

REQUEST FOR PROPOSALS
NATIONAL REGISTER OF HISTORIC PLACES
REGISTRATION FORM
FOR
FOUNDERS' PLACE HISTORIC DISTRICT
MUSKOGEE, OKLAHOMA

The City of Muskogee Historic Preservation Commission is soliciting proposals from professionally qualified individuals to prepare a National Register of Historic Places Registration Form for the FOUNDERS' PLACE HISTORIC DISTRICT located in Muskogee, Oklahoma and more particularly identified in Exhibit A. Partial funding for the project is a federal matching grant-in-aid from the State Historic Preservation Office's allocation from the U.S. Department of the Interior's Historic Preservation Fund.

Interested individuals should submit a proposal consisting of a letter of interest, a resume (which clearly demonstrates that the individual meets the Secretary of the Interior's Professional Qualifications Standards for a historian, architectural historian, or architect). Also, a list of successfully completed National Register of Historic Places nominations prepared within the last five (5) years, a proposed schedule for project completion (all work must be completed by **JULY 11, 2019**, and the schedule must include a sixty (60) day review period for the OK/SHPO to evaluate the consultant's work), and a fixed price for completion of the nomination (including, but not limited to, consultant time, travel, photography, mapping, duplicating, and supplies).

The final product shall be an acceptably completed and packaged National Register of Historic Places Registration Form for the referenced property prepared in accordance with the Secretary of the Interior's Standards and Guidelines for Evaluation and Registration, the Oklahoma National Register Nomination and Request for Formal Determination of Eligibility Manual, and the National Register of Historic Places Nomination and Submittal Requirements (available on the State Historic Preservation Office website). It is understood that the consultant selected to complete this project will

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be responsible for making any revisions to the registration form or accompanying materials that may be required by the State Historic Preservation Office, Oklahoma Historical Society. The City of Muskogee Historic Preservation Commission reserves the right to award this project, not award or to negotiate terms set forth in the proposal.

All HARD COPY proposals (NO proposals via email accepted) must be received by **5:00 P.M. ON TUESDAY, NOVEMBER 6, 2018** to be considered. The proposals must be submitted to:

City of Muskogee
Planning Department
Attention: Tish Callahan
229 West Okmulgee, Muskogee, OK 74403
or
PO Box 1927, Muskogee, OK 74402-1927

EXHIBIT A

