

**STATE OF ALABAMA  
HISTORICAL COMMISSION**

**REQUEST FOR PROPOSALS**

**TO: Qualified Consultants**

**FROM: The Alabama Historical Commission**

**RE: Request for Proposals for Professional Services Related to Surveying and Completing National Register Nominations for Alabama's Nine Historically Black Colleges and Universities (HBCUs)**

**DATE: On or before 5:00 p.m. CST on July 21, 2017**

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**Section 1. Introduction.**

In January 2017, the Alabama Historical Commission (AHC) sought and received funding through the National Park Service's Underrepresented Communities through Historic Preservation Fund to develop the Alabama Historically Black Colleges and Universities (HBCUs) Survey and Nomination Project which would provide updated information of all of the buildings, landscapes and other key features on the campuses of extant four-year HBCUs in the state. This project has two goals: 1) to survey and update existing National Register of Historic Places historic district nominations for five HBCUs in Alabama, and 2) to survey and nominate to the National Register as historic districts the remaining four HBCU campuses in Alabama.

This is a Request for Proposals ("RFP") containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Consultants expressing interest should be fully capable of providing the end results requested. This is a procurement of professional consulting services as more particularly described herein. The Alabama Historical Commission ("Commission") will adhere to the following method for conducting evaluations of received RFPs:

- a. Each consultant's experience and qualifications will be evaluated primarily as they relate to the consultant's ability to provide professional services for surveying and listing historic places in the National Register of Historic Places.
- b. Award will be made to the responsible consultant whose proposal is most advantageous to the Commission, with price and other factors considered.

- c. The Commission may or may not elect to interview any of the responding consultants.
- d. The Commission has exclusive and sole discretion to determine the consultant whose services will be most advantageous to the Commission, and reserves the right to reject all applicants.
- e. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of consultants in providing the professional services required. A number of consultants are being asked to express their interest in regard to these services ("Proposals"). Following the receipt of Proposals, a certain consultant or consultants may be selected for further consideration.

## **Section 2. Background**

Alabama's Historically Black Colleges and Universities (HBCU) have played a major role in the state's history as well as the history of the nation. These historically significant institutions have enriched the lives of generations. These schools produced many local leaders, educators, and athletes and continue to be important landmarks in their communities. In fact, some of the foremost figures in American history either attended an HBCU, have an ancestor who attended an HBCU or received some form of their education through an HBCU. Prominent examples include Dr. Martin Luther King, Jr., Mrs. Rosa Parks and others.

As significant as these institutions are, the historic core of the campuses of Alabama's four-year historically black colleges and universities (HBCUs) are threatened. For the last 5 years, some of the oldest historic buildings on Alabama's HBCUs have either been demolished (Georgia Washington Hall at Tuskegee University), threatened with demolition (buildings at Alabama A&M University) or are suffering from a severe state of neglect to the point of abandonment (Beverly Hall at Alabama State University and Winsborough Hall at Stillman College). During this same time frame, several HBCUs in Alabama began revising their campus master plans, which will ultimately affect the campuses' historic resources. Also, several HBCUs in the state have expressed interest in completing an initial survey and listing in the National Register of Historic Places. Because of the timing of these events, the AHC determined the survey and registration of these historically significant campuses an agency priority paramount to the understanding of African American education in Alabama and the Southeast.

Interest in listing HBCUs in the National Register has increased in the past ten years paralleling construction of new facilities on these campuses to make them more attractive to potential students, many of whom are drawn to the campuses because of the historical traditions.

Surveying extant HBCUs in Alabama will further existing knowledge about African American post-secondary education in the state. Of the nine HBCUs in Alabama, four are private institutions that maintain specific religious affiliations: Lutheran, Baptist, Presbyterian, and Methodist. The HBCUs established by these religious groups have not been surveyed formally, though two are listed in the Alabama Register of Landmarks & Heritage. Knowing the history and physical make up of these campuses will inform Alabamians of different approaches to African American higher education in Alabama in the late 19th and early 20th centuries. Meanwhile, updating the existing nominations for the public HBCUs in the state will allow the AHC to assist in and advocate for their continued preservation and ensure that historic resources continue to be included as part of campus planning efforts. The resulting National Register nominations will not only formally recognize all nine four-year HBCUs in Alabama, but also support preservation efforts, such as capital campaigns, future NPS grant funding, and potential for rehabilitation tax credits.

Although several four-year historically black colleges and universities in Alabama have been listed in the National Register of Historic Places and the Alabama Register of Landmarks & Heritage, a comprehensive survey of each these campuses either has never been conducted formally or the existing survey needs to be updated. In the late 1990s, the National Park Service Southeast Regional Office conducted a Historically Black College and University Study as part of the National Historic Landmark Condition Assessment program. From this program, the Alabama Historical Commission received comprehensive building reports for five buildings on five of the four-year HBCUs in Alabama. Although these reports provide a wealth of information about the condition of these individual buildings, they fail to place them in a historical context, either within their respective universities or within the role HBCUs have played in the education of Alabama's African American population. Also in the early 1990s, the Black Heritage Council of the Alabama Historical Commission placed a spotlight on the state's HBCU's through the development of a poster project that chronicled the history of the state's HBCUs (a copy is available from the AHC).

Of the nine (9) HBCUs in Alabama, five (5) of them have been listed in the National Register of Historic Places as campus historic districts, to include Tuskegee University, which was designated a National Historic Landmark in 1966. These five (5) historic district nominations need to be updated so current and future university administrations can more easily consider their historic resources as they plan upgrades to the campus

infrastructure. Also, there are four other HBCUs in the state that have never been formally surveyed, although two have been listed in the Alabama Register of Landmarks & Heritage. These four HBCU campuses that will be newly nominated will provide more information about the role of four separate religious institutions in the education of African Americans in Alabama.

The resulting National Register nominations and updates will formally survey and recognize all of Alabama's four-year HBCUs and their contributions to African American education in the state and the Southeast. The nominations would also provide a basis for considering historic preservation in future campus planning efforts.

The selected consultant will notify each university's administration and the university host city's planning department. The consultant will hold regular public meetings to inform interested parties of the project status and to request assistance from local historical associations and organizations. Many of the state's HBCU's have engaged Alumni Associations, historians and archivists who will be instrumental in the development of this project.

### **Section 3. Scope of Services**

The Commission desires to select a consultant to provide professional services in the following general areas:

- 1) Develop a comprehensive survey complete with architectural inventory of all of the buildings, historic landscape features and other historic elements on all nine campuses.
- 2) Update the five (5) existing National Register Historic District nominations including research on buildings constructed in the last 50 years specifically related to the civil rights movement:
  - 1) Talladega College, Talladega, Talladega County (1867)
  - 2) Alabama State University, Montgomery, Montgomery County (1867)
  - 3) Alabama Agricultural and Mechanical College, Huntsville, Madison County (1875)
  - 4) Tuskegee Institute, Tuskegee, Macon County (1881)
  - 5) Miles Memorial College, Fairfield, Jefferson County (1907)
- 3) Prepare four (4) new National Register nominations for the following campuses as historic districts including research on buildings constructed in the last 50 years specifically related to the civil rights movement:
  - 1) Stillman College, Tuscaloosa, Tuscaloosa County (1876)

Alabama Baptist Normal and Theological School (Selma University),  
Selma, Dallas County (1878)

2) Oakwood University, Huntsville, Madison County (1896)

3) Concordia College, Selma, Dallas County (1922)

4) Photographic documentation of the district in order to record accurately the current appearance of each structure.

5) Presentation of the updated survey to the campuses administrations and alumni groups, local Historic Preservation Commissions, neighborhood groups, and/or local governments in the area where the schools are located.

6) Submission of updated nomination to the Alabama Historical Commission and National Register Review Board for official update to the National Register listing.

### **SCOPE OF WORK**

August 1 – October 1, 2017:

Consultant will conduct windshield survey of the nine HBCU campuses. The consultant will meet with AHC representative on the project and participate in meetings held with campus leaders to inform them of the projects to update the National Register documentation of their campuses.

October 1 – December 31, 2017:

Consultant prepares completes survey forms, photography and photo documentation; completes basic National Register form information, prepares narrative description and architectural descriptions for NR Form Section 7, researches and prepares historical summary and NR criteria. Prepares map of proposed historic districts.

January 1 – March 1, 2018:

Consults with SHPO and University administration on survey and NR map, final boundaries and historical summary for each historic district. SHPO will review products and provide comments to consultant. Consultant shall submit amended products that address SHPO comments promptly without delay.

March 1 – May 1, 2018:

Consultant submits final NR nominations for districts to the Alabama Historical Commission. SHPO will review products and provide comments to

consultant. Consultant shall submit amended products that address the SHPO comments promptly without delay.

May 1- September 30, 2018:

Consultant provides public notice on update of National Register documentation. Consultant attends National Register review board meeting to present nominations and respond to comments and questions.

All documents related to the historic campuses in the Commission's files will be made available to the consultant.

This will not be an "exclusive" contract and should not be construed as such. The Commission reserves the right, subject to negotiation and agreement, in writing, with the selected consultant, to either expand or limit the scope of services as needed.

The selected consultant will be required to complete the tasks required by this scope of services. The selected consultant will complete the required tasks within the timeframe of the contract.

The selected consultant would be expected to enter into a contract for services based upon the consultant's rates and an agreed-upon not to exceed amount. The Commission has the option to negotiate a firm fixed-fee for the entire work paid in incremental steps.

#### **Section 4. Consultant Qualification and Proposal Requirements**

The selected consultant must be experienced and qualified to provide the required scope of services. To be eligible, the consultant will be required to be licensed and approved for work within the State of Alabama and local business license. The consultant should meet the Secretary of the Interior's Professional Qualifications and Standards for architectural history, history, planning, or architecture.

The consultant selected must have expertise related to the general Scope of Services set forth in Section 3.

Consultants interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request.

**Proposals are due on or before 5:00 p.m. CST on July 21, 2017. Proposals received after this deadline will not be accepted.**

Proposals can be submitted electronically or in hard copy format.

**Provide three (3) bound copies to:**

**Collier Neeley  
Alabama Historical Commission  
468 South Perry Street  
Montgomery, Alabama 36104-0900  
(334) 242-3184**

**Or**

**Scan and e-mail a PDF copy of your proposal to [collier.neeley@ahc.alabama.gov](mailto:collier.neeley@ahc.alabama.gov) or include a copy on CD delivered with the report. If submitted via e-mail, you are responsible for assuring it was received prior to the deadline via a human-generated acknowledgement, phone call, or otherwise.**

Act 2001-955 requires a disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$5,000. The form is also available online at <http://www.ago.state.al.us/File-AL-Vendor-Disclosure-Statement>

The following information must also be submitted with the proposal on the date indicated above:

- a. Recently Completed Work. Evidence of satisfactory performance of recently completed relative work of the type and kind indicated herein. "Recently completed" means within the last five (5) years. Provide detailed reports of this work and at least three (3) relevant references.
- b. Experience and Qualifications. A statement of the consultant's qualifications to perform the work and years in business should be included. The statement should include the following:
  - (1) The general experience of the consultant, specifically as it relates to the general Scope of Services set forth in Section 3.
  - (2) The consultant's specific experience in the fields that the proposed services are requested, his qualifications, years of experience, professional certifications and availability to perform the work and services to be provided.

- (3) A statement of experience and work of similar nature that the consultant has performed.
  - (4) A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable.
- c. Method of your organization and communication.
- (1) Discuss your proposed approach to completing the needed services and how you will coordinate those services. Be specific with regard to internal and external communications and quality control. The consultant will be expected to maintain open and continuous lines of communication with the Commission staff, as well as with various state and federal officials.
  - (2) Discuss how well you have performed on past projects of this type.
- d. Please include a statement as to the consultant's proximity to and familiarity with the state's HBCUs.
- e. Please include a statement as to potential general conflicts of interest that would prevent the Commission from entering into an agreement with you pursuant to this RFP. If none exists, such a statement should be made.

It is planned that a firm fixed-fee contract paid in steps based upon completion of each part of the work in the scope will be written.

The Commission reserves the right to reject any proposal and to interview a consultant or multiple consultants as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the Commission. Should interviews be required, the selected consultant or consultants will be notified of their interview time, and the interview may be conducted at the Alabama Historical Commission, 468 South Perry Street, Montgomery, AL, or over the phone, as determined by the Commission. Consultants should be prepared to make a ten to fifteen minute presentation, followed by a question and answer period.

Any questions by the consultant related to this RFP should be submitted in writing along with the consultant's proposal. In the interest of fairness and in order to maintain impartiality, the Commission will not respond to questions from individual consultants during the RFP process.

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