

REQUEST FOR PROPOSALS

INFORMATION TO BIDDERS

Specifications for Historic Survey and National Register Nomination for the Hattiesburg Historic Neighborhood District

1. OBJECTIVE

The City of Hattiesburg, Mississippi, is accepting proposals for an architectural intensive-level historic survey of the Hattiesburg Historic Neighborhood District of the City, including the area previously listed on the National Register of Historic Places as the Hattiesburg Historic Neighborhood. The total area to be surveyed contains **approximately 408 structures**.

The survey will consist of archival research and photographic documentation of the area outlined on the attached map as the “Proposed Hattiesburg Historic Neighborhood National Register District”. The documentation produced shall adequately explain and illustrate the historical significance of each structure, shall be prepared accurately from reliable sources, and shall be clearly and concisely produced. Hattiesburg received designation as a Certified Local Government (CLG) in Mississippi in 1988. As such, all products of this project will be reviewed by staff at the Mississippi Department of Archives and History (MDAH), and must meet the standards for survey established by MDAH. The National Register historic district nomination will also be prepared according to the guidelines promulgated by the National Register office and in the format specified by the Historic Preservation Division.

The City of Hattiesburg is located in Forrest County, Mississippi. Previous architectural history research in the Hattiesburg Historic Neighborhood led to the listing of the District to the National Register of Historic Places in 1980. The Historic Preservation Division of MDAH possesses background information for some additional historic buildings in the city, including historic photographs and some historical research. Resources to be surveyed include mostly residential, but also commercial, educational, religious, and governmental properties. Historic resources vary in age from late 19th-century to mid 20th-century.

2. SCOPE OF WORK

Preparation of the project should involve four (4) major phases including:

- A. Field work;
- B. Development and implementation of a public participation process; and
- C. Production of documentation.
- D. Presentation of National Register nomination to the Mississippi Historic Preservation Professional Review Board

A. Field Work

Field work shall be conducted to assess the character of the district. This phase will involve documenting properties at the intensive level. Documentation shall be prepared using the most recent version of the Historic Resources Inventory form of the Department of Archives and History of the State of Mississippi and shall meet their survey standards (attached).

Each documentation form shall record a single property, including primary and secondary resources, and shall require at least one photograph. Photographs of the properties shall accompany the inventory forms and shall meet the standards cited in the most current version of the National Park Service's *National Register of Historic Places Photographic Policy*. Digital images of each property shall also be submitted to MDAH according to their standards. A complete set of hard copies of each HRI form with accompanying photographs shall be provided to the City of Hattiesburg.

All properties in the project area will be documented, regardless of the age or the condition of the property, including those considered non-contributing as well as contributing to the historic district.

B. Public Participation

The consultant should develop a process to present the above gathered information and engage the residents of and the property owners in the district in developing a historic survey of the area. This process should involve public meetings and include the following groups:

- i. Hattiesburg Historic Neighborhood Association
- ii. Hattiesburg Historic Conservation Commission
- iii. City of Hattiesburg Urban Development Department
- iv. State of Mississippi Department of Archives and History

The City of Hattiesburg, through the Historic Conservation Commission, will be responsible for planning and holding the meeting.

A public meeting about the potential National Register District is also required and must include staff from the Mississippi Department of Archives and History.

C. Deliverables

The deliverables created as a result of the survey will include:

- i. Two sets of complete documented packages for each property Surveyed. One set (digital + hard copy) shall be sent to the State Department of Archives and History and the second set (digital +

hard copy) shall be submitted to the City of Hattiesburg, Planning Division.

- ii. One completed National Register Nomination.

D. Board Presentation

The consultant should undertake all necessary steps to present the National Register nomination to the Mississippi Historic Preservation Professional Review Board at their next quarterly meeting following the satisfactory completion of the National Register nomination form.

3. SCHEDULE

All work performed under a contract shall be completed and transmitted to the State Department of Archives and History for review no later than **August 31, 2026**. The consultant is expected to keep the City of Hattiesburg's Urban Development Department and the State Department of Archives and History informed of the status of the project on a regular basis.

4. SERVICES PROVIDED BY THE CITY OF HATTIESBURG

The City of Hattiesburg shall provide access to any relevant maps, data, and studies in its possession that pertain to this project.

5. PROFESSIONAL REQUIREMENTS

The minimum professional qualifications of principal and/or major associates who will perform the work on the project are:

- I. Graduate degree in architectural history, urban planning, architecture, historic preservation or closely related field;
- II. Demonstrated experience in the preparation of design review guidelines or urban planning documents, as well as professional experience in research, documentation, and the architectural description of historic resources and neighborhoods.
- III. Minimum of two (2) years experience in research, writing, or teaching American architectural history, historic preservation, architecture or planning with an academic institution, historical organization/agency, or other professional institution.
- IV. Notable contribution through research and publication to the body of scholarly knowledge in the field of historic preservation, American architectural history, or urban planning.

6. SUBMITTALS

- I. Consultants are asked to respond to the requirements below and illustrate why

they are qualified and how the objectives of the proposed work would be fulfilled.

- A. Professional qualifications including, but not limited to: historic preservation planning; architecture or American architectural history; urban planning; American studies; or any equivalent experience that demonstrates the specialized experience and technical competence necessary to satisfactorily perform the required services.
 - B. Detail and technical approach of the proposed work plan.
 - C. Capacity to accomplish the work in the required time frame.
 - D. Past performance on similar contracts with public and semi-public agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.
 - E. Knowledge of the preparation of historic surveys and National Register nominations.
- II. Six (6) copies of the proposal must be received on or before **Thursday, March 26, 2026, at 10:00 A.M.** Proposals should be mailed to:

City of Hattiesburg
City Clerk's Office
P.O. Box 1898
Hattiesburg, MS 39403-1898

Proposals may also be hand-delivered to the following address:

City of Hattiesburg
City Clerk's Office (2nd Floor of City Hall)
200 Forrest Street
Hattiesburg, MS 39401

All questions regarding this RFP shall be submitted via email. Inquiries will be answered and replies sent to all:

Russell Archer
Historic Preservation Planner
rarcher@hattiesburgms.com

- III. Proposals must contain a detailed cost estimate of the project, including a breakdown of the number of hours required to perform each major task and the number of individuals assigned to the project, estimated travel expenses, and an itemization of materials required.
- IV. Before sending in a bid for this project, the consultant is expected to have reviewed the attached Survey Standards and other requirements for the project and to have made all estimates accordingly. **Once the project has been awarded**

and the contract signed, the consultant will be held to the Survey Standards and no excuses for work that does not meet these Standards will be accepted.

7. SELECTION CRITERIA

I. A selection committee will be formed to evaluate and rank all proposals. The committee reserves the right to use the selection criteria and process as a guide only.

II. A consultant will be selected on the basis of the following criteria:

- A. Educational Background – 10 points
- B. Professional Qualifications – 30 points
- C. Work Experience – 30 points
- D. Previous Job Performance – 15 points
- E. Timeliness of the Project – 15 points

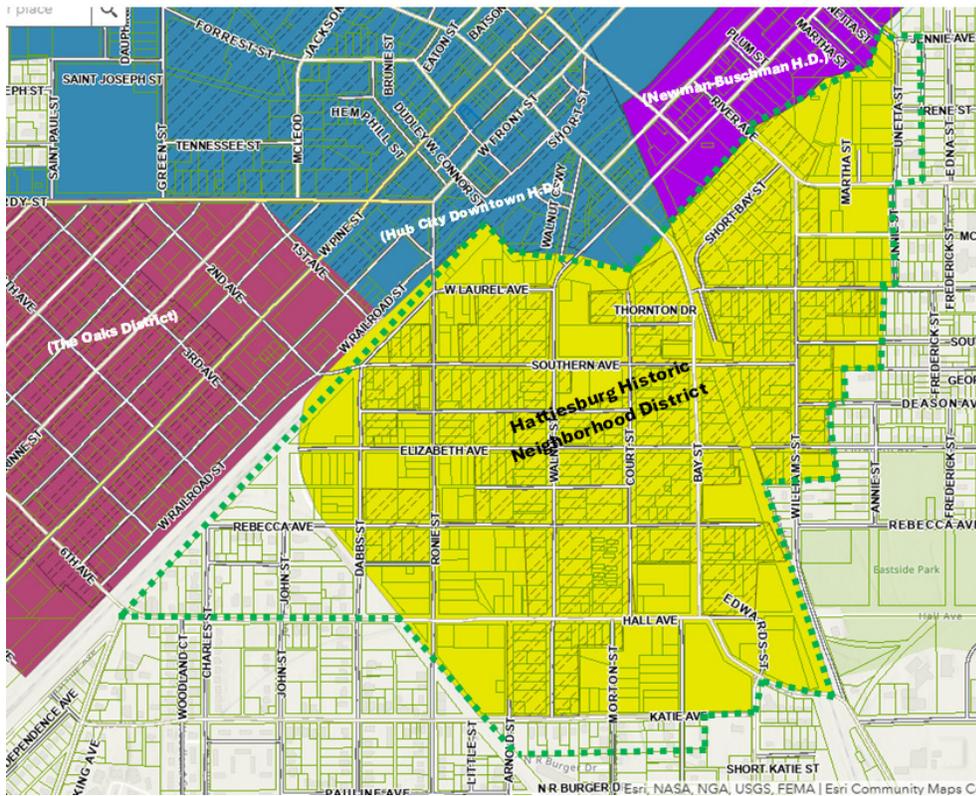
TOTAL AVAILABLE POINTS: 100 points

III. The City will initiate a contract with the consultant who ranks the highest and best meets the overall objectives of the RFP.

8. ATTACHMENTS

- I. Map of the survey area and potential National Register district.
- II. Map of the current Hattiesburg Historic Neighborhood National Register District
- III. MDAH Survey Standards

ATTACHMENT I.



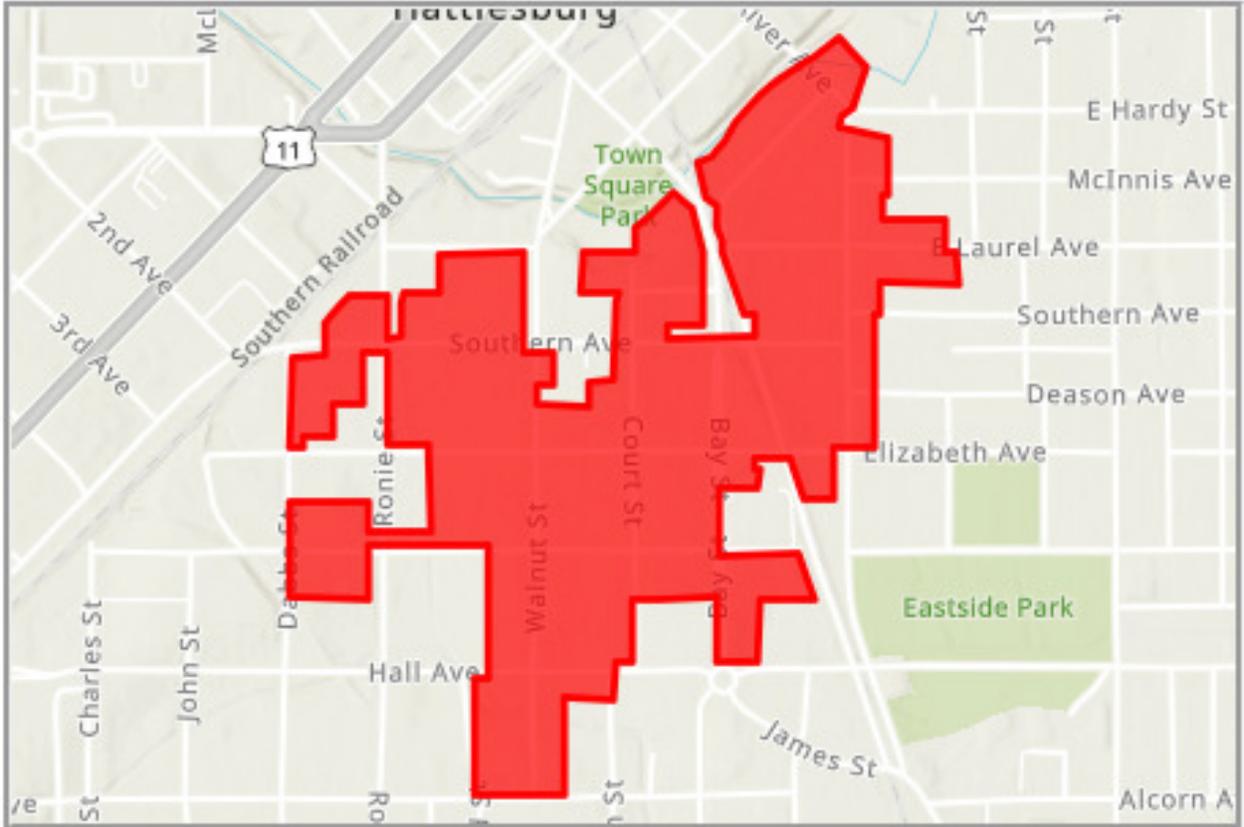
Hattiesburg Historic Neighborhood District
 Re-survey Proposal 2026

*Green Dashed line represents the TOTAL proposed survey area, which encompasses APPROXIMATELY 427 RESOURCES.

Proposal:
 Resurvey the Hattiesburg Historic Neighborhood, listed on National Register of Historic Places in 1980, currently with approx. 247 resources. The resurvey would also take in properties not currently in the NRD but included in the locally designated conservation district (approx. 131 resources), plus three sets of previously un-surveyed blocks directly adjacent to the west, south, and east boundary lines, referred to as study areas (approx. 49 resources). Approximately 19 structures in the survey area are no longer extant.

Current NRD = 247
Local District = 131
Study areas = 49
(-) Not Extant = 19
APPROX. TOTAL = 408 Resources

ATTACHMENT II.



ATTACHMENT III. MDAH SURVEY STANDARDS

Rule 12.16.0 Architectural Survey

Rule 12.16.1. Survey Standards

Survey work contracted or managed through the Department of Archives and History (MDAH), Historic Preservation Division (HPD) or through a Certified Local Government (CLG) must meet the following standards to be considered complete:

Survey Forms

The Historic Resources Inventory (HRI) form is intended to be a permanent paper record kept in files maintained by the HPD and should be completed as neatly and accurately as possible. All relevant sections of the form need to be completed in order to be accepted by HPD. Step-by-step instructions for completing the HRI form are available upon request.

HRI forms can be created through the following three specific methods. Consultants must declare in writing which methodology they will be using prior to commencing work.

1. 'Consultant Inventory' a Microsoft Access database provided by HPD. This database will conveniently generate a template for printing Historic Resource Inventory forms (HRI), as well as a .TXT file for incorporation into MDAH's online database. Consultants are strongly encouraged to utilize Consultant Inventory for completion of their survey. Instructions for using 'Consultant Inventory' are available from MDAH upon request.
2. HRI forms provided by HPD. Both hard copies and editable .PDF's are available from the HPD upon request.
3. An equivalent computer-based form that displays the necessary information as delineated in these standards. Consultants who wish to use a non-standardized survey form must have the template pre-approved by the Survey Manager.

Upon completion of the survey, the consultant shall print out HRI forms on single, (front and back) sheets of white, acid free, 8.5x11 inch, 65# cardstock. Use of 'quilted' cardstock is strictly forbidden.

A site or building plan **must** be completed for each resource surveyed. These do not need to be to scale, but should be neatly drawn and show details such as porches and roof types. In addition, the building's relation to the street or surrounding structures **must** be shown. The site plan may be hand-drawn or drawn on a computer.

All sources used for research on each individual building should be entered under the section entitled 'Bibliographic Resources.' This includes Sanborn maps (for all years in which that building appears), City Directories, and the locations of any unusual or unpublished materials. **If Sanborn maps were made for any part of the survey area, the Consultant is expected to use them in researching each building and cite them in the 'Bibliographic Resources' section.**

A printed photograph of the surveyed property **must** be attached to the survey form. **Photos must be printed on the front of the HRI form on photo paper** (see below) and **attached with archival glue, but may not be stapled** to the survey form. Forms submitted without printed photos will not be accepted by the Survey Manager.

Digital Photographs

At least one, clear, sharp digital image must be taken of the main facade of each surveyed property.

Digital images must be six megapixels or greater (2000x3000 pixel image at 300 dpi), and be in compliance with NPS Photo Policy standards for National Register properties and National Historic Landmarks. This information can be found at the following link.

<http://www.nps.gov/nr/publications/bulletins/photopolicy/index.htm>

Digital photographs are expected to be high-quality--not blurry, washed-out, or grainy--showing the complete facade of the building or the most significant part of a landscape, structure, or other resource. Digital photographs that do not provide adequate representations of resources will have to be retaken before the final survey will be approved by the Survey Manager.

While one digital photo is required for each structure, additional photos of significant buildings may be necessary as well.

Significant outbuildings, such as carriage houses, kitchen dependencies, etc. should be photographed and surveyed on a separate survey form.

Copies of digital images for each surveyed property must be submitted on a CD or other acceptable forms of portable media such as flash drives.

Each image must be labeled with the address of the property, number followed by street

1. Digital images must be in .JPEG or .TIFF formats.
2. Images must be organized in folders according to street name.
3. CD or portable media must be labeled with the Consultant's name, project name, and date (month/year) of photos. When multiple CDs are needed, discs should be numbered sequentially.

Printing Digital Photographs

All digital photographs are to be printed out on professional quality photo paper in 4x6 format at 300 dpi and attached to the HRI form using archival glue. Photographs stapled to the HRI form will not be accepted by the survey manager.

Photos printed at a professional-quality photo shop are preferred, but consultants who choose to print their own photos may use the following ink and paper combinations, in keeping with NPS photographic standards.

| | Paper | Ink |
|-----------------|--|--|
| Epson | Premium Gloss Photo Paper Premium Semigloss Photo Paper Premium Luster Photo Paper Premium Semimatte Photo Paper UltraSmooth Fine Art Paper Somerset Velvet Velvet Fine Art Paper Enhanced Matte Paper PictureMate Photo Paper | UltraChrome pigmented inks Claria Hi-Definition Inks DuraBrite Ultra Pigmented Inks Picture Mate Inks |
| Hewlett-Packard | Premium Plus Photo and Proofing Gloss Premium Plus High Gloss Photo Paper Premium Gloss Photo Paper Premium Soft Gloss Photo Paper Professional Satin Photo Taker | 84/85 dye-based inkset Vivera inks (95 & 97 tri-color cartridges) |
| Kodak | Ultra Photo Premium | No. 10 Pigmented Inks |

Maps: The location of all surveyed properties shall be indicated on large-scale maps keyed to the survey sequence number. All maps should feature a prominent north arrow, display consistent symbology, and be clearly readable whether printed in color or grayscale. For properties within towns, copies of city engineering maps or the county property ownership maps are normally sufficient. All other maps must be approved by the Survey Manager before being submitted as the map for the survey area.

Survey Report: A survey report shall be prepared discussing the project objectives, historical research, methodology, and findings. A copy of the report will be submitted in draft form for review by the survey manager, Historic Preservation Division (HPD).

The final survey report (when required) will be arranged in the following order:

- a. *Title Page:* The title page should include the title of the project, including the nature and location of the survey, the author of the report, the principal investigator(s), the project director, the sponsoring institution, association, or agency, and the date the report was prepared.
- b. *Acknowledgment:* The acknowledgment of state assistance should be stated on the title page or on the page immediately following the title page.
- c. *Project Description:* The introduction should summarize the objectives for conducting the intensive survey project, the scope of the project, the agencies involved, and the dates within which the project was accomplished. A map showing the location of the project must be included.
- d. *Chapter 1: Survey Background and Methodology:* Explanations of how the survey project came about and of the procedures used to execute the work program should be included in this section. Items that should be discussed include the following: which organizations were involved in initiating the survey; who surveyed the area and how the survey was conducted; phases of the survey, including a description of geographic or political areas that contributed to the phasing; types of properties surveyed and the criteria for coverage; and sources that contributed to the research effort. Public education efforts conducted in conjunction with the project should be discussed. The role of any volunteer or advisory groups and the success of their participation should be described.
- e. *Chapter 2: Historical Summary or Context:* A concise historical, cultural, and geographical background of the survey area should be included in this section. This should answer the following questions: What geographic or geologic features are unique to the area or supported its founding? What spurred the growth and or/development of the survey area? What were important events, whether national or local, that brought about change or decline in the area? What important people lived or did business in the area and why were they important? If the area has distinct geographic sub-areas, how and why did those sections develop and what characteristics defined each section? Which (if any) historically important buildings located within the area are now non-extant?
- f. *Chapter 3: Survey Findings:* This section shall describe the character and distribution of the properties examined in the course of the survey project. For a typical architectural survey of a city or town, this section would include a description of the styles, types, and periods of buildings, the numbers or proportions of each, their relative architectural importance, and rates of survival. Individually important buildings should be cited. Important historical themes and developments (from Chapter 2) should be addressed and properties associated with those developments should be cited. Local historic district areas should be identified and described, and potential National Register district(s) should be noted. The survey findings chapter of the survey report will normally not include a list of all surveyed properties. The list of surveyed properties should be attached to the report as one of the Appendices (typically as Appendix C).

- g. *Chapter 4: Survey Products and Documentation:* This chapter must contain a description of the products of the survey (such as Historic Resources Inventory Forms, maps, historic context reports, photographic materials, and informational files) and any related documentation (including planning documents, designation reports, and bibliographies).
- h. *Chapter 5: Recommendations for Further Research, Documentation, and Registration:* This chapter should identify additional research and survey work that should be done, and should include recommendations for National Register nominations, Historic American Buildings Survey recordation, potential National Historic Landmark designation, and other documentation and registration proposals. These recommendations should be prioritized.
- i. *Chapter 6: Recommendations for Resource Preservation:* This chapter should begin with an account of the status of preservation interest and activity in the survey area or related to the surveyed properties up to the present time. It should address threats to the resources and make recommendations for mitigating those threats. This chapter should also make recommendations relating to the actions or policies of local governments, state or federal agencies, non-profit organizations, business firms, and other parties, with regard to the protection, preservation, development, or interpretation of historic resources in the survey area. Recommendations about educational or promotional activities may also be included.
- j. *Appendices.* The following documents will normally be attached as appendices:
 - i. A copy of the work program.
 - ii. A list of any surveyed properties that are already listed on the National Register.
 - iii. A comprehensive list of all surveyed properties, arranged alphabetically and numerically by street address and keyed to the survey map. This list should only include addresses, not descriptions of each building.

Survey Preliminary Deadline: If the survey project involves a National Register phase, all survey material, including completed inventory forms, contact sheets and photo indices, and maps, must be submitted for review and comment to the Survey Manager at least one month before HPD's due date for preliminary review of National Register nominations. This early deadline will allow the Survey Manager to review the survey and suggest corrections before the National Register nomination is completed and will ensure high-quality project materials.

Public Meeting: The HPD requires that the consultant meet with interested citizens and local officials at the beginning of any survey project to explain the purpose of the survey. A representative of the HPD, either the Survey Manager or Regional CLG Coordinator, may also be present and available to handle questions and comments. If the project includes a National Register phase, HPD requires at least one public meeting during the nomination phase of the project, but this meeting will be set up by MDAH's National Register coordinator. Consultants are also required to present completed National Register nominations to the scheduled meeting of the Mississippi National Register Board and include a prepared PowerPoint presentation of about 10 minutes summarizing the significance and character of the proposed district.

Source: Miss. Code 39-7-4

Rule 12.16.2. Survey Inclusion Guidelines

Surveys of historic properties are necessarily selective to some degree or another. The specific criteria for what should be included in a survey will vary somewhat from project to project depending on the purpose of the survey and the area being surveyed. Nonetheless, certain general guidelines will be applicable to almost all historic property surveys conducted under the supervision of the Mississippi Department of Archives and History. Here follows a list of the kinds of properties that should normally be recorded on a Historic Resources Inventory form.

Properties Predating 1817

The survey should record all identified extant buildings regardless of condition or alterations, and should record the sites, when known, of all pre-1817 buildings if there is any likelihood of archaeological remains.

Properties Dating from 1817 to 1865

The survey should record all extant buildings and other structures believed to date to this period, unless so altered that the architectural character is no longer evident at all. Sites should be identified for the most important non-extant buildings (such as major plantation houses, courthouses, and other properties of special architectural or historical interest). The sites of notable Civil War military activity should also be identified. While not required, documentation regarding the appearance of non-extant antebellum buildings would be welcome, especially photographs.