

## REQUEST FOR PROPOSALS

### **Graham Architectural Survey and National Register Update, Graham, Alamance County**

Submission Deadline: April 19, 2021

Project Coordinator: Nathan Page, Planning Director  
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#### **PROJECT DESCRIPTION and REQUESTED SERVICES**

The City of Graham's Historic Resources Commission has been allocated funds by the Graham City Council. The City of Graham is seeking the professional services of a qualified consultant to conduct historic context research, complete an architectural survey update in the National Register-listed Graham Historic District (NR 1983), and survey proximate properties that share common significance with the original National Register district. Based on evaluation of the historic context research and survey results, the consultant will produce a summary report with recommendations for potential National Register updates. In consultation with the City of Graham and the NC State Historic Preservation Office, the consultant will prepare a National Register Additional Documentation nomination to expand the Period of Significance of the current district, clarify the areas of significance, update the descriptions/status of all the resources as they relate to the original and new areas and period of significance, and correct any errors or oversights in the original nomination. Based on the results of the survey, the consultant may also complete an NR Boundary Increase and/or Boundary Decrease.

The Graham Historic District was listed in the National Register in 1983. The Period of Significance for the district extends from 1850-1940. Buildings and structures within the district boundaries constructed or renovated after 1940 should now be assessed for potential significance and integrity, which may warrant an extension of the historic district's Period of Significance.

The city will hire a consultant to conduct an intensive level architectural survey of the approximately 100 resources within the district and approximately 15 additional properties (to be determined in consultation with the consultant and, as needed, the NC State Historic Preservation Office) adjacent to the district. Survey results will provide the basis for Additional Documentation to the original nomination, determining a new logical end to the district's Period of Significance, creating an updated district inventory, expanding the historic context, clarifying the areas of significance, correcting any errors or oversights from the 1983 nomination, and updating photos and maps. The survey may also determine the need for a Boundary Increase and/or Boundary Decrease for the district. The consultant will prepare any Additional Documentation and/or Boundary Increase/Decrease nomination forms needed to update the district as part of the project.

The current project entails the following:

Prior to preparation of the Additional Documentation to the Graham Historic District nomination, as well as a possible Boundary Increase/Decrease nomination, surveying for the first time or updating existing survey records/files for each property within the existing district and any increase areas is required. The consultant should request a copy of the HPO database for the properties within the Study Area documented to date at the start of the project. This aspect of the project includes field work, digital photography conforming to HPO standards, updating/editing or preparing new database records, including the written summaries that may be used for the nomination inventory list; and creating or updating paper files consisting of report forms generated from the database, photo proof sheets, and historical background materials based on research in city directories, Sanborn maps, and other sources.

- If the results of the survey determine that a Boundary Increase and/or Boundary Decrease is needed, a Study List application for the Increase and/or Decrease must be prepared, submitted to the HPO, and approved by the North Carolina National Register Advisory Committee prior to preparation of the Boundary Increase and/or Boundary Decrease document. The consultant will prepare and present a Study List presentation for boundary increase and/or decrease no later than the October 14, 2021 NRAC meeting.
- All components of the Additional Documentation and possible Boundary Increase and/or Boundary Decrease to the original National Register District nomination, including the registration form, narrative description, inventory list, narrative statement of significance, bibliography, geographical data, boundary description and justification, high-resolution digital photography of selected individual buildings and streetscapes, and maps, are to be submitted as part of the nomination(s).
- The consultant will conduct two (2) public information meetings: one (1) at the beginning of the project during a Graham Historic Resources Commission meeting and one (1) near the end of the project when the nominations are complete and ready for the HPO to present at a meeting of the North Carolina National Register Advisory Committee.
- If time and capacity allows, the consultant will review the City of Graham's existing Standards, and make recommendation for their revision and update, in recognition of the updated inventory.

All work for this project will be carried out under the supervision of Graham's staff according to federal and state architectural survey and National Register standards and guidelines (see *North Carolina Historic Preservation Office Architectural Survey Manual: Practical Advice for Recording Historic Structures* (2008 edition) at <https://files.nc.gov/ncdcr/historic-preservation-office/survey-and-national-register/NCHPOSurveyManual-11-2008.pdf> and *Practical Advice for Preparing National Register Nominations in North Carolina* at [https://files.nc.gov/ncdcr/historic-preservation-office/survey-and-national-register/PRACTICAL\\_ADVICE\\_FINAL\\_PDF.pdf](https://files.nc.gov/ncdcr/historic-preservation-office/survey-and-national-register/PRACTICAL_ADVICE_FINAL_PDF.pdf)

The consultant will submit final drafts of all products, including paper survey files, to SHPO no later than June, 15, 2022. A hard copy of the final drafts of the nominations as well as a digital copy of the database and all digital photographs taken during the project will be provided to SHPO. The City of Graham will receive a digital copy of all materials. The project will be accomplished under the supervision of the City of Graham Planning Department. The North Carolina State Historic Preservation Office (HPO) will review the draft and final products from this project. The consultant will make any requested edits prior to the products' integration into the HPO's architectural survey archive. Incomplete products will not be integrated into the survey archive. The consultant will make any edits to the nominations after NC HPO review and comment. Incomplete or incorrect nominations cannot be scheduled for NRAC or forwarded to NPS.

### **PROJECT BUDGET**

The total project budget is \$30,000. In-kind services will be available from the City of Graham to assist in project publicity and public information meetings to ensure that the project will be participatory and advertised to the community-at-large. The total project budget is not to exceed \$30,000. All associated expenses for travel, etc. will be borne by the contractor.

### **PROJECT SCHEDULE**

A detailed product schedule, including a "Time-Product-Payment" schedule, will be developed with the selected contractor and the City and incorporated into the project contract. This schedule shall be shared with SHPO for comment. A starting date of May 1 2021, is desired. Pending survey results, the consultant shall submit a Study List application for the possible Boundary Increase/Decrease no later than September 2nd, 2021 to meet the Study List deadline for the October 14, 2021 NRAC meeting. A complete first-draft package for the Additional Documentation to the existing nomination shall be submitted no later than April 1, 2022. The project shall be completed by June 15, 2022.

### **SUBMISSION, QUALIFICATION, AND SELECTION CRITERIA**

All proposals must address the contractor's qualifications and ability to carry out the project in accordance with the requested services and within the specified time frames. Proposals should address the following:

- *Qualifications, experience, and past performance of the Consultant in delivering comparable services.* The Consultant must meet the qualifications described in 36 CFR 61 (Appendix A). The Consultant must demonstrate significant experience in working on comparable types of projects. The Consultant must have performed satisfactorily on previous survey update and National Register nomination projects, as confirmed by the State Historic Preservation Office. References will be verified.
- *Demonstrate capacity to perform the scope of work.* The Consultant must have adequate experience, staff, and time to perform the work required. The Consultant must have the ability to meet the time schedule established for the work. The proposal shall include the names and resumes of the principals as well as key persons who would be involved in the project. References will be checked to determine ability to meet project schedules.

- *Demonstrate a clear understanding of project requirements, expectations, and scope.*
- *Identify the proposed approach to completing scope of work defined.*
- *Identify similar recent projects completed by the Consultant. Provide names, addresses and phone numbers of the clients.*
- *Provide in digital format at least one example of a recent National Register district nomination (with photographs) to demonstrate writing skills.*
- *Demonstrate ability to communicate effectively with the property owners and residents in the study areas, as well as with project managers at the local and state levels.*
- *Acknowledge that the Consultant understands that the total project budget is not to exceed \$30,000, and all associated expenses for travel, etc. will be borne by the contractor.*
- *State that the Consultant will comply with the City of Graham's requirements regarding professional liability and other insurance coverage.*

The City of Graham will review the proposals received, identify the most qualified respondent, and negotiate a contract with the selected Consultant. The selected Consultant agrees that all work elements shall be completed in accordance with the outlined time schedule and as described in the requested services above.

The City of Graham reserves the right to waive any informality or reject any or all proposals submitted. There is no expressed or implied obligation for the local government to reimburse respondents for any expense incurred in preparing a proposal. All responses to this Request for Proposals (RFP) shall remain valid for a period of not less than ninety (90) calendar days from the due date of this RFP. Submission of a proposal indicates acceptance by the responding person or firm of the terms, conditions, and requirements described in the RFP unless clearly and specifically noted in the submittal. The City of Graham is an Equal Opportunity Employer.

#### **PROPOSAL SUBMISSION**

Proposals for providing these professional services must be received by the City of Graham Planning Department, 201 S Main Street, Graham, North Carolina 27253, **500 pm on** April 19, 2021. All inquiries should be directed to Nathan Page, Planning Director at [npage@cityofgraham.com](mailto:npage@cityofgraham.com) or 336-570-6705.