

## Request for Proposals

Submission Deadline: 30 Days

Project Coordinator: Bart Nuckols, Planning Director  
Southern Pines Planning Department  
180 SW Broad Street  
Southern Pines, NC 28387

The Town of Southern Pines is seeking a professional consultant to conduct a historic architectural resources survey update of the National Register-listed Southern Pines Historic District.

### **Background:**

The Town of Southern Pines has experienced growth and change since the listing of the Southern Pines Historic District in the National Register of Historic Places in 1992. As development continues to occur, the Town is seeking to update its historic resources architectural survey in order to re-evaluate the district.

The Town of Southern Pines has had two previous architectural surveys. The first was a comprehensive survey in 1980 by Ann Alexander, the results of which were published in the book "Southern Pines Building Inventory." The second survey, completed in 1991 by David Black of Black & Black Preservation Consultants, intensively recorded central Southern Pines and served as the basis of the National Register nomination of the Southern Pines Historic District, also prepared by Mr. Black. This district has a period of significance ending in 1941 and consists of 678 properties, with 495 classified as contributing and 183 as noncontributing. The predominately commercial portion of the National Register (NR) district along the railroad tracks also is a locally designated historic district.

### **Project Description and Requested Services:**

The current survey update project will examine all properties in the NR district, updating existing documentation and creating new records as necessary. The Town will provide the consultant with photocopies of the existing survey files for the district. In addition, the consultant will evaluate the district to determine if extension of the period of significance is appropriate. [NOTE: A subsequent project will update the survey of the rest of the Town and identify properties for placement on the state's National Register Study List, including a potential boundary expansion of the Southern Pines Historic District.]

The consultant will enter all data, including data from the 1980 and 1991 surveys, in the State Historic Preservation Office's (HPO) survey database, which requires Access 2000 or a later version of Access, and will take a minimum of two digital photographs of each property. The consultant will work with the Southern Pines Planning Department, the Southern Pines Historic District Commission, and the HPO to establish a procedure for obtaining GIS data for each site in the database. The consultant will print the photos and a survey form (generated from the database) on each property for the paper survey files and will prepare a report that includes the following information:

- Narrative statement summarizing the past preservation efforts in Southern Pines;
- Brief history of Southern Pines and the major changes in the Town's built environment since the 1991 survey;
- Description of property types and architectural styles of post – 1941 resources;
- Summary of findings and recommendations;
- Updated inventory list of buildings located in the district, with contributing/ noncontributing status revised as appropriate, depending on suggested revision to the period of significance.

The Town of Southern Pines and the Southern Pines Historic District Commission will review the project at various intervals specified in the Time-Product-Payment Schedule incorporated in the project contract to ensure the consultant is conducting a thorough investigation. The consultant will provide the Town of Southern Pines

and the HPO all survey products on CDs or DVDs and the final report as well as reports generated from the database also, will be submitted in hard copy. All work will be completed to HPO standards as described in the HPO's *Architectural Survey Manual: Practical Advice for Recording Historic Resources* (2008 Edition), supplemented by *Manual for Data Entry: Historic Properties and Districts Survey Forms* (May 2008 edition).

**Project Schedule:**

Project start and end dates will be determined in consultation with the consultant.

**Project Budget:**

The project will be funded by the Town of Southern Pines.

**Consultant Selection and Qualifications:**

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

1. The person/firm must have performed satisfactorily on the previous architectural surveys as indicated by the HPO.
2. The person/firm must have adequate experience and staff to perform the work required.
3. The person/firm must have the ability to meet the time schedule established for the work.
4. The person/firm must meet the qualifications described in Federal Register, Part V:36 CFR 61: Appendix A.

**Submission of Proposals:**

Consultants interested in the project are invited to submit a proposal that describes how they would conduct the project, addresses the criteria listed above, and includes the following:

1. A list of the types of services for which the person/firm is qualified.
2. Names of the principals, key persons or associates who would be directly involved in the project and their qualifications.
3. A list of similar projects completed by the person/firm with names, addresses, and phone numbers of clients.
4. A copy of a recent architectural survey and/or National Register nomination(s).
5. Proposed project duration.

For any further information, contact Bart Nuckols, Planning Director, (910) 692-4003, e-mail: [nuckols@southernpines.net](mailto:nuckols@southernpines.net) .

**Deadline for Submission:**

**Twelve (12) hard copies and one (1) CD-Rom shall be submitted to the Southern Pines Planning Department, 180 SW Broad Street, Southern Pines, NC 28387 on September 24, 2008 by 12:00 Noon.**