

## REQUEST FOR LETTERS OF INTEREST

### HABS/HAER/HALS DOCUMENTATION PROJECTS

#### **Project Title: Heritage Documentation Programs Recordation, Nationwide.**

Responses to this Request for Letter of Interest will be used to identify potential investigators for a project, funded by the National Park Service (NPS), which provides professional and technical support for its Cultural Resources Program in order to facilitate successful implementation of the National Historic Preservation Act of 1966, as amended (16 USC 470). Yearly funding will change based on appropriations.

#### **ELIGIBILITY:**

This opportunity is open to non-federal members of the CESU National Network. Information on the CESU National Network can be accessed at <https://www.cesu.org>.

#### **Background:**

The [Heritage Documentation Programs \(HDP\)](#) is part of the National Park Service's Cultural Resources, Partnerships, and Science Directorate. The program administers the Historic American Buildings Survey (HABS), the Federal Government's oldest preservation program, and its companion programs: the Historic American Engineering Record (HAER) and the Historic American Landscapes Survey (HALS). Documentation produced through HABS/HAER/HALS constitutes the nation's largest archive of historic architectural, engineering, and landscape documentation. Records on more than 40,000 historic sites and structures across the United States through the creation of measured drawings, large-format photographs, and historical reports are maintained in a [special collection at the Library of Congress](#), available to the public copyright free in both hard copy (at the Library of Congress) and via the Library's website. HDP also develops and maintains the [Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation](#).

HDP conducts a nationwide documentation program in partnership with state and local governments, private industry, professional societies, universities, preservation groups, and other Federal agencies. The program assigns highest priority to sites that are in danger of demolition or loss by lack of preservation treatment measures, and to National Park Service properties. Projects enter the Collection through mitigation activities under appropriate sections of the National Historic Preservation Act of 1966, the summer recording program, submissions in prize competitions, and donations.

Documentation provides a permanent record of the nation's most important historic sites and large-scale objects. The Collection is unique in the strong support it enjoys from its institutional sponsors and the public, and is distinguished in its national scope, consistent

format, archival stability, and continued growth. The documentation contributes to wider recognition and appreciation of historic resources as National Historic Landmarks, provides baseline documentation for rehabilitation and restoration, and makes available well-researched materials for interpretation and illustration. Unsurprisingly, it is the most heavily used collection at the Library of Congress' Division of Prints and Photographs.

**Type of Award:**

This project will be awarded under the authority of 54 U.S.C. §100703, formerly 16 U.S.C. §5933. The NPS manages areas of the National Park System “to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations” (54 U.S.C. §100101 et seq.). In support of this broad mission, the Secretary of the Interior “shall ensure that management of System units is enhanced by the availability and utilization of a broad program of the highest quality science and information” (54 U.S.C. §100702), and “shall enter into cooperative agreements with colleges and universities, including land grant schools, in partnership with other Federal and State agencies, to establish cooperative study units to conduct multi-disciplinary research and develop integrated information products on the resources of the System, or the larger region of which System units are a part” (54 U.S.C. §100703). The NPS is authorized to enter into cooperative agreements with public or private educational institutions, States, and their political subdivisions, for the purpose of developing adequate, coordinated, cooperative research and training activities concerning the resources of the National Park System (54 U.S.C. §101702(b). Likewise, the NPS is authorized to enter into cooperative agreements with public or private educational institutions, States, and their political subdivisions, so as to investigate, protect, preserve, maintain, or operate any historic or archaeological building, site, or object of national significance (54 U.S.C. §§ 320101-320103).

This project is in support of the NPS’s federal mandates to inventory the historic properties under the Service’s management (16 USC 470), and as a result, it is anticipated that a cooperative agreement through the CESU program will be awarded. Such awards may be administered through a CESU only upon mutual agreement and official authorization by both parties of the acceptance of the application of the CESU Network IDC rate (17.5%).

**Brief Description of Anticipated Work:**

The Heritage Documentation Program is interested in cooperating with a CESU partner(s) to accomplishing the following in accordance with the [Secretary of the Interior's Standards and Guidelines](#). Some elements may not be applicable to each project and are noted by and an “\*”:

1. Written Historic Report: Research and develop the written history and narrative description. This requires a site visit.
2. Large Format Photographs: Provide the requested large-format photographic views with Index to Photographs and Photo Key (negatives in negative sleeves 5 3/8" x 7 3/8"), processed for archival permanence in accordance with *HABS/HAER/HALS Photography Guidelines*, November 2011, updated June 2015: [Photography Guidelines \(HABS/HAER/HALS\) \(nps.gov\)](#). This will require a site visit.
3. \*Measured Drawings: If requested, reproduce existing as-built drawings or create new measured drawings. This will entail working with the Washington Staff to create the title block and review the drawings.
4. Address peer review comments and revise report accordingly.
5. Arrange documentation in accordance with [Preparing HABS/HAER/HALS Documentation for Transmittal to the Library of Congress](#).

**Period of Performance.**

The period of performance for this Cooperative Agreement will be dependent upon the final proposal selected per documentation project but is expected to be 12-24 months per project. The candidate selected will be required to prepare a Statement of Work regarding the research to be conducted. The candidate selected will also be required to submit status reports (between 1-4 per year) each year of the agreement to provide updates on measure of progress and meeting objectives.

**Materials Requested for Statement of Interest/Qualifications:**

Please provide the following (Maximum length: 2 pages, single-spaced 12 pt. font) via e-mail attachment to: [Giselle\\_Mora-Bourgeois@nps.gov](mailto:Giselle_Mora-Bourgeois@nps.gov)

1. Name, Organization, Cage Code, Contact Information.
2. Brief Statement of Qualifications (including):
  - a. Biographical Sketch,
  - b. Relevant past projects and clients with brief descriptions of these projects,
  - c. Staff, faculty, or students available to work on this project and their areas of expertise,
  - d. Any brief description of capabilities to successfully complete the project you may wish to add (e.g. equipment, laboratory facilities, etc.).

**Note:** At this time, we are only requesting that you communicate your interest and demonstrate qualifications, skills, and experience on performing similar or same type of work. A full study proposal and proposed budget are NOT requested at this time.

**Review of Statements Received:**

All statements of interest received will be evaluated by a panel comprising of regional staff, who will determine which statement(s) best meet the project objectives. Statements will be evaluated based on the investigator's specific experience and capabilities in areas related to the study requirements. Based on a review of the Statements of Interest received, an investigator or investigators will be invited to prepare a full study proposal and submit application through the Federal Grant Solutions financial assistance system once a specific project is selected.

**Please send responses or direct questions by June 1, 2024 to:**

Giselle Mora-Bourgeois  
NPS Gulf Coast CESU Coordinator  
Mobile 404-293-4952  
[Giselle\\_Mora-Bourgeois@nps.gov](mailto:Giselle_Mora-Bourgeois@nps.gov)