

EXAMPLE SCOPE OF WORK – NATIONAL REGISTER OF HISTORIC PLACES

The project will be carried out in accordance with the standards and guidelines of *National Register Bulletin 16A: How to Complete the National Register Registration Form* and all requirements outlined in SHPO's NRHP guidance, including but not limited to "Listing Property in the National Register of Historic Places in Michigan: An Overview of the Process" and the "National Register of Historic Places Nomination Submission Checklist." The project will be coordinated by the City's historic preservation specialist. She will work closely with the selected consultant and SHPO to ensure that the grant requirements and purpose of the project are appropriately met. The City anticipates that the project, inclusive of the following tasks, will proceed according to the timeline outlined in the Work Schedule.

- 1. RFP and Consultant Selection:** Once a grant agreement is executed with SHPO, the City will begin working on the Request for Proposals (RFP), which will be used to competitively select a consultant who meets the Secretary of the Interior's Professional Qualification Standards (36 CFR 61) for Architectural Historian and/or Historian and possesses the following: (1) thorough knowledge of and familiarity with early- to mid-twentieth century commercial architecture; (2) demonstrated experience in completing primary and secondary research and preparing NRHP nominations; and (3) familiarity with documenting and evaluating Michigan's historic resources in accordance with Michigan State Historic Preservation Office (SHPO) standards and guidelines and the National Register Criteria for Evaluation. The City will work closely with SHPO for review and approval of the RFP, as well as selection and approval of the consultant for the survey. The selected consultant will ultimately be responsible for all technical work associated with the project, including conducting research, completing necessary documentation, and preparing the nomination and related materials.
- 2. Consultant Kick-off Meeting and Initial Public Meeting:** At the start of the project, the City, SHPO, and selected consultant will participate in a kick-off meeting to discuss the goals of the project, tasks to be completed, and anticipated timelines. Following the meeting, the City and consultant will host a public information meeting to provide property and business owners and other stakeholders with an opportunity to learn more about the project, nomination process, what listing means for included properties, and related preservation and economic activities that might benefit from the listing. The selected consultant will prepare a presentation for the meeting.
- 3. Archival Research:** Following the kick-off and public meeting, the consultant will proceed with the archival research necessary to complete the nomination. The primary purpose of the research will be to develop a historic context for the Evanston Commercial Historic District that appropriately conveys its relationship to and significance within themes and trend of the period. To better enable the consultant to focus on research necessary to place the district within its appropriate context, the City will provide the consultant with electronic copies of all previously prepared materials related to the district, including survey forms and report, the Preliminary Questionnaire, and collected research, including documentary resources and known historical photographs and maps. While the City anticipates that local information is duplicative with the information collected in SHPO's files, the City will also require that the consultant complete a records review in the files of SHPO. The City will also provide contact information for the local historical society, historic district commission, and others who might have relevant historical information. In consideration of the materials provided by the City, the consultant will conduct additional research as determined necessary to satisfactorily prepare the developmental history and related contexts for the nomination. The City anticipates that such research will include newspapers, Sanborn fire insurance maps, city directories, published histories, and other such resources available through local libraries and historical societies, as well as various databases and repositories available through the internet (e.g. HathiTrust).
- 4. District Documentation:** While an intensive-level survey of the district was recently completed as previously discussed, the consultant will complete a visual review of all properties in the district (see Figure 1 for a map), to include basic photographic documentation of exteriors and compiling of descriptive information required for an adequate inventory of resources in the nomination. If the selected contractor identifies that any substantive changes have occurred to a property following the 2018 intensive-level survey, the consultant will be responsible for preparing an updated architectural inventory form for the subject property in accordance with SHPO

requirements and collecting updated photographs of the property, to include at least one view of the façade and two oblique views. For properties where no change is identified, no new inventory forms will be provided. Rather, the consultant will use a combination of existing information and visual inspection to gather sufficient data to prepare the nomination form. Photographs showing general streetscapes and character-defining features of the district such as the spatial relationship of buildings will be collected in addition to the photographs of individual properties.

- 5. NRHP Nomination:** Using the collected research and results of the documentation, the consultant will prepare a complete set of National Register nomination materials meeting NPS and SHPO standards and guidelines. Emphasis will be placed on developing a thorough building inventory that appropriately categorizes properties as either contributing or non-contributing to the historic district and situating the Evanston Commercial Historic District within its appropriate historic context(s) so that its significance is fully understood.

Section 7 will include an introductory paragraph that summarizes the property being nominated, its appearance, and its integrity. This will be complemented by an overview of the historic district and its character-defining features, followed by a resource inventory. This section will provide general descriptive information on the district including but not limited to its general character, street plan, spatial relationships, and infrastructure and landscaping features. The inventory will include a summary of prevalent architectural styles and property types followed by a listing of individual properties accompanied by brief synopses of character and integrity. Each resource will be identified as either contributing or non-contributing to the district.

Section 8 will include a summary of the property's eligibility in consideration of the National Register Criteria for Evaluation and the district's areas and period of significance. Following, Section 8 will document the historic contexts pertinent to the district and its significance in consideration of the district's developmental patterns and associated trends. At minimum it is anticipated that Section 8 will discuss the commercial and architectural development of the district in detail. Additional pertinent contexts may be identified for inclusion through the research phase. The nomination will include footnotes for all cited resources and bibliographic references for major sources.

In accordance with SHPO's "National Register of Historic Places Nomination Submission Checklist," the nomination will be accompanied by a selection of photos that accurately capture the character of the district and representative properties. Photographs will include streetscapes, examples of predominant architectural styles, examples of predominant forms, examples of non-contributing resources, and significant landscape features.

The nomination will include a series of maps, including: a district map that includes prominent streets and geographic features, building footprints, and photographic key and delineates each property as either contributing or non-contributing (these maps may be one or a series of maps); two locational maps that show the boundaries of the district and meet the specifications described in the 2012 *National Register Draft Electronic Map Policy Factsheet* from the National Park Service. The nomination will also include a spreadsheet of properties and property owner information.

The City anticipates that the consultant will submit components of the nomination in four intervals: Deliverable #1, first draft of nomination cover and section 7 (50% submittal); Deliverable #2, first draft of remaining sections (75% submittal); Deliverable #3, revised draft of complete nomination (95% submittal); and Deliverable #4, final draft (100% submittal). The consultant will be required to address all SHPO comments and corrections at each review phase. The City and consultant will meet with SHPO, as necessary, after submission of the deliverables to discuss the comments prior to making adjustments for the remainder of the work.

- 6. State Review Board Presentation:** Upon completion of the nomination and prior to grant completion, the consultant will present the nomination at a meeting of the State Historic Preservation Review Board. Prior to the meeting, the consultant will provide SHPO with a PowerPoint presentation including representative maps and photographs. The presentation will include a brief discussion of the history, character, and significance of the district. The consultant will be responsible for addressing any substantive comments from the Board.