

This project is funded, in part, with Federal funds from the National Park Service, and administered by the South Carolina Department of Archives and History (SCDAH).

## **INTRODUCTION**

The City of Camden is seeking to hire a consultant with experience producing successful nominations to the National Register of Historic Places to prepare an Additional Documentation nomination for the [City of Camden Historic District](#).

## **BACKGROUND**

The City of Camden Historic District was listed in the National Register of Historic Places in 1971. The period of significance for the District ended, by default, at 1921, or 50 years prior to the date of listing. A survey of Camden's historic resources in 1996 determined that the period of significance for the district could be extended up to 1946 (50 years prior to the date of the survey) in order to account for the historic development of Camden through the years of the Second World War. In 2024, it is now anticipated that the period of significance may be extended at the local level of significance, potentially up to 1975. Through this project, the City's goal is to produce a National Register of Historic Places "Additional Documentation" nomination for the City of Camden Historic District that documents and justifies an extended period of significance into the latter half of the twentieth century and identifies contributing properties that date from within this extended period. This Additional Documentation nomination will be submitted to SCDAH for review and approval by the State Board of Review and the National Park Service.

## **SCOPE OF WORK**

In order to complete the Additional Documentation nomination for the City of Camden Historic District for listing in the National Register of Historic Places, the City seeks a consultant with a background in historic preservation and cultural resources survey that can successfully complete the National Register form as required by the SCDAH and the National Park Service.

The nomination will follow the requirements and standards published in [How to Apply the National Register Criteria for Evaluation \(National Register Bulletin #15\)](#), [How to Complete the National Register Registration Form \(National Register Bulletin #16A\)](#), SCDAH's "[Supplemental Instructions for National Register Nominations](#)," and SCDAH's "[Submittal Requirements for National Register Nominations](#)", where applicable, and as discussed at the initial planning meeting. The project scope of services is to include the following required elements:

1. An initial planning meeting among representatives of SCDAH, the City, and the consultant shall be conducted before work begins to discuss the scope of work, methodology, and schedule. SCDAH and the City will schedule this meeting with the consultant.
2. Prior to commencing work on the nomination, the consultant will provide SCDAH with a proposed area(s) of significance, period of significance, draft justification for the period of significance, and draft methodology for determining the contributing status of resources. SCDAH will work with the consultant to refine these items, which will be incorporated into the nomination. The consultant may rely on [Historic Resources Survey of Camden](#) (Historic Property Associates, 1996) and conduct its own additional research on the general historical development of Camden.
3. The consultant will complete the National Register Form and supplemental materials for the nomination and submit them in electronic format via email, a file sharing service, or other approved electronic delivery format. SCDAH will provide the blank form in

Microsoft Word format.

4. The consultant will prepare a statement of significance for Section 8 of the nomination. The statement will focus primarily on the period from 1921 through the end date of the expanded period of significance, and on extant resources within the district. The statement will make a clear argument for the importance of the district in the local context of Camden, and under the applicable National Register criteria and areas of significance.
5. In Section 7 of the nomination, the consultant will provide a comprehensive numbered inventory of all resources within the district boundary, both contributing and non-contributing. The inventory may be provided as a table. SCDAH will provide the consultant with specific content and formatting requirements for the inventory table. The consultant may use the existing nomination and the [Historic Resources Survey of Camden](#) (Historic Property Associates, 1996) to inform the inventory, but must verify the information is current.
6. The consultant will plot the boundaries of the district according to National Park Service Guidance at [https://www.nps.gov/subjects/nationalregister/upload/GIS\\_Guidance\\_2013\\_05\\_15\\_508.pdf](https://www.nps.gov/subjects/nationalregister/upload/GIS_Guidance_2013_05_15_508.pdf). All resources in the nomination inventory will be keyed to the map, which must denote the contributing or noncontributing status of each resource.
7. The consultant will submit photographs of a representative sample of contributing properties. All photographs will be in digital format as specified in the “Supplemental Instructions” and must be keyed to a district map.
8. The consultant will attend at least one public information meeting scheduled by the City of Camden and coordinated with SCDAH to summarize the Additional Documentation process for the City of Camden Historic District. This meeting will take place prior to the nomination being scheduled for consideration by the State Board of Review for the National Register.
9. The consultant will be required to submit to SCDAH a digital copy of all components of the Additional Documentation nomination including the text (in Microsoft Word format only), nomination photos (JPEGs or TIFFs), district map(s), and photo key.
10. The consultant will be required to present a PowerPoint slide presentation before the State Board of Review at a meeting date to be determined. The nomination is tentatively planned to be on the agenda for the State Board of Review meeting scheduled for November 14, 2025. The meeting will take place at the SC Archives & History Center in Columbia.

**ANTICIPATED PROJECT SCHEDULE (dates are subject to change)**

Oct. 4, 2024	Consultant will be notified of selection by this date.
Oct. 7-18, 2024	Consultant will attend project kick-off meeting (may be held virtually) with the City of Camden and SCDAH at a date to be scheduled sometime during this two-week period.
March 1, 2025	Consultant will submit a complete first draft of the nomination package no later

- than this date.
- August 15, 2025 Consultant will submit a final draft of the nomination package no later than this date.
- November 14, 2025 (Tentative date) Consultant will present the nomination at the meeting of the State Board of Review at SCDAH.

### **PROPOSAL FORMAT**

The format of each proposal must contain the following elements organized into separate sections as the consultant may deem appropriate:

- 1) Approach and Work Plan: The proposal must address, in depth, the consultant's plan to meet the requirements of each of the tasks and activities outlined in the Scope of Work. The work plan must discuss the staffing levels required to complete each task, as well as the relative effort that each member of the proposed project team will devote to the project. The work plan must also include a task-by-task schedule with beginning and ending dates, deliverables, and major milestones for a proposed timetable that coincides with the work plan. The consultant must certify the ability to complete the project within the anticipated project schedule.
- 2) Project Team Qualifications and Experience: This section must include the qualifications of the consultant and consultant staff assigned to this project once selected. At a minimum, the proposal should:
  - a) Designate a Project Manager.
  - b) Include the organization, functional discipline, and responsibilities of project team members.
  - c) Provide a complete résumé or description of each team member's educational and professional experience.
  - d) Personnel named in the proposal shall remain assigned to the project throughout the period of the contract. No diversion or replacement may be made without submission of a résumé of the proposed replacement with final approval of SCDAH.
  - e) The consultant shall clearly state if it is proposing to subcontract any of the work herein. Names of subcontractors are to be provided and by proposing such firm(s) or individuals, the consultant assumes full liability for the subcontractor's performance.
  - f) Provide contact information of at least three references the consultant has served either currently or in the past two years; preferably those where one or more of the project team provided the same or similar services as requested in the Scope of Work.
- 3) Cost quote. Only lump-sum cost quotes will be considered. Cost-plus quotes will not be considered. The consultant must state the willingness and ability to work with the City of Camden on payment of invoices to coordinate with receipt of grant fund reimbursements.
- 4) Statement of compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, prohibiting discrimination on the basis of race, color, national origin, disability or age in programs assisted by the U.S. Department of the Interior.
- 5) Statement of compliance with the Debarment Certification, 43 CFR, Part 12, Section 12.510 and state that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Your proposal will be evaluated on the basis of the following: a) Approach and Work Plan; b) Project Team Qualification and Experience; c) Thoroughness in addressing all items in this Request for Proposals; and d) Budget. All requested proposals will be ranked according to the criteria, with the award going to the highest-ranking proposal.

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required performing identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic 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 history.

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work 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.

## **SELECTION PROCESS**

The City of Camden will use the following evaluation criteria for ranking the proposals:

1. Successful experience with similar types of projects (30%)
2. Previous project references (25%)
3. Quality of the proposal and understanding of the work to be completed (20%)
4. Project team and key personnel qualifications (15%)
5. Proposed time schedule and budget (10%)

The City of Camden reserves the right to reject any late or incomplete submission, and all proposals for whatever reason.

## **PROPOSAL SUBMISSION**

Please submit five (5) copies of the proposal to City of Camden, ATTN: Shawn Putnam, 1000 Lyttleton Street, Camden, SC 29020. All proposals must be received no later than **4:00 PM on Friday, September 27, 2024**. No faxed or e-mailed proposals will be accepted. **No proposals received after the deadline will be considered.**

Upon contract award, the successful consultant must obtain a Camden business license and produce a Certificate of Insurance that includes liability and workmen's comp coverage.

For additional information, please contact Shawn Putnam, Planning & Development Director at 803-432-2421 or [putnam@camdensc.org](mailto:putnam@camdensc.org).