

**CLEVELAND COUNTY
HISTORIC PRESERVATION COMMISSION
REQUEST FOR PROPOSALS (RFP)**

**Architectural Survey Update
of Historic Resources
from 1945-1975**

DATE OF ISSUANCE: November 19, 2018

SUBMISSIONS DEADLINE: 4:00pm December 3, 2018

Proposals should be provided as 1 hard copy *and* 1 digital copy (copied onto a CD or USB drive) and mailed or delivered to attention of:

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Post Office Box 1210
Shelby, NC 28151-1210**

Cleveland County, North Carolina is seeking a professional consultant to conduct an architectural survey of historic resources dating from 1945-1975. Funding for this project comes from a grant from the State Historic Preservation Office (HPO) of the North Carolina Department of Natural and Cultural Resources and County funds.

A. PROJECT DESCRIPTION AND REQUESTED SERVICES

Background: Cleveland County, a Certified Local Government (CLG), has been awarded a 2018 federal Historic Preservation Fund grant administered through the HPO. The grant award is \$15,000 and is matched in cash by **the County** for a total project budget of \$25,000. These funds will be used to hire a consultant to conduct an historical and architectural survey update of resources constructed between 1945 and 1975 across Cleveland County, including within its municipalities.

Cleveland County was the subject of a comprehensive county-wide survey in 1996-1998, which recorded historic resources dating through the mid-1940s. The survey results were used in the 2003 publication of *Architectural Perspectives of Cleveland County*. What remains undocumented is the impact of the manufacturing sector's mid-twentieth-century growth in the incorporated towns and into the rural areas of the county after World War II. Natural Gas became available in Cleveland County in the early 1950s. Combined with the existing manufacturing base, this new energy source saw increasing development in Shelby and the surrounding environs in the 1950s and 1960s. One illustration of this mid-twentieth-century expansion of industry is the 1958 construction of the Fiber Glass Division of the Pittsburgh Plate Glass Company (PPG) northwest of Shelby near Lattimore. Though marginally discussed in the 2003 publication *Architectural Perspectives of Cleveland County, North Carolina*, the sprawling facility has not been surveyed or evaluated within its context for its potential National Register eligibility. The expansion of existing enterprises and construction of new plants like the one for PPG had a significant impact on the growth of fields of engineering and architecture, and a corresponding impact of the county's architectural character.

Scope of Work:

The project is a comprehensive survey update that will identify, document, and evaluate buildings constructed between 1945 and 1975 in Cleveland County. The property types to be recorded include residential buildings (dwellings and apartment buildings), commercial buildings (office buildings, stores, restaurants, and motels), industrial buildings (manufacturing, distribution, and maintenance), and institutional buildings (schools, houses of worship, and civic buildings). The project will be overseen by staff of the HPO.

The project entails the documentation of approximately 200 resources, which are to be determined in Phase 1 of the project; the presentation of survey findings to the North Carolina National Register Advisory Committee (NRAC), including the identification of properties recommended for the North Carolina National Register Study List; and preparation of a survey report using the results of the survey update. The project consists of two phases:

In Phase 1, the Consultant will:

1. conduct a community presentation at the beginning of the project;
2. conduct preliminary background research on the projected survey area, including investigation of secondary published sources, manuscript material, city directories, Sanborn insurance maps,

and aerial, planimetric, and USGS maps, as applicable, and make initial contacts with any local historians knowledgeable of the area;

3. conduct a preliminary windshield survey of the county to assess the actual number of historic resources to be recorded;
4. prepare a written report to include: an assessment of the quality and quantity of architectural resources in the survey area; a brief analysis of appropriate historic contexts; an annotated bibliography of historic sources; and the methodology proposed for Phase 2 of the project.

In Phase 2, the Consultant will:

1. conduct intensive architectural survey of approximately 200 resources dating from 1945 to 1975 across Cleveland County, as identified in Phase 1 of the project, including exterior and, where possible, interior photography, data entry, and creation of paper files;
2. prepare draft and final survey reports that explore the mid- to late-twentieth-century history of Cleveland County through the lens of its architectural resources;
3. conduct a public presentation in Cleveland County on the survey results.
4. evaluate the National Register eligibility of the surveyed resources and present the survey findings and candidates for placement on the North Carolina National Register Study List at the October 2019 meeting of the NRAC.

Work will include site visits; archival research; oral history interviews; high-resolution digital photography; data entry in the HPO's survey database with written summaries with historical background based on research in city directories, Sanborn maps, and other sources; and updating or creating properly labeled paper files with report forms generated from the database, photographic proof sheets, and other relevant material gathered during the project including notes on historical background, locational street maps, and site plans as appropriate.

The consultant will help publicize the project by submitting to an interview by local media early in the project should one be requested in response to a press release prepared and distributed by the local project coordinator.

The project will be accomplished under the supervision of the HPO, Office of Archives and History. All work will be completed in accordance with the survey manual, *North Carolina Historic Preservation Office Architectural Survey Manual: Practical Advice for Recording Historic Structures* (2008 edition). The consultant will be responsible for conducting the survey utilizing the State Historic Preservation Office's survey database and digital photography in accordance with the HPO's digital photography policy, for incorporation into state and local GIS (see http://www.hpo.ncdcr.gov/digital/NCHPO_Digital_Start_Page.html).

B. PROJECT DELIVERABLES

The consultant will provide draft and final copies of the following deliverables to the HPO (and, where noted, to Cleveland County):

1. fully populated electronic database on a CD or DVD (to the HPO and Cleveland County);
2. all digital photographs on a CD or DVD (to the HPO and Cleveland County);
3. survey report in MS Word format (to the HPO and Cleveland County);
4. paper copies of all the survey files (to the HPO)

C. THE COUNTY SHALL PROVIDE THE FOLLOWING RESOURCES:

1. known historical information on the area and oral history documentation;
2. development and coordination of a local survey committee to inform the consultant and project.
3. logistical support and office space as needed.

D. PROJECT SCHEDULE

Submittals to this Request for Proposals should include a proposed schedule for completing the work. All billable work must be completed by August 30, 2019.

E. PROJECT BUDGET

The total project budget is \$25,000, including professional fees and all expenses. The total cumulative budget and final scope of work relative to budget may not exceed \$25,000. No reimbursable expenses will be allowed.

F. SUBMISSION OF PROPOSALS

Statements of interest must be submitted by 4:00 p.m. December 3, 2018 that address the criteria listed above and include the following:

1. A list of the type of services for which the person/firm(s) is qualified, including professional qualifications outlined in 36 CFR 61;
2. Names and resumes of principals, key persons, or associates who would be involved in the project;
3. Availability of consultant/team for conducting the work;
4. A proposed time schedule for the project, from the date of the start of work and including submission of first draft for local and HPO review;
5. A list of at least 3 references from clients with similar projects completed by the person/firm(s), giving names, addresses, and phone numbers of clients, and including an on-time performance appraisal.
6. At least one representative example of a recent architectural survey project. Electronic copies (jump drive or CD) of the referenced materials are sufficient for evaluation.

G. CONSULTANT SELECTION/QUALIFICATIONS

Consultants will be evaluated in part using the following criteria:

1. The person/firm must have performed satisfactorily on a previous architectural survey project or National Register historic district nomination (entailing survey) as indicated by the HPO;

2. The person/firm must be qualified to research African American heritage and historic architecture and to make recommendations regarding eligibility for National Register nominations.
3. The person/firm must have adequate experience and staff to perform the work required;
4. The person/firm must have demonstrated ability to communicate effectively with the property owners and residents in the study areas;
5. The person/firm must have demonstrated experience in coordinating the work of associated persons/firms, if the proposal includes such persons/firm(s) as part of a team to conduct different portions of the work;
6. The availability of the person/firm to conduct the work within the time schedule indicated, with a preference to the person/firm(s) with earliest availability, all other considerations being equal;
7. The person/firm must meet the qualifications described in the *Federal Register*, Part V: 36 CFR 61, Appendix A;
8. The person/firm must adhere to all federal procurement standards.

H. INQUIRIES

Questions about the RFP, project schedule, or project budget should be submitted no later than November 26, 2018 (7 business days prior to the due date for proposals). Questions and answers clarifying terms of the RFP shall be shared by email with all persons/firms registered to receive the RFP no later than 3 business days prior to submittal deadline. Submit all questions to:

Chris Martin
Senior Planner
Cleveland County Planning Department
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Post Office Box 1210
Shelby, NC 28151-1210

Cleveland County 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 responding firms for any expense incurred in preparing their proposal. All proposed responses to the RFP shall remain valid for a period of not less than ninety calendar days from the due date of this RFP. Submission of a proposal indicates acceptance by the responding firm of the terms, conditions, and requirements described in the RFP unless clearly and specifically noted in the submittal. Cleveland County is an Equal Opportunity Employer/Affirmative Action Employer.