



National Conference of State Historic Preservation Officers

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REQUEST FOR PROPOSALS Cultural Resource Stewardship and Hazard Mitigation Planning September 6, 2023

The National Park Service (NPS) is seeking the services of a qualified individual, firm, or organization (contractor) through a cooperative agreement with the National Conference of State Historic Preservation Officers (NCSHPO) to evaluate and make recommendations to adapt, customize, and/or supplement the FEMA Hazard Mitigation Plan framework for use by organizations/agencies with a primary goal of cultural resource stewardship. These project components must be created in accordance with the requirements specified in this Request for Proposals (RFP). The contract is administered by NCSHPO and the work is prepared, completed, and reviewed in coordination with the State Historic Preservation Offices (SHPOs) and the National Park Service Cultural Resources, Partnerships, and Science directorate.

Interested contractors should submit a proposal and cost estimate in response to this RFP to NCSHPO no later than 5:00 p.m. EST on October 6, 2023. Electronic copies of proposals may be directed to Ms. Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org.

Project Background

The Hazard Mitigation Planning (HMP) process developed by the Federal Emergency Management Agency (FEMA) has been widely used by state, tribal, and local governments across the U.S. to identify, assess, and reduce loss caused by hazards and disasters of all types. There is also an effective “how-to” guide for integrating cultural resources into this planning process. However, the full integration and use of this planning process by organizations and entities with responsibility to preserve and maintain cultural resources is ongoing. This project will identify and recommend additional guidance, adaptations, and/or strategies to incorporate HMP more effectively into cultural resource management practices.

Because hazards and disasters cross jurisdictional boundaries, the most effective planning for such events will coordinate and engage with neighboring communities. The National Park Service does not currently use the FEMA HMP process, although similar planning tools have been created (i.e., Climate Change and Natural Hazards Checklist, Planning for a Changing Climate, etc.) There is interest in learning if NPS use of the same basic framework for hazard mitigation plans as the state, tribal, and local governments that surround National Parks would increase engagement and consultation with stakeholders. A goal of this project is to evaluate the possible adoption of the FEMA Hazard Mitigation Plan framework within NPS boundaries. This project should identify any efficiencies, benefits, challenges, tradeoffs, and/or conflicts of using the FEMA HMP framework as a part of the overall NPS planning process and procedures. Of particular importance is the identification of any impacts to compliance activities (i.e., Section 106 reviews).

Required Consultant Qualifications

The selected contractor must have demonstrated experience in the FEMA Hazard Mitigation Planning process along with specialized expertise with FEMA 386-6, "Integrating Cultural Resources into Hazard Mitigation Planning." Ideal candidates will also possess the following desired qualifications:

- a) One or more principal staff with education and relevant work experience in historic preservation planning.
- b) One or more principal staff in this project that meet the qualifications of archeologist, architectural historian, historian, and/or historical architect who meet the Secretary of the Interior's Professional Qualifications Standards as specified under Department of the Interior's regulations 36 CFR Part 61.

If the consultant comprises a firm or organization, then a Principal Investigator must be designated for the project. The Principal Investigator must agree to be principally responsible for all work conducted by other contractor personnel for the project. The individual selected as the Principal Investigator may not change during the project without written approval of NCSHPO and the NPS.

Scope of Work

SUMMARY

The scope of work includes evaluation of both the state-level and local-level hazard mitigation plan frameworks for use in state and local governments as well as within the National Park Service at the national, regional, and park unit levels.

The state-level hazard mitigation plan framework will be evaluated for integration with State Historic Preservation Offices (SHPOs) and state-level preservation plans to develop best practice recommendations. In addition, this evaluation should identify any efficiencies, benefits, challenges, tradeoffs, and/or conflicts of using the state-level HMP at national and/or regional levels of the National Park Service.

The local-level hazard mitigation plan framework, tools, and guidance will also be evaluated and assessed to determine best practices and recommendations for local historic preservation commissions and cultural heritage organizations to engage in the local-level HMP process. It is critical that local plans include appropriate consideration and representation of cultural resources, and this evaluation should identify additional tools, guidance, and/or processes that can facilitate such inclusion.

Finally, the local-level HMP framework will also be evaluated for potential use within the NPS at the park unit level identifying how these plans could fit within the existing NPS planning and response protocols (i.e., filling gaps or creating duplication), describing how these plans could be integrated into existing NPS workflows and processes, and identifying how such plans could contribute to decision making and compliance activities.

TASK LIST

Evaluate the effectiveness and inclusion of cultural resource considerations within state and local Hazard Mitigation Plans, and develop recommendations for best practice guidance, tools, and/or

processes to aid SHPOs and local preservation organizations to engage effectively in plan development and/or updates.

- A. Survey and review at least 5 state HMPs and 10-12 local HMPs that can be considered exemplary plans that incorporate cultural resource considerations, actions, and/or priorities. Identify examples and summarize real-world outcomes that resulted from at least 1 state and 2 local plans, i.e., a plan identified x and following an event x, y, and/or z occurred.
- B. Investigate the planning process and interview those involved in creating the exemplary plans to identify best practices and/or gaps and missing tools or guidance that would have been beneficial.
- C. Investigate and interview planners and historic preservation professionals in 5-10 state and local communities without effective cultural resource representation in HMPs to determine barriers, challenges, and/or contributing factors to the lack of effective integration in the HMP.
- D. Develop best practice recommendations, including detailed descriptions of any additional guidance, tools, processes, procedures, etc. that may be needed.

Evaluate FEMA Hazard Mitigation Planning (HMP) and plan processes for NPS use, specifically the development of “long-term strategies for protecting people and property” at parks and associated gateway communities by engaging staff, residents, and stakeholders.

- E. Evaluate and summarize relevant FEMA Hazard Mitigation Planning and plan processes, including evaluation and applications of STAPLEE protocols.
- F. Assess and summarize at least two gateway community (i.e. associated with or adjacent to a NPS park unit) case studies that used a FEMA HMP process and considered/included the park unit in the plan. As applicable, describe how the park unit is affected by inclusion in the plan, including any park decisions, priorities, and/or stakeholder engagement processes that may have been impacted.
- G. Assess and summarize any federal land-management agency use of the FEMA HMP process.
- H. Describe relevant park planning and investment processes that could intersect with HMP, including compliance activities. (Climate Change and Natural Hazards Checklist, Planning for a Changing Climate, Bureau Investment Review Board, etc.)
- I. Identify any key stakeholder groups and engagement strategies aligned with federal public engagement processes that would/could be impacted by adoption of HMP within the NPS.
- J. Evaluate and consider the addition of new and/or different considerations that may be critical to NPS decision-making around treatment and investment. (i.e., Does the HMP framework fill missing gaps within the existing planning frameworks available to NPS regions and park units?)

Project Location

Most of the project will be done remotely through virtual meetings and sharing of electronic files. Limited travel may be necessary to complete research and accomplish tasks.

Project Deliverables

Deliverable products include items 1-5 below. Each item will be submitted and/or presented to NCSHPO and NPS for review.

1. Overview of the proposed process, milestones, and schedule to be used to complete the project.
2. Preliminary state and local HMP assessment report and presentation: Summary and findings of activities A-D listed above in scope of work.
3. Preliminary NPS HMP assessment report and presentation: Summary and findings of activities E-J listed above in scope of work.
4. Final report and recommendations. This item will be submitted to NCSHPO and NPS at 75% and 95% completion with no less than 30 days for review.
5. Summary presentation (PowerPoint or equivalent) of findings, recommendations, and guidance.

Performance Expectations

The deliverable products and materials will be submitted to NCSHPO and the NPS for review as outlined above. Project schedule, milestones, and response times will be negotiated after award. The project will include:

- One contractor-led kick-off meeting held virtually.
- Regular check-in meetings with NPS staff and NCSHPO representatives on a schedule to be determined.
- Submission of overview of proposed process, milestones, and schedule within two weeks of project kick-off meeting.
- Interim submissions:
 - Lists of exemplary state and local plans for review and evaluation.
 - List of state and local communities without cultural resource inclusion in HMP for review and interviews.
- Preliminary reports and presentations may take place during regular check-in meetings or specially scheduled to include a limited number of additional participants, as determined appropriate.
- Final presentations – in-person, virtual, and/or hybrid – will be given at least three times for the following audiences: NPS staff, NCSHPO and SHPO staff, and local preservation planners/professionals. The focus of the final presentation may shift depending upon the audience.

Proposal Submissions

For evaluation purposes, proposals should provide sufficient information as to assist NCSHPO and the NPS in determining the most qualified contractor for the project. Contractors interested in bidding should submit a written proposal that includes the following elements:

- Key Personnel that would be working on the project and their proposed area(s) of responsibility. If proposing as a firm, project team, or organization, describe the proposed staff structure and how it is organized to provide the services requested by this RFP.

- Description of the specific, relevant education, experience, and qualifications of the Principal Investigator and any contractor staff and demonstrated experience with hazard mitigation planning involving cultural resources.
- Information on no more than three (3) projects of a similar nature and of pertinent NPS and/or non-NPS work completed by contractor in the past five (5) years. Include specific dates and types of services provided, and highlight success in meeting work schedules, project budgets, and product deadlines.
- A list of references (at least three, but not more than five) that may be contacted.
- A short narrative that responds to the scope of work as described in this RFP, which demonstrates the consultant's proposed approach to the project and ability to accomplish the desired goals.
- A proposed budget that includes hourly labor rates of project personnel, the number of hours required to complete each task or product, and any necessary and appropriate project travel costs.
- A proposed project schedule.

All proposals must be received no later than 5:00 p.m. EST pm on Friday, October 6, 2023. They should be prepared simply and economically, providing a straightforward, concise description of the contractor's qualifications and capabilities to satisfy the requirements of this RFP.

Proposals may be submitted via email in electronic format (MS Word or PDF format) to Ms. Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org. NCSHPO will confirm receipts of submissions. However, if there are any issues (e.g., with attachments working correctly), the contractor is responsible for resolving these issues with an alternative submission method acceptable to NCSHPO and the NPS prior to the RFP deadline.

Selection Criteria

Submittals will be evaluated and ranked based on the following factors, presented in no particular order:

- Qualifications of Principal Investigator and other key personnel.
- Responsiveness of the proposal to the project's purpose, scope of work, and deliverables.
- Experience with hazard mitigation planning involving cultural resources.
- Successful experience critically evaluating similar planning processes, decision-making framework, and/or tools.
- Demonstrated ability of meeting projected deadlines and successfully completing contracts of this type.
- Past performance and references.
- Schedule and cost.

Terms and Conditions

- A. NCSHPO reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. NCSHPO reserves the right to request clarification of information submitted, and to request additional information from any consultant.

- C. NCSHPO and NPS shall not be responsible for any costs incurred by consultants in preparing, submitting, or presenting its response to this RFP.
- D. Any and all rights to work produced through this project will be vested in the Department of the Interior, National Park Service, including any copyrights.
- E. The selected consultant shall adhere to the DOI terms and regulatory requirements located at:
 - a. <https://www.doi.gov/grants/doi-standard-terms-and-conditions>
 - b. [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
 - c. [eCFR :: 2 CFR Part 1402 -- Financial Assistance Interior Regulation, Supplementing the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

Questions

Respondents are invited to submit written questions requesting clarifications or explanations of the information contained in this RFP. Please direct all proposal or contract-related questions to Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org. Questions pertaining to the scope of this project may be directed to Jenny Parker, Management Assistant for Cultural Resources, Partnerships and Science, at jenny_parker@nps.gov.