

EXTENDED DEADLINE

Request for Proposals Update the National Register of Historic Places Nomination for Booker T. Washington National Monument September 21, 2021

The National Park Service (NPS) through a cooperative agreement with the Association for the Study of African American Life and History, Inc., (ASALH) is seeking the services of one (1) or two (2) Principal Investigators (PI) who will achieve very specific goals. The primary goal of the project is to provide NPS and partners with up-to-date documentation so that they can continue to responsibly manage and steward the Booker T. Washington National Monument. This update will help NPS and its partners achieve their vision to elevate the nationally significant birthplace, emancipation site, and legacy of Booker T. Washington, America's most prominent African American educator and orator of the late 19th and early 20th centuries.

The contract is administered by ASALH and the work prepared for and completed in coordination with the National Park Service. All work accomplished by this research project will be credited to ASALH but becomes the property of the National Park Service and will be made publicly available.

Interested parties should submit a proposal in response to this RFP to ASALH no later than 5:00 pm EST on October 18, 2021. Electronic copies may be directed to ASALH at nps@asalh.org with the subject line "Booker T. Washington National Monument."

Project Background

The agreement will support completion of updated National Register of Historic Places documentation for resources within the park boundaries of the Booker T. Washington National Monument.

The National Register update will provide critical inventory and analysis of historic resources associated with the Booker T. Washington National Monument. The project requires the performance of historical research, documentation, and writing required to complete an update to the 1989 National Register of Historic Places nomination to be consistent with recent determinations of historic significance made by the NPS and the Virginia Department of Historic Resources. The result will be a fully updated and revised National Register nomination for the Booker T. Washington National Monument that documents the physical characteristics of the property, through an architectural description and inventory of resources on the property, including a relevant landscape features and characteristics.

The National Register documentation should evaluate all resources (regardless of ownership) within the monument's authorized boundary (including archeology) and distinguish between contributing and non-contributing resources within the district. This effort will provide an update to that nomination by documenting significance under Criteria A (association with events related to the Civil Rights Movement) and Criteria C (Mission 66 Park Service Modern Architecture). The nomination will include a general property development history and will develop scholarly arguments for why the property possesses exceptional value or quality in illustrating or interpreting the heritage of the United States.

Required Principal Investigator Qualifications

The minimum professional qualifications in history are a graduate degree in history or closely-related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution, or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
3. Past Experience -- to include at least 3 similar, successfully completed projects within the last 5 years.

Additional Qualifications

Knowledge, skills, and ability in the following:

- Organize data and analyze and interpret its authenticity and relative significance;
- Gather historical data from sources such as archives, court records, diaries, news files, and photographs, as well as collect data sources such as books, pamphlets, and periodicals;
- Conduct historical research as a basis for the identification, conservation, and reconstruction of historic places and materials;
- Conduct historical research and publish or present findings and theories;
- Organize information for publication and for means of dissemination;
- Collect detailed information on individuals for use in the preparation of biographies;

Scope of Work

Introduction:

This project will complete National Register of Historic Places (NRHP) documentation for the Booker T. Washington National Monument (NM). This project will update the 1989 National Register of Historic Places nomination to be consistent with recent determinations of historic significance made by the NPS and the Virginia Department of Historic Resources. The National Register documentation should evaluate all resources (regardless of ownership) within the monument's authorized boundary (including archeology) and distinguish between contributing and non-contributing resources within the district. The National Register district boundary should be distinguished as well.

Booker T. Washington was designated a National Monument on April 2, 1956. The site was administratively listed in the National Register of Historic Places on October 15, 1966 (reference number 66000834) "for its association with the early life of Booker T. Washington and as a national commemorative of his life." National Register of Historic Places documentation was prepared in 1989 that includes the 19th and 20th century archeological sites, historic structures, and reconstructed features and buildings used for interpretation (full National Register nomination can be found here: <https://catalog.archives.gov/id/41680762>). The 1989 registration form notes that the nomination was deficient and at the request of the NPS Federal Preservation Officer was amended as follows: "National Register Criteria Consideration C (birthplace) and F (commemorative property) be added, and the significant dates entered on the form be deleted as they do not relate to this property" (continuation sheet). Therefore, the statement of significance in section 8 should be understood to include these criteria as amended and without the dates of significance from 1881 to 1915. The update to the nomination should propose a new period (or periods) of significance based on the updated analysis.

This effort will provide an update to that nomination by documenting significance under Criteria A (association with events related to the Civil Rights Movement) and Criteria C (Mission 66 Park Service Modern Architecture). Furthermore, as noted above, the applicable criteria considerations are C (birthplace) and F (commemorative property). The period of significance is defined as the time from

Booker T. Washington's birth in 1856 to his emancipation in 1865, when he moved away. The listed areas of significance are education; ethnic history (black); politics; and industry. The 1989 SLR lists 7 contributing resources in the district and 25 non-contributing resources and provides details about each resource.

Two drafts for review by NPS staff and any identified relevant reviewers (neighbors, certified government elected officials, as determined at the kick-off meeting) will be prepared with a 45-day review period. A third and final draft will be prepared for the review of the State Historic Preservation Officer and the Federal Preservation Officer with a 30-day review period. The completed National Register nomination will be available for the public to read and download from NPS.gov sites as well as on file at the State Historic Preservation Office.

Project Guidelines:

All work to be performed under this agreement will comply with all applicable federal standards including but not limited to those found in the Code of Federal Regulations (CFR) Chapter 36, the Secretary of the Interior's Professional Qualification Standards (http://www.nps.gov/history/local-law/arch_stnds_9.htm); the Secretary of the Interior's Standards for Archaeology and Historic Preservation (as amended and annotated); the Antiquities Act of 1906 (Public Law 59-209, 34 Stat. 225, 16 U.S.C. § 431-433); the Historic Sites Act of 1935 (49 Stat. 666; 16 U.S.C. 461-467); the Historic Preservation Act of 1966 (as amended--Public Law 89-665; 16 U.S.C. 470 et seq.); National Environmental Policy Act of 1969 (PL 91-190, 83 Stat. 852 42 U.S.C. §4321 et seq. (1969)); 1969 Archaeological and Historic Preservation Act of 1972 (AHPA); Archaeological Resources Protection Act of 1979 (ARPA); American Indian Religious Freedom Act of 1978 (AIRFA); Native American Graves and Repatriation Act of 1990 (NAGPRA); and any other applicable laws, standards and/or guidelines, including 6 compliance with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220).

All research material collected in conjunction with this project remains in the public domain and is archived and otherwise managed by the National Park Service, Interior Region 1. All deliverable data should be prepared decimal degrees (or geographic), with a NAD83 datum (WKID: 4269 Authority: EPSG). Maps may be prepared as NAD 1983, UTM Zone 18N (WKID: 26918 Authority: EPSG) or an appropriate state plane system and delivered to the Chief of Visitor Services and Resource Management, and become the property of Booker T. Washington National Monument; another copy should be provided to the History and Preservation Assistant, Interior Region 1. Deliverables: The final deliverable should be a single data transfer standards geodatabase and can be provided on CD-ROM, DVD, or jump (flash) drive. Data deliverables must include raw GPS data files, corrected GPS data files, and the exported format as defined above.

Federal Geographic Data Committee metadata requirements as specified in the NPS_GISSpecs_20070302.pdf file (attached), shall be followed and prepared for all data sets submitted in the NPS spatial data transfer standard format. No data shall be accepted from consultants/cooperators/Principal Investigators or subconsultants/cooperators/Principal Investigators without Federal Geographic Data Committee (FGDC)-compliant metadata, which can be conveniently created in ESRI ArcCatalog module or by any other metadata software which results FGDC-compliant documents.

In addition, the “process step” item of metadata (Data Quality->Process Step) must be populated detailing the steps taken to collect, create, convert, and edit the geospatial data. Additional documents can be attached to the ArcCatalog Metadata (Metadata Properties- >Enclosures->Add).

Additional specific technical standards and guidelines to be applied include:

U.S. Department of the Interior, National Park Service. National Park Service National Register of Historic Places <https://www.nps.gov/subjects/nationalregister/index.htm>

DHR: Virginia Department of Historic Resources <https://www.dhr.virginia.gov/historic-register/>

The Chicago Manual of Style (16th ed.): <http://www.chicagomanualofstyle.org/16/contents.html>

SPECIFIC TASKS

National Register Documentation

1) Post Award Meeting at Booker T. Washington NM (park): to discuss project goals, objectives, research materials, and conduct fieldwork.

2) Prepare National Register Documentation:

- Recipient shall use all readily available primary and secondary source material, including NPS reports, and perform physical investigations as necessary, to complete documentation for a district nomination of the property described in the addendum to this scope of services.
- The Recipient shall prepare new documentation; revise the description and consider changing conditions of previously listed properties; considering new areas and periods of significance; considering potential archeological sites and classify resources park-wide as contributing and non-contributing. The submission shall include a Collections Statement pertaining to site-specific museum collections. All resources shall be evaluated as part of the district, whether they relate to the site’s primary significance or independently meet National Register criteria. Particular attention should be paid to the former Booker T. Washington Elementary School, which served as local “model” black segregated public school between 1954 and 1966, and NPS Mission 66 and related resources, including the park visitor center.
- The documentation shall be based on National Register criteria for significance and the integrity of resources, and it shall consider appropriate historic contexts. The information must be submitted on a National Register Registration NPS Form 10-900.
- Follow the guidelines for counting contributing and noncontributing resources in National Register Bulletin: Guidelines for Completing National Register of Historic Places Forms. The resource count shall conform to the Rules for Counting Resources (page 17).
- Specifically, account for all buildings, structures, sites, and objects, historic and non-historic, within the park boundary in both National Register Registration NPS Form 10-900 Section 7 (description) and on the district data sheet. Specifically, reference all contributing resources described in both National Register Registration NPS Form 10-900 Section 7 and Section 8.
- Distinguish countable resources from their associated features in both the narrative in Section 7 and the associated data sheet. Organize the data sheet by resource type and include associated features for specific

resources. In addition to other identifying information, include the area(s) of significance with which they are associated. Also include a separate list of non-contributing resources.

- All resources and features listed in NPS List of Classified Structures (LCS) and Cultural Landscape Inventories (CLI) as contributing, whether or not countable for purposes of the National Register, shall be described.

- Recipient must include photographic views representing each resource. Views must include the buildings and structures and important landscape features and patterns. The recipient must adhere to the National Register Photo Policy Fact Sheet.

https://www.nps.gov/subjects/nationalregister/upload/Photo_Policy_update_2013_05_15_508.pdf.

- Recipient will refer to the Virginia Department of Historic Resources to access state forms and procedures for the documentation requirements for submission: <https://www.dhr.virginia.gov/historic-register/preliminary-evaluation-andnomination-processes/>.

- Recipient shall create and notate a scaled map identifying all contributing and non-contributing resources by name and number. Mapping shall be compatible with NPS GIS standards. (See STIPULATIONS, no. 9.)

3) NPS Review of Detailed Outline and Draft National Register Form Required Submittals:

Recipient shall electronically submit the following for NPS review during the course of the project:

1) An initial draft National Register form for NPS and State Review, which includes:

- 1) National Register form Cover Sheet.
- 2) a draft Section 7 description and draft narrative of Section 8 Statement of Significance.
- 3) a preliminary data sheet listing featuring contributing and non-contributing resources with potential area of significance indicated,

2) A revised draft National Register Registration Form for NPS and State Review,

3) A final National Register Registration Form for State Historic Preservation Office (SHPO) comment

4) A final National Register Registration Form (that has addressed any SHPO comments) for submission to the Federal Preservation Officer (FPO) to the Contracting Officer's Representative (COR).

Recipient shall revise/supplement the respective submittals in response to consolidated written comments.

PROJECT SCHEDULE AND SUBMISSION OF DELIVERABLES

All work specified shall be completed in accordance with the following schedule. All work specified shall be completed no later than twenty months from the kick-off meeting. The timeline includes a 45-day review period for NPS/ASALH review and a 30-day SHPO review.

1) Project Schedule: The NPS shall provide comments to the recipient on all submittals within forty-five (45) calendar days of receipt of the submission.

2) Submittal Format

a. Submittal of draft forms and interim submittals: Recipient shall post draft forms and interim submittals electronically on a site to be designated by the NPS. Site access shall be provided by the COR at the Post Award Meeting. Drafts will be in Microsoft Word and line numbered.

b. Submittal of final form: NPS Form 10-900 must be submitted electronically as indicated in 2(a) above on a form with the template information entered as a header. All forms and graphic materials, including USGS maps, photographs, and other graphics, must meet the requirements for submittal to the National Register of Historic Places. Three sets of graphic material - photographs, maps, and other graphic material - must be submitted.

c. All photographs must adhere to the National Register Photo Policy Fact Sheet.
https://www.nps.gov/subjects/nationalregister/upload/Photo_Policy_update_2013_05_15_508.pdf

DELIVERY ITEM	DATE
Start-up teleconference with the park staff and NPS regional office.	Within twenty-one (21) calendar days post award
Start-up meeting and site visit at park with the park staff, NPS regional office and ASALH	Within sixty (60) calendar days post start-up teleconference
Initial Draft including: Cover sheet, draft of Section 7, Section 8 narrative and preliminary Data Sheet listing Contributing and Non-Contributing resources, sketch map, and photographs.	Within one hundred (100) calendar days of start-up meeting and site visit. NPS and designated relevant reviewers will be provided a 45-day review period.
Revised Draft National Register Registration form for NPS review: Cover sheet, Draft of Section 7, and Section 8 Statement of Significance, preliminary data sheet, sketch map, and photos.	Within sixty (60) calendar days following the receipt of NPS comments on the initial draft. NPS and designated relevant reviewers will be provided a 45-day review period.
Final National Register Registration form for SHPO comment	Within twenty-one (21) calendar days after NPS comments on Revised Draft National Register Registration form are returned.
Final National Register form for submission to the Federal Preservation Officer (FPO)	Within ten (10) calendar days after SHPO comments on final National Register Registration Form for SHPO review are returned.
Delivery of results and findings to public audiences.	Within 30 days of the close of the project. BOWA and ASALH will create and distribute a joint press release to educate audiences of any new areas or periods of significance. Information will be shared on park’s website and social media.

Proposal Submissions

For evaluation purposes, proposals should provide sufficient information as to assist ASALH in determining the most qualified Principal Investigator for the project. Interested parties should submit a written proposal that includes the following:

- Name of the individual(s) that would be working on the project and their proposed area(s) of responsibility.
- A curriculum vitae.
- A minimum of at least 3 similar, successfully completed projects within the last 5 years.
- Information on projects of a similar nature and of significant work completed by the Principal Investigator candidate in the past five (5) years. Include specific dates and types of services provided, and highlight success in meeting work schedules, project budgets, and product deadlines.
- A list of references (at least three (3), but not more than five (5)) that may be contacted. The Principal Investigator candidate must return three (3) reference questionnaires from projects of similar scope within the last five (5) years.
- A short narrative that responds to the scope of work as described in this RFP, which demonstrates the Principal Investigator candidate's proposed approach to the project and capability to accomplish the desired goals.
- Resumes of key personnel (Not to exceed two (2) pages on each resume). This factor will be used to evaluate documented evidence of the candidate's ability to provide key personnel who meet all contract qualifications requirements. Proposed key personnel must meet all minimum requirements specified in the RFP for the duties/positions they are proposed to perform. Historian specializing in African American history, particularly of Civil War and Civil Rights history, strongly preferred.
- A proposed project Schedule A
- A proposed budget.

All proposals must be received no later than 5:00 pm EST on October 18, 2021. They should be prepared simply and economically, providing a straight forward, concise description of the Principal Investigator candidate's qualifications and capabilities to satisfy the requirements of this RFP. Proposals may be submitted via email in electronic format (MS Word or PDF format) to Ms. Kay Phillips, ASALH Project Manager, at nps@asalh.org. ASALH will confirm receipt of submissions. However, if there are any issues (e.g., with the attachments working correctly), the Principal Investigator candidate is responsible for resolving these issues with an alternative submission method acceptable to ASALH and NPS.

Selection Criteria

Submittals will be evaluated and ranked based on the following factors, presented in no particular order:

- Qualifications of Principal Investigator candidate.
- The extent to which the proposal addresses the project's purpose and scope of work.
- Experience in conducting historical research for historical biographies, publications, and disseminating research using several forms of distribution.
- Knowledge of use and means of primary resources, searching through digital and hard copy archives, and basic historical interpretation.
- Demonstrated capability of meeting projected deadlines and successfully completing contracts of this type.
- Past performance and references.

- Proposed project schedule.

Available Funding

The stipend for the Principal Investigator of this project is \$54,000 or \$27,000 each for two (2) PIs (exclusive of expenses such as travel and printing). Funding is available to pay for assistance from a GIS specialist.

Terms and Conditions

- A. ASALH reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. ASALH reserves the right to request clarification of information submitted, and to request additional information from any Principal Investigator candidate.
- C. ASALH and NPS shall not be responsible for any costs incurred by Principal Investigator candidates in preparing, submitting or presenting its response to this RFP.
- D. All completed nominations and executive summaries must fully comply with Section 508 accessibility standards (<https://www.section508.gov/content/build/create-accessible-documents>) for electronic documents.
- E. Any and all rights to work produced through his project will be vested in the Department of the Interior, National Park Service, including any copyrights.
- F. The selected Principal Investigator must also comply with all applicable provisions of [OMB Circular A-110 A-110 REVISED 11/19/93 As Further Amended 9/30/99](#). (https://obamawhitehouse.archives.gov/omb/circulars_a110/)

Questions

Respondents are invited to submit written questions requesting clarifications or explanations of the information contained in this RFP. Please direct all proposal or contract-related questions to Ms. Kay Phillips, ASALH Project Manager, at nps@asalh.org.