



New Mexico Historic Preservation Division

ANNOUNCEMENT

**2021-2031 STATE HISTORIC PRESERVATION PLAN
REQUEST FOR BIDS**

Mission

The New Mexico Historic Preservation Division's (HPD) mission is to identify, study, and protect New Mexico's unique cultural resources, including its archaeological sites, architectural and engineering achievements, cultural landscapes and diverse heritage. Through its Grants Program HPD supports a variety of preservation projects statewide.

Grant Project

HPD is tasked with developing and updating a written comprehensive statewide Historic Preservation Plan (hereafter, "State Plan") which describes a vision for historic preservation in the State as a whole and outlines future direction for HPD. The State Plan is used by HPD and others throughout the State to guide effective decision-making on a general level, to coordinate Statewide historic preservation activities, and for communicating Statewide preservation policies, goals, and values to the preservation constituency, decision-makers, and interested and affected parties across the State. The State Plan is not an office management plan for HPD, but provides direction and guidance for general-level decision-making instead of serving as place-specific or resource-specific directions.

HPD is seeking a Contractor to complete the State Plan. The Contractor must meet the Secretary of the Interior's Professional Qualifications Standards. Visit: <https://bit.ly/2TCp6Xo> for more information.

Funding, Grant Awards, & Reimbursement

The amount of grant funding available to complete the State Plan is \$59,500.00. Grant funds are awarded on a competitive basis. NO MATCH is required for the use of these grant funds.

Funding for the Historic Preservation Grants Program is contingent upon HPD's annual appropriation of funds from the Department of the Interior, National Park Service, Historic Preservation Fund. Consultants are responsible for Gross Receipts Tax.

Deadline

The deadline to apply is Friday, September 4, 2020, at 5:00 p.m. See below for information on how to apply. Please send applications to: NM.SHPO@state.nm.us

More About the Project

The State Plan shall be a single, concise, printed document and must have the ability to be widely distributed through both print and digital mediums.

The State Plan must be developed with the active involvement of a wide range of public, private, and professional organizations. The Contractor must consult as widely and broadly as necessary to meet this requirement and to encourage broad-based acceptance of the State Plan – particularly by those groups and organizations that have the greatest potential to affect historic and cultural resources.

The contractor, for the purpose of developing the plan, shall have access to all HPD resources, including staff and office space.

The State Plan shall contain, at a minimum, the following elements or sections.

- A summary of how the State Plan was developed, including a brief description of how the public participated;
- A summary assessment of the full range of historic and cultural resources throughout the State; including current issues facing historic preservation, threats and opportunities, and the current state of knowledge about historic and cultural resources;
- Guidance for the management of historic and cultural resources, as is typically expressed in policies, strategies, goals, and objectives that provide a vision for the State as a whole, and a direction for the HPD;
- A summary assessment of HPD's database, the New Mexico Cultural Resource Information System (NMCRIIS) to help set goals and objectives to determine future upgrades;
- The time frame of the State Plan, including when the State Plan is next scheduled for review or revision;
- A bibliography of studies and other supporting documents used in preparation of the State Plan.

More About the Project

A plan is a roadmap to help us see where we've been and where we want to go. It is an assessment of where we are; a statement about how we'd like things to be; and the next steps to get us from here to there. Usually, a plan has a specific duration – 10 years for example – so that the plan's objectives can be accomplished within a manageable time frame. During the planning process, the public and others who have an interest or influence in determining the fate of historic places can voice their opinions and ideas. This feedback is used to create the new goals and objectives for the State.

Project Partners

Project participants shall include: Young people – American Indian tribes associated with historic and cultural, even if those tribes no longer reside in NM and even if those tribes are not federally recognized – Historic property owners – Federal and state agencies whose programs and projects have substantial or consistent impacts on historic resources – Universities, colleges, and school systems – Underserved communities – Federal and state emergency management agencies – Governor's Office – Elected officials at the state and local levels (not just those that represent CLGs) – Local planning officials, offices and regional planning organizations – The business community and the real estate development community – historical societies – professional historical organizations – professional architectural and archaeological organizations.

Current State Plan

As a reference, the current State Plan may be found on the HPD website: <https://bit.ly/2TjOrXr>

Applicants

Contractor applications to complete the State Plan are open to organizations who meet the requirements set forth in the Secretary of the Interior's Professional Qualifications Standards. The SOIPQs may be found online, here: <https://bit.ly/2TCp6Xo>

Project Schedule

Applications Due:	September 4, 2020
Contractor Selection	Weeks of September 7 & 14
Notice of Award	Week of September 21
Contract Period:	from PO establishment to December, 2021
End of Grant:	no later than December 15, 2021

Contractor Obligations & Requirements

Grant recipients will be required to execute a legally binding contract with HPD. The contract includes a Scope of Work, Project Schedule, and Project Budget. The scope of work cannot be substantively changed once the contract is awarded.

Failure on the part of the Contractor to begin the project in a timely manner or to perform as agreed may result in HPD taking action through a Notice of Default. Depending on the terms of the contract, a contractor's failure to perform could leave the contractor with costs that would not be reimbursed through the grant. HPD typically holds a significant portion of the grant amount in reserve, authorizing disbursement only after it has reviewed and accepted final grant products and deliverables. HPD recommends that grant recipients set up their contracts with consultants with a payment schedule that provides similar controls.

To Apply

1. Review this Announcement and Website. Visit the website to obtain application materials: <https://bit.ly/39rRxOw>
 2. Assemble the project team. Project Team members must meet *The Secretary of the Interior's Professional Qualifications Standards*. Complete a Certification Form for each person on the Project Team.
 3. Complete the Application Materials. These forms are download-able from the website. The application should include:
 - Checklist
 - Application Form
 - Project Narrative
 - Project Budget
 - Project Schedule
 - Project Team Resumes & SOI Certification Forms
 4. Submitting the Application. Please PDF the entire application and submit via email:
 - Please submit a PDF document of the entire application and supporting materials to NM.SHPO@state.nm.us. Note that ZIP files will not be accepted. Please contact Staff if your application exceeds 20MB in size.
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For More Information

For additional information, please contact HPD:

Karla K. McWilliams, Historian
New Mexico Historic Preservation Division
407 Galisteo Street, Suite 236
Santa Fe, NM 87501
karla.mcwilliams@state.nm.us • 505-827-4451

SCOPE OF WORK

STATE HISTORIC PRESERVATION PLAN – DRAFT

Definitions:

AGENCY means the New Mexico Department of Cultural Affairs, Historic Preservation Division

AGENCY PROJECT MANAGER means the AGENCY Director/State Historic Preservation Officer, Jeff Pappas.

AGENCY PROJECT TEAM means the STATE PLAN COMMITTEE

BUSINESS OWNER means the Agency executive responsible for the project, Jeff Pappas, Director.

CONTRACTOR means the contracted planning firm responsible for conducting the activities in this contract.

STATE PLAN means the Comprehensive Statewide Historic Preservation Plan.

STATE PLAN COMMITTEE is the team of Historic Preservation Division staff responsible for project governance including accepting all deliverables in the development of the State Plan. The STATE PLAN COMMITTEE is chaired by the Business Owner.

ACTIVITIES

CONTRACTOR will facilitate the timely completion of the Comprehensive State Historic Preservation Plan, henceforth “State Plan,” and ensure that various project elements are properly coordinated, planned, and integrated. Activities include:

1. Project Management. Contractor will meet with Agency Project Team at the start of the planning process to review project timetable. Contractor will complete monthly progress reports during the development process of the State Plan. Contractor will follow the project schedule in the contract.
2. State Plan Documents. Contractor shall complete a single, concise, printed State Plan document. The State Plan shall contain, at a minimum, the following elements or sections:
 - a. Summary of Plan Development. A summary of how the State Plan was developed and a brief description of how the public participated.
 - b. Assessment of Resources. A summary assessment of the full range of historic and cultural resources throughout the State, including current issues facing historic preservation, threats and opportunities, and the current state of knowledge about historic and cultural resources or classes of historic resources throughout the State. Assessment should include the development of an appropriate level of detail to communicate major findings and conclusions, but not include the raw data or technical analyses that led to those conclusions.
 - c. Guidance and Direction. Guidance for the management of historic and cultural resources throughout the State, such as is typically expressed in policies, strategies, goals, and objectives that provide a vision for the State as a whole, and direction for the AGENCY.
 - d. Time Frame. A clear statement describing the planning cycle (2021-2031) of the State Plan, including when the State Plan is next scheduled for revision or review.
 - e. Bibliography. A bibliography of studies and documents used in preparing the State Plan
3. Data Gathering. The Contractor shall actively involve and gather the input of a wide range of public, private, and professional organizations.
 - a. The Contractor must include broad-based public participation as part of the State Plan. Electronic surveys are acceptable. The questions will be developed by the Contractor based on the previous 2017-2021 State Plan and must be developed with assistance from the Agency. Developing survey information should be one of the first tasks completed by the Contractor. Agency will assist in the distribution of the questionnaire on social media.
 - b. The Contractor must review the Goals and Objectives from the State Plan 2017-2021 to assess if they were addressed.
4. Assessment of Resources. Data gathering on the State’s historic and cultural resources – identified and assessed in accordance with the Secretary of the Interior’s “Standards for Preservation Planning.” The State Plan does not have to address all historic property types within the State, but the State Plan should address resources based on the needs and circumstances of the State. The Contractor will be responsible for gathering and analyzing information about social, economic, political, legal, and environmental trends that affect historic resources and influence preservation practice.

5. State Plan Availability. The State Plan must be available both in print and digital mediums, specifically as a PDF download on the HPD website.

Current State Plan

The current State Plan, Preserving the Enchantment: 2017-2021, New Mexico State Historic Preservation Plan may be found online at: <https://bit.ly/2TjOrXr>

Project Schedule

Introduction

The State of New Mexico Historic Preservation Officer/Director, Historic Preservation Division is required to develop a statewide preservation plan in accordance with 54 USC §302303. Responsibilities of State Historic Preservation Officer in the [National Historic Preservation Act](#), as amended, and the plan must meet the program requirements found in Chapter 6, Section G, [Historic Preservation Fund, Grants Manual](#) (see page 6-8 of the PDF).

The SHPO shall develop a written State Plan and implement its recommendations. The State Plan will address the full range of historic and cultural resources in the state. The statewide plan is a strategic plan, not a department work plan. It shall reflect the views of citizens and partners in its content so that a variety of organizations, individuals, and agencies can adopt and implement actions to further their goals and objectives.

The contractor may, for the purposes of developing the plan, have access to all HPD resources, including office space.

A draft must be submitted to NPS by September 1, 2021. The final plan must be completed and submitted to NPS by December 1, 2021.

Phase 1 - Staff shall meet with contractor to provide guidance and identify where information can be found and how to access HPD files, records, and staff;

Phase 2 – Contractor shall review the current State Plan, [Preserving the Enchantment, 2017-2021](#);

Phase 3 – With staff assistance, Contractor shall develop a public outreach plan, develop a survey questionnaire and execute outreach schedule;

Phase 4 – With staff assistance, Contractor shall review and update all program summaries in the 2017-2021 State Plan;

Phase 5 – With staff assistance, Contractor shall review and draft new goals and objectives for HPD's database, the New Mexico Cultural Resources Information System (NMCRIS) to determine its role as a preservation tool.

Phase 6 – Contractor shall analyze the results of the questionnaire and draft new goals and objectives for staff review.

Phase 7 – Contractor shall update the 2017-21 State Plan's Historic Chronology with staff assistance;

Phase 8 – Contractor shall draft a State Plan for HPD review and comment;

Phase 9 – Contractor shall address HPD comments and complete draft plan for review by the National Park Service and comments;

Phase 10 – Contractor shall address HPD and NPS comments and complete final plan.