



Claflin University *The World Needs Visionaries*



Request for Proposal (RFP) – Architect
Project: Trustee Hall Preservation and Renovation Initiative

Federal Grant #: P20AP00194

Direct all communications related to this RFP to the following contact:

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Table of Contents

Request for Proposal	1
Confidentiality	1
Introduction	1
Project Details	5
Goal	5
Statement of Work and Specifications	5
Point of Contact for proposal submission and questions	5
Proposal Details: Services Requested	
RFP Number	6
RFP Timeline/Milestones	6
Bidders' Requirements	
Letter of Intent	7
Bidders' Meeting	7
Documents Requirements	7
Resource Requirements	8
References	9
Evaluation Criteria	
Possible Roadblocks	9
Budget	10

REQUEST FOR PROPOSAL (RFP)

Claflin University desires to acquire the services of an architectural firm with demonstrated experience with the Secretary of the Interior's Standards for Archaeology and Historic Preservation to assess the building's state and develop a Historic Structure Report and Preservation Plan. To date, the building's condition has been professionally assessed with findings to include, but not be limited to observable features and deteriorated conditions in Trustee Hall.

This document is a Request for Proposal for the services described below and does not obligate Claflin University to accept responses from eligible Contractors. The RFP establishes minimum requirements a bidder must meet to be eligible for consideration as well as information to be included in the Contractor's bid response. Carefully examine the specifications, conditions, and limitations.

CONFIDENTIALITY

The information contained in this RFP is confidential and proprietary. This RFP is provided for the exclusive use of the Respondent (potential “Contractor”) and copies shall not be made available to any other party, without written consent from Claflin University. No other distribution of submissions or proposals is to be made by the Respondent. All proposals and supporting documentation shall become the property of Claflin University and will not be returned.

INTRODUCTION

In 1988, the National Park Service established the Historically Black Colleges and Universities (HBCU) Preservation grant program to document, preserve, and stabilize structures on HBCU campuses. The object of the program is to repair historic structures

on campuses of Historically Black Colleges and Universities that are listed in the National Register of Historic Places either individually or as contributing to a National Register historic district. Projects must meet major program selection criteria and all work must meet the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.

Trustee Hall (c. 1910) is the oldest structure on the campus of Clafin University. Founded in 1869 after the American Civil War by northern missionaries for the education of freedmen and their children, Clafin University stands as the first black college established in the State of South Carolina. Trustee Hall is historically significant for its association with the important contributions of the black college to black education in South Carolina in the early twentieth century, and for its many contributions to the HBCU experience, including the Civil Rights Movement. During the Civil Rights Movement, Trustee Hall was a meeting place for students and community members who were a part of the fight for justice for African Americans in Orangeburg (SC), surrounding areas, and beyond. The structures located on the campuses of Historically Black Colleges and Universities (HBCUs) were among their greatest assets as places of worship, outreach, and social justice organizing activities, and formed core infrastructural facilities on these campuses, many of which are still standing today. Trustee Hall is among those structures on the campus of Clafin University and currently houses the College of Humanities and Social Sciences. Historically, Trustee Hall was the campus hub during the Civil Rights Movement, permitting students from Clafin University and South Carolina State University, as

well as persons from other community Civil Rights groups to meet for protest organizing and informational forums. Trustee Hall also served as a central location for outreach to the community with vital resources and information on the Civil Rights Movement.

It is well known that Claflin University was a focal point of activity during the Civil Rights Movement, with its faculty, staff and students being fully engaged in the movement. As such, Trustee Hall's significance to the education and reformation of African Americans makes it a historical landmark to Claflin University, the community, the state, and our nation.

However, as with any structure, over time it has deteriorated and is in great need of renovation. Renovation of Trustee Hall will not only allow the University to reimagine the structure's use and purpose for faculty, staff and students, it will also allow the University to reimagine its use and vitality in terms of the community. Renovation will allow the University to leverage the restoration and vitality of the structure to tell the story of Trustee Hall's significance during the Civil Rights Movement by allowing for extended use of the building, to include classroom space. In addition to current curriculum offerings in the humanities and social sciences, renovation of the building will afford the University an opportunity to offer classes and workshops for both students and the community on the Civil Rights Movement, Trustee Hall's relevance in relation to the Civil Rights Movement, and civil rights students pertaining to other minorities. Interior space will also be made available to house a Civil Rights Resource

Room that will be open to the public and will include national and state issues materials and other applicable resources.

It is the very history of HBCU institutions, including their founders' ideals for liberty and justice for all, that black intellectuals were empowered through an education that most often could not have been acquired anywhere else, and social justice movements for equality before, during, and since the Civil Rights Movement are all things that make the HBCU experience unique and original, and unable to be duplicated at other institutions. Historically Black Colleges and Universities enable African Americans of various backgrounds and socio-economic status levels to come together on common ground and a shared bond to uphold the history, values, and ideals of their ancestors while also forging ahead in the midst of issues and conditions that are often uncertain. Trustee Hall is a beacon of hope to every African American student that graces the campus.

The primary significance of Trustee Hall in relation to National Register Significance is that the structure is not only significant to African American history but, indeed, to American History. Therefore, structures that have significance to the history of African Americans must be respected, valued, and preserved, not as relics of bygone times but, as historic pathways to help light our future. These structures help to define and convey the history of African Americans in this country. They stand as symbols of an era when black institutions of higher education educated the vast majority of black Americans due to oppression and racism, and as reminders that many of the HBCU institutions produced the "first" blacks in science, mathematics, the humanities, and more. And

historic structures on HBCU campuses across the country continue to remind us and tell the story from one generation to the next -- that the African American story is integral to the American story, and that the two are intertwined and one cannot be told without the other.

Trustee Hall is in dire need of renovation to restore its functionality as a safe and viable campus structure and community landmark. Currently, the structure is barely usable and very uncomfortable for the faculty and staff that it houses. Consequently, classes are not held in Trustee Hall due to its need for repairs.

1. PROJECT DETAILS

1. GOAL

The goal is to have the architectural project completed within three (3) months with a start date of April 18, 2022 and a completion date of July 29, 2022.

2. STATEMENT OF WORK AND SPECIFICATIONS

The Statement of Work to be performed in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation and as determined eligible in the National Historic Preservation Act (NHPA), 54 U.S.C 300101 et. seq., and in the Historic Preservation Grant Fund Manual, includes:

- a. Condition Assessment Report
- b. Architectural/Consultant services*
 - Requires approval by NPS ATR prior to hire.

3. POINT OF CONTACT (POC) FOR PROPOSAL SUBMISSION AND QUESTIONS

Contractors shall send via email or deliver five (5) copies (personally or through a courier) of their proposal to the manager of the RFP process:

Dr. Gwendolyn J. Conner
Director of Development and Proposal Writer for Major and Planned Gifts
Claflin University, Division of Institutional Advancement
400 Magnolia Street, Orangeburg, SC 29115
Phone: (803) 535-5682/Fax: (803) 535-5371
Email: gwendolyn.conner@claflin.edu

Contractors may not contact other executives, managers, or employees of Claflin University without written permission of the manager of the RFP process.

I. PROPOSAL DETAILS: SERVICES REQUESTED**1. RFP NUMBER: CU/RFP/2021/NPS-ATR/A-0001****2. RFP TIMELINE/MILESTONES**

A. The RFP will be sent to prospective bidders by December 17, 2021.

B. Question Submission Deadline for Bidders:

Any questions regarding this RFP should be submitted via email to the above individual by December 30, 2021.

C. Claflin University Responds to Bidders' Questions by January 14, 2022.

D. Proposal Submission Deadline for Bidders:

Responses to this RFP are due by 5 p.m. (EST.) on January 28, 2022

Note: Late submittals will be rejected.

E. Selection of Top Bidders/Notification to Unsuccessful Bidders on February 18, 2022.

F. Start of Negotiation begins on March 1, 2022.

G. Contract Award/Notification to Unsuccessful Bidders on March 18, 2022.

H. Architect Project start date is April 18, 2022.

I. Architect Project completion date is July 20, 2022.

II. BIDDERS' REQUIREMENTS

1. Letter of Intent. Bidders are required to submit a Letter of Intent stating whether they intend to submit a proposal.

2. Bidders' Meeting. A Bidders' Meeting will be held for this RFP.

3. Document Requirements.

- a. Bidders are required to submit a copy of their most recent financials along with their proposal.
- b. Bidders are required to provide details of licenses and bonds that may be needed for any services.
- c. Bidders are required to provide details of insurance.
- d. Bidders are required to provide demonstrated [with project examples] experience with the Secretary of the Interior's Standards for Archaeology and Historic Preservation requested services.
- e. Preferred Bidders will provide at least 5 years of demonstrated experience with projects of a similar scale, type, and scope.
- f. Bidders are required to provide a site plan that has the North direction clearly marked.
- g. Bidders are required to provide a city/county map with the site of the property clearly labeled.
- h. Bidders are required to provide a set of plans and specifications for the project.
- i. Bidders are required to provide photographs (or digital images) of all exterior elevations of building or site with views identified and oriented and keyed to the site plan.

- j. Bidders are required to provide interior photographs of all major rooms and those involved in the project, labeled and keyed to a floor plan.
- k. Bidders are required to provide an overall view of the historic district from the project area.
- l. Bidders are required to provide any additional information that will better enable a technical review of the project to be completed.

4. Resource Requirements.

- a. Preferred Bidders will have at least 5 years of experience with projects of a similar scale, type, and scope.
- b. Bidders are required to provide a list of their key personnel who would work on the project.
- c. Bidders are required to list all equipment and services required for this project and the cost of each.
- d. Bidders are required to list any equipment or services that will necessitate a subcontractor.
- e. Bidders are required to list any accommodations, services, or space that they will need from Claflin University.

5. References.

- a. Bidders are required to provide a minimum of five (5) professional references.

III. EVALUATION CRITERIA

Award criteria may include, but not be limited to Contractor's:

1. Background and experience in performing requested services
2. Capability to deliver integrated services in and across geographic regions
3. Availability of resources and how engagement will be sourced
4. Track record of innovation and ability to drive continuous improvement
5. Contractor's cultural alignment
6. Best financial value

IV. POSSIBLE ROADBLOCKS

Currently, the University is open with some requirements that will allow vendors to assess the property, per SCDHEC guidelines. To mitigate potential health and safety risks, Clafin University has adopted a mask mandate due to the ongoing health risks presented by COVID-19 and other variants. Further, effective January 2022, the university will adopt a proof of vaccination mandate. Bidders should visit www.clafin.edu to familiarize themselves with our COVID-19 protocols.

V. BUDGET

Clafin University's architectural budget for this project is \$60,000.00.