

Request for Proposals Biltmore Hills National Register Nomination

Submission Deadline: September 25, 2024, 12:00 PM

The City of Raleigh, on behalf of the Raleigh Historic Development Commission (RHDC), is seeking a professional consultant to write a National Register Nomination for one district, Biltmore Hills, including the following:

- Complete the National Register nomination forms with a physical description, inventory list, history and contexts, and strong arguments supporting the district’s significance and architectural integrity.
 - The district was added to the North Carolina Study List on June 13, 2024. An initial inventory with survey site numbers, entries into the State Historic Preservation Office (HPO) database, and photo documentation of each property in the district have already been completed. All information is available upon request.
- Update the architectural survey with photography (if needed), verify and update entries in the survey database provided by the HPO.
- Provide relevant streetscape photographs.
- Justify the proposed boundaries.
- Create location and boundary maps to support the nomination.
- Create a 1-page summary of the nomination that could be easily understood by individuals unfamiliar with the National Register process.
- Lead and prepare presentations for two (2) in-person community meetings (project introduction and final project summary)
 - The City will coordinate and schedule community engagement.

Important Dates

- Questions are due by 5:00 pm on Thursday, September 12th. If you have no questions, you may send an email requesting all submitted questions and answers by the same deadline. Answers will be shared by 5:00 pm on Monday, September 16th.
- Proposals are due by 12:00 pm on Wednesday, September 25th.

Email questions and proposals to historicpreservation@raleighnc.gov.

Project Budget

The total project budget is not to exceed **\$20,000**. The budget covers consultant salaries and fees, as well as travel, photography, and all other project expenses.

Project Description and Requested Services

The project is the completion of one (1) National Register nomination for a historically African American neighborhood located in southeast Raleigh, North Carolina.

The Biltmore Hills Historic District (WA4548) was added to the North Carolina Study List in 2024. The district includes approximately 348 properties. Biltmore Hills was developed by Ed Richards in collaboration with John W. Winters, whose company was the sales agent. However, when Winters died in 2004, numerous articles credited him with the vision for Biltmore Hills. It is possible that Ed Richards, who was white, took a more visible role at the onset of the development, as he likely had the political capital and access to financing denied to Winters in the pre-Civil Rights era.

Biltmore Hills is an approximately 105-acre, single-family, residential subdivision located in southeast Raleigh between Garner and Cross Link Roads. The neighborhood is bounded by Biltmore Hills Park (ca.1965) to the south and I-440 (the Raleigh “beltline”) to the north. The construction of the beltline severed Biltmore Hills’ connection with Rochester Heights (WA4581), an adjacent neighborhood also purpose built for Raleigh’s African American residents. Like neighboring Rochester Heights, the streets in Biltmore Hills are named for notable African Americans (e.g. Fitzgerald Drive is named for Ella Fitzgerald).

Architecturally, the majority of the houses are one-story, side-gabled ranch-style houses of just under 1,000 square feet, clad in brick veneer. Some of the later houses are split-levels. Among the 348 houses built between 1959 and 1970, 21 identified models are repeated throughout the community.

Outbuildings should be included in the survey database and inventory list. Prefabricated sheds do not need recordation. Survey photographs (as needed) can be limited to visibility from the right-of-way. On most streets or roads, photographs can be limited to two to four images per building. Several streetscape photos are also needed.

The consultant is expected to depend on and incorporate the initial research and inventory completed by Mary Ruffin Hanbury, (available upon request) with proper crediting and citation.

The consultant will work with the HPO to complete editing of the documents and prepare them for evaluation by the National Register Advisory Committee and the National Park Service. The consultant will also be responsible for editing and changes requested by the National Park Service in order to achieve listing.

For any updates to the existing survey information, the consultant will follow the guidance in Practical Advice for Recording Historic Resources, updated in 2022 and available here:

<https://www.hpo.nc.gov/2022architectural-survey-manualpractical-advice-recording-historic-resources-1pdf/download?attachment>

The consultant will obtain a project database for the historic district and the individual houses from the HPO and will follow the instructions in How to Populate the HPO Historic Property Data Entry Form, located here: <https://www.hpo.nc.gov/how-populate-hpo-historic-property-data-entry-form-april-2021pdf/download?attachment>

The consultant will follow the HPO Photography Policy regarding photos for National Register documentation. That policy is located here: <https://www.hpo.nc.gov/digital-photography-policypdf/download?attachment>

The consultant should review and follow the HPO Submission Checklists for historic districts regarding submission of National Register documentation. Those checklists are located here: <https://www.hpo.nc.gov/nr-nominations/national-register-nomination-submission-checklists/open>

The consultant can expect mapping assistance from the Planning and Development Department's GIS Division and assistance from Historic Preservation staff.

Project Schedule

Submittals to this Request for Proposals should include a proposed schedule for completing the work. Anticipate a project kick-off community meeting to occur in mid-October (to be scheduled and arranged by the City). An **initial draft** is due no later than **January 17, 2025**. This initial draft and all nomination components will be sent to the HPO and reviewed by City staff and the RHDC. All suggested revisions and questions will be provided to the consultant. The HPO has 60 days to provide substantive comments on the draft. The consultant is responsible for submitting the final draft to the HPO for review at the next available National Register Advisory Committee meeting.

Consultant Selection and Qualifications

Consultants will be evaluated in part on the basis of the following criteria:

1. The person/firm must have successfully completed previous National Register nomination projects as confirmed by a State Historic Preservation Office. References will be verified.
2. The person/firm must have adequate experience and staff to perform the required work.
3. The person/firm must have the ability to meet the time schedule established for the work.
4. The person/firm must have demonstrated ability to communicate effectively with the property owners and residents in the study area.
5. The person/firm must meet the Secretary of the Interior Professional Qualification Standards as described in Federal Register, Part V: 36 CFR 61.

Submission of Proposals

Consultants interested in the project are invited to submit a proposal that describes how they would conduct the project, addresses the criteria listed above, and includes the following:

1. A list of the types of services for which the person/firm is qualified.
2. Names of the principals, key persons, or associates who would be involved in the project.
3. A proposed time-product-payment schedule.
4. A list of similar projects completed by the person/firm with names, addresses, and phone numbers of clients.
5. A copy of a recent nomination, preferably a district that resulted in successful listing in the NRHP.
6. The person/firm's MWBE status.
7. Acknowledgement that the person/firm understands that the total project budget is **\$20,000**, and that they will work on this project as a contractor for that amount; all associated expenses for travel etc. will be borne by the contractor.

All proposals for consideration must be via email on or before **September 25, 2024, at 12:00 p.m.**

Proposals must be directed to:

Collette Kinane: historicpreservation@raleighnc.gov or 919-996-2649.