

Fort Mill Planning Department



Historic Preservation Grant Progress Report

4th Quarter 2015
(Oct. 1, 2015 to Dec. 31, 2015)

October 2015

No Update

November 2015

November 3, 2015

- Planning Director Cronin sent an email to Brad Sauls at 8:56 AM with minor amendments to the draft RFP. SCDAH was asked to review and approve these amendments prior to the town's issuance of the RFP.
- Planning Director Cronin received an email from Brad Sauls at 10:07 AM, which recommended minor revisions to the project schedule contained within in the draft RFP to allow sufficient time for SCDAH review of the draft guidelines.
- Planning Director Cronin sent an email to Brad Sauls at 10:11 AM with a final draft version of the RFP, which incorporated revisions to the project schedule as recommended by SCDAH.
- Planning Director Cronin received an email from Brad Sauls at 10:18 AM approving the RFP. The town was asked to maintain a list of consultants who receive the RFP, as well as any other means of advertising (website, SCBO, etc.).
- Planning Director Cronin sent an email to Brad Sauls at 10:19 AM inquiring whether SCDAH maintains a list of consultants who have completed and/or bid on similar projects.
- Upon request, Planning Director Cronin received an email from Brad Sauls at 10:47 AM containing a copy of SCDAH's Project Professionals List.

November 6, 2015

- Planning Director Cronin sent an email to scbo@mmo.sc.gov at 4:10 PM requesting that public notice of the RFP be published in the South Carolina Business Opportunities (SCBO) Online Edition.
- Planning Director Cronin sent a copy of the RFP via email at 4:27 PM to a mailing list of 52 consultants drawn from the SCDAH Project Professionals List, as well as professional firms who have previously worked with the town.
- A copy of the RFP was posted to the town’s website (www.fortmillsc.gov) under the “Proposals & Bids” tab.

November 9, 2015

- Notice of the town’s RFP was published in the SCBO Online Edition, Volume 35, Issue 181.

December 2015

December 1, 2015

- The deadline for proposals was 12:00 PM on December 1, 2015.
- Sealed proposals were opened by Planning Director Cronin and Assistant Planner Pettit at 12:30 PM in Fort Mill Town Council Chambers. A total of 11 proposals were received by the deadline:

<i>Firm</i>	<i>Address</i>	<i>Receipt Date</i>
<i>Johnson, Mirmiran & Thompson</i>	952 Houston Northcutt Blvd, Suite 100 Mt. Pleasant, SC 29464	11/25/2015
<i>The Jaeger Company</i>	675 Pulaski St, Suite 1000 Athens, GA 30601	11/30/2015
<i>John Milner Associates</i>	535 North Church Street Westchester, PA 19380	11/30/2015
<i>Cultural Resource Analysts Inc.</i>	201 NW 4th St, Suite 204 Evansville, IN 47708	11/30/2015
<i>Allison Platt & Associates</i>	203 North Slocumb St Goldsboro, NC 27530	12/1/2015
<i>Hill Studio</i>	120 W Campbell Ave Roanoke, VA 24011	12/1/2015
<i>Yelverton Architects</i>	5200 Park Rd, Suite 229 Charlotte, NC 28209	12/1/2015
<i>Winter & Company</i>	1265 Yellow Pine Avenue Boulder, CO 80304	12/1/2015
<i>Preservation South LLC</i>	PO Box 1595 Greenville, SC 29602	12/1/2015
<i>Thomason & Associates</i>	PO Box 121225 Nashville, TN 37212	12/1/2015
<i>Felzer Consulting Inc.</i>	830 Promenade Walk Fort Mill, SC 29708	12/1/2015

December 2, 2015

- Planning Director Cronin sent an email to Brad Sauls at 2:31 PM notifying SCDAH of the firms which submitted proposals prior to the deadline. Planning Director Cronin requested additional guidance regarding the review process, as well as a sample evaluation worksheet.
- Planning Director Cronin received an email from Brad Sauls at 2:42 PM with additional instructions regarding the review process, as well as a sample evaluation form.
- Planning Director Cronin mailed one copy of each proposal to Brad Sauls via USPS for SCDAH's review and comment.

December 3, 2015

- Planning Director Cronin sent email at 10:11 AM to HRB Chairman Roman, HRB Vice Chairman Dodd, HRB Member (and professional architect) Radovanovic, and Assistant Planner Pettit asking each to participate on a proposal review committee. All members agreed to participate.

December 4, 2015

- Planning Director Cronin distributed a packet to each member of the review committee. Each packet contained the following items: one copy of each proposal, one evaluation form for each proposal, an evaluation summary sheet, and a letter containing instructions for each reviewer. Committee members were asked to complete their evaluations by December 16, 2015, and a meeting was scheduled for 4:00 PM on that date.

December 16, 2015

- Planning Director Cronin spoke with Brad Sauls via phone. Following SCDAH review of all proposals, Brad Sauls stated that all firms were found to be qualified, though some firms were noted to have more extensive experience with historic district design guidelines than others. Brad Sauls recommended that the town speak with the references from top qualified firm(s) prior to awarding a contract.
- Proposal evaluations were received from Planning Director Cronin, Assistant Planner Pettit, and HRB Vice Chairman Dodd.
- Planning Director Cronin, Assistant Planner Pettit and HRB Member Radovanovic met at 4:00 PM in the Administration Conference Room. HRB Chairman Roman and HRB Vice Chairman Dodd were unable to attend the meeting. HRB Member Radovanovic had reviewed the proposals, but had not yet completed the evaluation forms. Planning Director Cronin asked HRB Member Radovanovic to submit his evaluation forms by Monday, December 21st, and stated that he would ask HRB Chairman Roman to do the same. Once all evaluation forms are received, the scores will be tabulated and emailed to members of the review committee.

December 17, 2015

- Planning Director Cronin sent an email at 11:52 AM reminding HRB Chairman Roman and HRB Member Radovanovic to return their evaluation forms no later than 5:00 PM on December 21, 2015.

December 18, 2015

- Proposal evaluations were received from HRB Chairman Roman.

December 21, 2015

- Proposal evaluations were received from HRB Member Radovanovic.
- Evaluations were tabulated by Planning Director Cronin and verified by Assistant Planner Pettit. Firms were ranked from highest to lowest based on average score. Winter & Co. (96.2) was unanimously selected as the highest rated consultant firm by members of the review committee, followed by the Hill Studio (92.8) and Thomason & Associates (90.6).

<i>Firm</i>	<i>Cronin</i>	<i>Pettit</i>	<i>Roman</i>	<i>Dodd</i>	<i>Radovanovic</i>	<i>Avg.</i>	<i>Rank</i>
<i>Winter & Company</i>	99	95	97	92	98	96.2	1
<i>Hill Studio</i>	96	95	91	87	95	92.8	2
<i>Thomason & Associates</i>	96	80	95	92	90	90.6	3
<i>Allison Platt & Associates</i>	89	95	82	75	95	87.2	4
<i>The Jaeger Company</i>	98	85	91	75	85	86.8	5
<i>John Milner Associates</i>	91	80	85	87	65	81.6	6
<i>Cultural Resource Analysts Inc.</i>	72	75	85	65	80	75.4	7
<i>Johnson, Mirmiran & Thompson</i>	63	65	84	87	55	70.8	8
<i>Yelverton Architects</i>	60	47	91	62	85	69.0	9
<i>Felzer Consulting Inc.</i>	52	65	77	55	55	60.8	10
<i>Preservation South LLC</i>	56	25	73	50	70	54.8	11

December 23, 2015

- Planning Director contacted three references for Winter & Co. by phone, including the following:
 - Camden, SC – Shawn Putnam, City Planner
 - Pittsburgh, PA – Sarah Quinn, Historic Preservation Planner
 - Galveston, TX – Catherine Gorman, Asst. Planning Director/Historic Preservation Officer
- Planning Director Cronin sent an email to Brad Sauls at 10:22 AM notifying SCDAAH of the committee's rankings. Planning Director Cronin stated that the town would like to enter into

contractual negotiations with Winter & Co. as the top rated consultant firm, and requested any additional instructions or contents to be included in the draft contract.

- Planning Director Cronin received an email from Brad Sauls at 2:11 PM approving the selection of Winter & Co. A draft contract must be submitted to SCDHAH for review and comment prior to town council approval.

December 28, 2015

- Planning Director Cronin sent an email at 12:00 PM to Noré Winter of Winter & Co. requesting a draft contract for review and approval.
- Planning Director Cronin received a confirmation email at 12:37 PM from Noré Winter of Winter & Co. stating that the consultant will submit a draft contract within the next few days.

December 29, 2015

- Planning Director Cronin received an email from Betsy Shears of Winter & Co. at 12:13 PM containing a draft version of the contract, scope of services and debarment certification for review by the town and SCDHAH.
- Planning Director Cronin forwarded the draft contract, scope of services and debarment certification to Brad Sauls via email at 12:18 PM for SCDHAH review and approval.
- Planning Director Cronin received an email from Brad Sauls at 1:11 PM containing SCDHAH's recommended revisions to the draft contract.
- Planning Director Cronin forwarded the recommended revisions from SCDHAH to Betsy Shears of Winter & Co. by email at 1:44 PM.
- Planning Director Cronin received an email from Betsy Shears of Winter & Co. at 2:36 PM containing a revised version of the draft contract, which incorporated the revisions recommended by SCDHAH.

December 30, 2015

- Planning Director Cronin forwarded the revised draft contract to Brad Sauls via email at 10:52 AM for SCDHAH review and approval.
- Planning Director Cronin received an email from Brad Sauls at 11:36 AM containing SCDHAH's approval of the draft contract.
- Planning Director Cronin forwarded the draft contract, a copy of the Winter & Co. proposal, and a staff write-up to Town Clerk Burgess via email at 11:50 AM for inclusion on the January 11, 2016, town council agenda.