

**TOWN OF SOUTHERN PINES  
REQUEST FOR PROPOSALS (RFP)**

**West Southern Pines  
African American Historic Resource Survey  
and Nominations Project**

**Date of Issuance: May 8th, 2023**

**Submission Deadline: 4:00 pm, June 9th, 2023**

**LATE PROPOSALS WILL NOT BE ACCEPTED**

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

**Project Coordinator:  
Rachel Mann, Planning & Community Development Specialist  
Southern Pines Planning Department  
801 SE Service Road  
Southern Pines, NC 28387**

Telephone: 910-692-4003 X 7234

Email: [rmann@southernpines.net](mailto:rmann@southernpines.net)

## **INTRODUCTION:**

The Town of Southern Pines, North Carolina is seeking a professional consultant to conduct and orchestrate three specific functions as part of the *West Southern Pines African American Historic Resource Survey and Nominations* project. The three project components include:

1. An architectural survey of historic resources related to African American heritage specifically in the West Southern Pines community;
2. Three (3) written National Register of Historic Places nominations for three (3) pre-selected and vetted sites; and
3. Prepare and submit up to six (6) North Carolina Study List applications based on the findings of the architectural survey.

This will be the first of several phases of a larger effort to document Southern Pines' African American cultural and architectural heritage. Funding for this project comes from a 2022 Underrepresented Community (URC) grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.

## **A. PROJECT DESCRIPTION AND REQUESTED SERVICES**

### Background:

The Town of Southern Pines, a Certified Local Government (CLG), has been awarded a 2022 federal Underrepresented Community Grant. The grant award is \$75,000. These funds will be used to hire a consultant to conduct the *West Southern Pines African American Historic Resource Survey and Nominations* project.

The *West Southern Pines African American Historic Resource Survey and Nominations* project includes contracted services for an architectural survey in the West Southern Pines Overlay District as set forth in the Town of Southern Pines Unified Development Ordinance (UDO). Residents and advocates for the neighborhood will drive the survey documentation, resulting in documentation of between 200 and 250 resources within the approximately 549-acre area. Potential resources have been identified using GIS data and will be provided in map and database formats. Using a combination of: archival research, oral interviews with residents, input from community leaders and other stakeholders and a windshield survey early in the project, consultant(s) will identify properties that warrant further study. Consultant(s) will also provide recommendations, based on this research, of up to six new study list applications for properties deemed to be potentially eligible National Register of Historic Places nominations, as well as recommendations on the potential for a locally-designated historic district or a National Register Historic District nomination.

Lastly, the scope shall include the three properties in West Southern Pines that are already on the state's Study List being nominated to the National Register. The three sites are: Trinity AME Zion Church (NC State Historic Preservation Office (HPO) Site Survey Number MR1321; 972 Pennsylvania Ave.); Amos Broadway Theater and Beer Garden (MR0680; 1071 W New York Ave.); and Our Lady of Victory Catholic Church site (MR1377; 1226 W Pennsylvania Ave.).

The West Southern Pines community represents a significant piece of local and statewide history. In 1923, it became one of North Carolina's first African American-incorporated townships before the abrogation of its charter in 1931 and the following annexation by the Town of Southern Pines. Since that time, West Southern Pines has operated as a neighborhood among many within the town, but with a unique history. Today, the West Southern Pines neighborhood features a wide range of resources, including dwellings, churches, and commercial buildings. The purpose of this project is to protect, preserve and honor remaining West Southern Pines African American historic resources, and to take a step towards balancing the recognition of historic resources across the jurisdiction. The current Southern Pines National Register District comprises 320 acres and is decidedly to the east and south, not having considered West Southern Pines resources in the 1991 nomination. Identifying historic African American resources is essential to understanding and illustrating a more comprehensive narrative of Southern Pines history and determining mechanisms for allowing the community to thrive moving forward.

#### Scope of Work:

1. A community presentation at the beginning of the project;
2. At least one interview with local media early in the project;
3. Using a combination appropriate of archival research, oral interviews with residents, input from community leaders and other stakeholders, a windshield survey early in the project, and other methodologies recommended by the consultant, provide documentation of sites within the study area that are linked to notable African American heritage in West Southern Pines;
4. The consultant will solicit public input through no fewer than two public meetings, social media outreach, oral histories, and other opportunities for garnering public input the consultant may recommend. The Town will assist in publicity and connecting the consultant to residents in and from West Southern Pines who might be good oral history candidates. This neighborhood input will direct documentation for the architectural survey. The consultant will also make a site visit with HPO staff to develop a survey methodology. Resources for the survey should be built prior to 1978 and located in the West Southern Pines Overlay District, as set forth in the UDO and determined by boundaries as shown on a map produced by the Town of Southern Pines GIS Department and provided as an attachment to this RFP. While approximately 500 structures have been identified as having been constructed prior to 1978, it is anticipated that no more than half that number will be

selected for study in the survey. The survey should include exterior and, where possible, interior photography, data entry, and creation of electronic and paper files;

5. Preparation of draft and final survey reports that explore the history of West Southern Pines through the lens of its historic architectural resources, recognizing that gentrification pressures in the community are contributing to the loss of the historic built environment in West Southern Pines, and creating an urgency for documentation of resources;
6. Evaluation of the National Register-eligible resources and documentation of survey findings, as well as identifying candidates that may be eligible for placement on the Study List. From this list of potential candidates, up to six Study List applications shall be made;
7. Three National Register nominations for previously Study Listed sites Trinity AME Zion Church (NC State Historic Preservation Office (HPO) Site Survey Number MR1321; 972 Pennsylvania Ave.); Amos Broadway Theater and Beer Garden (MR0680; 1071 W New York Ave.); and Our Lady of Victory Catholic Church site (MR1377; 1226 W Pennsylvania Ave.) This includes obtaining written owner permission for properties slated for nomination;
8. A public presentation on results of project.

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 consultant will be tasked with soliciting public input through no fewer than two public meetings, social media outreach, oral histories, and any other opportunity for public input. This neighborhood input will direct survey documentation. The survey will document no fewer than 200 and no more than 250 previously surveyed resources, and creating photographic documentation and site numbers for each. Surveyed resources will be those that the public has directed the consultant to. If publicly directed resources total fewer than 250, the consultant will use their professional judgement in consultation with the HPO to survey an architecturally and historically representative selection of resources within the study area.

The final report will include an overview of West Southern Pines' African American history during the relevant time period and an examination of the historic architecture found within the study area, including the work of notable architects, designers, and builders, as well as occupants and/or uses of specific properties that are significant to the history of the community.

The previously identified Study List sites shall be updated as an initial step towards National Register nominations. Work will include field survey and site visits; high-resolution digital photography; and preparation of written entries with historical background based on site visits, archival research, previous surveys, reports, or other historical documentation completed in the area, research in city directories, Sanborn maps, plat of subdivision maps, and other sources as

identified by the consultant. Other responsibilities include: coordinating with Town staff on community engagement efforts; updating or creating records in the HPO's Microsoft Access survey database; creation of or adding to paper files with report forms generated from the database, labeling of digital photographs according to HPO's naming conventions, creation of photographic proof sheets, and other relevant material gathered during the survey including notes on historical background, locational street maps, and site plans as appropriate; identification of properties for placement on the state's National Register Study List and their presentation for consideration by the N. C. National Register Advisory Committee; a final report; and presentations at up to two public information meetings in the area surveyed.

The three National Register nominations will include the completed National Register forms, photographs, and mapping. Consultants will refer to appropriate National Register Bulletins and HPO guidance documents as noted below.

The consultant will submit a first draft of the nomination to the HPO no later than a year from date of signed contract with the Town of Southern Pines. Following submission of a first draft, the consultant will work with the HPO to complete editing of the document and prepare it for evaluation by the National Register Advisory Committee and the National Park Service. The consultant will also be responsible for editing and changes requested by the National Park Service to achieve listing. The project will be accomplished under the supervision of the HPO, Office of Archives and History. Both HPO supervisory staff and the consultant will meet 36 CFR 61 qualifications.

The consultant will submit work based on a Time-Product-Payment-Schedule, which the consultant will create within 60 days of the execution of a contract. Final and complete drafts of all survey and National Register products must be submitted to the HPO no later than January 30, 2026 in order for the HPO to review those products before the project's closing date of March 30, 2026.

The consultant will follow the guidance in Practical Advice for Recording Historic Resources, updated in 2022 and available here: <https://www.ncdcr.gov/historic-preservation-office/survey-and-national-register/2022-architectural-survey-manual-practical-advice-recording-historic-resources/open>.

The consultant will obtain a survey database shell for this project from the HPO and will follow the instructions in How to Populate the HPO Historic Property Data Entry Form, located here: <https://www.ncdcr.gov/historic-preservation-office/survey-and-national-register/surveyreports-documentation/how-populate-hpo-historic-property-data-entry-form-april/download>.

The consultant will follow the HPO Photography Policy regarding photos for both survey documentation and National Register documentation. That policy is located here: <https://www.ncdcr.gov/historic-preservation-office/survey-and-national-register/digital-photography-policy/open>.

The consultant should review and follow the HPO Submission Checklists for individual resources regarding submission of National Register documentation. Those checklists are located here: <https://www.ncdcr.gov/historic-preservation-office/survey-and-national-register/2022-architectural-survey-manual-practical-advice-recording-historic-resources/open>.

The consultant will perform work in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation and the National Historic Preservation Act.

## **B. PROJECT DELIVERABLES**

The consultant will provide draft and final copies of the following deliverables to the Town of Southern Pines:

1. Fully populated electronic database on a USB drive or via shared cloud storage;
2. All digital photographs on a USB drive or via shared cloud storage;
3. Survey report in MS Word format;
4. Paper copies of all the survey files (to the HPO)

## **C. THE TOWN SHALL PROVIDE THE FOLLOWING RESOURCES:**

1. Known historical information on the area, including available maps and data on the study area;
2. Assistance with community outreach and engagement, and
3. Logistical support and office space as needed.

## **D. PROJECT SCHEDULE**

Submittals to this Request for Proposals should include a proposed timeline for completing the work. A starting timeframe of early-to-mid July 2023 is desired. ALL WORK SHOULD BE COMPLETED BY MARCH 30<sup>th</sup>, 2026.

## **E. PROJECT BUDGET**

The total project budget is \$75,000, funded by \$75,000 from a federal Underrepresented Communities Grant from the Historic Preservation Fund administered by the National Park

Service, Department of the Interior. The budget covers consultant salaries and fees, as well as travel, photography, and all other project expenses.

## **F. SUBMISSION OF PROPOSALS**

Consultants will be evaluated in part on the basis of 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 (with preference for survey of resources related to underrepresented communities) or successfully completed a research and documentation project related to African American heritage and historic resources;
2. The person/firm must be qualified to research African American heritage and historic architecture and to make recommendations regarding the National Register eligibility of historic resources associated with communities of color;
3. The person/firm must have demonstrated ability to communicate effectively with the property owners and residents in the study areas;
4. The person/firm must have adequate experience and staff to perform the required work;
5. 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;
6. The person/firm must meet the qualifications described in Federal Register, Part V: 36 CFR 61: Appendix A;
7. The person/firm must have demonstrated ability to communicate effectively with the property owners and residents in the study area;
8. The person/firm must adhere to all Federal procurement standards;
9. The Town is committed to identifying qualified HUB (Historically Underutilized Businesses) contractors and vendors, and to that end we will strongly encourage qualified firms that are in this category to submit a response.

The Town invites qualified consultants to submit proposals for this project by June 9<sup>th</sup>, 2023 at 4:00 pm. Each proposal must include a project methodology or workplan, a response to the evaluation criteria listed above, and the following:

1. A list of the types of services for which the person/firm is qualified;
2. Names of the principals, key persons, or associates who would be involved in the project;
3. Availability of consultant/team for conducting work;
4. A proposed time schedule for the project, from the date of the start of work and including submission of first draft for review;

5. A list of similar projects completed by the person/firm with names, addresses, and phone numbers of clients;
6. A copy of written entries prepared for a recent survey or a recent National Register district nomination;
7. At least one representative example of a survey project of historic resources in an underrepresented community or neighborhood or a project demonstrating research, community engagement, and documentation of historic resources related to African American heritage. Electronic copies of the referenced materials are sufficient for evaluation.

All proposals for consideration must be received in-person or via mail/FedEx/UPS at the Southern Pines Community Development Building, 801 SE Service Road, Southern Pines NC on or before June 9th at 4:00 pm. Late entries will not be considered. It is the sole responsibility of the submitting party to ensure timely delivery. Proposals should be directed to:

**Rachel Mann, Planning & Community Development Specialist**  
**801 SE Service Road**  
**Southern Pines, NC 28387**

#### **G. INQUIRIES**

Questions about the RFP, project schedule, or project budget should be submitted no later than Wednesday, May 31<sup>st</sup> at 4:00 pm (seven business days prior to the due date for proposals) and will be published as an addendum to the Town's website ([www.southernpines.net](http://www.southernpines.net)). Questions may be submitted in-person, via mail, or via email. Submit all questions to:

**Rachel Mann, Planning & Community Development Specialist**  
**801 SE Service Road**  
**Southern Pines, NC 28387**

Or by email at [rmann@southernpines.net](mailto:rmann@southernpines.net)

A shortlist of responders will be contacted no later than the week of June 19<sup>th</sup>, 2023 and interviews scheduled, if needed, for the week of June 26<sup>th</sup>, 2023. Final selections will be made the week of July 3<sup>rd</sup>, 2023.

The Town of Southern Pines reserves the right to reissue this or a modified RFP should no candidates be selected. The Town of Southern Pines 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. The Town of Southern Pines is an Equal Opportunity Employer.

Enclosure(s): West Southern Pines Boundary Map with Known Build Date Categories for Structures