

NCSHPO

National Conference of State Historic Preservation Officers

SUITE 342 HALL OF THE STATES
444 NORTH CAPITOL STREET, N. W., WASHINGTON, D. C. 20001-1512
202-624-5465 FAX 202-624-5419 WWW.NCSHPO.ORG

REQUEST FOR PROPOSALS

Preparation of Draft Update of National Register Bulletin: How To Prepare National Historic Landmark (NHL) Nominations May 5, 2017

The National Park Service (NPS) has initiated an update of the *National Register Bulletin: How to Prepare National Historic Landmark Nominations (NHL Bulletin)*. This publication provides guidance for identifying, evaluating, and documenting properties that are historically significant at a national level under the NPS' National Historic Landmarks (NHL) Program. The NPS is seeking the services of a qualified consultant through a cooperative agreement with the National Conference of State Historic Preservation Officers (NCSHPO) to assist this effort by accomplishing the tasks 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 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 May, 26, 2017. Electronic copies of proposals may be directed to Ms. Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org.

Project Background

NHLs 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 places bear this national distinction. Working with Federal, State and local agencies, historic preservation organizations, professional practitioners, and citizens throughout the nation, the NHL Program draws upon the expertise of NPS staff in its Washington and regional NPS offices, which guides the NHL nomination process and provides assistance to existing NHLs.

To provide improved and publicly accessible guidance on the NHL Program, the NPS first developed and published the *NHL Bulletin* in 1999. These guidelines describe in detail the processes of how to identify, evaluate, and document the national significance of various types of historic properties and to nominate these properties for designation by the Secretary of the Interior as NHLs. Since that time, the NHL Program's goals and documentation requirements have evolved such that a revision and update of the 1999 Bulletin has become necessary. The current project is expected to produce a substantially complete draft of an updated *NHL Bulletin*.

In February 2017, the NPS invited the submission of comments, questions, and/or recommendations on the update/revision of the *NHL Bulletin* from NPS staff, other Federal agencies, officials of state and local governments, national historic preservation organizations, professional historic preservation practitioners, and the public at-large. This feedback was collected electronically via email and online. The selected consultant will be expected to compile this information, solicit and collect additional feedback as may be needed, and integrate this information into preparation of a substantially complete draft of an updated *NHL Bulletin* as described in the scope of work below.

This project is being pursued in accordance with 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 the NHL Program's regulations (36 CFR Part 65). The NPS is the Federal agency tasked by the Secretary of the Interior with responsibility for providing administrative support for the NHL Program. Completion of the project will serve to significantly assist the Federal Advisory Council on Historic Preservation, Indian tribes, Native Hawaiians, Federal agencies, and state and tribal historic preservation officers, national and state preservation organizations, professional practitioners, and the general public in the implementation of 36 CFR Part 65, 36 CFR Part 800, and environmental reviews mandated pursuant to 54 U.S.C. 306107 et seq., 54 U.S.C. 306108, and 42 U.S.C. 4321 et seq.

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 substantially complete, updated version of the *NHL Bulletin* for review by NPS staff and members of National Historic Landmarks Committee (Committee).

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

- a) Meet the qualifications for a GS-0170-12 Historian as established by the Federal government's Office of Personnel and Management, and approved by the NPS staff in its Washington Support Office.
- b) Have in-depth knowledge of the NHL Program and NHL nomination process, as well as demonstrated experience using the currently operative version (1999) of the *NHL Bulletin*, and NHL nomination processing requirements.

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 substantially complete draft of an updated *National Register Bulletin: How to Prepare National Historic Landmark Nominations*. This publication, which was originally issued by the NPS in 1999, is being updated to provide improved, current guidance on identifying, evaluating, documenting, and submitting documentation on historic properties suitable for designation by the Secretary of the Interior as NHLs pursuant to the Historic Sites Act of 1935 (54 U.S.C. 320101-320106) and 36 CFR Part 65.

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

- a) Coordinate the solicitation of comments for appropriate updates/revisions to the *NHL Bulletin* received by NPS from NPS staff, other Federal agencies, officials of state and local governments, national historic preservation organizations, professional historic preservation practitioners, and the public at-large. This activity will involve working with NPS staff to solicit and collect feedback using the NPS' Planning, Environment and Public Comment (PEPC) website, in addition to other methods of public outreach.
- b) Compile, review, analyze, and discuss with NPS staff comments collected under a) above. This activity is expected to involve consideration of a large quantity of comments, and will require the ability to read, interpret, and sort comments related to the NHL Program, the *NHL Bulletin*, and the NHL nomination process. Frequent interaction with NPS staff will be required. This interaction will most likely occur via email and conference calls, but may also involve one or two in-person meetings.
- c) Develop a preliminary list of proposed revisions/updates to the *NHL Bulletin* based on comments collected and analyzed and direction received from NPS staff, including but not necessarily limited to the potential for both new and revised content, reorganization of chapter structure, and policy recommendations, etc. Provide draft and final versions of this list to NPS staff for review.
- d) Facilitate NPS staff consultation with the members of the NHL subcommittee of the National Park System Advisory Board (NHL Committee), the Federal Advisory Council on Historic Preservation, Indian tribes, Native Hawaiians, Federal agencies, and state and tribal historic Preservation officers, national and state preservation organizations, and professional practitioners regarding potential updates/revisions to the *NHL Bulletin*. This consultation is expected to occur throughout the project and may involve making contact with these entities by phone or email, coordination of meetings and conference calls, preparing and sending informal and formal notifications, and preparing, sending, and receiving emails or other correspondence.
- e) Based on the activities described in a) through e) above: prepare an administrative (i.e., preliminary) draft of an updated/revised edition of the *NHL Bulletin* for review and comment by NPS staff in the Washington and regional NPS offices and members of the NHL Committee. The administrative draft is to be delivered electronically in MS Word format.

- f) Compile a substantially complete, updated draft of the *NHL Bulletin* in consultation with NPS staff that appropriately addresses comments received from NPS staff and the NHL Committee, following review of the administrative draft prepared in e) above.
- g) Participate with members of the NHL Committee during a meeting scheduled for November 6-8, 2017, presenting the substantially complete draft of the Bulletin.
- h) Identify and provide to the NPS, a written summary of any revisions to the substantively complete draft of the updated *NHL Bulletin* recommended requested by the NHL Committee.

Proposal Submissions

For evaluation purposes, proposals should provide sufficient information as 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-0170-12 Historian as established by the Federal government's Office of Personnel and 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, as well as demonstrated experience using the currently operative version (1999) of the *NHL Bulletin* and NHL nomination processing requirements.
- 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 that considers all expressed meeting dates.

All proposals must be received **no later than 5:00 p.m. EST** on May 26, 2017. They should be prepared simply and economically, providing a straight forward, 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. 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 with and knowledge of the NHL Program and NHL nomination process.
- 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 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 *NHL Bulletin* update may be directed to Christopher Hetzel, NPS NHL Program Manager, at christopher_hetzel@nps.gov.