

**Request for Proposals
Architectural Survey in Support of the Elevate Florida Program
June 23, 2025**

The National Park Service (NPS) and the National Conference of State Historic Preservation Officers (NCSHPO) seek the services of a cultural resource consultant to support the project outlined below. Interested firms should submit a complete proposal and cost estimate in response to this RFP to NCSHPO no later than 5:00 p.m. ET on Tuesday, **July 8, 2025**. Electronic copies of proposals may be directed to Mr. Nicholas Chamberlain, NCSHPO Special Projects Manager, at chamberlain@ncshpo.org. Please note that this project has a deadline for completion by **December 31**. Because of the tight deadline, the window for submitting proposals has been limited to **14 days**. Award of this project is contingent on final approval of funds.

I. Overview

In response to hurricane damage in 2024 (Debby, Helene, Milton), the state of Florida is adopting an approach to recover from extensive flood damage, offering to elevate repetitive loss and severe repetitive loss flood damaged homes. The Elevate Florida program is the first-of-its-kind, statewide residential hazard mitigation program. Led by the Florida Division of Emergency Management (FDEM), the program is intended to protect homes and communities by reducing damage caused by natural disasters.

As a result of the National Historic Preservation Act, Section 106 consultation (54 USC 306108) between the Federal Emergency Management Agency (FEMA) and the Florida Division of Historic Resources (SHPO) it was determined that due to the high number of potential projects associated with the Elevate Florida program, there will be numerous adverse effects. In order to mitigate the adverse effects associated with the program and to ensure an expedient delivery, FEMA and SHPO agreed that specific Certified Local Governments (CLGs) as identified in 54 USC 302501-302305, be surveyed appropriately so that identification and evaluation be done as required and outlined in 36 CFR 800.4.

These surveys will document historic resources (and non-historic resources) 45 years of age or older (dating to 1973 or before) and serve as a planning tool for federal, state, and local government, so that all levels are informed of which resources are determined to be historically significant and may need special attention or more thorough review.

The assigned survey areas for this project are located in the state of Florida and outlined in **Appendix A**. It is expected that all resources recorded in this survey will be visited in-person by the Recipient's field surveyor with photographs of each resource taken on site in accordance with Florida Master Site File and [Chapter 1A-46, Florida Administrative Code](#) (Historical Report Standards and Guidelines). **Field survey should be conducted from the public right-of-way, with no trespassing onto private property (unless expressly invited by the property owner).**

The National Conference for State Historic Preservation Officers (NCSHPO) is conducting this work in cooperation with the National Park Service (NPS) and on behalf

of the Florida SHPO. Under the direction of FEMA personnel, the cooperator will complete field- and archival-based architectural survey, as appropriate, of resources listed in, or eligible for listing in, the National Register of Historic Places. Survey work will be performed both in the field and using online and print materials to support or document conclusions. Work will be limited to four disaster-declared counties in Florida associated with Hurricane Helene/Milton. All work must meet the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* and applicable state standards or guidelines for architectural survey in Florida.

A Florida Master Site File (FMSF) must be completed for each structure within the assigned project area that is 45 years or older (built in 1973 or before), regardless of its determination of historic significance. The FMSF must be complete and filled out in accordance with the instructions for completing the Historic Structure Form as found in the Guide to the Historical Structure Form. Resource Groups and Historic Districts identified during the survey must be recorded on the Florida Master Site File Resource Group Form. The Forms must be complete and filled out in accordance with the instructions from Florida SHPO for completing the Guide to the Resource Group Form. It is expected that forms will be completed in electronic format only. All forms and guides can be found at the Florida Division of Historical Resources website at <https://dos.fl.gov/historical/preservation/master-site-file/documents-forms/>.

While cemeteries are not the major focus of this project, the Recipient will complete a Florida Master Site File Historical Cemetery Form for any cemeteries 45 years or older (first burial in 1973 or before) identified in a property appraiser's search or identified during fieldwork only if in the areas provided by the CLGS. The Forms must be completed and filled out in accordance with Florida SHPO's instructions for completing the Guide to the Historical Cemetery Form. It is expected that known and marked cemeteries in incorporated areas will be recorded, since they are easily identifiable and contain traditional headstones. However, SHPO does not expect that every rural cemetery can be identified or visited throughout the course of this project. The Recipient should make a reasonable effort to record historic cemeteries that they learn about during the project, even if a determination of eligibility cannot be made during this project. There is not a minimum number of headstones required to record a historic cemetery. It is expected that forms will be completed in electronic format only.

All resources recorded will be evaluated for listing in the National Register of Historic Places, and a recommendation for eligibility will be made in the draft and final survey report documents in accordance with Chapter 1A-46, *Florida Administrative Code* (Historical Report Standards and Guidelines). No other format will be accepted.

FEMA has informed communities regarding the nature of the survey work being conducted as part of their compliance actions. In conducting the necessary research for overall historic contexts identified as being eligible for listing, the selected Recipient will coordinate with FEMA to seek input from relevant state agencies, local governments, and the general public, as well as stakeholders, local historians, and experts in the fields of historic preservation, as necessary.

The following sites are excluded from survey actions:

- 1) Federal and state forest lands.
- 2) State parks.
- 3) Historic bridges on federal and state roads.

II. Scope of Work & Details of Deliverables

A. Deliverable #1: Kickoff Meeting

A Kickoff Meeting must occur within 15 days of the execution of the contract. It may occur virtually or in-person and should be organized by the Recipient with invitations sent to NPS and NCSHPO. In attendance should be the Principal Investigator for the project, key staff assigned to oversee major areas of the project, and the Recipient's financial representative. In addition, SHPO and FEMA staff responsible for acceptance of the product should be invited. The purpose of the meeting is to discuss the project and refine specific areas that need to be addressed by the project, clarify any areas of the project, discuss the project timeline, and answer questions by all interested parties.

B. Deliverable #2: Approach/Research Design and Examples

The Recipient shall develop a detailed Approach/Research Design for the project and submit it to NPS, NCSHPO, and FEMA for review and approval prior to beginning and within 15 days of the contract execution. All named parties will review and comment on the submitted Approach/Research Design and Examples to provide the Recipient with further input and direction within 5 days of submittal. The Approach/Research Design will be submitted electronically and will detail the Recipient's approach to gathering and synthesizing the information and data necessary to complete each component of the project. The Approach/Research Design must include detailed sections addressing **Timeline, Methodology and Examples** for production of the final Deliverable Historic Structures Survey Report to meet Chapter 1A-46, *Florida Administrative Code* (Historical Report Standards and Guidelines).

Timeline should provide a detailed week-by-week schedule of the Recipient's planned work over the contract period.

Methodology, including but not limited to the following:

1. How the historic structures 45 years or older (built in 1971 or before) will be identified.
2. Resource and staffing allocations and staff duties.
3. Staff qualifications.

Detail of how the Recipient will meet the survey requirements as detailed in Chapter 1A-46, *Florida Administrative Code* (Historical Report Standards and Guidelines) and the Secretary of the Interior's Professional Qualifications Standards, (36 CFR 61)

Examples of five (5) Florida Master Site File Forms for quality review.

The Recipient shall provide five (5) completed digital Florida Master Site File forms with accompanying photos and maps for approval by NPS, NCSHPO, and FEMA. Documents must be received within the first 15 days after contract execution. Each digital form will correspond to one recorded resource within the assigned project area of **the listed counties**. Outputs for historic research and spatial data must meet the NPS Cultural Resources Data Transfer Standards, as applicable

1. Three (3) of the five Inventory forms must be on the Florida Master Site File Historical Structure Form v5.0 and must be completed for each of the structures selected to demonstrate the Recipient's abilities to properly fill out the forms. There should be a mix of historic building styles represented. The Forms must be complete and filled out in accordance with the instructions for completing them as noted in the Guide to the Historical Structure Form v.5.0.
2. At least one (1) of the five forms submitted must be a Florida Master Site File Resource Group Form v5.0 to demonstrate the Recipient's ability to complete and understand the use of the forms as detailed in the Guide to the Resource Group Form v5.0 (pdf).
3. At least one (1) of the five forms submitted must be a Florida Master Site File Historical Cemetery Form v5.0 to demonstrate the Recipient's ability to complete and understand the use of the form as detailed in the Guide to the Historical Cemetery Form v5.0 (pdf).

Feedback will be given as to any corrections or guidance within 5 days of submittal.

C. Deliverable #3: Public Outreach Meeting(s) via CLG points of contact

The Recipient shall hold one (1) in person and one (1) virtual meeting (these may be combined) upon completion of survey work to report on actions taken and to request additional assistance with research efforts necessary for the creation of historic context statements for the surveyed areas requested by SHPO for historic property contexts. The in-person meeting must be held in a public space or building within the survey boundary area. Adjacent survey areas may be combined for convenience. These outreach meetings must be done in coordination with the local CLG point of contact for the survey area (See Appendix B).

The Recipient will schedule and staff the meeting and make a public presentation of not less than half an hour discussing the project purpose, methods, justification for the project area, and address what the Florida Master Site File is and that it is not a regulatory tool. The presentation should detail how field work was conducted. The presentation should relay that all information collected was done from the public right of way. The presentation should be easily accessible and understandable by non-preservationist citizens.

The Recipient must make themselves available for questions from the public for at least an additional half hour following the presentation, for a total at least one (1) hour. Florida SHPO CLG Coordinator or alternate staff will be invited to attend and have the option of making an additional presentation or answering questions. Efforts should be made to directly reach out to local elected officials (both county and municipalities), local historians, and experts in the field of historic preservation, to invite them to attend by email or phone. For the general public the meeting should be advertised at least seven (7) days in advance in the most widely circulated newspaper within the assigned project areas, as well as on relevant social media.

D. Deliverable #4: Draft Historic Structures Survey Report (80% complete)

The Recipient shall provide one (1) electronic and (1) hard copy of the Draft Historic Structures Survey report for each of the assigned project areas, conforming to *Chapter 1A-46, Florida Administrative Code* by August 28, 2025. This draft report for each area will include text, images, and figures in color. Sections of the reports should be in the same order as sections addressed in the Chapter 1A-46 Sufficiency Checklist. The NPS, NCSHPO and FEMA will review the draft documents within 15 days of receipt and return with any corrections to be incorporated into the Final Historic Structures Survey Report for each area as noted in the Scope of Work. The electronic versions of the draft reports should be transferred in Adobe format as a complete survey document per identified location in Appendix A. Outputs for historic research and spatial data must meet the NPS Cultural Resources Data Transfer Standards, as applicable.

A **Draft Method Report** must be included with this deliverable to provide background and reference for all parties and must include the following:

1. **Title Page** – author(s), organization affiliation, address and telephone number, agency/client name, agency/client address and telephone number, report date, and contract number
2. **Outreach Results** – discuss, in detail, the groups of stakeholders engaged, overview of the questions and input sought from stakeholders, description of how stakeholder input was incorporated into the document's guidance for local governments.
3. **Historical Context Statement by Theme or Property Type** – The historic context statement is an organizing structure for grouping information about historic properties that share a common theme, place, and time. The context statement will describe those development patterns within which the significance of the resources in the survey area can be understood. An adequate and appropriate context must be developed before the evaluation of resources for the National Register of Historic Places.

Where appropriate, identify how resources surveyed align with historical contexts identified previously by the FL SHPO.
(www.dos.fl.gov/historical/preservation/national-register/historical-contexts).

If applicable, identify new potential context studies as per the guidance provided in *NR Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form*.

E. Deliverable #5: Final Florida Master Site File Forms

The Recipient shall provide one (1) electronic Smart Form version, and one (1) hard copy completed Florida Master Site File Form for each historic structure or resource within the assigned project area that is determined to be 45 years of age or older (built in 1971 or before).

At the beginning and throughout the project, the Recipient will work with the county property appraiser and through historical research, to determine which structures

within the assigned project area are 45 years or older (built in 1971 or before). A Florida Master Site File Form (Structure, Resource Group, or Cemetery Form as appropriate) must be completed for each resource determined to be 45 years or older (built in 1971 or before), regardless of its determination of historic significance. The Forms must be complete and filled out in accordance with the instructions for completing the Florida Master forms referenced above under Deliverable #2. Outputs for historic research and spatial data must meet the NPS Cultural Resources Data Transfer Standards, as applicable.

F. Deliverable #6: Final Historic Structures Survey Report

The Recipient shall provide one (1) electronic and (3) hard copies of the Final Historic Structures Survey report for the assigned project area, conforming to *Chapter 1A-46, Florida Administrative Code*. This final report will include text, images, and figures in color. Sections of the report should be in the same order as sections addressed in the Chapter 1A-46 Sufficiency Checklist. The electronic version of the report should be transferred in Adobe format as one combined document. Outputs for historic research and spatial data must meet the NPS Cultural Resources Data Transfer Standards, as applicable.

A **Final Method Report** must be included with Deliverable #6, to provide background and reference for NPS and NCSHPO, and must include the following:

1. **Title Page** – author(s), organization affiliation, address and telephone number, agency/client name (“Division of Historical Resources, Florida Department of State”), agency/client address and telephone number, report date, and contract number
2. **Outreach Results** – discuss, in detail, the groups of stakeholders engaged, overview of the questions and input sought from stakeholders, description of how stakeholder input was incorporated into the document’s guidance for local governments.
3. **Historical Context Statement by Theme or Property Type** – The historic context statement is an organizing structure for grouping information about historic properties that share a common theme, place, and time. The context statement will describe those development patterns within which the significance of the resources in the survey area can be understood. An adequate and appropriate context must be developed before the evaluation of resources for the National Register of Historic Places. Where appropriate, identify how resources surveyed align with historical contexts identified previously by the FL SHPO. (www.dos.fl.gov/historical/preservation/national-register/historical-contexts).
4. If applicable, identify new potential context studies as per the guidance provided in [NR Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form](#).
5. **Conclusion** – provide conclusions and primary lessons related to how CLG focused survey can be utilized to plan for response and recovery actions associated with natural disaster.

G. Recipient’s General Responsibilities

1. Recipient(s) will provide a single point of contact (POC) to communicate and oversee the Services provided to NPS and NCSHPO. The Recipient(s) will also provide Project Management to ensure:
 - Alignment with the overall project timelines.

- Status updates.
- Management of the costs of time, services and materials to remain within budget.
- Proactive identification and communication of challenges; and
- Coordination of quality control.

III. Selection of Recipient

Recipients shall be selected by a panel. See Appendix C for process and evaluation criteria.

Recipients must comply with all applicable Presidential Executive Orders found at: <https://www.whitehouse.gov/presidential-actions/> and all applicable DOI Secretary's Orders found at: <https://www.doi.gov/document-library/secretary-order> that are in effect at the time of award, or that may take effect during the period of performance of the award.

IV. 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.** All completed documents must fully comply with Section 508 accessibility standards (see <https://www.section508.gov/create> for electronic documents).
- E.** 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.
- F.** The selected consultant must also comply with all applicable provisions of OMB Circular A-110, REVISED 11/19/93, as further amended 9/30/99.

V. 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 Nicholas Chamberlain, NCSHPO Special Projects Manager, at chamberlain@ncshpo.org.

Appendix A (see attached maps)

Florida CLG Survey Request for Helene/Milton

Sarasota County

1. Siesta Key (Unincorporated areas only) – this would be an update of part of the 1989 Coastal Zone Survey (FMSF MS#2517). The idea would be to update the status of the 148 resources identified in 1989 (FMSF sites 8SO02111-8SO02258) plus newly eligible buildings.
2. Manasota Key (entire island, extending within Charlotte County) – also an update of the 1989 Coastal Zone Survey. Only 15 historic buildings were identified in the 1989 fieldwork (sites 8SO01625—8SO01639), but more have likely become eligible in the intervening years, and we would like to know the status of those that were identified but were never added to either the local or national register.
3. Englewood (Sarasota County portion only) – this would also be an update of the 1989 Coastal Zone Survey (FMSF MS#2517). There were 243 historic structures identified in the 1989 survey (roughly 8SO01385-8SO01624). This is an area particularly rich with buildings that could be added to the local and/or national registers.
4. Casey Key (entire island) – also an update of the 1989 Coastal Zone Survey. Only 17 historic buildings were identified in the 1989 fieldwork (sites 8SO01875-8SO01890), but more have likely become eligible in the intervening years, and we would like to know the status of those that were identified but were never added to either the local or national register,
5. Pinecraft Community – this area has never been surveyed, and yet it has a concentration of wood vernacular buildings associated with the growth of Pinecraft as an early tourist community and then an Amish-Mennonite enclave. There has been a lot of alteration, but there may be some properties with enough integrity to support a historic district.
6. City of Sarasota
 - a. Lido Key: All areas of Sarasota have been surveyed within the last 20 years according to the City, but Lido Key was hit hard by the storm.
7. Venice
 - a. Golden Beach. It is roughly bounded by Service Club Park to the south; the Gulf to the west; Alhambra to the north; Harbor Drive to the east.
 - b. Venice Bay Adult Park. It is roughly bounded by US 41 Bypass to the north; Business US 41 to the west; Hatchett Creek to the south; and the Legacy Trail to the east.

Pinellas County

1. Ozona/Crystal Beach Area
2. Pinellas County Mid-Century Parks
3. Tamarac by the Gulf
4. Pinellas Mid Century Houses of Worship (thematic survey)

5. Oldsmar- Shore Drive East and Country Club Drive
6. City of Safety Harbor
7. St. Petersburg
 - a. Birdcage Houses
 - b. Driftwood Neighborhood
 - c. Bahama Shores Neighborhood
 - d. Bayou Bonita and Bayou View Subdivisions
 - e. Pinellas Point (Pink Streets) Subdivision
 - f. Lakewood Terrace Neighborhood
 - g. Bartlett Park (whole or partial east half)
8. Tarpon Springs
 - a. Downtown Residential Areas/Fruit Bowl (see map provided)

Lee County

1. Boca Grande Historic District
2. Matlacha Historic District
3. Ft. Myers
 - a. Dean Park Historic District

Appendix B

Points of contact:

NPS: Megan Brown, Chief

NCSHPO: Nicholas Chamberlain

FEMA: Chelsea Klein (DOI Alternate: Jennifer Wellock) (FEMA alternate Karla Torres Altieri)

FL SHPO: CLG Coordinator

CLGs:

Fort Myers (Lee County)

Lee County

Pinellas County

St, Petersburg (Pinellas County)

City of Sarasota (Sarasota County)

Sarasota County

Tarpon Springs (Pinellas County)

Venice (Sarasota County)

Appendix C:

Selection Methodology:

The evaluation team will consist of at least three (3) persons who collectively have experience and knowledge in the program areas and service requirements to conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP.

Proposals will be rated on the following criteria:

Vendor Experience The experience and ability to fulfill the proposed approach will be evaluated according to the company profile, record of past business experiences and qualifications. Each Respondent must have at a minimum of five (5) years' experience in performing the work described in this RFP.

Consulting Services Proposal(s) will be evaluated on the Respondent's demonstrative experience in providing consulting services to federal, state, and local governments and/or past performance in working closely with any level of government staff and advisory bodies

Proposed Approach/ Research Design: Proposal(s) will be evaluated on the Respondent's work plan, including project management.

Historic Preservation and Architectural Knowledge Proposal(s) and understanding of the National Register of Historic Places Evaluation criteria will be evaluated to determine the Respondent's understanding of historic preservation, the architectural history of Florida, and the building styles regularly found in the survey area identified in Florida.

Experience with Historical Structure Survey & 1A-46, Florida Administrative Code: The Respondent will provide two (2) examples of large-scale survey projects completed within the past five (5) years. The examples will include the activities performed during the project, the scope of the work, and a summary of the final outcome. Examples will be evaluated according to relevance to the needs as stated in the Statement of Work and overall quality of the final products for each example.

Project Manager/Staff Experience: Proposal(s) will be evaluated on the Respondent's Project Manager/Principal Investigator required minimum experience of ten (10) years in performing the work described in this RFP and meets the Secretary of the Interior's Professional Qualification Standards for Architectural History or Historic Architecture. The ten (10) years of experience should be progressive to the level of P.I. and does not need to be with the same vendor, but past companies worked for must be documented in the proposal, as well as number of years working with the current vendor.