

Addendum 1: Questions from RFP 2025-0021 for National Register Nominations for Two Churches 11/17/25

1. Will the town allow a waiver of workman's compensation insurance coverage for firms that are not statutorily required to carry it?
 - Yes, we have a waiver form that must be submitted with the Certificate of Insurance (COI) to waive the Workman's Compensation requirements.
2. Can you provide the GPR study?
 - The GPR study is not yet finalized. However, site forms have been completed for each cemetery and each marker documented. That information will be provided to the consultant at the beginning of the project.
 - The Storymap for the Old Cemetery GPR is available online at this link <https://newsouth.maps.arcgis.com/apps/MapJournal/index.html?appid=3ef1d5a588294c619b00736526bbe510>
3. What is the budget for this project? Does the Town have an anticipated budget set aside for the consultant selected for this project that you are able to share?
 - Funding is allocated in the FY26 Annual Budget. The Town's Request for Proposal's is to determine who can provide the best service for the best cost.
4. Is this a grant-funded project? Is this project funded, in part, through a CLG grant?
 - No, the Town is not receiving grant funds for this project.
5. Clarify Evaluation Criterion #4 says that 25% of the overall score will be for "National Register of Historic Places Nomination Experience," specifically, stating that "work samples showcase examples of previous National Register Nominations in North Carolina for African American resources."
 - Evaluation Criterion # 4 states "National Register of Historic Places Experience: Work samples showcase examples of previous National Register Nominations in North Carolina for African American Resources (25%). The 25% is weighted and will be graded based on experience with National Register nominations, National Register Nominations in North Carolina, National Register nominations for African American Resources, and National Register nominations for African American resources within North Carolina.
6. Will National Register nominations for African American resources inside North Carolina be given an extra 25% evaluation consideration than for comparable National Register nominations for African American resources outside North Carolina?
 - The 25% is weighted and will be graded based on experience with National Register nominations, National Register Nominations in North Carolina, National

Register nominations for African American resources, and National Register nominations in North Carolina for African American Resources. If the consultant has completed multiple National Register Nominations in North Carolina for African American Resources, they may get the full 25%.

7. What is the desired format for the Project Cost: a lump sum or a task-based hours and pricing breakdown?
 - Task-based hours and pricing is preferred but both will be accepted. Final time-product-payment schedule will be negotiated as part of the contract.
8. Will the consultant be paid monthly based on percentage of services completed?
 - The time-payment-product schedule will be negotiated as part of the contract.
9. Will consultants and sub-consultants be able to visit the historic sites and churches prior to November 28, 2025? If yes, can these visits to both churches occur on the same day? If this visit occurs, would it be possible to meet representatives from both church congregations?
 - No. We will not be scheduling site visits between now and November 28, 2025.
10. During the site visit noted in #2 above, would it be permissible to photograph the buildings and cemeteries?
 - No, we will not be coordinating a pre-submittal site visit. Appendix C provides the study list information, property descriptions and maps.
 - Public information including Wake County property records in IMAPS <https://maps.raleighnc.gov/imaps/> and google streetview provide additional imagery and information.
11. With the Town having established an 18-month deadline to complete the two nominations, can you tell us of any intermediate milestones that may be under consideration by the Town such as: draft nomination, contextual narrative, final submittal, or other?
 - “The Town anticipates that this project will take at least 18 months from the contract award to National Park Service approval of the nominations.” This “anticipated” timeline is based on the completion time for recent nominations in North Carolina. Please include a proposed schedule and timeline in your proposal. The final time-product-payment schedule will be negotiated as part of the contract. All deadlines will be subject to approval and required timelines from the North Carolina State Historic Preservation Office, National Register Advisory Committee, and National Park Service.
 - Please include any milestones in your proposal.

12. Will the Town make available to consultants, before November 28, 2025, the Study List documentation prepared to-date and the most recent edition of the architectural resource survey?
- The study list information is Appendix C in the RFP. The most recent architectural resource survey is available on the Town website at www.wakeforestnc.gov and search "Architectural Resource Survey 2020" or use this link https://www.wakeforestnc.gov/sites/default/files/uploads/historic-preservation/hpc-agendas/1979-2020/final_wake_forest_report-revised_11_6_2020.pdf
13. Does either church or the Town have any original or current drawings of the church buildings and/or sites?
- No, we are not aware of the existence of original drawings for either of the two churches.
14. Does the Town have any minority participation goals on this project?
- The Town's Minority/Women/Small Business Enterprise policy is in RFP 2025-0021, Appendix A, Section XI.
15. Does the Town own/operate a drone with photographic capability?
- No, drone photography is not required as part of this project.
16. Does the Town wish consultants to include an archeologist as a sub-consultant? If yes, can the Town provide the name of archeologist(s) familiar with these historic sites.
- No, an archaeologist is not necessary for this project.
17. Please provide the Town's expectations or directions on community meetings, if any, that will be required of the consultant's team?
- Typically, community meetings are only required when nominating historic districts. We do not anticipate any community meetings. However, the consultant may wish to include community meetings as part of the research process in the proposal.
18. Will the consultant be requested to make presentations to each congregation, the Wake Forest Historic Preservation Commission, and the National Register Committee of the NCSHPO?
- I anticipate the consultant meeting with each church congregation as part of the research phase of the project and anticipate the consultant presenting their findings to the Historic Preservation Commission. The SHPO staff typically presents nominations for their regions to the NRAC. Please include a minimum and maximum number of meetings in your proposal.
19. How many addenda have been issued to-date?

- None, this is Addenda 1.
20. If the Town elects to conduct interviews, can the consultant request a face-to-face interview rather than via Zoom?
- To make the best use of the Town staff time and keep costs down for consultants, all interviews will be held virtually using Microsoft Teams. No exceptions.
21. Does the Town wish each consultant to submit a fee proposal, or will the selection of the consultant be based solely on qualifications?
- Yes, a fee proposal is expected. Cost will be 10% of the scoring criteria for selection as stated in the RFP 2025-0021. The Town is seeking the best qualified candidate and a competitive cost.
22. There does not appear to be any cause for Professional Liability Insurance. Why does the Town desire this coverage? Is the Town willing to pay the full quoted price offered by the consultant's insurance carrier for two years of "per project" professional liability coverage? Regarding XVI, what is the cost to the consultant to register with the Town to receive payment?
- This is Town policy and requirement for all vendors that conduct business with the Town.
 - No, the Town will not pay for the policy.
 - There is no cost for vendors to complete a vendor application.
23. Is each cemetery site contiguous with each church property? If not, will the Town obtain any right-of-access agreements with other property owners whose privately owned land must be traversed to access a cemetery?
- The Old Cemetery of Friendship Chapel Baptist Church is not contiguous with the church building but is owned by Friendship Chapel Baptist Church and accessible by public right-of-way.
24. Interviews: Do you have an expectation of how many interviews will be required? Will they need to be recorded and transcribed? Finally, do you have candidates identified, or will that be part of the contractor's scope?
- We do not have any expectation of how many interviews will be required but want to ensure they are captured if needed for as complete a history as possible. Include in your proposal the number of interviews you are willing to complete. All interviews should be completed using professional standards. No candidates have been identified but we can certainly help with that.
25. Public Meetings: Should we anticipate any public meetings and, if so, how many?
- I anticipate the consultant meeting with each church congregation as part of the research phase of the project and anticipate the consultant presenting their

findings to the Historic Preservation Commission. Please include a minimum and maximum number of meetings in your proposal.

26. Will a firm be considered that does not have an NRHP nomination completed in the state of NC but several outside the state?

- Yes. We will consider and score all applications received.

27. The proposed schedule begins 3-1-26 and ends 12-31-27.

- We understand that the dates are dependent on other agency approvals (SHPO, NRAC, NPS). The contract end date may have to change if there is a backlog at the SHPO. That is part of the process.

28. What are the anticipated milestones for deliverables?

- Please include your proposed milestones and deliverables in your proposal.

29. Should the final draft be approved by SHPO and scheduled for NRAC by the completion date? Or be approved by NRAC by the completion date?

- The final draft should be approved by National Park Service by the completion date. We want to ensure that it is fully accepted before the contract expires.

30. Is the consultant required to attend the NC NRAC meeting in person?

- Please include in your proposal if you plan to attend the NRAC meeting in person.