

Request for Proposals Historic Structure Report for the Hotel Metropolitan Paducah, Kentucky

Response Due Date:

General Information

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INTRODUCTION

The City of Paducah, in partnership with the Uppertown Heritage Foundation, invites qualified professional consultants to submit proposals for the preparation of a Historic Structure Report (HSR) for the Hotel Metropolitan, located at 724 Oscar Cross Avenue, Paducah, Kentucky. The purpose of this project is to provide a foundation of documentation and information about the subject building and the surrounding historic landscape.

The Uppertown Heritage Foundation (UHF) and the City of Paducah (City) recognize the significant and unique character of the Hotel Metropolitan and are committed to ensuring the museum will be enjoyed and used by future generations. Toward that end, the City intends to commission a Historic Structure Report that will include a current condition assessment and plan for future maintenance and restoration that are appropriate for the architectural style, historic character, and period materials originally associated with the building and that will provide an original plan for the historic landscape surrounding the building at the time of construction.

This project is funded through a grant from the Mellon Foundation and must be conducted in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The City of Paducah will serve as the procuring entity and fiscal agent, and the Uppertown Heritage Foundation is the property owner.

ABOUT THE HOTEL METROPOLITAN

The Hotel Metropolitan is a restored segregation era hotel that now serves as a museum and cultural space. A place of safety and refuge during racial segregation, noted artists, athletes, entrepreneurs, and intellectuals such as Louis Armstrong, Duke Ellington, B.B. King, Ella Fitzgerald, Thurgood Marshall, the Harlem Globetrotters, and Negro Baseball League teams stayed there. In 2002, the National Park Service listed the property in the National Register of

Historic Places, and it remains a repository of history that illustrates African Americans' struggles, accomplishments, and fortitude. Listed in the Negro Motorist Green Book by Victor Hugo Green, and a part of the famed Chitlin' Circuit, the Hotel Metropolitan exists as a cultural monument to Women's history, entrepreneurship, arts and culture, and a once thriving middle-class Black community.

SCOPE OF SERVICES

The consultant shall prepare a comprehensive Historic Structure Report for the entire building. In line with Preservation Brief 43, the scope of the HSR includes background research; non-destructive evaluation of foundations, framing, load-bearing walls, floors, roof systems, and structural connections; photographic documentation; annotated drawings or diagrams; analysis of observed conditions; phased recommendations short-term, long-term); and cost estimates. All recommendations shall be consistent with the Secretary of the Interior's Standards and prioritize preservation of historic fabric.

The consultant team must meet the Professional Qualification Standards within the Code of Federal Regulation, 36 CFR Part 61 (see Attachment B) and have the necessary breadth of knowledge, experience, and resources to undertake and successfully complete the project. The consultant or consultant team should have the professional expertise in completing historic structure reports and related studies and should include the following disciplines: Historic architecture, architectural history, and historical research. Structural and MEP engineering consultants may be needed to provide condition assessments, recommendations and actual cost estimates for the work determined to be needed

PROPOSAL FORMAT

All proposals shall include the following information. Any proposal which does not include all of the items listed below may be considered non-responsive.

Proposals should be PDFs of 8.5" X 11" documents. The proposal should be organized in the following format with a section for each letter below and all pages of the proposals shall be numbered:

- a. Transmittal Letter: Include the following: Firm name, address, primary contact person, and contact's phone number and email. Please include a statement expressing willingness to negotiate a mutually agreeable start date for the project. Completion should be within 6 months of start date. (If proposing a longer schedule, please explain rationale.)
- b. Introduction: Provide a synopsis of the firm's background, history, and services provided (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements.
- c. Project Approach and Schedule: Please give a detailed description of the proposed methodology, techniques, and procedures to be used in carrying out the components of the "Scope of Services" specifically noting any suggested additions or deletions to the requested scope. Include a timeline that specifies the projected completion date for each project task, a projected delivery date for each of the project deliverables, and a projected final project completion date.
- d. Project Team and Qualifications:

Organizational Chart - An organization chart and staffing plan with the name and role of each team member who will be assigned to perform work on this project, including any sub-consultants. Include each person's role and the anticipated amount of time each will actually work on the project.

Resumes - A resume for each person on the team with a detailed description of related project experience.

Firm References (3) - Please list the client name, contact person, title of contact person, and telephone number of at least three clients for whom similar work has been performed in the past.

e. Project Fee: The work will be performed on a fixed price basis. The City will consider the proposed fees in its overall evaluation of the proposals. Please provide a not-to-exceed cost for all services including all fees and expenses. Also, please provide a fee schedule for any supplemental charges that may be charged for additional unforeseen work tasks, if such services should be required via a future contract addendum, such as conducting additional presentations, additional research, etc.

EVALUATION

Proposals will be evaluated using a qualifications-based selection process, with consideration of the lowest responsive and responsible price. The proposals will be evaluated by the City according to the following criteria. A total of 100 points is possible.

- Specific plans or methodology to be used to perform the services - 30 points
- Qualifications of firm and assigned personnel - 30 points
- Consultant's fee schedule – 25 points
- 3 References -15 points

DELIVERABLES

Deliverables shall include one digital final Historic Structure Report in digital (PDF and editable) format, completed as defined in Attachment A of this RFP. In addition, three printed, bound copies will also be included in the deliverables. All work products shall become the property of the City of Paducah and UHF.

QUESTIONS

Bidders shall carefully examine this bid and any addenda issued by the City of Paducah. Bidders shall seek clarification of any ambiguity, conflict, omission or other error in this bid in writing. Oral comments or communications do not form any part of this bid offering. Questions should be addressed to the City of Paducah in writing. If the answer materially affects this procurement, the information will be issued in an addendum and made available on the City's website (www.paducahky.gov). Written communications should be addressed as follows:

City of Paducah
Hope Reasons, Projects and Grants Coordinator
300 South 5th Street
Paducah, KY 42003
Or

Email – hreasons@paducahky.gov

The deadline for questions/comments is March 18, 2026

GENERAL CONDITIONS

City of Paducah Rights Reserved

- The City reserves the right, in its sole discretion, to reject any or all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time.
- The City may contact any consultant after receiving its submittal to seek clarification on any portion thereof.
- The City reserves the right to request additional information from any consultant if the City deems such information necessary to further evaluate the consultant's qualifications.
- The City reserves the right to select several consultants to perform tasks defined in this RFP.
- The City reserves the right to retain and continue funding consultants selected as a result of this RFP without further solicitation of services, if additional funding becomes available in the future.

All RFP material submitted to the City becomes the property of the City and will not be returned to the vendor. The City of Paducah does not discriminate on the basis of race, color, national origin, sex, age, religion or disability, and provides, upon request, reasonable accommodation, including auxiliary aids and services, to afford an individual with a disability an equal opportunity to participate in all services, programs and activities.

ATTACHMENT A CONTENT AND ORGANIZATION OF FINAL REPORT

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Introduction. This section includes a concise account of research and investigation findings and recommendations for treatment and use, and a record of project administrative data.

■ *Study Summary*; - a brief statement of the purpose, findings, and recommendations of the study, including major research findings, key issues addressed by the study, and a summary of recommendations for treatment and use .

■ *Project Data* - a summary of project administrative data (e.g., location, ownership, and landmark status of property) and the methodology and project participants .

Part 1 Developmental History. This section consists of a narrative report based on historical research and physical examination documenting the evolution of the building, its current condition and causes of deterioration, and its significance.

- *Historical Background and Context* - a brief history of the building and its context, its designers and builders, and persons associated with its history and development.

- *Chronology of Development and Use* - a description of original construction, modifications, and uses, based on historical documentation and physical evidence.

- *Physical Description* - a description of elements, materials, and spaces of the building, including significant and nonsignificant features of the building .

- *Evaluation of Significance* - a discussion of significant features, original and non-original materials and elements, and identification of the period(s) of significance (if appropriate).

- *Condition Assessment* - a description of the condition of building materials, elements, and systems and causes of deterioration, and discussion of materials testing and analysis (if performed as part of this study).

Part 2 Treatment and Work Recommendations. This section presents the historic preservation objective and selected treatment (preservation, rehabilitation, restoration, or reconstruction), requirements for work, and recommended work that corresponds with the defined treatment goal.

- *Historic Preservation Objectives* - a description and rationale for the recommended treatment and how it meets the project goals for use of the building, e.g., rehabilitation for a new use, restoration for interpretive purposes, etc.

- *Requirements for Work* - an outline of the laws, regulations, and functional requirements that are applicable to the recommended work areas (e.g., life safety, fire protection, energy conservation, hazardous materials abatement, and handicapped accessibility).

- *Work Recommendations and Alternatives* - a presentation of tasks recommended to realize the proposed treatment approach; evaluation of proposed solutions; and description of specific recommendations for work, including alternate solutions, if appropriate.

Notes, Bibliography and Appendices

- Footnotes or endnotes

- Bibliography, annotated if possible

- List of sources of information (e.g., archives, photograph collections)

- Appendices (e.g., figures, tables, drawings, historic and current photographs, reference documents, materials analysis reports, etc.)

- Index (if the report is particularly long or complex)

Supplemental Record of Work Performed.

This section documents work performed, which may include planning studies, technical studies such as laboratory testing or structural analysis, or other investigation work that was not part of the scope of the original historic structure report, and records physical work on the building (construction documents, annotated drawings, photographs). The section is usually added later to update the report, as most historic structure reports are issued prior to implementation of the recommended treatment approach and specific work. It is sometimes referred to as Part 3 of the report.

- *Completion Report* - a record of the work accomplished, physical evidence discovered during construction, and how findings affect interpretation of the building.
- *Technical Data* - a collection of field reports, material data sheets, field notes, correspondence, and construction documents.

ATTACHMENT B
PROFESSIONAL QUALIFICATIONS STANDARDS
CODE OF FEDERAL REGULATIONS, 36 CFR Part 61

The following qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field with coursework in American architectural history or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture area professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.