

REQUEST FOR PROPOSALS

Preparation of National Historic Landmark Nomination for the Barrio Viejo, Tucson, Arizona February 1, 2018

The Tucson Historic Preservation Foundation (THPF) is seeking the services of a qualified consultant to prepare a complete National Historic Landmark (NHL) nomination for the Barrio Viejo, Tucson, Arizona, according to requirements specified in this Request for Proposals (RFP). The Barrio Viejo is an urban residential/commercial neighborhood in central Tucson, comprised of the existing Barrio Libre National Register of Historic Places-listed Historic District and additional resources currently listed in the Armory Park, Barrio Santa Rosa, and Barrio El Hoyo National Register listed historic districts.

The contract is to be administered by THPF and the work prepared for and completed in coordination with the National Park Service (NPS) National Historic Landmarks Program (NHL Program). Funds for this project have been awarded to the Arizona State Historic Preservation Office (SHPO) by NPS through the Underrepresented Communities Grant Program, and SHPO will be a stakeholder in evaluating consultant proposals and contract performance.

Interested consultants should submit a proposal and cost estimate in response to this RFP to THPF no later than 5:00 p.m. PST on April 6, 2018.

Proposals should be mailed to:

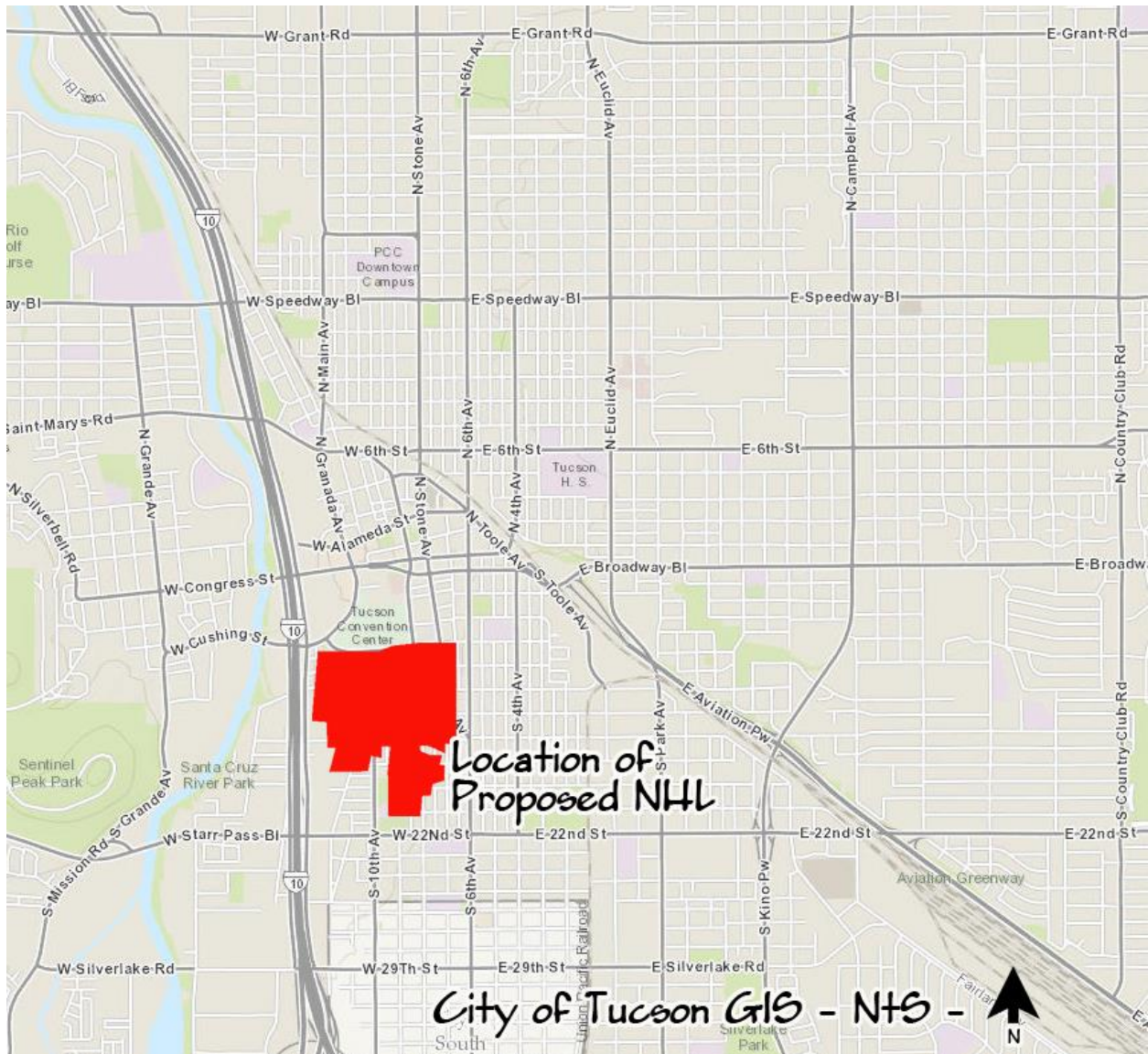
Attention: Barrio Viejo NHL Project
Tucson Historic Preservation Foundation
PO Box 40008
Tucson, Arizona 85717

Electronic copies of proposals may be submitted to info@presevetucson.org.

Project Background

National Historic Landmarks are nationally significant historic places designated by the Secretary of the Interior because they possess exceptional value or quality in illustrating or interpreting the heritage of the United States. Currently, nearly 2,600 historic places bear this national distinction.

The purpose of the current project is to produce a complete NHL nomination for the Barrio Viejo. The proposed Barrio Viejo National Historic Landmark District contains a unique concentration of vernacular residential and commercial properties in the Spanish and Mexican building styles characteristic of northern Sonora and the American Southwest. The architecture reflects both Mexican origins and a creative fusion with American styles introduced with the coming of the railroad in 1880. The district embodies the story of Tucson's multi-ethnic Mexican-American community.



The exact boundary of the proposed Landmark is in the process of being defined through consultation with the SHPO (see attached). Recently-completed (updated) Arizona State Historic Property Inventory forms for all contributing resources will provide a basis for research and analysis. Data provided in the inventory forms will also be essential in determining the contributing and non-contributing resources to the NHL.

Required Consultant Qualifications

The selected consultant should be a qualified historian and/or architectural historian with demonstrated experience in successful preparation of NHL nominations and/or NPS thematic studies, and have the capability of preparing a fully complete NHL nomination for the Barrio Viejo for presentation to the National Historic Landmarks Committee of the National Park System Advisory Board.

The consultant, at minimum, shall meet the following qualification and experience requirements:

- a) Meet the qualifications of the Secretary of Interior's Standards for Professional Qualifications and/or a GS-0170-11 Historian as established by the Federal government's Office of Personnel and Management.
- b) Have demonstrable experience in preparation of National Register of Historic Places Registration forms or National Historic Landmark Registration forms. Experience evaluating and preparing nominations for nationally significant properties and demonstrated knowledge of the NHL Program and nomination process is preferred.
- c) Demonstrated expertise and ability to complete a nomination on time and within budget.
- d) demonstrated expertise and/or knowledge of Sonoran and Southern Arizona history and regional architectural styles.
- e) demonstrated expertise in engaging community stakeholders through the life of a project.

If the consultant comprises a consulting firm or team, then a Principal Investigator must be designated for the project. The Principal Investigator must meet the minimum qualification requirements specified above, and must agree to be principally responsible for all work conducted by other consultant personnel for the project. The individual selected as the Principal Investigator may not change during the project without prior written approval of THPF.

Scope of Work

The project will produce a finished and fully complete NHL nomination for the Barrio Viejo, Tucson, for presentation to the NHL Committee of the National Park System Advisory Board.

The nomination is to be completed within twelve (12) months of the issuance of contract. Response to peer reviewers is to be completed within five (5) weeks of receipt.

The selected consultant will be expected to complete the following tasks:

- a) A public engagement plan that identifies stakeholders and outline a protocol for engagement during the life of the project.
- b) Prepare a draft NHL nomination for the district. Preparation will involve all research and writing necessary to nominate the district for designation according to the requirements of the NHL program. The consultant shall work closely with NHL program staff, Intermountain Region, following their guidance, to determine which NHL criteria are to be used in the nominations and how to structure the nomination argument for national significance. Frequent interaction with NPS staff will be required. This interaction will occur via email and conference calls. The consultant will deliver the draft nomination to

AZSHPO, THPF and NPS for review electronically in MS Word format. Response to all comments must be completed within thirty days.

- c) Evaluation of Contributor/Non Contributor Status. Consultant will review the historic property inventory, evaluate status based on the age of the property and whether it meets the established registration requirements, and collaborate with AZSHPO and THPF on determining the contributing and non-contributing resources for the NHL.
- d) Prepare a revised draft NHL nomination for the property in consultation with NPS staff that appropriately addresses comments received, following review of the draft nomination. Additional research may be required to address any questions, comments, or concerns.
- e) Deliver the revised draft NHL nomination to AZSHPO, THPF and NPS for review electronically in MS Word format. The NHL program will send the revised draft NHL nomination to select scholars for peer review.
- f) Prepare the final NHL nomination following and based on comments received from the peer review, in consultation with NHL program staff.
- g) Deliver the final NHL nomination to AZSHPO, THPF and NPS for consideration by the NHL Committee, electronically in MS Word format.
- h) Provide the NHL Program with contact information for the property owner(s), the highest local official, all Congressional legislators (two senators and one representative), as well as all other interested parties.
- i) Prepare draft and final versions of an executive summary for the final nomination in accordance with NPS standards, for presentation at meetings of the NHL Committee. The consultant will revise and edit the draft executive summary, based on comments received from NHL Program staff. The consultant will deliver the executive summary to AZSHPO, THPF and NPS electronically in MS Word format.
- j) Prepare a MS PowerPoint presentation not to exceed three minutes in length for the NHL nomination, in accordance with NHL Program standards, to be presented to the NHL Committee. Respond to requests from NHL Program staff to edit or change the presentation, following a draft review. The consultant will deliver the final MS PowerPoint presentations to the NPS for presentation to NHL Committee.
- k) In coordination with NHL Program staff, as necessary, revise the nomination to incorporate changes recommended by the NHL Committee.

Proposal Submissions

For evaluation purposes, proposals should provide sufficient information to assist AZSHPO and THPF in determining the most qualified consultant for the project. Consultants interested in bidding should submit a written proposal that includes the following elements:

- Name of the individual(s) that would be working on the project and their proposed area(s) of responsibility. If proposing as a firm or project team, describe the team's structure and how it is organized to provide the services requested by this RFP.
- Documentation that the consultant (or principal investigator, if a firm/team) meets the qualifications of the Secretary of Interior's Standards for Professional Qualifications and/or a GS-0170-11 Historian as established by the Federal government's Office of Personnel and Management.
- Description of the specific, relevant education, experience, and qualifications of the principal Investigator and any consultant staff, demonstrating knowledge of the NHL Program and NHL nomination process.
- Description of 3-5 projects of a similar scope and of significant work completed by the consultant in the past five (5) years. Include specific dates and types of services provided. Indicate whether project required any changes to budget and/or schedule, and if so, the reasons why. Please provide the names and contact information of key client contact for each project presented.
- A short narrative that responds to the scope of work as described in this RFP, which demonstrates the consultant's proposed approach to the project, capability to accomplish the desired goals, and proposed schedule for key deliverables.
- A proposed budget that includes hourly labor rates of project personnel, the number of hours required to complete each task or product, and any necessary and appropriate project travel and direct costs.

All proposals must be received **no later than** 5:00 p.m. PST on April 6, 2018. Proposals may be submitted via email in electronic format (MS Word or PDF format) to Attention: Barrio Viejo NHL Project, Tucson Historic Preservation Foundation, PO Box 40008, Tucson, Arizona 85717 Electronic copies of proposals may be submitted to info@presevetucson.org.

Selection Criteria

- Submittals will be evaluated and ranked based on the following factors:
- Qualifications of Principal Investigator and other key personnel.
- Responsiveness of the proposal to the project's purpose and scope of work.
- Experience evaluating and nominating nationally significant properties.
- Knowledge of the NHL Program and nomination process.
- Knowledge and experience in Sonoran and Southern Arizona history and architectural practice
- Demonstrated capability of meeting projected deadlines and successfully completing contracts of similar scope within budget.
- Past performance and references.
- Schedule and cost.

Terms and Conditions

- A. AZSHPO and THPF reserve the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. AZSHPO and THPF reserve the right to request clarification of information submitted, and to request additional information from any consultant.
- C. AZSHPO, THPF, and NPS shall not be responsible for any costs incurred by consultants in preparing, submitting or presenting its response to this RFP.
- D. All completed NHL 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 this project will be vested in the Department of the Interior, National Park Service, including any copyrights.

Questions

Respondents are invited to submit written questions requesting clarifications or explanations of the information contained in this RFP. Questions will be addressed through an RFP amendment provided to all interested parties. Direct all proposal and/or contract-related questions, or a request to be added to the list of interested parties, to: Attention Barrio Viejo NHL Project at info@preservetucson.org.