REQUEST FOR PROPOSAL
PREPARATION OF NATIONAL REGISTER NOMINATION
FOR 916 E. 3RD STREET, OKMULGEE, OKMULGEE COUNTY

Project No. 23-203

I. INTRODUCTION
The Oklahoma Historical Society, State Historic Preservation Office (OK/SHPO), is soliciting proposals for the preparation of a National Register of Historic Places nomination. This project is for completion of a National Register of Historic Places Registration Form for 916 E. 3rd Street, Okmulgee, Okmulgee County.

The National Register of Historic Places is the catalog of those properties significant in the history and prehistory of the nation, state, and local communities. Through listing in the Register, properties are afforded certain benefits and protection. The overall purpose of this program is to increase the number of properties eligible for these benefits in the state and to facilitate cultural resource management.

The successful applicant for this project will be a Subgrantee of the Oklahoma Historical Society, State Historic Preservation Office. Funding is from the National Park Service, Historic Preservation Fund. This project requires no match.

II. WORK TO BE ACCOMPLISHED
The work to be accomplished includes the preparation of an acceptable National Register of Historic Places nomination form and accompanying documentation for the property. The nomination shall be completed in accordance with the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation, Oklahoma National Register Nomination and Request for Formal
Determination of Eligibility Manual, and the OK/SHPO's nomination and submittal requirements. The documents and information can be located on the OK/SHPO website at http://www.okhistory.org/shpo/nr/nominationrequirements.htm (hard copies available from OK/SHPO upon request). The contents of the submission to the OK/SHPO shall include (detailed instructions for each item are found in the guidance cited below):

1. **Computer-Generated Form**
   A computer-generated National Register of Historic Places Registration Form (2012 update) shall be produced for property with all items satisfactorily completed in accordance with the nomination and submittal requirements cited above. The nomination must be professionally written and edited for grammar, spelling, punctuation, and clarity. The OK/SHPO will provide the Subgrantee with a copy of the nomination template upon request. The Subgrantee will provide a digital copy of the nomination to the OK/SHPO on a CD or via email. All data will be produced in Microsoft Word format.

2. **Supplemental Materials**
   Each computer-generated nomination form will be accompanied by the following supplemental materials. The following supplemental materials can be submitted electronically via email; however, due to file size, OK/SHPO recommends the Subgrantee submit all materials on a supplemental CD or coordinate with the OK/SHPO for another preferable method:
   a. Maps
   b. Photographs (Note: OK/SHPO requires one copy of photograph prints)
   c. Exhibits A & B (provided by OK/SHPO upon request)
   d. Copies of research materials
III. QUALIFICATIONS

The project director will meet the professional qualifications for historian or architectural historian listed in 36 CFR 61, "Secretary of the Interior's Standards for Archeology and Historic Preservation," or shall show demonstrable familiarity with the subject matter. The proposal shall detail the involvement of the principal investigator in the project. A vitae of each person to be involved in the project must accompany the proposal.

IV. WORK SCHEDULE

Completion of the nomination in a timely manner is important. The Subgrantee will submit the nomination in draft form and then in final form.

A. By the last day of the 6th month, the Subgrantee shall submit a draft copy of the nomination to the OK/SHPO. In addition to the form, Subgrantee shall present the required photographs and a complete bibliography of reference materials consulted. The draft form must be complete in all respects and must be edited for clarity, spelling, punctuation, and grammar before submission to the OK/SHPO. The OK/SHPO shall have thirty (30) days to review the draft and provide a written critique of each nomination to the Subgrantee.

B. The complete nomination in final form shall be presented to the OK/SHPO on or before the last day of the 8th month. It must contain the materials described in preceding sections of this RFP, and be arranged as directed above. The OK/SHPO reserves the right to refuse the final nomination if they are not complete and all revisions made in accordance with the OK/SHPO's written critique.

V. PROPOSAL SUBMISSION

Individuals interested in participating in this project should submit a complete, professional-quality proposal which includes:

1. a description of the project to be completed
2. a research design

3. a work schedule. Please note: The contract must end by September 30, 2024, and all work shall be completed by August 31, 2024.

4. a proposed payment schedule

5. a designation of the personnel to be involved (provide vitae or resume)

6. a summary of previous experience, as determined by a list of references and completed projects

7. an itemized budget including salaries, supplies, travel, etc.
   Purchase of equipment is not permitted for this project.

8. signed non-collusion certification and federal assurances

The submitted proposal should be of sufficient completeness to allow the OK/SHPO to assess the proposal by the evaluation standards contained in Section VI of this RFP. Incomplete proposals will not be considered. The proposal must be computer generated. Faxed or emailed proposals will not be accepted. The proposal shall be submitted in hard copy with original signatures.

Only those proposals received by the OK/SHPO no later than 5:00 p.m. on December 22, 2023, will be considered. Proposals will be evaluated by the OK/SHPO in accordance with item VI below, and all applicants will be notified of OK/SHPO’s decision by December 29, 2023. The Subgrantee cannot begin project work until the subgrant agreement with the OK/SHPO is executed. The OK/SHPO reserves the right to not award this project.

SUBMIT PROPOSALS TO:
OKLAHOMA HISTORICAL SOCIETY
STATE HISTORIC PRESERVATION OFFICE
OKLAHOMA HISTORY CENTER
800 NAZIH ZUHDI DRIVE
OKLAHOMA CITY, OK  73105
ATTN:  LYNDA OZAN, DEPUTY SHPO
PROPOSAL EVALUATION
Complete proposals received by the deadline cited above will be evaluated by the OK/SHPO standards. The criteria listed on the following pages will be applied to each proposal:

EVALUATION OF PROPOSALS
GUIDE FOR ASSIGNING POINTS FOR PROPOSAL RANKING

For those categories in the proposal ranking system that have a possible point range, the following shall be used to assign the points.

ITEM #1: The proposal clearly demonstrates the applicant's understanding of the project work included in the RFP.

<table>
<thead>
<tr>
<th>POINTS</th>
<th>EVALUATION</th>
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<tbody>
<tr>
<td>20</td>
<td>Demonstrates clearly a complete understanding of the project work.</td>
</tr>
<tr>
<td>15</td>
<td>Demonstrates an understanding of the major elements of project work.</td>
</tr>
<tr>
<td>10</td>
<td>Demonstrates a minimal understanding of major elements of project work.</td>
</tr>
<tr>
<td>5</td>
<td>Demonstrates a poor understanding of the project work.</td>
</tr>
<tr>
<td>0</td>
<td>Demonstrates a complete misunderstanding of the project work.</td>
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ITEM #2: Principal project personnel must meet the minimum professional qualifications required for the project. For this item the score will either be "10" or "0". There is no range.
**ITEM #3:** The applicant demonstrates successful experience in carrying out similar types of project work.

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<td>20</td>
<td>Demonstrates a great deal of experience in successfully completing this type of project work.</td>
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<tr>
<td>15</td>
<td>Demonstrates successful experience in similar project work.</td>
</tr>
<tr>
<td>10</td>
<td>Demonstrates only limited experience in similar project work.</td>
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<tr>
<td>5</td>
<td>Demonstrates experience that could only be considered &quot;similar&quot; in the broadest of interpretations.</td>
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<tr>
<td>0</td>
<td>Demonstrates no experience even remotely related to the project work.</td>
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**ITEM #4:** Understanding of the applicable *Secretary of the Interior's Standards and Guidelines* is evident.

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<tr>
<td>20</td>
<td>Evidence of thorough understanding of the applicable standards and guidelines.</td>
</tr>
<tr>
<td>15</td>
<td>Evidence of understanding of the applicable standards.</td>
</tr>
<tr>
<td>10</td>
<td>Evidence of minimal understanding of the applicable standards.</td>
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</tbody>
</table>
5 Evidence of extremely limited understanding of the applicable standards and guidelines.

0 Evidence of no understanding of the applicable standards and guidelines.

**ITEM #5:** The Subgrantee is a minority organization or firm or is primarily devoted to serving disabled persons or is owned by a disabled person. For this item the score will either be "10" or "0". There is no range of points.

**ITEM #6:** The proposal demonstrates the existence of an adequate financial management and accounting system to ensure appropriate expenditure of federal funds. For this item the score will either be "10" or "0". There is no range of points.

**ITEM #7:** Proposed budget is sufficient to ensure successful completion of the project work, and each cost is reasonable and necessary. The score for this item will be either "10" or "0". There is no range of points.

**ITEM #8:** On similar projects the applicant performed the work in accordance with the subgrant agreement.

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<tr>
<td>10</td>
<td>For its two (2) most recently completed subgrant projects the applicant met all requirements of the subgrant agreement, including submission of products in accordance with the project schedule, unless the SHPO's approval for an amended project schedule was obtained and adequate justification for any delays was demonstrated. Additionally, the draft products submitted required only a reasonable amount of revision, and final products met the requirements of the subgrant agreement.</td>
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</table>
For its two (2) most recently completed subgrant projects the applicant did not meet all requirements of the subgrant agreement, including submission of products in accordance with the project schedule. The OK/SHPO's records document the applicant's pattern of delinquent progress reports and late submission of draft products without request for extensions and/or the draft products submitted required more than a reasonable amount of revision.

VI. CONTRACTUAL REQUIREMENTS

Federal funds from the Department of the Interior will be utilized as the source of subgrant funding for this project. Any contract awarded for the project described herein will: (1) provide for administrative, contractual, or legal remedies in instances where the Subgrantee violates or breaches contract terms; (2) describe conditions under which the contract may be terminated by default, and conditions of termination because of circumstances beyond the Subgrantee’s control; (3) provide for access by the OK/SHPO and the federal government, or any of their duly authorized representatives, to records of the contract or records directly related to the contract; (4) require that the Subgrantee maintain all financial records relevant to the project until the OK/SHPO notifies Subgrantee that they can be destroyed; and (5) require compliance with the terms and intent of the Civil Rights Act of 1964. A sample copy of the project is available on the OK/SHPO website in Guidelines for Subgrantees (http://www.okhistory.org/shpo/rfp.htm).

This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act or 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.