



MEMORANDUM

TO: Mayor and Members of the City Council

FROM: Rich Olson, City Manager
Angela Cole, Assistant City Manager
Kellen Long, Planner II

DATE: February 8, 2019

REF: Consideration – Approve Selection of Hanbury Preservation Consulting for the Completion of Elizabeth City’s Historic Survey Update

BACKGROUND:

On November 26, 2018, the City Council authorized a request to issue a Request for Qualifications (RFQ) for a consultant or consulting service to update Elizabeth City’s Historic District Survey, including possible boundary changes and an extended period of significance to the current district. Applications from consulting firms were due on December 20, 2018; however, no applications were submitted because of the proposed timeline of project. Staff reviewed and edited the RFQ to include a more attractive timeline, as well as keeping with the North Carolina Historic Preservation Office (NC HPO) deadlines for a National Register nomination. On January 7, 2019, the City of Elizabeth City sent the revised RFQ to consulting services who had previously received National Register listings and the North Carolina Historically Underutilized Businesses (NC HUB). The scope of services in the revised RFQ requested an update of the historic context of the nomination to meet current professional standards, the re-establishment of a formal period of significance, a justification of boundaries, and the preparation of a contributing and noncontributing map. Applications from consulting firms were due on January 30, 2019.

ANALYSIS:

The City of Elizabeth City received one application after two submittals of the request for qualifications. Mary Ruffin Hanbury from Hanbury Preservation Consulting was the lone submittal. As requested in the RFQ, Mary Hanbury provided her resume, as well as other projects she has completed. According to the application, Hanbury Preservation has completed eight strategic plans for preservation nonprofits, nine National Register nominations, 13 architectural surveys, four revolving fund feasibility studies, and over

50 compliance-driven surveys and evaluations in the past 10 years. In 2015, Hanbury Preservation Consulting was hired by the City of Raleigh to perform a survey update for Glenwood Brooklyn Historic District. This survey update included documenting 284 properties, as well as boundary change recommendations for the proposed local district, and a revised formal period of significance. This survey update met all North Carolina Historic Preservation Office (NC HPO) and National Park Service (NPS) standards. Hanbury Preservation provided all the services for this project without a subcontractor; Mary Ruffin Hanbury was the sole staff for this project. In 2018, Hanbury Preservation identified the Ridgewood North neighborhood as part of a Raleigh survey update for the potential eligibility of a National Register listing. Hanbury Preservation completed the survey of 142 properties in compliance with North Carolina Historic Preservation Office (NC HPO) and the National Park Service (NPS) standards. Again, the services for this project were provided without a subcontractor and Mary Ruffin Hanbury acted as sole staff. Hanbury Preservation has had a total of nine National Register nominations that reflect the same scope of services requested by the City for the update of Elizabeth City's Historic District survey.

Ms. Hanbury's application was reviewed and scored by a designated committee, consisting of Kellen Long (Planner II), Chris Carver (Deputy Fire Chief), and Debbie Malenfant (Elizabeth City Downtown Inc., Executive Director). The score of the application was based on evaluation criteria listed in the RFQ. This criterion consisted of quality of proposal, consultant qualifications and experience, availability and capacity of consultant and a list of references from past projects. The application received a score of 480 points out of a possible 600 points. Ms. Hanbury's knowledge of the North Carolina Preservation Office (NC HPO) and National Park Service (NPS) standards will be key elements for the City as we begin the process of a successful National Register nomination.

FINANCIAL:

The Finance Committee discussed this matter during their February 7, 2019 meeting. Upon motion made by Councilwoman Young, seconded by Councilwoman Hummer, the Committee unanimously recommended approval by the City Council.

STAFF RECOMMENDATION:

By motion, approve the selection of Hanbury Preservation Consulting to complete an update of Elizabeth City's Historic District survey in the amount of \$25,000, payable from TDA Funds.