

**City of Gretna**  
**Request for Qualifications**  
for  
**McDonoghville Neighborhood's (District) Nomination to the National Register of Historic Places**

The City of Gretna, with support from the by the National Park Service FY 2018 Historic Preservation Fund, intends to put forth a National Register nomination for the McDonoghville Neighborhood. McDonoghville is the oldest neighborhood in Jefferson Parish, adjacent to the Mississippi River between Old Gretna and Algiers Point.

The City of Gretna hereby issues a Request for Qualifications (RFQ) for a firm(s) that possesses professional experience and credentials for the following purposes: 1) conduct preliminary research on the area's history from public records, historical newspapers, municipal archives, historical maps, interviews and other sources; 2) coordinate with a to-be-established citizens working group to ensure that the nomination narrative content reflects the Neighborhood's layered and diverse history; 3) establish district boundaries that best satisfy National Register nomination threshold requirements and complete the Determination of Eligibility (DOE) Questionnaire; 4) produce all required maps and images required for a successful nomination; 5) prepare a formal nomination package and presentation for the Louisiana National Register Review Committee; and, 6) other tasks as needed to ensure a successful National Register nomination.

Each submittal shall contain sufficient information demonstrating that the team has the technical capacity and sufficient staff available to complete the required tasks and documents for the project. Scoring will be based on the following criteria (weight): 1) the team's demonstrated success in coordinating successful and similar National Register nominations (50 percent); 2) the professional competency of individual team members dedicated to the project scope and timeline (30 percent); and, 3) the team's professional familiarity with the history of the Greater New Orleans Region (20 percent).

Anticipated Timeline: 6 Months

Anticipated Budget: \$22,000

Firms submitting a response shall provide a submittal package that responds to the scope and scoring criteria established above. Applicants shall include sufficient information about the firm's qualifications which demonstrates the necessary capabilities for implementation of the proposed project. All questions pertaining to this RFQ should be directed to [mmartinec@gretnala.com](mailto:mmartinec@gretnala.com). The City of Gretna is an Equal Opportunity Employer. DBE firms are encouraged to apply. Persons requiring reasonable accommodation to respond to this solicitation are requested to contact Matthew Martinec at (504) 363-1568 or [mmartinec@gretnala.com](mailto:mmartinec@gretnala.com) to discuss their particular needs.

**One hard copy and one digital copy of the response must be submitted in a sealed envelope to the City of Gretna, Attention: Matthew Martinec, 740 2<sup>nd</sup> Street; Gretna, LA 70053. Submissions must be received prior to 10 a.m. on Wednesday, March 13<sup>th</sup>, 2019.**

Publish: New Orleans Times-Picayune

February 27<sup>th</sup>, 2019

March 6<sup>th</sup>, 2019