

**REQUEST FOR PROPOSALS**  
**Preparation of National Historic Landmark Nomination for Property Associated**  
**with the Restored Government of Virginia, 1863–1865, Alexandria, Virginia**  
**May 20, 2020**

The National Park Service (NPS) is seeking the services of a qualified consultant through a cooperative agreement with the National Conference of State Historic Preservation Officers (NCSHPO) to prepare a complete National Historic Landmark (NHL) nomination for a property associated with the Restored Government of Virginia located in Alexandria, Virginia, from 1863 to 1865, according to requirements specified in this Request for Proposals (RFP). The contract is to be administered by NCSHPO and the work prepared for and completed in coordination with the National Historic Landmarks Program (NHL Program).

Interested consultants should submit a proposal and cost estimate in response to this RFP to NCSHPO no later than 5:00 p.m. EST on June 22, 2020. Electronic copies of proposals may be directed to Ms. Sharon Smith, NCSHPO Business Manager, at [smith@ncshpo.org](mailto:smith@ncshpo.org).

**Project Background**

National Historic Landmarks are nationally significant historic places designated by the Secretary of the Interior because they possess exceptional value or quality in illustrating or interpreting the heritage of the United States. Currently, nearly 2,600 historic properties bear this national distinction. NHLs are commonly identified through NHL theme studies which provide a national historic context for specific topics in American history or prehistory and a comparative analysis of related properties, which are used to identify potential NHLs.

The National Park Service published a nationwide study of the Reconstruction Era in 2017, *The Era of Reconstruction: 1861–1900* (<https://www.nps.gov/subjects/nationalhistoricalandmarks/upload/Reconstruction.pdf>) which provides a contextual framework for evaluating the history of Reconstruction and registration guidelines to assist in the identification and evaluation of potential National Historic Landmarks. This project seeks to identify and nominate a property under this theme.

This project is being carried out under the authority provided by the Historic Sites Act of 1935 (16 U.S.C. 461-467), the National Historic Preservation Act of 1966, as amended (54 U.S.C. 300101 et seq.), and NHL Program regulations (36 CFR Part 65). The NPS is the federal agency tasked by the Secretary of the Interior with the responsibility of providing administrative support for the NHL Program. NCSHPO is assisting the NPS in completing the current effort through a cooperative agreement between NCSHPO and the NPS. Completion of the project is intended to promote greater public and private understanding of American history for their mutual benefit and for the people of the United States, as well as for future generations, so that they may enjoy the historic resources identified and designated as NHLs by the Secretary of the Interior.

**Required Consultant Qualifications**

The selected consultant must be a qualified historian with demonstrated experience in successfully preparing NHL nominations and/or theme studies and have the capability of

preparing a fully complete NHL nomination for properties associated with the period (1863–1865) when Alexandria, Virginia, served as the Commonwealth’s capital for presentation to the National Historic Landmarks Committee of the National Park System Advisory Board.

In addition, the consultant, at minimum, shall meet the following qualification requirements:

- a) Meet the qualifications for a GS-0170-11/12 Historian as established by the Federal government’s Office of Personnel Management and approved by NPS staff in its Washington Support Office.
- b) Have extensive experience evaluating and nominating historic properties for listing in the National Register of Historic Places or for designation as National Historic Landmarks. Experience evaluating and nominating nationally significant properties and demonstrated knowledge of the NHL Program and nomination process is preferred. Knowledge and experience in the history of the American Civil War and the Reconstruction Era is highly desired.

If the consultant comprises a consulting firm or team, then a Principal Investigator must be designated for the project. The Principal Investigator must meet the minimum qualification requirements specified above and must agree to be principally responsible for all work conducted by other consultant personnel for the project. The individual selected as the Principal Investigator may not change during the project without prior written approval of NCSHPO and the NPS.

### **Scope of Work**

The project will produce a finished and fully complete NHL nomination for a property associated with the Restored Government of Virginia. Two properties in Alexandria, 413–415 Prince Street and Gadsby’s Tavern, potentially possess nationally significant associations with this history. The property located at 413-415 Prince Street served as the Commonwealth’s Executive Mansion for the restored government. This study will determine the national impact of the Restored Government of Virginia on the political landscape during the Civil War and Reconstruction Era. A complete nomination will be presented to the NHL Committee of the National Park System Advisory Board.

The selected consultant will be expected to complete the following tasks:

- a) Conduct a study of the Restored Government of Virginia and its association to 413-415 Prince Street to determine whether it meets program requirements for national significance and historic integrity. The consultant shall work closely with NHL Program staff throughout Phase 1 (the study phase) to conclude whether the history associated with 413-415 Prince Street and Gadsby’s Tavern during the Civil War and Reconstruction Era is nationally significant. Research shall include, but not be limited to, the following archives: The Francis H. Pierpont Restored Government Executive Papers, 1861–1865, at the Library of Virginia and the Local History/Special Collections at the Alexandria Library (Virginia).

Research questions that can be used to establish the relative merit of the property may include, but are not limited to:

- Both Missouri and Maryland had state constitutions that abolished slavery before and shortly after Virginia. Was the Constitutional Convention of 1864 in Virginia a “trial-run” for Reconstruction as Lincoln envisioned it before his assassination? This line of inquiry may depend on finding documentary evidence that Pierpont and Lincoln were corresponding regularly on Reconstruction plans.
- While the Virginia Constitution of 1864 abolished slavery, how many slaves were actually freed by this decree before the end of the Civil War?
- How did Unionist factions in other Southern States operate? To establish the relative merit of the Virginia Constitutional Convention of 1864 a comparative analysis of how other southern states approached the latter part of the war and its aftermath is required.
- Did the Virginia 1864 Constitution lead to the adoption of Reconstruction-Era policies in the South after the Civil War?

The consultant will present preliminary research findings to NHL staff in the form of a statement of significance with supporting evidence in outline form to determine whether to prepare an NHL nomination for the Prince Street property or an update to the Gadsby’s Tavern NHL nomination. This outline shall also include an analysis of the historic integrity of the Prince Street property. If the research does not conclusively establish national significance for either property then the consultant shall develop a National Register of Historic Places nomination following NHL staff guidance.

- b) Once staff has determined, in consultation with the contractor, which documentation approach is most appropriate, in Phase 2 the consultant shall prepare a complete draft nomination to reflect research findings. Preparation will involve all research and writing necessary to nominate the property for designation or listing according to program requirements. The consultant shall work closely with NHL Program staff, following their guidance, to determine which criteria are to be used in the nomination and how to structure the nomination’s argument for significance. Frequent interaction with NPS staff will be required. This interaction will predominantly occur via email and conference calls. The consultant will deliver the draft nomination to NCSHPO and the NPS for review electronically in MS Word format.
- c) Prepare a revised nomination in consultation with NPS staff that appropriately addresses comments received, following review of the draft nomination. Additional research may be required to address any questions, comments, or concerns.

- d) Deliver the revised draft nomination to NCSHPO and the NPS for review electronically in MS Word format. The NHL Program will send the revised draft nomination to select scholars for peer review.
- e) Prepare the final nomination following and based on comments received from the peer review, in consultation with NHL Program staff.
- f) Deliver the final nomination to NCSHPO and the NPS electronically in MS Word format. The nomination form will fully comply with [Section 508 accessibility standards](https://www.section508.gov/content/build/create-accessible-documents) (https://www.section508.gov/content/build/create-accessible-documents) for electronic documents.
- g) Provide the NHL Program with contact information for the property owner(s), the highest locally elected official, all Congressional legislators (two senators and district representative), as well as all other interested parties.
- h) If the final product is a National Register nomination then this section of the scope of work does not apply. Prepare draft and final versions of an executive summary for the final NHL nomination in accordance with NPS standards, for presentation at a meeting of the NHL Committee. The consultant will revise and edit the draft executive summary, based on comments received from NHL Program staff. The consultant will deliver the executive summary to NCSHPO and the NPS electronically in MS Word format. The executive summary form will fully comply with Section 508 accessibility standards.
- i) If the final product is a National Register nomination this section of the scope of work does not apply. Prepare a PowerPoint presentation not to exceed ten minutes in length for the NHL nomination in accordance with program standards, to be presented to the NHL Committee. Respond to requests from NHL Program staff to edit or change the presentation, following a draft review. The consultant will deliver the final PowerPoint presentation to the NPS for presentation to the NHL Committee. The PowerPoint presentation will fully comply with Section 508 accessibility standards.
- j) If the final product is a National Register nomination this section of the scope of work does not apply. Formally present the final NHL nomination or the updated NHL nomination to the NHL Committee for consideration. In coordination with the NHL Program staff, as necessary, revise the nomination to incorporate changes recommended by the NHL Committee in preparation for consideration by the National Park System Advisory Board.

## **Proposal Submission**

For evaluation purposes, proposals should provide sufficient information to assist NCSHPO and the NPS in determining the most qualified consultant for the project. Consultants interested in bidding should submit a written proposal that includes the following elements:

- Name of the individual(s) that would be working on the project and their proposed area(s) of responsibility. If proposing as a firm or project team, describe the team's structure and how it is organized to provide the services requested by this RFP.
- Documentation that the consultant (or principal investigator, if a firm/team) meets the qualifications for a GS-0170-11/12 Historian as established by the federal government's Office of Personnel Management.
- Description of the specific, relevant education, experience, and qualifications of the principal investigator and any consultant staff, demonstrating knowledge of the NHL Program and NHL nomination process.
- Information on projects of a similar nature and of significant work completed by the consultant in the past five (5) years. Include specific dates and types of services provided, and highlight success in meeting work schedules, project budgets, and product deadlines.
- A list of references (at least three, but not more than five) that may be contacted.
- A short narrative that responds to the scope of work as described in this RFP, which demonstrates the consultant's proposed approach to the project and capability to accomplish the desired goals.
- A proposed budget that includes hourly labor rates of project personnel, the number of hours required to complete each task or product, and any necessary and appropriate project travel costs.
- A proposed project schedule.

All proposals must be received **no later than June 22, 2020**. They should be prepared simply and economically, providing a straightforward, concise description of the consultant's qualifications and capabilities to satisfy the requirements of this RFP.

Proposals may be submitted via email in electronic format (MS Word or PDF format) to Ms. Sharon Smith, NCSHPO Business Manager, at [smith@ncshpo.org](mailto:smith@ncshpo.org). NCSHPO will confirm receipt of submissions. However, if there are any issues (e.g., with attachments working correctly), the consultant is responsible for resolving these issues with an alternative submission method acceptable to NCSHPO and the NPS.

## **Selection Criteria**

Submittals will be evaluated and ranked based on the following factors, presented in no particular order:

- Qualifications of Principal Investigator and other key personnel.
- Responsiveness of the proposal to the project's purpose and scope of work.
- Experience evaluating and nominating nationally significant properties.
- Knowledge of the NHL Program and nomination process.
- Knowledge and experience in the history of the American Civil War and Reconstruction Era.
- Demonstrated capability of meeting projected deadlines and successfully completing contracts of this type.
- Past performance and references.
- Schedule and cost.

## **Terms and Conditions**

- A. NCSHPO reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. NCSHPO reserves the right to request clarification of information submitted, and to request additional information from any consultant.
- C. NCSHPO and NPS shall not be responsible for any costs incurred by consultants in preparing, submitting, or presenting its response to this RFP.
- D. Any and all rights to work produced through this project will be vested in the Department of the Interior, National Park Service, including any copyrights.
- E. The selected consultant shall adhere to guidelines regarding potential conflict of interest as outlined in *The NPS Historic Preservation Fund Grants Manual*. These guidelines are clearly stated in Chapter 3, Section C, 1-11 of the Manual. The selected consultant must also comply with all applicable provisions of OMB Circular A-110 REVISED 11/19/93 As Further Amended 9/30/99.

## **Questions**

Respondents are invited to submit written questions requesting clarifications or explanations of the information contained in this RFP. Please direct all proposal or contract-related questions to Sharon Smith, NCSHPO Business Manager, at [smith@ncshpo.org](mailto:smith@ncshpo.org). Questions pertaining to the NHL Program or nomination process may be directed to Patty Henry at [patty\\_henry@nps.gov](mailto:patty_henry@nps.gov).