

City of Salisbury, North Carolina



REQUEST FOR PROPOSALS #008-2023

**For the Preparation of an
Architectural Survey Update of Salisbury, North Carolina**

Submission Deadline: Wednesday, January 11, 2023 at 12:00 noon

Project Coordinator: Emily Vanek, Planner
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The City of Salisbury seeks a professional consultant to complete an architectural survey update in the 1975 Salisbury National Register Historic District (NRHD) and its three boundary increase areas (1988, 1989, and 2000). The consultant will also perform a windshield survey of a fifteen-block area to the southwest, west, and northwest of the NRHD and assess the potential for Boundary Increase areas or standalone districts in this area.

Project Description and Requested Services

The City of Salisbury has been awarded a 2022 federal Historic Preservation Fund grant for Certified Local Governments from the National Park Service, administered through the State Historic Preservation Office (HPO) of the North Carolina Office of Archives and History. Funds will be used to complete an architectural survey update of the existing Salisbury National Register Historic District (1975) and its three increase areas (1988, 1989, and 2000). The NRHD and its increase areas contain approximately 400 resources. Many of these resources have yet to be assigned a survey site number and shall receive one as part of this project. Existing database records contain scant information and shall be fully populated as part of the project.

The approximately fifteen-block area outside the NRHD is bounded by S. Craig and Fisher Streets to the northwest, Boyden High School and Johnson Street to the west and southwest, and the existing district. (See attached map.) The consultant will conduct a windshield survey of this area and identify any potential boundary increase areas or standalone districts in the survey report. Survey files will not be updated or created in this area.

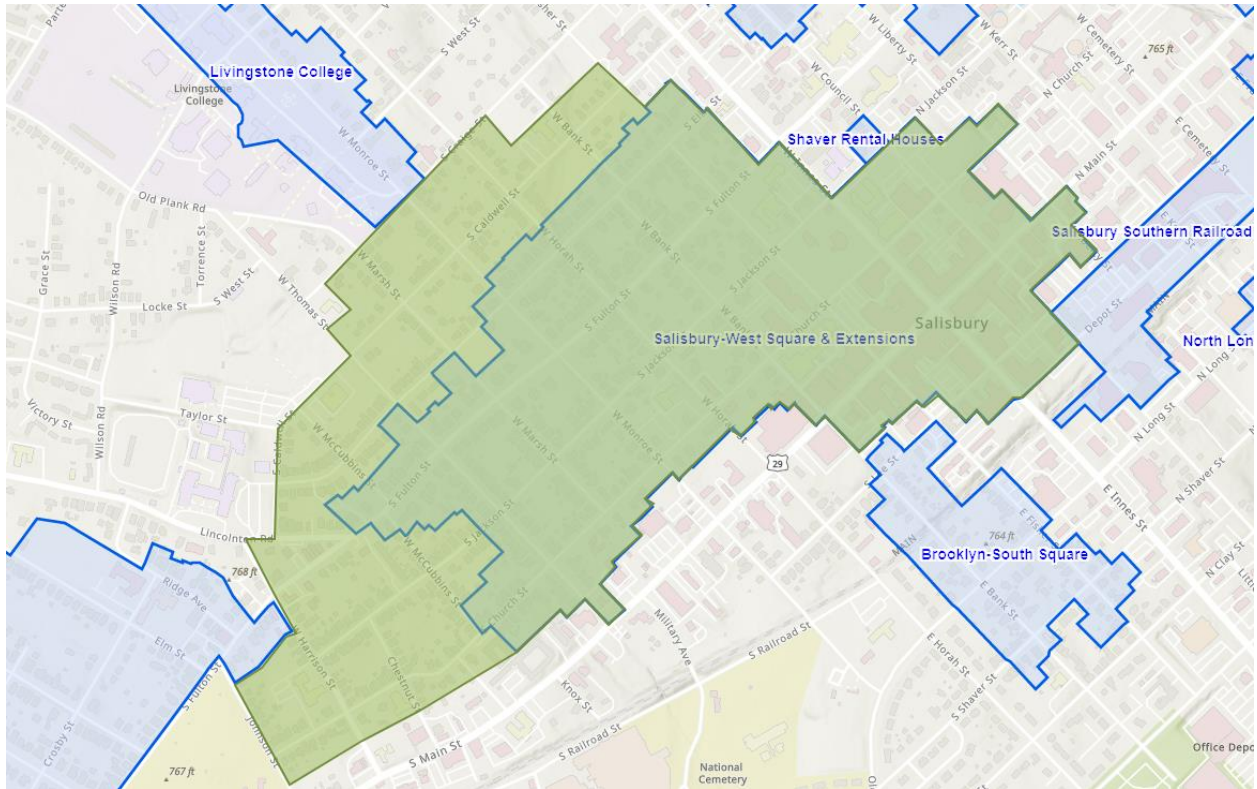
Work shall include field work; high-resolution digital photography; and preparation of database entries that incorporate property-specific history gathered from field work, archival research, previous surveys, reports, or other historical documentation completed in the area, research in local city directories, Sanborn Fire Insurance Maps, historic plat maps and/or surveyor maps, and other primary and secondary sources as available. Summaries from the National Register inventory shall be cut-and-pasted into the database; properties that have been previously

inventoried in a nomination form may be summarily updated with a brief description that accounts for any changes that have occurred since listing.

Other responsibilities include: creating and/or fully populating data entry forms in the HPO's MS Access database; creating or adding to paper survey files with report forms generated from the database; labeling digital photographs according to HPO's naming conventions; creating photographic proof sheets; and filing other relevant material gathered during the survey; identifying properties for placement on the state's Study List and their presentation for consideration by the North Carolina National Register Advisory Committee (NRAC); preparing a final report; and presenting at up to two (2) public information meetings in Salisbury.

The location and type of work proposed for this project includes the following:

1. The study area includes the 1975 Salisbury Historic District and its three increase areas (1988, 1989, and 2000), as well as an approximately fifteen-block area to the southwest, west, and northwest of the NRHD.



Map of Salisbury Historic District and boundaries increases with study area in green

2. There are approximately 225 survey site numbers previously assigned within the NRHD, some of which are blockface numbers. These site numbers represent about half of the resources within the NRHD and its increase areas. Existing paper files and MS Access database records shall be fully populated and updated as part of this project. Survey site

numbers shall be assigned, and survey records created, for each property within the NRHD and its increase areas that lacks individual documentation.

3. The final report shall include survey methodology, survey results/findings, and recommendations for Additional Documentation (including a potential increase to the Period of Significance), Boundary Increase/Decrease areas, and/or standalone district(s). Historic and architectural context development is not required; however, recommendations shall be fully supported with descriptions of a property or area's potential historic significance and integrity.
4. The consultant shall identify individual properties, historic districts, and historic district boundary increase(s)/decrease(s) for consideration for placement on the North Carolina Study List and will make a presentation of such at a meeting of the NRAC in Raleigh. Proposed Historic District Boundary Increase/Decrease areas must be considered for the North Carolina Study List per North Carolina state administrative code. The consultant shall evaluate the interior spaces of individual properties proposed for the Study List.
5. The consultant will make presentations at up to two (2) public information meetings in Salisbury, at the discretion of the City of Salisbury.

The consultant will submit final drafts of all products to the HPO no later than September 2, 2023. 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. A copy of the database, all digital photographs, and a pdf of the report will be provided to the HPO and the City of Salisbury. The paper survey files will be provided to the HPO.

Project Schedule

A starting date of Wednesday, February 1, 2023 is desired. The project shall be completed by September 2, 2023.

Project Budget

The total budget is \$42,400 funded by \$17,500 from the City of Salisbury and \$24,900 from a federal Certified Local Government Grant from the National Park Service, administered through the HPO. All associated expenses for travel, etc. will be borne by the contractor.

Consultant Selection/Qualifications

Consultants will be evaluated in part based on the following criteria:

- The person/firm must have performed satisfactorily on previous architectural survey projects, as indicated by the State Historic Preservation Office.

- The person/firm must have adequate experience and/or staff to perform the work required.
- The person/firm must have the ability to meet the time schedule established for the work.
- The person/firm must meet the qualifications described in 36 CFR 61.
- The person/firm must have a demonstrated ability to communicate effectively with the property owners and residents in the study area.

Submission of Proposals

Consultants interested in the project area are invited to submit a proposal that addresses the criteria listed above and includes the following:

- a list of the type of services for which the person/firm is qualified;
- names of principals, key persons, or associates who would be involved in the project and their roles in the project;
- a list of similar projects completed by the person/firm, giving names, addresses and phone numbers of clients; and
- a copy of a narrative prepared for a recent survey or National Register district nomination.

All proposals for consideration must be received by the City of Salisbury on or before Wednesday, January 11, 2023 at 12:00 noon. Electronic or hard copy submissions will be accepted. Proposals should be directed to:

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