

**REQUEST FOR PROPOSALS
Scaled Templates and Tools for
Historic Structure Reports and Cultural Landscape Reports
August 18, 2020**

The National Park Service (NPS) is seeking the services of a qualified individual, firm, or organization (contractor) through a cooperative agreement with the National Conference of State Historic Preservation Officers (NCSHPO) to prepare a scaled set of alternative products for providing guidance for historic structures and cultural landscapes. These should include templates, outlines, decision trees and other tools, based on existing NPS Cultural Landscape Report (CLR) and Historic Structure Report (HSR) formats as outlined in National Park Service (NPS) Director's Order 28: Cultural Resource Management Guideline. The NPS anticipates a large increase in funding to address its deferred maintenance backlog. Projects may range from small-scale repair or replacement-in-kind repairs to historic structures and cultural landscapes to more complex, multi-phased rehabilitation efforts that require significant treatment to historic properties to meet contemporary needs. The set of products should aim to efficiently inform and guide maintenance projects, limit the loss of historic materials and retain historic integrity, while providing the appropriate level of information for completing Section 106 compliance. The products will provide resource stewards and facility managers with guidance for identifying a scope and level of investigation that is appropriately scaled based on a historic property's significance, historical integrity, and condition, is adequately focused on the proposed treatment, and identifies the current state of knowledge available about the resource. It is not the intent of this RFP to develop new products that would supplant the current HSR and CLR study formats where their application is appropriate. It is rather to supplement those report types with a set of treatment documents that may be utilized when a full restoration or major rehabilitation is not envisioned.

Interested contractors should submit a proposal and cost estimate in response to this RFP to NCSHPO no later than 5:00 p.m. EST on Friday, September 18, 2020. Electronic copies of proposals may be directed to Ms. Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org.

Project Background

The National Park Service (NPS) anticipates a large increase in funding to address the NPS deferred maintenance backlog, including funding from the Great American Outdoors Act (GAOA). Projects may range from small-scale repair or replacement-in-kind improvements to historic structures and cultural landscapes to more complex, multi-phased rehabilitation efforts that require significant treatment of historic properties to meet contemporary needs. The NPS

seeks to identify alternative approaches to guiding facility projects impacting historic properties by developing options for documents that can be developed in addition to the full-scale HSRs and CLR. These new scaled documents can be applied to both historic structures and cultural landscapes for use by resource stewards in a manner that is readily accessible, concise, actionable, and appropriate for the task. This will allow the NPS to be responsive to budget cycles, compliance, and fulfilling the NPS mission.

A primary National Park Service responsibility, as laid out in the National Historic Preservation Act of 1966 (NHPA), is to identify, protect, and steward for future generations the cultural resources under its jurisdiction. Research, planning, and developing technical information to guide stewardship are the basic functions of NPS cultural resource management. The preservation of historic structures and cultural landscapes have two basic concerns: slowing the rate at which historic material is lost, and maintaining historic character (NPS-28, Chapter 8 A 2). Historic Structures Reports (HSRs) and Cultural Landscape Reports (CLRs) are the NPS's primary baseline documents for guiding treatment and use of historic structures and cultural landscapes. These reports provide recommendations for appropriate stewardship consistent with the significance, condition, and compatible future use in accordance with the Secretary of the Interior's Standards for Treatment of Historic Properties. Additionally, HSRs and CLRs are two of the mechanisms that fulfill the NPS's NHPA Section 110 responsibilities by providing critical information for completing the NHPA Section 106 process required for any facility project.

Required Consultant Qualifications

The selected contractor or consortium of firms must have demonstrated experience in four key areas:

- 1) history, archeology/anthropology, architectural history, historical architecture and historical landscape architecture and have successfully prepared cultural landscape reports and historic structure reports that align with current NPS guidelines;
- 2) a demonstrated understanding of, and experience with, applying the Secretary of the Interior's Standards for the Treatment of Historic Properties;
- 3) experience completing the Section 106 process for federal projects and a firm understanding of 36 CFR 800 Advisory Council's Regulations on the Protection of Historic Properties and the 2008 Servicewide Programmatic Agreement Among the National Park Service (Department of Interior), the Advisory Council on Historic Preservation, and the National Conference of Historic Preservation Officers for Compliance with Section 106 of the National Historic Preservation Act; and
- 4) prior experience developing templates or tools that facilitate decision making in planning and decision processes and an understanding of implementation of these documents.

Principal staff in this project must meet the qualifications for historical architect and historical landscape architect as specified in the professional qualifications standards described in Archeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines [As Amended and Annotated] and Director's Order #28: Cultural Resource Management Guideline, Appendix E: Qualification Standards and Selective or Quality Ranking Factors for Cultural Resource Specialists.

If the consultant is a firm or organization, then a Principal Investigator must be designated for the project and must be a historical landscape architect or a historical architect who meets the standards described in the preceding paragraph. The Principal Investigator must agree to be principally responsible for all work conducted by other contractor 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 scope of work includes producing three landscape-focused and three structure-focused template approaches and corresponding tools. The templates and tools should enable resource stewards and facility managers at both the regional and park level to select and implement an appropriate level of research, documentation and treatment guidance dictated by the cultural resource and required to complete proposed facility projects.

Project Location

Project will be done remotely through virtual meetings and sharing of electronic files. Information will be obtained through interviews, information provided by the NPS, and information collected by the researchers to complement existing materials and inform the project process.

Project Deliverables

The project includes two components:

Component 1: Assessment

1. Interviewing selected NPS cultural resource managers, NPS staff preparing CLRs and HSRs or managing contracted CLR/HSR projects, facility managers, superintendents,

- Section 106 Architectural and Cultural Landscape Advisors, and historical architects and landscape architects within the NPS who design treatments and produce contract documents to carry out those treatments. Interviewing selected SHPO staff who review NPS Section 106 undertakings and are familiar with the NPS CLR and HSR process.
2. Reviewing example project statements for typical NPS facilities projects ranging from simple to complex, that will be provided upon request, including preservation maintenance, rehabilitation, and restoration projects.
 3. Assessing examples of selected NPS cultural resource treatment plans or other alternative products currently available, such as NPS guidance documents, Preservation Maintenance Plans, among others.
 4. Identifying and assessing examples of treatment guidance documents or other alternative products completed or accepted by other public agencies, SHPOs and the private sector.

Component 2: Creating alternative products/processes

5. Developing scaled templates, three (3) for historic landscapes and three (3) for historic architecture, based on the assessments completed in tasks 1 through 4, that provide treatment guidance for historic structures and cultural landscapes based on the level of the historic property's significance, condition, and proposed intervention.
6. Creating tools that assist with decision making regarding the appropriate scale of documentation required for developing treatment guidance in response to NPS facility projects. A decision tree is required but other examples of tools are suggested outlines and checklists.

Deliverable products include items 1 -5 below. Each item will be submitted for NCSHPO and NPS review at 75% and 95% completion to allow for 30-day NPS review and comment.

1. Overview of the proposed process to be used to complete the project.
2. Written description of the six template documents.
3. Templates or suggested outlines supporting each with an explanation of how they differ from the standard HSR/CLR report process.
4. A decision tree for selecting the appropriate model.
5. The identification of the skills, expertise needed, and standards that apply for successful application of each model.

NPS Project Data

Where available/applicable the NPS will provide the project consultant with:

- Pertinent electronic files from NPS files and archives, as needed and available.
- Sample scopes of work for projects that range from simple to complex.
- Selected examples of NPS CLRs and HSRs that range from simple to complex.
- Selections of other NPS cultural resource treatment guidance documents and those of other federal and state agencies that have succeeded in addressing a project need with the appropriate scope and level of investigation.

Performance Expectations

The proposed documents and tools will be submitted to NCSHPO and the NPS for review. Response times will be negotiated after award. The project will include (depending on project funding and final project scope):

- One contractor-led start-up meeting held via webinar.
- Three phone calls (upon submittal of interim submission) with NPS staff will serve as progress meetings.
- Submission of overview of proposed document progression within two weeks of project start
- Three interim submissions
 - a. Draft of one template including supporting outline.
 - b. Draft submission of full set of scaled templates and tools. Draft decision tree for determining appropriate selection of template and use of tools.

Final submission of all products including a PowerPoint and/or webinar presentation summarizing the products and their intended uses which NPS can deploy for training to the field.

Proposal Submissions

For evaluation purposes, proposals should provide sufficient information as to assist NCSHPO and the NPS in determining the most qualified contractor for the project. Contractors 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, project team, or organization, describe the

proposed staff structure and how it is organized to provide the services requested by this RFP.

- Description of the specific, relevant education, experience, and qualifications of the Principal Investigator and any contractor staff; demonstrated experience in architectural and landscape survey; preparation of HSRs or CLRs or their non-NPS equivalents; and development of condition assessment and/or treatment documents that align with the Secretary of the Interior's Standards, including HSRs and CLRs.
- Information on projects of a similar nature and of pertinent NPS and non-NPS work completed by contractor 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 ability 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 5:00 p.m. EST** on Friday, September 18, 2020. They should be prepared simply and economically, providing a straightforward, concise description of the contractor'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. NCSHPO will confirm receipt of submissions. However, if there are any issues (e.g., with attachments working correctly), the contractor is responsible for resolving these issues with an alternative submission method acceptable to NCSHPO and the NPS prior to the RFP deadline

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.

- Prior demonstrated experience in preparing CLRs and HSRs that have resulted in approval by the NPS or completed for other organizations or agencies according to NPS and DOI standards and guidelines.
- Successful experience preparing and creating template-based surveys and procedures.
- Demonstrated ability 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. Questions pertaining to the scope of this project may be directed to Jenifer Eggleston, Management Assistant for Cultural Resources Partnerships and Science, at jenifer_eggleston@nps.gov.