

March 2024

REQUEST FOR PROPOSALS HISTORIC CONTEXT FOR RELIGIOUS RESOURCES IN OKLAHOMA

Project Number 24-502

I. INTRODUCTION

The Oklahoma Historical Society, State Historic Preservation Office (OK/SHPO), is soliciting proposals to undertake the development of a Historic Context for Religious Resources in Oklahoma. According to the National Park Service's National Register Bulletin, "How to Apply the National Register Criteria for Evaluation," a historic context is "an organizing structure for interpreting history that groups information about historic properties that share a common theme, common geographic area, and a common time period. The development of historic contexts is a foundation for decisions about the planning, identification, evaluation, registration and treatment of historic properties, based upon comparative historical significance."

A historic context is a unit created for planning purposes that groups information about historic properties based on a theme, specific time period, and geographical area. Historic context material is found in National Register of Historic Places nominations, survey contexts, and other sources. The State Historic Preservation Office last produced detailed historic contexts as products of the comprehensive statewide planning program in the 1980s, and the historic contexts available in this format are available upon request from the OK/SHPO.

The State Plan divides Oklahoma's resources into two categories, prehistoric and historic. Previously, the State Plan divided Oklahoma into management regions (the geographic element for the historic contexts); however, the updates to historic contexts

shall view Oklahoma as a whole. Historic context development is an ongoing process and the OK/SHPO has determined that management regions are no longer necessary for its State Plan.

A context should be developed for the theme of Religious Resources in Oklahoma. Items to include in the discussion include:

- Historic Overview
- Denominational Histories
- Ecclesiastical Architecture
- Criteria for Evaluating Historic Religious Resources

This historic context development will be supported in part by state and federal funds. The overall purpose of this context is to increase the knowledge of religion in Oklahoma, how religious resources can be included 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, and will be responsible for providing the non-federal matching share for this effort. An estimated federal share of \$25,000 will be needed for completion of this project. Funding is from the National Park Service, Historic Preservation Fund. This survey project requires a 60/40 matching ratio. The OK/SHPO will pay 60% of the total project cost with federal funds. The Subgrantee must provide the matching 40% from nonfederal sources. The Subgrantee must demonstrate in the proposal the ability to provide the necessary non-federal matching share in accordance with *Guidelines for Subgrantees* (available online at <http://www.okhistory.org/shpo/rfp.htm>). Applicants must certify that the matching share is available at the time the proposal is submitted.

II. WORK TO BE ACCOMPLISHED

The project consists of the development of a Historic Context for Religious Resources in Oklahoma.

A. Definition of Context Area

State of Oklahoma

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 prepare a statewide historic context for Religious Resources in Oklahoma
2. To identify and annotate all reference material necessary for completing historic context.

C. Documentation

1. The historic context narrative must be prepared in accordance with the following:

Wyatt, Barbara, "The Components of a Historic Context: A National Register White Paper," April 9, 2009.
2. An Executive Summary should be created from the historic context narrative.

D. Project Submissions

1. Project Context

Following completion of the research, the Subgrantee will prepare a written context document.

- a. The context will address the following topics and be organized as follows: 1) Abstract of report; 2) Introduction; 3) Research design; 4) Project objectives; 5) Area evaluated; 6) Methodology; 7) Results; 8) Types of historic properties present in the context development area; 9) Evaluation methodology (should include the appropriate National Register Criteria for

Evaluation related to the individual resources); 10) An annotated bibliography of reference materials necessary for assessing the significance of properties or districts within the study area; and 11) executive summary.

- b. The context will be written in accordance with *A Manual of Style*, University of Chicago Press.
- c. The maps prepared as part of the context will be submitted in both GIS and paper copy within the context.

III. QUALIFICATIONS

The Principal Investigator must meet the professional qualifications listed in 36 CFR Part 61, "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 begin September 1, 2024, and be satisfactorily completed, reviewed, and submitted on or before the tenth month of the contract. The draft context should be submitted on or before the seventh month of the contract. The OK/SHPO is willing to consider proposals that contain alternate dates for submitting the context and all additional documentation. Any such deviation must be reasonable and explained in the proposal. Work must be completed by **August 31, 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 (use format in attachment); (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. (**NOTE: Purchase of equipment is not permitted for this project.**); (8) a complete disclosure of the matching share available; and (9) a signed non-collusion affidavit and federal assurances. All forms are available online at <http://www.okhistory.org/shpo/rfp.htm>. 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 proposals will not be accepted. The proposal shall be submitted as a hard copy.

Only those proposals received by the OK/SHPO no later than 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.

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 is available online at 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 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.