

Request for Quotation
Barbour County Commission
Valley Furnace – Old Iron Furnace
National Register Nomination

July 29, 2022

The Barbour County Commission is currently soliciting proposals for the nomination process to list the Old Iron Furnace individually on the National Register of Historic Places. The site is located along Route 38 in Valley Furnace, Barbour County, WV.

SERVICES:

This work will consist of:

1. Finalizing boundaries in consultation with the State Historic Preservation Office (SHPO) and Barbour County Commission using previous surveys and other historic documents.
2. Preparing the standard National Park Service (NPS) National Register of Historic Places Registration Forms (10-900 & 10-900a) following the Secretary of the Interior's Standards for Registration and using the appropriate National Park Service Bulletins (including "How to Complete the National Register of Historic Places Registration Form") and standards outlined by the WV SHPO. The registration form shall be submitted in hard copy and electronically saved in Microsoft Word format.
3. Providing two (2) sets of representative (8 X 10) or (5X 7) photographs of the property including images of the main resource, any outbuildings, and significant characteristics to Barbour County Commission. The photographs must meet the current NPS Photograph Policy (2013) and prints from digital cameras must be accompanied by CD-R media. In lieu of photographs, photo images must be submitted to the WV SHPO saved in tiff format.
4. Sketch maps showing:
 - a. NR boundaries
 - b. Building footprints including outbuildings (keyed to Section 7)
 - c. Landscape and setting features such as sidewalks, roads and rivers
 - d. Exterior photograph vantage points
 - e. Key/legend, north arrow, and scale (or indicate if not to scale)
 - f. Name of property and address including county and state
5. A labeled USGS topographic quad map (or quad map section) showing the property and the associate UTM coordinates(s) prepared according to SHPO standards.

6. A PowerPoint presentation showing the property that is suitable for the presentation to the WV Archives and History Commission meeting date where the nomination will be presented.
7. Presentation and defense of the nomination to the WV Archives and History Commission at a date determined by the SHPO.
8. Making all changes suggested by the SHPO, WV Archives and History Commission, and/or the National Park Service. This may occur after the final payment.
9. Providing a digital copy of the final submission of the complete National Register Nomination document to SHPO and Barbour County Commission.
10. Attending the public meeting stage of the nomination process, and field any questions.

QUALIFICATION:

The consultant hired must meet the following qualifications:

1. Academic and/or professional certification in the field of architectural history as defined by 36 CFR 61. At minimum, all work must be supervised and edited by a qualified professional.
2. Have written at least three successful National Register of Historic Places nominations within the last two years and be able to submit samples. It is requested that the consultant include successfully submitted West Virginia projects.
3. Ability to complete the project (Old Iron Furnace National Register Nomination) by **March 31, 2023**.

EXPRESSION OF INTEREST:

Those interested in submitting a bid should submit a hard copy and digital copy letter of interest no later than **September 1, 2022** to:

Barbour County Commission
ATTN: Shana Frey, County Administrator
26 North Main Street
Philippi, WV 26416

email: sfrey@barbourcountywv.org
phone: 304-457-0025

The letter of interest shall include:

1. Description of work
2. Cost estimate
3. Timetable for completion of work
4. Vita or proof of qualifications
5. Sample National Register nomination and date of listing

6. Three (3) references for projects successfully completed within the past five years (preferably in West Virginia)

SELECTION PROCESS:

All proposals will be reviewed, and a consultant will be selected based on:

1. Cost estimate
2. Comparison of scope of work provided by the bidding consultants
3. Experience with educational projects and historic resources
4. Experience with National Register nominations
5. Proven ability to complete project in a timely manner
6. References

Barbour County Commission will make its decision within two weeks of the deadline for submission.

PAYMENT PROCESS:

The consultant will be reimbursed for services rendered and will not be reimbursed for travel or other expenses. The consultant will be paid in three (3) increments: the first two increments tied to the satisfactory completion of specific stages of the project's progress; the balance to be paid after the final project has been received by Barbour County Commission and approved by the State Historic Preservation Office.

Further questions regarding the project may be addressed to Barbour County Commission, Shana Frey, County Administrator, 26 North Main Street, Philippi, WV 26416.