY") is requesting proposals from consultants to conduct an intensive historic resources survey of approximately 257 parcels (or as many as funds will allow, up to 500) in the southeastern portion of unincorporated Walker County. The project will be financed in part with funds from the National Park Service, through a 2025 Historic Preservation Fund Grant, administered by the Georgia Historic Preservation Division.

The survey project will bring the past-surveyed area up to date with current standards, making sure all resources within the project area will be documented for future consideration in National Register Nominations.

II. PROJECT OVERVIEW

The purpose of the project is to catalog the correct age of buildings and other structures, including bridges, fortifications, and monuments, located in the southeastern portion of the COUNTY. The last historic resources survey of the unincorporated portion of the COUNTY was conducted in 2009.

III. SURVEY AREA

Attached hereto as Exhibit "A" is the Survey Area for the Walker County Historic Resources Survey (hereinafter referred to as "project").

If funds allow for the survey of additional resources outside of these boundaries, the CONSULTANT and the COUNTY should work with DCA to define additional survey area boundaries in a systematic manner.

INSERT MAP HERE

IV. SCOPE OF WORK

The COUNTY will conduct a comprehensive historic resources survey of an estimated 257 parcels (or as many as funds will allow, up to 500), which will include buildings, structures, sites, and objects, constructed before 1985, and located within the unincorporated southeastern portion of the COUNTY. The survey area will include the 257 parcels within the survey boundary, which is defined on the map.

All project work shall conform to the Secretary of the Interior's *Standards for Archaeology and Historic Preservation*, which include the *Standards for Evaluation, Identification, and Registration*. The project work will be prepared in accordance to (a) *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning*; (b) the Historic Preservation Division's guidance materials for identifying and documenting Georgia's historic resources, including the most recent versions of "Georgia Historic Resources Manual," and "Tips for Using GNAHRGIS as part of a Georgia Historic Resources Survey,"

available online; and (c) the DEPARTMENT'S Georgia's Natural, Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database.

The COUNTY will ensure that the consultant meets professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) and possesses the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. Demonstrated experience in researching and describing historic resources, conducting architectural surveys, and writing historic contexts;
3. A thorough knowledge of and familiarity with identifying and evaluating Georgia's historic resources including architectural styles and types, the GNAHRGIS database, and survey procedures;
4. Demonstrated writing skills; and
5. Experience with digital photography.

The COUNTY will ensure that the consultant is familiar with data categories and procedures for the GNAHRGIS system and is aware of the information contained in Item V.

The COUNTY will ensure that all survey data and digital photographs are entered in the GNAHRGIS online database within the contract period. All data groups in GNAHRGIS will be completed for each resource surveyed and **a minimum of two (2) digital photographs**, dating to within six (6) months of the survey date, per surveyed resource will be uploaded. Resource information is entered and stored via the GNAHRGIS website. Printed (hard copy) resource "forms" are not required and are not reimbursable as part of this grant.

The COUNTY will provide a survey area map delineating surveyed parcels. The map will indicate the survey area boundary, any relevant local or National Register of Historic Places-listed historic district boundaries, ALL addresses, legal parcels, and ALL street names, and be at a scale of 1" = 200'. The map will include a key explaining boundaries.

The CONSULTANT will provide two (2) electronic copies of the survey report, and the survey map, to the COUNTY within the contract period. The COUNTY will then provide the final copies to DCA.

The survey report is to include at a minimum:

- **Executive summary**, which includes the total number of surveyed resources;
- **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a general description of the survey area, including a clear statement and justification of the boundaries of the Phase One area surveyed, and the total number of surveyed resources for Phase II;
 - In describing the survey's funding, include the following disclaimer:

"This (material or preservation project) has been financed with assistance from the Historic Preservation Fund, administered by the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. Any opinions, findings, conclusions or recommendations expressed in this [project/product] are those of the author(s) and do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Community Affairs, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and 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, age, gender or disability 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, N. W., Washington, D.C. 20240."

- **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts;
- **Developmental history**, a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history. Special attention should be paid on African American history and contributions to Winterville.
- **Survey methodology**, including the fieldwork techniques and research methods employed while conducting the survey references to previous surveys and any re-survey completed as part of this project;
- **Recommendations for future preservation activities**, including: potential National Register nominations for individual resources and/or historic districts with basic boundary justification(s) for any proposed historic districts, including additional character areas, as applicable; potential updates and/or amendments to existing National Register historic district listings, as applicable; designation recommendations for potential local historic districts, as applicable; and potential economic development, heritage tourism, and other preservation planning activities;
 - The following disclaimer must be included in this section:
"This survey does not change the existing National Register nomination or listing in any way, including but not limited to: contributing/noncontributing status of properties, period of significance, boundaries, and/or additional documentation. Any amendments, additional information, increase or decrease of boundaries must be made through the formal National Register process outlined in 36 CFR 60, as amended."
- **Survey results and architectural analysis**, including the total number of surveyed resources divided into appropriate categories; a table listing all building types and main architectural styles as identified in GNAHRGIS, as well as narrative defining these; local architectural character; general observations (such as integrity and condition of resources, character-defining features, and apparent developmental trends), and local landmarks and eccentricities;

- **Appendix 1:** table listing all GNAHRGIS ID numbers associated with the survey paired with the address of the resource that each GNHARGIS ID number represents.
- **Appendix 2:** A survey map that delineates the survey area; existing local historic district and National Register-listed district boundaries and potential updates and/or amendments to these existing district boundaries; and the boundaries of identified potential new historic districts (this map will be in addition to the separate 1"=200' map discussed above).

The above criteria are the minimum standards. For more detailed guidance on the survey report, please refer to the Georgia Historic Resources Survey Manual.

All project development by the COUNTY shall be reviewed by the DCA. The review process includes reviewing and approving consultant selection, the consultant contract, GNAHRGIS data, first draft of the survey report and map, subsequent drafts of the survey report and map, final draft of the survey report and map, and other materials determined necessary during project development.

Prior to review by the DCA, the COUNTY shall review drafts of the survey report and map. The COUNTY shall ensure that the consultant provides GNAHRGIS survey data point documentation at the 25% and 75% data entry due dates for review and comment. Monthly progress reports will be due to the COUNTY on the 1st of every month explaining activities completed in the prior month.

The consultant will complete project work by the following due dates.

March 15, 2026*	Approximately 25% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with First Activity Report.
July 15, 2026	Approximately 75% of surveyed resource data entered into GNAHRGIS. Documentation spreadsheet submitted with Third Activity Report.
October 15, 2026	First Draft of Survey Report submitted in hard copy (1 unbound copy) or electronic format (MS Word) and map to the DCA for review and comment
December 31, 2026	Second Draft of Survey Report submitted in hard copy format to the COUNTY for review and comment, before sending to DCA as necessary Final version of one (1) set of survey map(s) submitted for approval by DCA
March 15, 2027	Final Survey Report submitted to the COUNTY in two (2) electronic copies Final Survey Map Submitted to DCA (1 copy) All GNAHRGIS data and digital photographs for each resource completed

*this date will be revised to provide more time pending state approval

V. NOTE ON RESURVEY OF RESOURCES

Walker County will receive \$25,000 from a federal grant program administered by the Historic Preservation Division of the Georgia Department of Community Affairs. The funds will be used to begin phase II of a resurvey of historic resources in Walker County.

Phase II will take place in the southeastern portion of the county and catalog the correct age of buildings and other structures, such as bridges, fortifications, and monuments, in the survey area. The Walker County Historic Preservation Commission (HPC) will provide volunteer assistance for review and research.

Walker County is rich in Native American, African American, European American, Pioneer, Civil War, railroad, mining, textile, and agricultural history. "Walker County's proximity to the Chickamauga-Chattanooga National Military Park, Chattanooga, and Lookout Mountain make it an ideal candidate for heritage tourism," said John Culpepper, chair, Walker County HPC. "Completing a new survey will allow the county to regain its status as a Certified Local Government and become eligible to receive funding to restore historic local properties so visitors can experience the people, lifestyles, and traditions of the past."

The last historic resources survey of unincorporated Walker County was completed in 2009. Researchers plan to use data from that 15 year old survey as a starting point before beginning fieldwork. A final report will be produced by early 2027 and the data will be compiled online on Georgia's Natural, Archaeological, and Historic Resources GIS system. This federal subgrant is a product of the 2025 Historic Preservation Fund, a federal program managed by the U.S. Department of the Interior's National Park Service.

VI. COMMUNITY INVOLVEMENT

The COUNTY staff and members of the Historic Preservation Commission will participate in the Historic Resource Survey Project by providing historic context, information on previous and current preservation projects, and will provide physical support for the survey on an as needed basis when available. Progress meetings with members of the community and the project administrator will be required on a regular basis.

VII. SCREENING PROCESS

A Selection Committee will be responsible for recommending a consultant to provide the services related to the Project. The Selection Committee will evaluate the qualifications received, interview the consultants it determines (if necessary), and make a recommendation to the COUNTY Board of Commissioners as to the consultant it determines is best suited to perform the services. The Selection Committee will consist of representatives from the Walker County Historic Preservation Commission and the COUNTY Administration. Following interviews and reference checks, the Selection Committee will forward a recommendation to the COUNTY Board of Commissioners, who will approve the recommendation and authorize negotiation of scope of work and contract.

VIII. CRITERIA FOR SELECTION

The successful entity will have the educational background to complete the project as well as related experience on similar types of projects. Consultant must meet professional requirement according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61). In

addition, the consultant must demonstrate an interest in the project, convey an understanding of the requirements of the effort, provide references and examples from other similar projects, and show an ability to work within the schedule and budget and to provide the deliverables noted herein.

Key points the Committee will consider in selecting the successful firm include:

1. **Professional Qualifications.** The education, training, registration, and amount of relevant experience of the proposed key project personnel.
2. **Specialized Experience and Technical Competence.** The submitting entity's specialized experience and technical competence on similar projects should be detailed. The effectiveness of the proposed project team (management structure and coordination of disciplines, offices and/or subcontractors) will also be considered.
3. **Ability of Entity to Accomplish the Required Services on Schedule and within Budget.** The submitting entity must demonstrate an ability to complete projects within the specified completion dates and budget.
4. **Past Performance.** Past performance of work on similar or comparable projects should be demonstrated.
5. **Understanding of Project.** A clear understanding of the type of project work to be performed, and appreciation for the importance of the project, and a plan to complete the work should be clearly demonstrated.
6. **Quality Assurance.** The consultant's quality control processes and management approach that will be used on the project. The submitting entity must demonstrate an ability to produce high quality work, including written work, photography, printed material, and presenting at public meetings.

IX. SUBMISSION REQUIREMENTS

All submissions must include the following information:

1. Proof of SAMS.GOV Registration.
2. Proof of UEI.
3. Project Director with a list of team members (as applicable):
 - a. Must include principal participant(s)
 - b. Contact information for the Project Director, including phone and email
4. Response to the six key points mentioned in *Section VII. Criteria For Selection*:
 - a. Resumes of all principals and professional staff involved, demonstrating qualifications and related experience and expertise.
 - b. Descriptions or examples of similar projects completed by those involved in the team.
5. Proposed Budget:
 - a. A proposed budget to demonstrate the project can be completed with the allotted **maximum of \$ \$41,666.67**
 - b. List of references, including brief description of projects and contact name and telephone number.
6. Maximum Page Limit:

- a. Thirty-five (35) numbered, 8.5 x 11 pages, excluding cover, table of contents, cover letter, and dividers.

X. DIRECTIONS FOR SUBMISSION

Interested entities must provide two (2) written copies **and** one electronic copy (flash drive or disk) of the submission by February 10, 2026 no later than 10:00am to the following address:

Walker County Commissioners Office
Attn: RFP-2026-002 Historic Resources Survey
101 South Duke Street
LaFayette, GA 30728

Submissions shall be enclosed and delivered in hand or through the mail in a sealed envelope. The envelope must prominently state "THIS IS A SEALED BID FOR THE WALKER COUNTY HISTORICAL RESOURCES SURVEY. The COUNTY will not accept oral submissions, or copies received by telephone or facsimile machine. All submissions received after the deadline shall be returned.

Questions concerning this project should be addressed to John Culpepper, by email only at jcculpper63@aol.com no later than February 9, 2026 at 5:00 p.m. Questions may not be asked by any other method.

All persons awarded an/or entering into contracts with the COUNTY shall be subject to and required to comply with all applicable COUNTY, State, and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, Affirmative Action, and the Americans with Disabilities Act (ADA).

The Walker County Historic Resources Survey which is the subject of a Historic Preservation Fund Grant, is being financed with assistance from the Historic Preservation Fund, administered by the National Park Service, U. S. Department of Interior, through the Historic Preservation Division of the Georgia Department of Community Affairs. Any opinions, findings, conclusions or recommendations expressed in this project are those of the author(s) and do not necessarily reflect the views or policies of the Department of the Interior or the Georgia Department of Community Affairs, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and 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, age, gender or disability 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, N. W., Washington, D.C. 20240.

EXHIBIT A

**WALKER COUNTY PHASE II MAP
HISTORIC RESOURCES SURVEY**

