**STATE OF ALABAMA**

**HISTORICAL COMMISSION**

**REQUEST FOR PROPOSALS**

**2025-2035 STATEWIDE HISTORIC PRESERVATION PLAN**

**DEADLINE: Proposals are due on or before 4:00 p.m. CDT on March 31, 2025**

**Section 1. Mission**

The mission of the Alabama Historical Commission is to Protect, Preserve, and Interpret Alabama’s Historic Places. We work to accomplish our mission through two fields of endeavor: Preservation and promotion of state-owned historic sites as public attractions; and statewide programs to assist people, groups, towns and cities with local preservation activities.

**Section 2. Introduction**

This is a Request for Proposals (“RFP”). The Alabama Historical Commission (AHC) is tasked with developing and updating a written comprehensive Historic Statewide Preservation Plan (“State Plan”) that describes a vision for historic preservation in the state as a whole and outlines future direction for the AHC. The State Plan is utilized by the AHC and others throughout the state to guide effective decision-making on a general level, to coordinate statewide historic preservation activities, and for communicating statewide preservation policies, goals, and values to the preservation constituency, decision-makers, and interested and affected parties across the state. The State Plan is not an office management plan for AHC but provides direction and guidance for general-level decision-making instead of serving as place-specific or resource-specific directions.

**Section 2. Background**

As authorized in the National Historic Preservation Act of 1966 as amended, the AHC operates as the State Historic Preservation Office (SHPO). The AHC was created on August 19, 1966, as the State of Alabama agency designated to carry out the state’s responsibilities under the National Historic Preservation Act of 1966 as amended and operates under the provisions of the Code of Alabama 1975. By working with other state and federal agencies, local communities, and interested citizens, the AHC seeks to build a greater awareness of Alabama’s past and to encourage the long-term preservation of Alabama’s significant cultural resources. Through its various programs the AHC strives to show how historic resources contribute to the heritage, economy, and quality of life of all Alabamians.

The AHC, as the SHPO, is required to develop a statewide preservation plan in accordance with [54 USC §302303](https://uscode.ecfr.io/view.xhtml?path=/prelim@title54/subtitle3/divisionA/node312/chapter3023&edition=prelim). Responsibilities of State Historic Preservation Officer in the National Historic Preservation Act, as amended, and the plan must meet the program requirements found in Chapter 6, Section G, Historic Preservation Fund, [Grants Manual](https://www.nps.gov/orgs/1623/upload/HPF-GrantsManual_2011-508.pdf). Each SHPO must carry out a historic preservation planning process that includes the development and implementation of a comprehensive statewide historic preservation plan that provides guidance for effective decision making about historic property preservation throughout the State. The AHC’s State Plan must contains information to assist local, county, regional and state organizations, and individuals preserve Alabama’s cultural resources.

**Section 3. Evaluation**

The purpose of this inquiry is to determine the interest and the qualifications of individuals to provide the professional services required. Individuals expressing interest should be fully capable of providing the end results requested.

The AHC will adhere to the following method for conducting evaluations of received RFPs:

AHC will evaluate an individual’s experience, qualifications, and their ability to provide professional services for assisting AHC staff with the State Plan. AHC will evaluate an individual based on the following:

1. demonstration that the project manager and applicable staff meet the [Secretary of the Interior’s Professional and Qualification Standards](https://www.nps.gov/articles/sec-standards-prof-quals.htm). – 10 pts
2. knowledge of Alabama history and best practices in historic preservation; - 10 pts
3. a complete understanding of the NPS requirements for a State Plan as more fully described in the HPF Grants Manual and in Section 4: Scope of Work in this document; - 10 pts
4. strong experience in preservation planning; - 9 pts
5. strong written and verbal communication skills; - 6 pts
6. excellent organizational skills and attention to detail; - 6pts
7. ability to multitask and prioritize effectively; - 6 pts
8. ability to travel within the state of Alabama; - 6 pts
9. competent computer skills including use of Microsoft Office Suite, internet and in-person research, and email; - 5 pts
10. detailed project narrative; - 8 pts
11. detailed pricing proposal; - 8 pts
12. detailed schedule;8 – 8 pts
13. consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Reference letters will be taken into consideration. – 8 pts

100 points total scoring in evaluations.

**Section 4. Scope of Work**

The Contractor will facilitate the timely completion of the Comprehensive Statewide Historic Preservation Plan, and ensure that various project elements are properly coordinated, planned, and integrated.

Activities include:

1. Current State Plan

The Contractor must review AHC’s current [State Plan](https://ahc.alabama.gov/statehistoricpreservationplan.aspx).

1. Project Management. Contractor will meet with AHC staff at the start of the planning process to review project timetable. Contractor will complete quarterly progress reports during the development process of the State Plan. Contractor will follow the project schedule in the contract.
2. State Plan Documents. Contractor shall complete a single, concise, printed State Plan document. The State Plan shall contain, at a minimum, the following elements or sections:
   1. Summary of Plan Development. A summary of how the State Plan was developed and a brief description of how the public participated.
   2. Assessment of Resources. A summary assessment of the full range of historic and cultural resources throughout Alabama, including current issues facing historic preservation, threats and opportunities, and the current state of knowledge about historic and cultural resources or classes of historic resources throughout the state. Assessment should include the development of an appropriate level of detail to communicate major findings and conclusions, but not include the raw data or technical analyses that led to those conclusions.
   3. Guidance and Direction. Guidance for the management of historic and cultural resources throughout the state, such as is typically expressed in policies, strategies, goals, and objectives that provide a vision for the state, and direction for the AHC.
   4. Time Frame. A clear statement describing the planning cycle (2025-2035) of the State Plan, including when the State Plan is next scheduled for revision or review.
   5. Bibliography. A bibliography of studies and documents used in preparing the State Plan.
   6. Glossary. A glossary of terms used in the State Plan, so the Plan is understandable by the public and other stakeholders.
3. Data Gathering. The Contractor shall actively involve and gather the input of a wide range of public, private, and professional organizations.
   1. The Contractor must include broad-based public participation as part of the State Plan. Electronic surveys are acceptable. The questions will be developed by the Contractor based on the previous 2020-2025 State Plan and must be developed with assistance from the AHC. Developing survey information should be one of the first tasks completed by the Contractor. The AHC will assist in the distribution of the questionnaire on social media.
   2. The Contractor must review the Goals and Objectives from the State Plan 2020-2025 to assess if they were addressed.
4. Assessment of Resources. Data gathering on Alabama’s historic and cultural resources – identified and assessed in accordance with the [Secretary of the Interior’s Preservation Planning Standards](https://www.nps.gov/articles/sec_stds_planning_standards.htm). The State Plan does not have to address all historic property types within the state, but the State Plan should address resources based on the needs and circumstances of the state. The Contractor will be responsible for gathering and analyzing information about social, economic, political, legal, and environmental trends that affect historic resources and influence preservation practice.

**Section 5. Project Schedule**

The Contractor will work remotely and provide all necessary equipment, including but not limited to a computer, internet, phone, and vehicle. The Contractor will have access to all AHC resources. The Contractor will work directly with the Deputy State Historic Preservation Officer and the Certified Local Government Coordinator. The Contractor may be required to periodically visit the AHC main office in Montgomery and travel the state as necessary. Current State Plan files will be provided by AHC to the Contractor in a digital format along with information on our resources.

A draft and final submission dates will be determined upon AHC discussion with the National Park Service.

**Phase 1**: AHC Staff shall meet with Contractor to provide guidance and identify where information can be found and how to access AHC files, records, and staff.

**Phase 2**: Contractor shall review the AHC’s current State Plan.

**Phase 3**: With AHC staff assistance, Contractor shall develop a planning process and public outreach plan that has a robust broad-based public and professional involvement, develop a survey questionnaire, and execute the outreach schedule. Contractor will actively engage and gather input of a wide variety of public data from public, private and professional organizations.

**Phase 4**: With AHC staff assistance, Contractor shall review and update all program summaries in the 2020-2025 State Plan.

**Phase 5**: Contractor will gather information and analyze impacts on cultural and historic resources from outside factors such as political, legal, economic, social, and environmental trends.

**Phase 6**: With AHC staff assistance, Contractor shall review and draft new goals and objectives for the AHC’s [Historic Preservation Map](https://alabama-historic-preservation-gis-portal-alabama.hub.arcgis.com/) to determine its role as a preservation tool.

**Phase 7**: Contractor shall analyze the results of the questionnaire and draft new goals and objectives for AHC staff review.

**Phase 8**: Contractor shall draft a State Plan for AHC review and comment.

**Phase 9**: Contractor shall address AHC comments and complete draft plan for review by the National Park Service and comments.

**Phase 10**: Contractor shall address AHC and NPS comments and complete a single, concise State Plan that is available in both print and digital formats.

**Section 6. Project Timeline**

Proposals are due to the AHC no later than 4:00 pm CDT on March 31, 2025. The start date of the contract is upon approval by the Governor of Alabama. The contact will expire two years from the start of the contract.

**Proposed Timeline:**

*\*\*Subject to revision based on the requirements of the National Park Service\*\**

Selection of Consultant: 1 month

Contracting: 2 months

Develop Planning Process and Outreach Plan: 6 months

Complete Outreach Plan: 6 months

Analyze Results of Outreach Plan: 3 months

Draft State Plan and Complete Revisions: 6 months

The initial contract will be for 2 years, with additional 12 months extensions as needed, up to a total of 5 years.

Terms, conditions, and pricing for each phase will be mutually agreed upon prior to the execution of the contract. The contractor acknowledges and understands that this contract is not effective until execution by all parties. Contract may be renewed by amendment for 3 consecutive terms of 1 year.

**Minimum Code of Alabama Requirements:** (current *Code of Alabama* available at <https://alison.legislature.state.al.us/code-of-alabama>

§41-16-72(8) and (9) of the *Code of Alabama* - Recognizing the composition of Alabama’s citizenship, the Awarding Authority/Owner encourages submissions from design professionals that represent Alabama firms with diversity in their staffing and proposed project team, including but not limited to, associated design professionals and consultants.

§41-16-82 of the Code of Alabama requires a disclosure statement to be completed and filed with all qualifications, proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of $5,000.00.

§31-13-1, et seq. of the Code of Alabama (Alabama Immigration Law) imposes conditions on the award of state contracts. Firms must agree to fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Architects and engineers should review and adhere to these guidelines as appropriate to their project type.

§41-16-5 of the Code of Alabama imposes conditions on the award of state contracts. The firm must certify that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

# Please email questions regarding this RFP to Chad Stinson at [Chad.Stinson@ahc.alabama.gov](mailto:Chad.Stinson@ahc.alabama.gov) no later than Monday, February 10, 2025.

**Proposals must be received no later than 4:00 pm CDT on March 31, 2025.**

Supply 1 (one) hard copy AND 1 (one) digital copy of all required proposal information to:

Lee Anne Hewett

Deputy State Historic Preservation Officer

Alabama Historical Commission

468 South Perry Street

Montgomery, AL 36130-0900 (U. S. Mail) or 36104 (Overnight Delivery)