

REQUEST FOR PROPOSALS

Multiple Property Documentation Form for Properties of Significance to the Civil Rights Movement in Greensboro National Register Nominations for the Kenneth Lee and George Simkins Houses

Submission Deadline: November 22, 2024 5:00 PM

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The City of Greensboro is seeking a professional consultant to prepare a Multiple Property Documentation Form (MPDF) for historic properties of civil rights significance in east and southeast Greensboro and the downtown, and individual National Register nominations for at least one and preferably two individual properties.

Background

This collaborative and community oriented project is made possible by an African American Civil Rights Program grant through the Historic Preservation Fund, administered by the National Park Service, Department of the Interior. A previous AACRP grant funded a National Register nomination for the South Benbow Road Historic District and oral history research into the city's civil rights history.

In 2020 an architectural survey was conducted of post-World War II neighborhoods in east and southeast Greensboro, available on the City's website at <https://www.greensboro-nc.gov/departments/planning/learn-more-about/historic-preservation/historic-resources-inventory>. That survey, along with the Downtown Greensboro Historic District National Register nomination update, completed in 2020, shows the broad scope and exceptional nature of the Civil Rights Movement in Greensboro. An MPDF would document architectural resources associated with the Civil Rights Movement and facilitate the listing of eligible properties in the National Register of Historic Places.

Another goal of the project is to prepare National Register nominations for at least one and preferably two properties of special significance: the Kenneth Lee House, 1021 Broad Avenue and the George Simkins House, 161 Dudley Street. The Kenneth Lee House is an important Modernist house and home of one of the first two African Americans to graduate from the University of North Carolina Law School in 1952. Lee's home was designed by Edward Jenkins one of North Carolina's first Black licensed architects. Lee was a prolific civil rights attorney and a founder of American Federal Savings & Loan, the second African American-owned thrift

in the state. George Simkins was a legendary civil rights activist whose long list of accomplishments include court cases that lead to the integration of hospitals across the south.

City staff will assist the consultant with community engagement.

Requested Services

Prepare and submit to the North Carolina Historic Preservation Office a Multiple Property Documentation Form (NPS 10-900--b) for the theme of Civil Rights in east and southeast Greensboro, the downtown and other areas where important activities occurred. The MPDF will nominate groups of related properties, provide historic context, and organize significant resources by property type. The Multiple Property Documentation Form will serve as the basis for evaluating National Register eligibility of thematically-related properties and establishes the registration requirements for properties that may be nominated in the future.

Prepare and submit to the NC Historic Preservation Office individual National Register nominations for the Kenneth Lee House, 1026 Broad Avenue and the George Simkins House, 161 Dudley Street. City staff may provide assistance if needed to complete the George Simkins House nomination.

All work must be completed according to, *National Register Bulletins 15 and 16b* and *Practical Advice for Recording Historic Resources (2022)*, and submission checklists for first and final drafts. Draft documentation must be submitted to NC Historic Preservation Office (NCHPO) National Register Coordinator for technical review and to the NPS ATR by April 1, 2026. The final MPDF must be submitted to the North Carolina State Historic Preservation Office for review by the North Carolina National Register Advisory Committee.

Budget

A projected budget for the project is \$55,000 to cover consultant salaries and fees, as well as travel, photography, and all other project expenses.

Project Schedule

Include a proposed schedule for completing the work. All work must be completed by July 1, 2026.

M/WBE Policy

Review the attached M/WBE Policy Statement and include the appropriate affidavit with the submission. Proposals without the appropriate executed affidavit will not be considered.

Consultant Selection and Qualifications

Consultants will be evaluated in part on the basis of the following criteria:

The consultant must meet Professional Qualification Standards published in the Code of Federal Regulations, 36 CFR 61. The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or closely related field with coursework in American architectural history or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Provide at least one and preferably two examples of National Register nomination projects with names, addresses, phone numbers and email of clients.

1. Provide names of the principals, key persons, or associates who would be involved in the project, their backgrounds and experience, and the amount of their time that will be devoted to the project.
2. Provide documentation that demonstrates successful completion of similar projects and evidence that schedules and deadlines were met.
3. Discuss community engagement strategies employed during previous projects that demonstrate the ability to communicate effectively with the public.
4. The person/firm must adhere to all [Federal procurement standards](#).
5. The contractor selection must be approved by the Grant Manager for the National Park Service.

Submission of Proposals

Consultants interested in the project are invited to submit a proposal that describes how they would conduct the project. The proposal should not exceed five pages, single-spaced using 12 pt. font. Proposals may be submitted electronically.

M/WBE Policy Statement

It is the policy of the City of Greensboro to ensure that all businesses, including M/WBEs, are afforded the maximum practical opportunity to participate in the City's purchasing and contracting processes. Therefore, the City will not enter into a contract or be engaged in a business relationship with any business entity that has discriminated in the solicitation, selection, hiring or commercial treatment of vendors, suppliers, Subcontractors or commercial customers on the basis of race, color, religion, national origin, sex, age or on the basis of handicap or any otherwise unlawful use of characteristics regarding the vendor's, supplier's or commercial customer's employees or owners; provided that nothing in this policy shall be construed to prohibit or limit otherwise lawful efforts to remedy the effects of discrimination that have occurred or are occurring in the Relevant Marketplace, which includes the counties of Alamance, Caswell, Chatham, Davie, Davidson, Durham, Forsyth, Franklin, Granville, Guilford, Hoke, Lee, Montgomery, Moore, Orange, Person, Randolph, Richmond, Rockingham, Rowan, Scotland, Stokes, Surry, Vance, Wake, Warren, Yadkin.

M/WBE Commercial Nondiscrimination Policy

"The undersigned Respondent hereby certifies and agrees that the following information is correct:

In preparing its response, the Respondent has considered all proposals submitted from qualified, potential Subcontractors and suppliers, and has not engaged in "discrimination" as defined in the City's M/WBE Program Plan, Section V. A. 1.; to wit: discrimination in the solicitation, selection or commercial treatment of any Subcontractor, vendor, supplier or commercial customer on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or on the basis of disability or other unlawful forms of discrimination. Without limiting the foregoing, "discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation for responses on this project, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the response submitted by the Respondent on this project, and terminate any contract awarded based on the response. As part of its response, the Respondent shall provide to the City a list of all instances within the immediate past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of North Carolina that the Respondent discriminated against its Subcontractors, vendors, suppliers or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken. As a condition of submitting a response to the City, the Respondent agrees to comply with the City's Commercial Nondiscrimination Policy as described under its M/WBE Program Plan, Section V. A.1."

Respondents that are certified M/WBE Prime Bidders will be awarded 10 (ten) evaluation points or Respondents that use a certified M/WBE firm(s) on their project or team will be awarded 5 (five) evaluation points. A maximum of ten Points may be received for this criteria. The following certified Minority Group Members and/or women: African-American, Hispanic American, Native American, Asian American and non-Minority females are eligible to be counted for M/WBE participation in the contract.

For purposes of certification, the City accepts minority and women owned firms that are certified by the State of North Carolina Department of Administration Historically Underutilized Business Office (HUB) <https://ncadmin.nc.gov/businesses/hub/hub-certification> or NC DOT North Carolina Department of Transportation <https://connect.ncdot.gov/business/SmallBusiness/Pages/Become%20a%20Certified%20DBE%20Business.aspx> **and** satisfies the City's eligibility requirements.

If a Respondent subcontracts any portion of the contract or has an M/WBE firm on their team, the information must submit Affidavit C - Subcontractor Utilization Commitment.

Or

If a Respondent plans to self- perform 100% of the work under a contract with its own workforce, the information must submit Affidavit E1 - Statement of Intent to Perform Work Without Subcontracting.

For questions about the City's eligibility requirements or the M/WBE Program, contact the M/WBE Office at (336) 373-2674 or via email at mwbegso@greensboro-nc.gov.

Name of Prime Contractor: _____ Project Name: _____

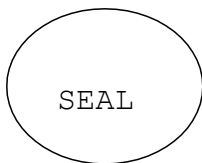
****Are you a certified M/WBE? _____ Yes _____ No**

**The Bidder/Participant must indicate all subcontracts (M/WBE & NON-M/WBE) it intends to utilize as follows:
(Please note: Percentages should be provided to the 1/100th demical format)**

MBE	WBE	NON M/WBE	Subcontractor Name & County**	Nature of Work to be Performed	% Utilization
**Only M/WBE firms that are certified by the North Carolina Department of Administration or the North Carolina Department of Transportation and have a significant business presence within the Greensboro Relevant Marketplace will be counted towards the M/WBE goal(s).				Total NON-M/WBE Utilization Commitment	
				Total MBE Utilization Commitment	
				Total WBE Utilization Commitment	

(Submit Additional pages, if necessary)

The undersigned will enter into a formal agreement with the M/WBE firm(s) for work listed on this affidavit conditional upon execution of a contract with the City of Greensboro. Breach of this commitment constitutes breach of bidder’s contract if awarded. The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Bidder in accordance herewith. Signature and title of authorized official of the company and the date must be properly executed or this document will be deemed nonresponsive.



Date: _____ Name of Authorized Officer: _____
 Signature: _____ Title: _____
 State of _____ County of _____
 Notary Public _____ My commission expires: _____

Affidavit E1 Statement of Intent to Perform work without Subcontracting

We, _____, hereby certify that it is our intent to perform 100% of the work required for the _____ Contract.

(Name of Project & Contract Number)

In making this certification, the Bidder states the following:

1. That it is a normal business practice of the Bidder to perform all elements of this type of contract with its own work forces without the use of subcontractors.
2. That if it should become necessary to subcontract some portion of the work at a later date, the Respondent will notify the City of Greensboro and institute good faith efforts to comply with all requirements of the M/WBE program in providing equal opportunities to M/WBE firms to subcontract the work.

Accompanying this certification the undersigned shall provide conclusive documentation which serves to verify it is, and has been, a normal business practice for the indicated firm to perform all elements of this type of contract with its own workforce and without the use of subcontractors. The documentation must demonstrate that the firm has sufficient employees, equipment, and bonding, if applicable to perform the entire contract without the use of subcontractors and that it has previously performed contracts of similar scope and comparable cost without the use of subcontractors.

Signature and title of authorized official of the company and the date must be properly executed or this document will be deemed nonresponsive.

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Respondent to the commitment herein set forth. Signature and title of authorized official of the company and the date must be properly executed or this document will be deemed nonresponsive.

SEAL	Date _____	Name of Authorized Officer _____
	Signature _____	Title _____
	State of _____	County of _____
	Notary Public _____	My commission expires _____