

March 2022

REQUEST FOR PROPOSALS
ARCHITECTURAL/HISTORIC SURVEY OF CIVIL RIGHTS-RELATED RESOURCES
IN OKLAHOMA CITY

Project No. 22-402

I. INTRODUCTION

The Oklahoma Historical Society, State Historic Preservation Office (OK/SHPO), is soliciting proposals for the architectural/historic survey of properties associated with the civil rights movement in Oklahoma City, Oklahoma. This project will emphasize the recording of 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. Additionally, this project will create a historic context for the civil rights movement in Oklahoma City. 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 this survey is to locate, identify and document buildings, structures, and sites within Oklahoma City that warrant further study for nomination to the National Register of Historic Places and to develop a historic context in which to evaluate the resources.

This cultural resource investigation will be accomplished as part of the ongoing Oklahoma Comprehensive Survey Program, supported in part by 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 become a Subgrantee of the OK/SHPO 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 an architectural/historic survey of civil rights movement-related resources in Oklahoma City, Oklahoma. 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* (<https://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 <https://www.okhistory.org/shpo/surveyrequirements.htm>. 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

Oklahoma City, Oklahoma

B. Project Objectives

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

1. Prepare a historic context of the civil rights movement in Oklahoma City.
2. Identify, locate, and document extant properties associated with the civil rights movement in Oklahoma City, and to determine, on the basis of integrity and significance, their eligibility for listing in the National Register of the Historic Places.
3. Identify properties currently listed in the National Register of Historic Places that had an historic association with the civil rights movement in Oklahoma City and assess whether those nominations merit additional documentation.

C. Documentation

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

1. Extant properties within the survey area found to have an historic association with the civil rights movement 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. Refer to Appendix A for a list of properties suggested for documentation.

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](#), and the Oklahoma Architectural/Historic Survey. Requirements available online 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/shpofirms.htm>.
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 Adobe Illustrator or 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. **Historic Context**. The historic context should be sufficiently complete to make possible an evaluation of the significance of proposed historic districts and individual properties. The historic context should be coordinated with the "Oklahoma State Historic Preservation Office Comprehensive Historic Preservation Planning Process and Historic Context Development," in consultation with the OK/SHPO. The narrative should be brief (no longer than twenty-five (25) pages nor less than five (5) pages) and provide a historical background for evaluating historic resources and should include the appropriate National Register Criteria for Evaluation related to the individual resources. The context should also include any deficiencies in the data discovered in the development of the context.
7. **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, 2022**, and be satisfactorily completed, reviewed, and submitted on or before the seventh month of the contract. The draft survey report should be submitted on or before the fifth 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, 2023.**

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.

(NOTE: Purchase of equipment is not permitted for this project.)

8. a complete disclosure of the matching share available
9. 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 April 8, 2022, 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 6, 2022**. 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	Clearly demonstrates 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.

<u>POINTS</u>	<u>EVALUATION</u>
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.

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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 contractor 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 contractor'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 contractor maintain all financial records relevant to the project until the OK/SHPO notifies contractor 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 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:

Chief, Office of Equal Opportunity
United States Department of the Interior
National Park Service

1849 C Street, NW

Washington, D.C. 20240

APPENDIX A:

The modern civil rights movement in Oklahoma City is commonly understood to have begun in August 1958, when African American educator and activist Clara Luper and a group of thirteen schoolchildren staged a sit-in at Katz's Drug Store in downtown Oklahoma City. Although the sit-in movement is the best-known period in Oklahoma City's civil rights movement, the historic context can assess precursors to the sit-in movement as well as the evolution of the movement to confront other social problems. Other key events to investigate include the sanitation workers' strike of 1969 and controversies related to school desegregation and busing between 1961 and 1985.

Many sites associated with prominent sit-in demonstrations in downtown Oklahoma City are no longer extant, including the aforementioned Katz Drug Store. We anticipate the survey to document a wide range of property types, including religious buildings, single-family houses, and restaurants or other commercial buildings. The following list of extant properties is by no means comprehensive but should serve as an effective primer for the properties potentially associated with the civil rights movement in Oklahoma City.

- i. Fifth Street Missionary Baptist Church (801 Northeast 5th Street)
- ii. Greater Cleaves Memorial CME Church (1609 Northeast 48th Street)
- iii. St. John Missionary Baptist Church (5700 North Kelley Avenue)
- iv. Weldon and Alma V. Posey House (2029 Northeast 14th Street)
- v. Freedom Center (2609 North Eastern Avenue [now Martin Luther King, Jr. Blvd])
- vi. Polk's House (formerly Pink Kitchen), 2319 North Lottie Avenue
- vii. 1910 Northeast 23rd Street, indicated to have served as a temporary headquarters for the NAACP Youth Council
- viii. Homes, offices, or other properties directly associated with key civil rights leaders and demonstrators, including
 1. Clara Luper
 2. The thirteen original sit-in participants, including
 - a. The Weldon and Alma V. Posey House (2029 Northeast 14th Street)
 3. Oklahoma State Senator Edward Melvin Porter
 4. Oklahoma State Representative Archibald Hill
 5. Dr. E. C. Moon, president of the Oklahoma City chapter of the NAACP
 6. Cecil L. Williams

7. Reverend W. K. Jackson, pastor at St. John Missionary Baptist Church

(NOTE: The above list derived from a review of Clara Luper's autobiography, *Behold the Walls*, published in 1979)