

# **REQUEST FOR PROPOSALS (RFP)**

## **Downtown Planning and Development Consultant**

*Downtown Historic District and National Register Nomination Project in the  
Southern Virginia Tobacco Region*

**Proposal Release Date: September 12, 2025**

**Proposal Due: October 6, 2025 at 5:00 pm Eastern Standard Time**

*Responses received after this time shall not be considered and will not be opened.*

## **PROJECT OVERVIEW**

Commonwealth Regional Council (CRC), in partnership with the Tobacco Region Revitalization Commission, Virginia Main Street (VMS), Virginia Housing, and Virginia Enterprise Zones, is launching a project to advance economic development across the Southern Virginia tobacco region.

The Downtown Historic District Survey and National Register Nomination Project will complete a historic resource survey of contributing downtown properties to enable and enhance the revitalization of two downtown commercial districts. This survey will be followed up with additional analysis to identify areas of strength, opportunities, and gaps within the small developer and development ecosystems. The findings will serve as a foundation for fostering a new generation of real estate developers and investors, addressing the region's housing and economic growth needs.

By aligning with broader regional planning efforts, this project will contribute significantly to the economic revitalization and growth of the Southern Virginia tobacco region, supporting sustainable development and long-term prosperity.

## **PROJECT BACKGROUND**

### ***About the Region***

This project includes the South-Central region of Virginia that is considered to be part of the Tobacco Commission's Southside Region. The towns/villages included in this RFP are Amelia Courth House and Kenbridge. These small towns/villages are in rural, non-metropolitan Virginia. They are mostly agricultural regions. The biggest employers in these areas are the school systems and local government. These areas have an aging population and that population is dropping annually. This project to establish a historical district, gain access to VMS and Main Street America will give these small towns an opportunity to show off their quaintness, yet open windows of opportunity for business, housing, and overall economic growth.

### ***About Commonwealth Regional Council***

CRC is one of twenty-one regional planning agencies serving all Virginia regions. CRC was organized on July 1, 2005, and serves the Counties of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway and Prince Edward. CRC is comprised of an appointed Representative from each participating member, as well as an appointed Alternate. This individual represents the interest of their jurisdiction in all business brought before CRC. CRC is staffed by an experienced team of skilled and competent planners. The staff is a resource for the region by assisting local units of government in planning new programs and projects, securing grants and loan funding for implementation of those programs and projects, and managing programs and projects. CRC considers itself an "arm" of its member jurisdictions, providing both expertise and cost savings.

### ***About Virginia Main Street***

VMS is an initiative designed to revitalize and sustain the economic and cultural vitality of Virginia's downtowns and commercial districts. Managed by the Virginia Department of Housing and Community Development, the program provides communities with resources, training, and support to foster vibrant, economically thriving Main Streets. By focusing on historic preservation, economic development, and community engagement, VMS helps localities leverage their unique heritage and character to attract investment, stimulate business growth, and enhance the quality of life for residents. Through its

comprehensive approach, the program aims to build strong, resilient communities that celebrate their historical assets while driving forward modern economic opportunities.

### **IMPORTANCE OF CONSULTANT**

A consultant is crucial to this project for several reasons. First, their expertise and experience in conducting comprehensive surveys and property inventories that will form the basis for historic tax credit eligibility. This specialized knowledge is vital for identifying and analyzing downtown properties effectively, which will provide invaluable insights into the local real estate landscape. Second, a consultant brings an objective, outside perspective that can uncover strengths, opportunities, and gaps that internal stakeholders might overlook. Their ability to apply best practices and innovative approaches enhances the quality and reliability of the findings. Lastly, a consultant's involvement helps streamline the process, ensuring that the project stays on track and meets its goals efficiently, thereby setting the stage for successful implementation and long-term economic development in the region.

The consultant will collaborate directly with CRC and VMS to lead and complete the study.

### **SCOPE OF WORK**

The consultant will complete a preliminary information form with proposed historic district boundaries in the downtowns of Amelia Court House and Kenbridge, encompassing both publicly and privately owned lots and structures.

The consultant will conduct a historic resource field survey of the proposed historic commercial district, including individual inventory forms for each building in the proposed district, and use this information to prepare nomination submissions for the National Register of Historic Places.

- Amelia Court House's commercial historic district is preliminarily bounded by red lines on page 8, and contains approximately 65 buildings, pending the final results of the field survey.
- Downtown Kenbridge's commercial historic district is preliminarily bounded by red lines on page 9, and contains approximately 55 buildings, pending the final results of the field survey.

In addition to the completion of the National Register of Historic Places nomination packet for the Bluefield Commercial Historic District, this project will entail architectural surveys of the entire district. Both historic and non-historic resources will be surveyed (or resurveyed) at the reconnaissance level in order to build a full current inventory for use in a National Register of Historic Places nomination form. Each resource will be designated as either contributing or non-contributing to the district. About 25 of the resources within the new proposed boundary were surveyed in 2000-2001 or earlier. Each of these survey records will be updated as part of this project. The district boundary, Period of Significance, and Areas of Significance may need to be updated following the completion of the district survey and historic context. This updated information will be helpful for property owners in the district when applying for State and Federal Historic Tax Credits in the future.

The consultant shall provide all labor and materials for the historic resource survey and preparation of each commercial historic district state and national register nomination form and required supporting materials. Any additional field survey and preparation of all materials shall be consistent with the

procedures established by the U.S. Department of the Interior, National Park Service *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) and all requirements as outlined in DHR's *National Register of Historic Places and Virginia Landmarks Register Nomination Process* available on DHR's website at: [http://www.dhr.virginia.gov/registers/register\\_pif.htm](http://www.dhr.virginia.gov/registers/register_pif.htm)

It is the expectation that all materials prepared for this project will be professionally executed and fully proofread and edited by the contractor. Materials that do not meet these requirements shall be returned to the consultant for editing and resubmission. Final products shall be provided according to the requirements for quantity, content, and format included in this RFP; shall be consistent with all applicable DHR requirements; and shall fully reflect comments resulting from review by DHR of draft materials submitted by the consultant to CRC, both towns, and according to the Detailed Schedule.

All National Register nomination projects benefit from early consultations with DHR and frequent coordination thereafter for the duration of the project. There may be an extended exchange of draft documents and revisions before the nomination is ready for reviews by the State Historic Preservation Review Board and submission to the Keeper of the National Register at the National Park Service.

## SUMMARY OF DELIVERABLES

**Preliminary Information Forms** with proposed boundaries for a commercial historic district in each community.

**Reconnaissance Documentation** Printed survey materials are not required for this project. The following materials shall be provided for each recorded property:

1. One (1) reconnaissance-level documentation form utilizing V-CRIS for the data entry;
2. One (1) set of digital images saved as uncompressed .JPG files, 1600x1200, at 300 dpi. Individual digital images shall be named and organized according to the convention found in DHR's *Survey Photograph Policy* (2016); and
3. One (1) digital site plan sketch of each property indicating the relationship between the primary resource(s) and any secondary resource(s), the public sidewalk and street or road and neighboring properties, significant landscape features and any significant natural features such as creeks and rivers.

**Nomination Form** The consultant shall prepare a nomination form using the *National Register of Historic Places Registration Form* available from DHR's website:

<https://www.dhr.virginia.gov/historic-register/register-forms-for-downloading/>

The form will be prepared following all applicable guidelines including *National Register Bulletin 16A: How to Complete the National Register Registration Form* (1997) available online from the National Park Service at: <http://www.nps.gov/nr/publications/bulletins/nrb16a/> and DHR's *National Register of Historic Places and Virginia's Landmarks Registry Nomination Process* available at: <https://www.dhr.virginia.gov/historic-register/preliminary-evaluation-and-nomination-processes/>

## PROJECT TIMELINE

- **RFP Open Date:** September 12, 2025
- **RFP Proposal Due Date:** October 6, 2025
- **Consultant Selection Date:** October 24, 2025
- **Contract Period:** November 1, 2025 – December 31, 2026

### Project Initiation

At the start of the project, the consultant shall meet with DHR, town staff, CRC and VMS staff, and other interested parties to discuss the goals of the project. This meeting may be conducted via live streaming or conference call. After this meeting, the consultant, CRC, DHR staff and town staff will conduct a public information meeting to provide community members an opportunity to learn more about the nomination process and provide historic information and sources about the historic district. The public information meeting can be conducted in person or virtually.

### Background Research

Prior to beginning fieldwork, the consultant will review existing materials relevant to the historic district held by the DHR Archives. The consultant will also examine all pertinent information related to the historic district in the town's government records and will carry out background research in other repositories including the local historical society, local libraries, the Library of Virginia, and the Virginia Historical Society.

### Interim Submittals

Interim draft materials are due at set intervals throughout the project, at 10%, 25%, 50%, 75%, and 100% completion points (See Detailed Schedule, Section VI). Draft and final materials will be submitted to CRC, DHR's Eastern Region Architectural Historian and DHR's Survey Manager. If the draft materials do not meet DHR requirements, they will be subject to revision by the consultant. CRC will remit interim payments when the draft and final submittals are approved by DHR's Eastern Region Architectural Historian and Survey Manager.

## DETAILED SCHEDULE OF DELIVERABLES

*The project schedule may be accelerated by the consultant with prior approval of CRC.*

Friday, January 30, 2026 – Project Initiation and Background Research Complete – 10% completion:

- First project meeting with contractor, DHR staff, and town staff.
- Review of site files at DHR Archives complete.
- Preliminary information file submitted to DHR for December Board meeting.
- Public meeting in each town with contractor, CRC staff, DHR staff, town staff and other interested parties.

Friday, May 29, 2026 – 25% completion:

- Draft reconnaissance-level property documentation forms, with color photographs, and supporting documentation (site plans) organized in folders labeled with the DHR identification number.

- Digital copies of the materials must be submitted to the Survey Manager in DHR's Richmond office. This is to include V-CRIS forms, color images, and site plans organized in labeled folders. Copies of the VCRIS forms, color images, and site plans will also be provided to the Eastern Region Architectural Historian.

Friday, November 27, 2026 - 50% completion:

- Revised reconnaissance-level property documentation forms and supporting materials to DHR's Architectural Survey Manager revised as per DHR staff comments.
- Digital of the materials will be submitted to the Survey Manager in DHR's Richmond office. This is to include color photographs and site plans organized in folders labeled with the DHR identification number.
- Draft Commercial Historic District documentation, including nomination form, photos and required mapping submitted to DHR's Eastern Region Architectural Historian for review and comment.
- Draft commercial district boundaries submitted to Main Street America via Virginia Main Street for submission to BOOMS Tracker.

Friday, January 29, 2027 – 75% completion:

- Revised Commercial Historic District nominations, in final form with all required supporting materials (in hard copy and digital format) submitted to DHR's Eastern Region Architectural Historian.
- Completed Nomination Check List and all legal notification materials as described in the check list submitted to DHR's Eastern Region Architectural Historian.

Friday, March 31, 2027 – 100% completion:

- Any final revisions requested by DHR's Register Historian.
- Attendance at the legal hearing in both towns, which will be scheduled during February.

Note: Although an uncommon occurrence, the consultant may be responsible for minor additional revisions to the nomination at the request of the Historic Resources Board and State Review Board.

## **PROPOSAL EVALUATION**

CRC will select a consultant through a competitive process based on the evaluation of proposals using the Virginia Public Procurement Act's definition of "best value," meaning "the overall combination of quality, price, and various elements of required services that in total are optimal relative to a public body's needs." As defined in Section 2.2-4301 of the Code of Virginia's Virginia Public Procurement Act.

- Clear and effective verbal and written communication skills;
- Comfort with remote and/or cloud-based working tools including Zoom, AI notetaker, Microsoft programs, etc.;
- High attention to detail;
- Experience with federal grant requirements, reporting, and project management;
- Comfort with providing thoughtful, balanced, and firm guidance and support for project participants and lead partners as needed;
- Understanding of issues of equity, community engagement, and inclusivity in a rural context;

- Experience in community and economic development; and
- Experience working with rural and/or economically distressed communities.

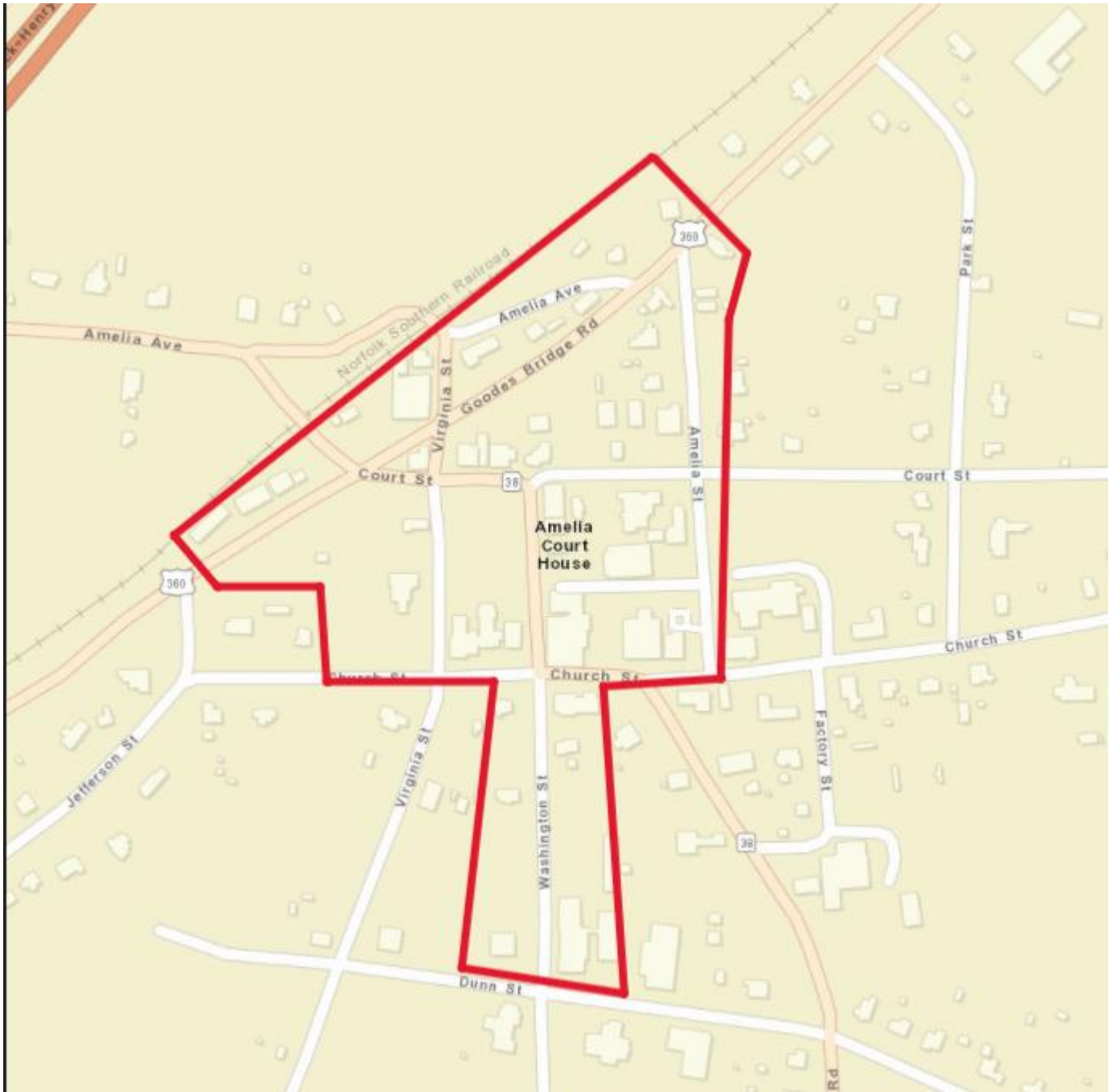
## **INSTRUCTIONS TO SUBMIT A PROPOSAL**

All responsible bidders/offerors should submit the following documents and information:

1. Narrative (8-10pages) describing:
  - Work Plan: A detailed plan outlining how and when you will address all aspects of the scope of work and complete the project by March 31, 2027.
  - Approach to Survey and Nomination: A description of your methodology for conducting the project.
  - Experience and Qualifications: Evidence of previous successful projects similar to this one, including sample reports and documents. Provide resumes or biographies of key project team members.
  - Deliverables.
  - Project Management: Approach to project management and proposed milestones to accomplishing this work.
2. Budget that defines deliverables, rates and proposed payment schedule.
3. Resume(s) for key personnel.
4. Two references, including:
  - Name, Title, Organization, and Contact Information

Please submit responses via email no later than Monday, October 6, 2025, at 5:00pm EST to Christin Jackson, Executive Director of CRC at [cjackson@virginiashheartland.org](mailto:cjackson@virginiashheartland.org) with the subject line: "Building Opportunities on Main Street in Southern Virginia."

## AMELIA COURT HOUSE PRELIMINARY SURVEY AREA



The map displays a grid of streets in the Kenbridge area. A red outline encompasses a large, irregularly shaped area. Within this red-outlined area, a specific plot is highlighted with green diagonal hatching. This hatched area is bounded by Church St to the north, E 5th Ave to the east, and S Decatur St to the south. Several other properties are marked with blue rectangles: one at the intersection of N Broad St and Church St, and others along S Broad St and S Decatur St. The map includes labels for various streets: W 3rd Ave, W 4th Ave, W 5th Ave, W 7th Ave, N Broad St, Church St, E 4th Ave, E 5th Ave, E 6th Ave, E 7th Ave, S Broad St, S Decatur St, and S Commercial St. A 'Kenbridge' label is located near the bottom left. A small '40' shield is visible on S Commercial St, and a '151' shield is visible on E 5th Ave.

**APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

**ANTI-DISCRIMINATION:** By submitting their bids/proposals certify to the Commonwealth Regional Council that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, status as military family, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
  - d. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
  - e. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all coverage will be provided by companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS:**

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.

2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia shall be added as an additional insured to the policy by an endorsement.
4. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)

**Profession/Service**

**Limits**

Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.)	
	<i>Code of Virginia § 8.01-581.15</i>
	<a href="https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/">https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/</a>
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

**ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice in eVA ([eva.virginia.gov](http://eva.virginia.gov)) for a minimum of 10 days.

**eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal [eva.virginia.gov](http://eva.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [eva.virginia.gov](http://eva.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

**FORCED OR INDENTURED CHILD LABOR:** Applicable in all solicitations and contracts over \$10,000:

During the performance of this contract the use of forced or indentured child labor is prohibited. Any Prime Contractor shall include such prohibition in every subcontract that exceeds \$10,000 and shall be binding upon each subcontractor or vendor.

For the purposes of this section, “*forced or indentured child labor*” means all work or service exacted from any person younger than 18 years of age under the menace of any penalty for the nonperformance of such work or service and for which such person does not offer himself voluntarily or performed by any person younger than 18 years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties.

**AWARD:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. The offeror shall state any exception to any contractual terms or conditions, including any liability provisions contained in the Request for Proposal in writing at the time of responding to such Request for Proposal if so requested by the Commonwealth. Such exceptions shall be considered during negotiation but shall not be used as a basis for scoring or evaluating which offerors are selected for negotiations. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor’s proposal as negotiated.