**TOWN OF SOUTHERN PINES**

**REQUEST FOR PROPOSALS (RFP)**

**QUESTION RESPONSE ADDENDUM**


**West Southern Pines**

**African American Historic Resource Survey**

**and Nominations Project**


**Date of Issuance: May 31st at 5:00 pm**

**Response to Questions:**

Pursuant to the Request for Proposals (RFP) issued May 8, 2023, the following questions about the RFP were received via email by the Town of Southern Pines prior to 4:00 PM EDT on Wednesday, May 31, 2023:

1. **Question**: Does the NCSHPO Study List require property owner consent before properties can be included on the study list? We could not find any information on HPO's website to answer the question either way.
   **Response**: No. Per SHPO (State Historic Preservation Office), North Carolina Study List has no consequences for property owners, so no permission is needed.

2. **Question**: Has the town obtained verbal permission from the property owners for the three NRHP (National Register of Historic Places) nominations to prepare said nominations?
   **Response**: Yes. The Town was required to receive their permission as part of the initial Underrepresented Community (URC) grant application.

3. **Question**: If the consultant is unable to obtain written permission from the property owners, how will this impact the contract?
   **Response**: The Town has already received written permission from the property owners (as required in the initial grant application), so this will not be an issue.

4. **Question**: Will the town provide copies of the study list documentation for the three properties selected for NRHP nominations?
   **Response**: Yes.

5. **Question**: One of the required project deliverables (B1) is an electronic database. Can the town clarify whether this is a copy of the HPO's Access Database for the survey, or is there a different format requested for this database? If the latter, what file format does the town require?

**Response**: Yes, that is referencing SHPO's database. SHPO will supply a shell database to the consultant and the HPO (Historic Preservation Office) will merge the completed database back into HPO's main database at the end of the project. HPO's database is the Access Database.

6. **Question**: For the oral history interviews, will the consultant be required to provide any of the following?

> Audio recordings – if yes, what file format is preferred?
> Video recordings – again, if yes, what file format is preferred?
> Transcriptions
> Interpreters for non-English speakers

**Response**: We request that the consultant provide us any form of recordings that they choose to capture during the oral history interviews. The consultant(s) should have experience with oral history interviews and have a recommendation of which form of recording would be best. However, at least one form of recording (audio or video) should be captured during the interviews and provided to the Town. The Southern Pines Public Library (SPPL) has microphones, Audacity software, and other tech that can be used during oral history interviews if needed. If the consultant chooses to record audio, MP3 is the file format that is preferred. If the consultant chooses to record video, MP4 is the file format that is preferred. Transcriptions in PDF format are preferred but not required. Town staff can serve as interpreters for non-English speakers, if needed (and pending availability). If the interview is conducted in non-English by the consultant(s), we will request a translated transcription.

7. **Question**: What repository will host the oral history interviews following the project's completion? Should the consultant include time to coordinate with this archive to provide them with the final materials from the interviews?
**Response**: The Southern Pines Public Library (SPPL) will host files from the oral history component of this project. The consultant(s) should be prepared to send files directly to SPPL and/or the Town's IT Department for upload to SPPL's repository. However, the

Town's Project Coordinator can also assist with sharing materials with SPPL and IT as needed.

8. **Question**: What is the minimum and maximum number of oral history interviews expected?

   **Response**: A minimum of five oral history interviews, of which the Town has already identified citizens who might be good interview candidates. The objective for the oral history interviews is for the consultant to learn about the community from residents and discover which sites are essential for inclusion in the architectural survey. Per the RFP, "neighborhood input will direct documentation for the architectural survey." The consultant should trust their judgement and speak with as many residents needed to gather an understanding from the community about which properties are most important for this project. With that being said, there is no maximum number of oral history interviews.

9. **Question**: Is it anticipated or is there potential for the initial community presentation (item 1 in the Scope of Work) to serve as an opportunity to solicit public input on the project such as outlined in item 4 of the scope, which states "the consultant will solicit public input through no fewer than two public meetings"? More specifically, will the initial community presentation serve as one of the two public meetings?

   **Response**: Yes, the initial community presentation *could* serve as one of the two public input meetings. The purpose of this item in the scope is to emphasize that community engagement and gathering public input are crucial components of this project, as we expect this project to be community-driven. Ample community engagement is necessary as "neighborhood input will direct documentation for the architectural survey," per the RFP. Community engagement should be meaningful and pertinent to the project; meetings should not just check a box. With that being said, if the first meeting could be used as a valuable time to illicit relevant community feedback, then the introductory meeting could be counted as one of the two public input meetings.

10. **Question**: The scope of work does not appear to include making National Register eligibility recommendations for each surveyed property, yet item 6 of the scope begins with "evaluation of the National Register-eligible resources". Currently, the HPO's online map shows only four eligible properties (study listed and/or determined eligible), three of which are selected for National Register nomination. By "National Register-eligible resources", is the scope referring to resources the consultant thinks may be eligible for the National Register vs. those formally recommended eligible (by this survey or another source)?

    **Response**: Item 6 is referring to resources the consultant thinks may be eligible for National Register (NR), and therefore, resources that warrant a NC Study List application. The consultant can/should apply for Study Listing for up to six resources they come across that appear to be NR eligible.

11. **Question**: If so, what level of evaluation is expected?

    **Response**: Per SHPO, "if the consultant(s) document something they want to recommend for Study Listing, the level of documentation is the survey work plus a surface-scratch of information to support their contention that the resource should go on the Study List. If the consultant is considering a Study Listing, they really need to get inside the building or at least get good, current information about the condition of the interior. Particularly, if the consultant wants to argue that the resource should be Study Listed for its architecture, then the interior information and photos becomes very important. The consultant will need to investigate comparable examples, the town's overall architecture and history just enough to state that this resource appears to be something that might make a good NR candidate… basically, enough information to show how the resource stands out for whatever reason."

12. **Question**: Are preliminary eligibility recommendations, such as recommended "potentially eligible" or "not eligible", expected for each individual resource?

**Response**: No. Only those resources that stand out as potential Study List candidates need to have a recommendation.

13. **Question**: How do you anticipate the level of evaluation/research of the National Register-eligible resources differing from the resources selected for the Study List? **Response**: There is no difference. If the consultant sees a resource that they think is NR eligible, they should work toward Study Listing.

14. **Question**: Will consultants who submitted questions be notified when responses are published to the Town's website and where they can be found on the site?

    **Response**: Per the RFP, answers will be provided in the form of an addendum posted to the Town's website. Consultants who submitted questions were provided a link to where the addendum would be published (Bid Postings • Southern Pines, NC • CivicEngage) and when the addendum would be published (today, Wednesday, May 31st, no later than 5:00 PM).

15. **Question**: On page 5 of the PDF document, paragraph 2 states, "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." What deliverable constitutes the nomination in this paragraph?

    **Response**: This statement is referring to drafts of the three National Register nominations (item #7 in the Scope of Work, pg. 4 of the PDF document). First drafts of the three National Register nominations should be submitted to SHPO no later than a year from date of signed contract with the Town of Southern Pines.