



THE CITY OF  
**CRESCENT**  
CITY FLORIDA

## **RFP**

### **REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL CONSULTING SERVICES TO CONDUCT AN UPDATED HISTORICAL RESOURCES SURVEY FOR THE CRESCENT CITY, FLORIDA HISTORIC DISTRICT**

The City of Crescent City, Florida is Requesting Proposals from consultants who meet the expertise and standards of an Architectural Historian to conduct a historical resources survey update of the Crescent City Historic District

**Project Type:** Survey to identify, document and evaluate historic resources individually within the Crescent City Historic District.

#### **Project Title and Location Information**

**Project Title:** Crescent City Historical Resources Survey

**Street Address of Jurisdiction:** City Hall - 3 N. Summit Street, Crescent City, Florida 32112

**Primary County (location of the proposed project):** Putnam County, FL

**Background:** The current survey of historical properties in Crescent City is several decades old. Several structures have reportedly been lost or destroyed. An update of the survey is needed to identify and document properties to determine the number of contributing structures remaining and inclusion of any additional contributing structures to the Historic District. Including those that have been in existence for a minimum of 50 years.

#### **Type of Historical Designation:**

**National Register District Historical Designation:** The Crescent City Historic District designation was enacted on October 23, 1996.

#### **Historical Significance:**

The Crescent City Historic District is in Putnam County on the Fruitland Peninsula. The district is comprised of all or part of 44 city blocks, approximately 140 acres. The district runs approximately 6 blocks north and south of Central Avenue, the commercial center of the community.

The district possesses an excellent concentration of historical resources from the late 19th and early 20th centuries. The district's collection of residential buildings reflects a wide variety of designs. The most prevalent architecture is the Craftsman, followed by Colonial Revival, and Late Gothic Revival. Other styles are Queen Anne, Italianate, Prairie, Classical Revival, Romanesque Revival, and Italian Renaissance.

The commercial area has retained a high degree of its historic appearance with masonry buildings dating from 1890-1936 which are intermixed with Victorian era wood frame commercial buildings. The designs of commercial buildings are mostly masonry vernacular designs and definable architectural styles including Colonial Revival, Romanesque Revival, and Italian Renaissance. The commercial area experienced its most extensive development during the land boom years of the mid 1920's.

Crescent City's churches are among the most significant architectural resources. Most have a Late Gothic Revival style design. Two of the oldest of the city's surviving buildings are at 101 Cedar Street and 200 Cedar Street.

The most significant residential building constructed during the final period of development was the 1930 house at 18 North Lake Street. The oldest documented commercial building is at 10 South Lake Street. The oldest masonry building in existence is located at 518-520 Central Avenue.

The former High School Gym at 121 South Prospect Street was the most significant building project undertaken during the Great Depression.

In consideration of historic structures within the current Crescent City Historic District, the Florida Master Site File (FMSF) number is as follows:

- **FMSF # PU1187**

### **Scope of Work:**

The project will be coordinated by the City's Historic Preservation Board. The city received a State of Florida, Department of State, Division of Historical Resources small matching grant to assist in this effort. The Board will work closely with the selected consultant and the State of Florida Historic Preservation Office to ensure that the grant requirements and purpose of the project are appropriately met.

### **1. Update the existing historic resources survey from 1995.**

Indicate the types of historical resources to be surveyed: i.e., residential, commercial, and institutional structures. Including:

- Newly Recorded Sites
- Florida Master Site File Updates

- Enter the acreage amount of the area to be surveyed.

The current historic resources survey was completed in 1995. The city's Historic Preservation Ordinance was updated in 2018, but very little historic preservation work has been accomplished for both contributing and non-contributing historic properties. Several structures with a high level of integrity constructed after the period of historic significance (at the time of the 1995 survey) have since been demolished.

2. **Identify those properties to be nominated to the local register of historic places.**
3. **Present the results of the Historic Resources Survey to the City's Historic Preservation Board and City Commission.**

**Process:**

**1. RFP and Consultant Selection:** the City is issuing this Request for Proposals (RFP) to competitively select a consultant who meets standards for an Architectural Historian and/or Historian that possesses the following:

- thorough knowledge of and familiarity with early- to mid-twentieth century architecture
- demonstrated experience in completing primary and secondary research and preparing historic district nominations.
- familiarity with documenting and evaluating Florida's historic resources in accordance with Florida State Historic Preservation Office (SHPO) standards and guidelines.

The City will work closely with the Crescent City Historic Preservation Board for selection and approval of the consultant for the survey. The selected consultant will be responsible for all technical work associated with the project, including conducting research, completing necessary documentation, and preparing the nomination and related materials.

**2. Consultant Kick-off Meeting and Initial Public Meeting:** At the start of the project, the City of Crescent City, the Historic Preservation Board, along with the selected consultant, will participate in a kick-off meeting to discuss the goals of the project, tasks to be completed, and anticipated timelines. Following the meeting, the City and consultant will host a public information meeting to provide property and business owners and other stakeholders with an opportunity to learn more about the project, nomination process, what listing means for included properties, and related preservation and economic activities that might benefit from the listing. The selected consultant will prepare a presentation for the meeting.

**3. Documentation:** The consultant will complete an intensive-level survey and visual review and update of all properties in the city, to include basic photographic documentation of exteriors and compiling of descriptive information required for an adequate inventory of resources. ***The number of sites to be surveyed are estimated between 300 and 400.*** If the selected contractor identifies that any substantive changes have occurred to a property, particularly demolition, following the 1995 intensive-level survey, the consultant will be responsible for preparing an

updated architectural inventory form for the subject property in accordance with State Historic Preservation Office requirements and collecting updated photographs of the property. This will include at least one view of the building’s façade and two oblique views. For properties where no change is identified, no new inventory forms will be provided. Rather, the consultant will use a combination of existing information and visual inspection to gather sufficient data to prepare the forms. Photographs showing general streetscapes and character-defining features of the area such as the spatial relationship of buildings will be collected in addition to the photographs of individual properties.

**4. Crescent City Historic Preservation Board and City Commission Presentation:** Upon completion of the survey and prior to grant completion, the consultant will present the results at a meeting of the Historic Preservation Board and of the City Commission. Prior to the meeting, the consultant will provide the city with a PowerPoint presentation including representative maps and photographs. The presentation will include a brief discussion of the history, character, and significance of the area. The consultant will be responsible for addressing any substantive comments from the Board or the Commission.

**Tentative Project Timeline for the Scope of Work Items:**

<b>Work</b>	<b>Starting Date</b>	<b>Ending Date</b>
RFP and Consultant Selection	11/05/2024	12/20/2024
Consultant Kick-Off Meeting	01/03/2025	02/03/2025
Documentation and Survey	02/03/2025	05/03/2025
Survey Results and Presentations	05/03/2025	06/03/2025

**Project Budget:** \$50,000 funding through the Florida Division of Historical Resources  
 small matching grant

The city anticipates a direct impact on the local economy, plus the stimulation of private sector interest in historic preservation projects. Preserving historic properties provides stability of property values as no instance has been found through research where historic designation depressed property values.

The project will promote the inclusion of several historic African American churches and neighborhoods. Crescent City has a significant number of contributing structures in our National Register District. Documenting the loss of some of these structures and the inclusion of additional structures will elevate the profile of the district and raise awareness of the importance of historic preservation and how easily these treasures can be lost.

**Submittal Requirements of the RFP Responder:**

1. Proposed names of the responding Architectural Historian/Team.
2. Address and office location of the responder.
3. Provide the curricula vitae/resumes of the proposed Architectural Historian/Team.
4. Provide examples of municipal historical resources surveys that have been completed by the responder.
5. Confirmation of the availability to meet the project timeline.
6. Confirmation on the ability of the responder to perform the required work items within the adopted budget.
7. Identify the availability of the responder to meet with the Board and Commission in Crescent City.
8. Copy of general commercial liability insurance coverage.

**Submittal Instructions:**

Responders are required to submit mailed responses to the RFP via five (5) hard copies and one (1) USB flash drive as follows:

**City of Crescent City**

**3 N. Summit Street**

**Crescent City, FL 32112**

**Attn: City Manager – Historic Survey RFP**

Submittals must be received by the city on or before 3:00 p.m. on Friday, December 20, 2024.