

**March 2024**

**REQUEST FOR PROPOSALS  
ARCHITECTURAL/HISTORIC SURVEY OF  
DOWNTOWN VINITA IN CRAIG COUNTY**

**Project Number 24-401**

**I. INTRODUCTION**

The Oklahoma Historical Society, State Historic Preservation Office (OK/SHPO), is soliciting proposals for an architectural/historic survey of Downtown Vinita, on S. Wilson St./Highway 60/66, from W. Delaware Ave. on the southwest to Flint Ave. on the northeast and bounded by S. Scrapper St to the northwest and S. Vann St. on the southeast (see attached map). This project will emphasize the recording of no more than 100 extant properties at a minimum level of documentation and is designed to provide a cost-effective approach for increasing not only the area inventoried within the state but also the number of recorded properties. The results obtained are expected to provide information useful in making management decisions about properties potentially eligible for the National Register of Historic Places.

The purpose of the survey is to locate, identify, and document buildings within the state that warrant further study for nomination to the National Register of Historic Places and to develop a context in which to evaluate the resources.

This architectural/historic survey will be accomplished as part of the ongoing Oklahoma Comprehensive Survey Program, supported by state and federal funds. The overall purpose of this program is to increase the area surveyed within the state, identify potential districts, structures, buildings, objects, and sites for inclusion in the National Register, and facilitate review of federal projects under Section 106 of the National Historic Preservation Act.

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. An estimated \$15,000 will be needed for completion of this project. No match is required.

## **II. WORK TO BE ACCOMPLISHED**

The project consists of an architectural/historic survey of buildings associated with Vinita commercial development in Craig County. The survey shall be completed in accordance with the *Secretary of the Interior's Standards and Guidelines for Identification and Evaluation, Architectural/Historic Resource Survey: A Field Guide* (available online at <http://www.okhistory.org/shpo/docs/fieldguide.pdf>), and the products delivered to the OK/SHPO will consist of and be organized in accordance with the Oklahoma Architectural/Historic Survey Requirements available online at <http://www.okhistory.org/shpo/surveyrequirements.htm> (hard copies available from the 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 above):

### **A. Definition of Survey Area:**

Downtown Vinita, Craig County (see attached map).

### **B. Project Objectives:**

To ensure the usefulness of the project results as a cultural resources management planning tool, the basic objectives of the activity are:

1. To determine through a survey those properties in the project area that, on the basis of design and integrity, are eligible for listing in the National Register of Historic Places and to substantiate such assessments.
2. To record and photograph those individual properties in the project area.

3. To identify and annotate all reference material necessary for completing National Register nominations for properties located in the survey area that warrant further study.

**C. Documentation of Properties:**

All properties recorded in the survey area must be documented to the following standards:

1. Within the survey area all properties will be minimally recorded and photographed. Minimum recording includes completion of the Historic Preservation Resource Identification Form and two (2) elevation photographs of the property. Additional photographs may be necessary for larger or more complex resources.
2. The project shall be conducted in accordance with the *Secretary of the Interior's Standards and Guidelines for Identification and Evaluation*, guidelines for surveys set forth in [Architectural/Historic Resource Survey: A Field Guide](#) (available on the OK/SHPO website at <http://www.okhistory.org/shpo/docs/fieldguide.pdf>) and the Oklahoma Architectural/Historic Survey Requirements (available at <http://www.okhistory.org/shpo/surveyrequirements.htm>).

**D. Project Submissions:**

1. **Identification Forms.** The Subgrantee will produce one (1) original copy of each completed survey form. The form designed by the OK/SHPO must be used. The forms must follow exactly the format designed by the OK/SHPO. A copy of the form can be found on the OK/SHPO website at <http://www.okhistory.org/shpo/forms>.
2. **Photographs.** The Subgrantee will submit photo documentation for each property for which a survey form is completed.
3. **Maps.** Professional quality maps will be prepared to document the findings of the architectural/historic survey and will be incorporated into the Project Report (see below). Maps must be highly legible. Maps must be compatible with ESRI ArcGIS software.

4. **GPS**. All survey properties will have a GPS coordinate recorded at the time of the survey. If a complex is surveyed, a GPS boundary will be recorded.
5. **Project Report**.  
Following completion of the survey, the Subgrantee will prepare a written report.
  - a. The report will address the following topics and be organized as follows: 1) Abstract of report; 2) Introduction; 3) Research design; 4) Project objectives; 5) Area surveyed; 6) Methodology, including the intensity of coverage and the kinds of properties looked for; 7) Results; 8) Kinds of historic properties present in the surveyed area; 9) Specific properties identified and the techniques of information collection; 10) A list of the individual properties that warrant further research to determine National Register eligibility; 11) A thumbnail sketch of each individual property that warrants further research to determine National Register eligibility and the justification for that evaluation; 12) Historic Context; 13) An annotated bibliography of reference materials necessary for assessing the significance of properties or districts within the study area; and 14) A concise, definitive summary.
6. **Computer Data**. The Subgrantee will provide copies of all survey data to the OK/SHPO on CD/DVD discs. Archival quality discs are not required.

### **III. QUALIFICATIONS**

The Principal Investigator must meet the professional qualifications listed in 36 CFR Part 61 and the *Secretary of the Interior's Standards for Archeology and Historic Preservation* for historian, architectural historian, or architect. The Principal Investigator must be in direct supervision of the project work and a complete description of his or her

role in the project must be included in the proposal. An architectural historian or an architect, qualified in accordance with 36 CFR Part 61, is recommended as the Principal Investigator. However, if the Principal Investigator is not an architectural historian or architect, the project must detail how the services of such a professional will be obtained and used in the completion of project work.

#### **IV. WORK SCHEDULE**

It is the preference of the OK/SHPO that this project contract begin on July 1, 2024, and be satisfactorily completed, reviewed, and submitted on or before the eighth month of the contract. The draft survey report should be submitted on or before the sixth month of the contract. The OK/SHPO is willing to consider proposals that contain alternate dates. Any such deviation must be reasonable and explained in the proposal. **Work must be completed by June 30, 2025.**

#### **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 (sample available at <http://www.okhistory.org/shpo/rfp.htm>)
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 prior to 5:00 p.m. on April 12, 2024, 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 **May 10, 2024**. 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**

## VI. 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.

<u>POINTS</u>	<u>EVALUATION</u>
20	Demonstrates clearly a complete understanding of the project work.
15	Demonstrates an understanding of the major elements of project work.
10	Demonstrates a minimal understanding of major elements of project work.
5	Demonstrates a poor understanding of the project work.
0	Demonstrates a complete misunderstanding of the project work.

**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 of points.

**ITEM #3:** The applicant demonstrates successful experience in carrying out similar types of project work.

<u>POINTS</u>	<u>EVALUATION</u>
20	Demonstrates a great deal of experience in successfully completing this type of project work.
15	Demonstrates successful experience in similar project work.
10	Demonstrates only limited experience in similar project work.
5	Demonstrates experience that could only be considered "similar" in the broadest of interpretations.
0	Demonstrates no experience even remotely related to the project work.

**ITEM #4:** Understanding of the applicable Secretary of the Interior's Standards and Guidelines is evident.

<u>POINTS</u>	<u>EVALUATION</u>
20	Evidence of thorough understanding of the applicable standards and guidelines.
15	Evidence of understanding of the applicable standards.
10	Evidence of minimal understanding of the applicable standards.



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.

POINTS

EVALUATION

10 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.

0 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.

## **VII. 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 agreement is available in *Guidelines for Subgrantees* on the OK/SHPO website at <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 of 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.

