

May 2023

**REQUEST FOR PROPOSALS
ARCHITECTURAL/HISTORIC SURVEY OF
OKLAHOMA'S ALL-BLACK TOWNS**

Project URC-ABT-2022

I. INTRODUCTION

The Oklahoma Historical Society, State Historic Preservation Office (OK/SHPO), is soliciting proposals for an architectural/historic survey of Oklahoma's All-Black Towns (see attached maps) and two National Register of Historic Places nominations for properties located within the survey area (Phase 1 and/or Phase 2). This project will emphasize the recording of up to 500 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 Underrepresented Community Grants program through the Historic Preservation Fund, administered by the National Park Service, Department of the Interior. A total of \$75,000 will be available for completion of this project.

II. WORK TO BE ACCOMPLISHED

A. Architectural/Historic Survey of Oklahoma's All-Black Towns

The project consists of an architectural/historic survey of buildings associated with Oklahoma's fourteen remaining All-Black Towns: Boley (excluding the NHL), Brooksville, Clearview, Grayson, IXL, Langston (partial), Lima, Red Bird, Rentiesville, Summit, Taft (partial), Tatum, Tullahassee, and Vernon. 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/architsurveys/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 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):

1. Definition of Survey Area:

See maps provided for the boundaries of each town.

- Langston (remaining area not surveyed in first report)
- Taft (remaining area not surveyed in first report)
- Boley (outside NHL and only if 500 properties are not achieved in Langston and Taft)

2. Project Objectives:

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

- a. 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.
- b. To record and photograph those individual properties in the project area.
- c. To identify and annotate all reference material necessary for completing National Register nominations for properties located in the survey area that warrant further study.

3. Documentation of Properties:

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

- a. 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.
- b. 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](http://www.okhistory.org/shpo/architsurveys/fieldguide.pdf) (available on the OK/SHPO website at <http://www.okhistory.org/shpo/architsurveys/fieldguide.pdf>) and the Oklahoma Architectural/Historic Survey Requirements (available at <http://www.okhistory.org/shpo/surveyrequirements.htm>).

4. Project Submissions:

- a. **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/shpofoms.htm>.

- b. **Photographs**. The Subgrantee will submit photo documentation for each property for which a survey form is completed.
- c. **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.
- d. **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.
- e. **Project Report**.
Following completion of the survey, the Subgrantee will prepare a written report.

- 1) 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.

- f. **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 in consultation with the OK/SHPO. The narrative should be brief (no longer than twenty-five pages nor less than five 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.
- g. **Computer Data**. The Subgrantee will provide copies of all survey data to the OK/SHPO on CD/DVD discs or through file transfer. Archival quality discs are not required.

B. National Register Nomination of Two Properties within Survey Boundaries (selected from Phase 1 and/or Phase 2)

The Subgrantee shall prepare one National Register of Historic Places nomination of a property within the boundaries of the survey area. The nomination shall be completed in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, the *Oklahoma National Register Nomination and Request for Formal Determination of Eligibility Manual*, and the OK/SHPO's nomination and submittal requirements (www.okhistory.org/shpo/nominationrequirements.htm).

The contents of the submission to the OK/SHPO shall include (detailed instructions for each item are found in the guidance cited above):

1. Computer-Generated Nomination Form

A computer-generated National Register of Historic Places Registration Form (2012 update) shall be produced for each property with all items satisfactorily completed in accordance with the

nomination and submittal requirements cited above. The nominations 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 the nomination forms to the OK/SHPO electronically. All data will be produced in Microsoft Word format.

2. Supplemental Materials

The computer-generated nomination forms will be accompanied by the following supplemental materials:

- a. Maps
- b. Photographs
- c. Exhibits A & B (available on the page cited above)
- d. Copies of research materials
- e. Correspondence

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

IV. UNDERSTANDING OF DOCUMENTS

The Subgrantee affirms familiarity with and understanding of the following:

1. *Guidelines for Subgrantees*
2. The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation
3. National Register of Historic Places Criteria for Evaluation
4. Oklahoma National Register Nomination and Request for Formal Determination of Eligibility Manual
5. OK/SHPO's Nomination and Submittal Requirements
6. OK/SHPO's Architectural/Historic Survey Requirements

V. PROJECT SCHEDULE

It is the preference of the OK/SHPO that this project contract begin on August 1, 2023, and be satisfactorily completed, reviewed, and submitted on or before the 15th month of the contract. The draft survey report should be submitted on or before the 9th month of the contract. The draft nominations should be submitted on or before the 12th 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 December 31, 2024, or date indicated in alternate schedule, if approved.**

VI. 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. 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 June 30, 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 **July 21, 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**

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: The Subgrantee is a minority organization or firm. Those submitting a proposal must provide information to demonstrate their minority business status. For this item the score will either be "10" or "0". There is no range of points.

ITEM #5: 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 #6: 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.