



National Conference of State Historic Preservation Officers

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REQUEST FOR PROPOSALS
Climate Change Adaptation Strategies for Cultural Resources
August 10, 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 develop menus of adaptation strategies to mitigate the impacts of climate change to cultural resources. These strategies should align with historic preservation requirements and best practices and consider and/or integrate with natural resource and facilities approaches as a critical component of adaptation planning as indicated within Step 4, “Identify potential adaptation strategies,” in *Planning for a Changing Climate: Climate-Smart Planning and Management in the National Park Service* (NPS 2021). Project tasks 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 digitally submit a proposal and cost estimate in response to this RFP to NCSHPO no later than 5:00 p.m. EST on September 15, 2023. Electronic copies of proposals may be directed to Ms. Sharon Smith, NCSHPO Business Manager, at smith@ncshpo.org.

Project Background

Climate change is dramatically impacting NPS cultural resources. Actions to address current and anticipated impacts are termed climate change adaptation strategies. Adaptation strategies are forms of risk management that seek to reduce climate change vulnerabilities or respond to rapid environmental change (e.g., *Dibaginjigaadeg Anishinaabe Ezhitwaad: A Tribal Climate Adaptation Menu* (NIACS Tribal Adaptation Menu Team 2019)). The NPS has acknowledged broad cultural resource adaptation categories (e.g., NPS Cultural Resources Climate Change Strategy), and acknowledged the need to integrate climate change information into ongoing cultural resource management and NPS planning practices.

This project is intended to directly inform NPS management practices, systems, and processes by developing menus of potential adaptation options for specific cultural resource categories responding to select climate change stressors. The resulting menus will provide a foundational resource for NPS

adaptation planning). The final report must also provide sufficient descriptions to enable other agencies and institutions to benefit from these menus.

Required Consultant Qualifications

The selected contractor must have demonstrated experience in cultural resource management (e.g., archeology, historic architecture, cultural landscapes, ethnographic heritage, and museum collections) and climate change research. Ideal candidates will also possess the following desired qualifications:

- a) One or more team member that meet the Secretary of the Interior Professional Qualification Standards of archeologist as specified under Department of the Interior's regulations 36 CFR Part 61.
- b) One or more team member that meet the Secretary of the Interior Professional Qualification Standards of architectural historian, and/or historical architect as specified under Department of the Interior's regulations 36 CFR Part 61.
- c) Additionally, team members may be historical landscape architects, conservation scientists and/or museum collections specialists with appropriate qualifications in those fields. Additional expertise related to cultural anthropology and ethnography are desired.
- d) Demonstrated experience in identifying and monitoring impacts to cultural resources from natural hazards and/or climate change.
- e) One or more team member with data management, geospatial information systems, and information science expertise.

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

The overarching goal of this project is to develop cultural resource adaptation strategy menus that can be used by the National Park Service in climate change adaptation planning components of standard NPS planning processes. This project should:

- a) Produce a menu of adaptation strategies, approaches, and sample treatments and tactics for coastal cultural heritage sites (e.g., fortifications, lighthouses (metal and masonry), archeological sites, historic structures, cultural landscapes, museum collections, etc.), responding to expected or current coastal climate hazards.
- b) Produce of menu of adaptation strategies, approaches, and sample treatments and tactics for archeological sites responding to non-coastal climate stressors.
- c) Review and assess examples of implementation and recommend constraints and opportunities.
- d) Assess adaptation approaches, treatments, and tactics in consideration of environmental and historic preservation compliance processes.
- e) Categorize and bin adaptation strategies and approaches in consultation with NPS staff to align with agency climate change planning and responses (e.g., scenario planning, RAD).

- f) Identify areas of overlap/conflict with natural resource and/or facilities adaptations.
- g) Explore avenues for stakeholder and partner engagement.

This product should directly tie to National Park Service management practices, systems, and processes, and also more generally describe implementation for non-NPS property managers. Each element should be described in narrative form with accompanying templates, tools, procedures, and other supplemental information sufficient to fully describe the approach for implementation.

Project Location

The project will be done remotely through virtual meetings and sharing of electronic files. Information will be obtained through interviews, information provided by the NPS, and information collected by the consultants. Some additional travel may be required to accomplish necessary research and/or workshops if applicable.

Project Deliverables

This project includes two tasks with an optional third task dependent on funding:

Task 1: Research and Assessment

- 1) Prepare a broad literature review of adaptation strategies for coastal cultural heritage sites (e.g., fortifications, lighthouses (metal and masonry), archeological sites, historic structures, cultural landscapes, museum collections, etc.), responding to expected or current coastal climate hazards.
- 2) Prepare a broad literature review of adaptation strategies for archeological sites responding to non-coastal climate stressors.
- 3) Distinguish hypothetical approaches from examples of implementation. Assess strengths, drawbacks, constraints, and opportunities, as well as consideration of requisite environmental and historic preservation compliance processes. Identify strategies with highest priority considerations for actual testing of effectiveness, or those best positioned for effectiveness assessments.
- 4) Research adaptation co-development processes and pathways with stakeholders such as Indigenous, traditional, and local communities.
- 5) Interview selected NPS cultural resource managers, climate scientists, natural resource managers, facility managers, superintendents, cultural resource subject matter experts within NPS, and identified partners to categorize and bin adaptation strategies (e.g., RAD, implementation requirements) in alignment with agency climate change planning and responses.

Task 2: Cultural Resource Adaptation Strategies

- 6) Produce a menu of vetted adaptation strategies, approaches, and sample treatments and tactics for the cultural resource typologies described above, that includes:

- a. Categorized and appropriate strategies with identified considerations in reviewing and evaluating their application in a specific context.
- 7) Create templates, tools, procedures, and other supplemental information necessary for context-specific implementation.

Task 3: Workshop cultural resource adaptation strategy development (optional)

- 8) Within a limited, defined segment of the National Park System, workshop adaptation menu with staff and stakeholders in alignment with existing NPS planning processes.
- 9) Establish avenues for stakeholder and partner engagement.
- 10) Provide materials for evaluation and lessons learned from adaptation workshops.

Deliverable products include items 1-7 below. Each item will be submitted for NCSHPO and NPS review at 75% and 95% completion to allow for 30-day NPS review and comment.

- 1. Overview of the proposed process, milestones, and schedule to be used to complete the project.
- 2. Final report: complete and comprehensive written description of adaptation strategies for coastal cultural heritage sites, and pathways to implementation, with a summary of findings and detailed list and analysis of each strategy reviewed.
- 3. Final report: complete and comprehensive written description of adaptation strategies for noncoastal archeological sites, and pathways to implementation, with a summary of findings and detailed list and analysis of each strategy reviewed.
- 4. Descriptions and supplemental materials, noted in 6 above, necessary to fully implement the adaptation. Descriptions must also include options for implementation by non-NPS agencies.
- 5. Identification of the skills, expertise needed, and any standards that apply for successful implementation of each adaptation option.
- 6. Summary presentation (PowerPoint or equivalent) of findings, recommendations, and created products.
- 7. (optional) Report on adaptation workshop and stakeholder engagement pilot NPS location(s).

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 (depending on project funding and final project scope):

- One contractor-led kick-off meeting held virtually.
- Regular check-in meetings with NPS staff on a schedule to be determined. For estimating purposes, assume one hour bi-weekly meetings and two three (3) hour work sessions with project lead(s).
- Submission of overview of proposed process, milestones, and schedule within two weeks of project kick-off meeting.
- Interim submissions:
 - List of adaptation strategy literature and examples to be evaluated

- Research methods for assessing adaptation constraints, opportunities, strengths, drawbacks, integration of resources and stakeholder inputs.
- Interview questions and content analysis methodology.
- Draft descriptions of the cultural resource adaptation strategies included.
- (optional) Draft scope of work and schedule for adaptation workshop(s).
- Final presentation – in-person, virtual, or hybrid – for NPS staff and NCSHPO

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; demonstrated experience with vulnerability assessments; databases; cultural resource management; and/or climate change expertise.
- Information on projects of a similar nature and of pertinent NPS and 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 or 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, September 15, 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 climate change response and adaptation strategy development/implementation.
- Demonstrated expertise related to cultural resource managements.
- Successful experience assessing and evaluating a wide-range and scale of systems and practices.
- Successful experience creating new programs and/or systems for implementation by large agencies, sites, and/or organizations.
- 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. Selected participant must adhere the DOI terms and regulatory requirements located at:
 - <https://www.doi.gov/grants/doi-standard-terms-and-conditions>
 - eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>)
 - eCFR :: 2 CFR Part 1402 -- Financial Assistance Interior Regulation, Supplementing the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (<https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XIV/part-1402>)

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 Kelly Clark, NPS Management Assistant to the Associate Director of Cultural Resources, Partnerships, and Science, at kelly_clark@nps.gov.