

**Department of Cultural Affairs,
Historic Preservation Division
And
National Park Service
El Camino Real de Tierra Adentro National
Historic Trail
National Register Research and Documentation
Project
Request for Proposal
(RFP) # 11-HPD-7000-001**

TITLE:

El Camino Real Documentation Project

GENERAL INFORMATION:

The objective of this project is to prepare seventeen (17) individual National Register of Historic Places nominations for **El Camino Real de Tierra Adentro National Historic Trail**. These nominations will be comprised of individual trail segments in New Mexico and their associated high potential sites. The documents prepared by the contractor will be submitted to the New Mexico Historic Preservation Division and the National Park Service National Trails Office-Santa Fe for review and approval. The contractor will provide information and be required to respond to comments by the Historic Preservation Division and the Keeper of the Register to complete the nominations for National Register designation.

El Camino Real de Tierra Adentro, or the Royal Highway of the Interior Lands, is the earliest Euro-American trade route in the United States, tying Spain's colonial capital at Mexico City to its northern frontier in New Mexico. The route spans three centuries, two countries, and approximately 1,600 miles. From 1598, when the first Spanish colonizing expedition made its way up the Rio Grande, through the 1880s, the wagon road served as the main thoroughfare between Mexico and New Mexico. One of the most important historic trails in the United States, El Camino Real de Tierra Adentro is associated with three distinct periods: Spanish Colonial (1598-1821); Mexican National (1821-1848); and New Mexico Territorial (1848-1912). Added to the National Trails System in 2000 by the U.S. Congress, El Camino Real de Tierra Adentro National Trail extends 404 miles, from El Paso, Texas, to Ohkay Owingeh Pueblo, New Mexico. The portion of El Camino Real de Tierra Adentro located in the United States is jointly administered by the National Park Service and the Bureau of Land Management. The draft nomination for placement of El Camino Real de Tierra Adentro National Historic Trail on the World Heritage List will be available from the National Park Service to each respondent upon request.

The amount allocated for this RFP is \$ 51,000.00

SCOPE OF WORK:

The New Mexico Historic Preservation Division in conjunction with the National Park Service is seeking a request for proposals to prepare seventeen (17) individual National Register of Historic Places nominations for segments associated with the Camino Real in New Mexico. The preparation of the nominations will require fieldwork, primary and secondary research, synthesis and interpretation of archival and field data, narrative and analytical writing, preparation of a National Register of Historic Places nomination and related documentation of nominated resources with black-and-white photographs, maps, sketches and illustrations.

The specific scope of work will include the following items:

- 1) Prepare seventeen (17) individual National Register of Historic Places nominations for trail segments associated with El Camino Real de Tierra Adentro National Historic Trail in New Mexico. The nominations will be written under a draft Multiple Property Documentation Form for the Camino Real under review by the New Mexico Historic Preservation Division. The trail segments will be selected by the National Park Service, the New Mexico Historic Preservation Division, and the Contractor based on integrity, significance and perceived threats. The New Mexico Historic Preservation Division, the National Park Service, and the Contractor may delete a trail segment and substitute another by common agreement (e.g., a segment may be dropped from consideration, if consent to

nominate a site is withheld by the owner or if on examination any segment is found not to possess integrity sufficient to meet the criteria for listing).

The trail segments will generally be linear corridors, measuring approximately 25-50 meters in width, but may vary. The trail segments will be nominated as structures and/or districts with associated archaeological and cultural resources. Selection of the nomination boundary will take into account these features as well as the larger geographical area creating the setting for each trail segment. Therefore, the nomination boundary, when practical, may include the larger viewshed and noncontiguous contributing resources. The National Park Service, the New Mexico Historic Preservation Division, and the Contractor will consult on the selection of boundaries for each nominated trail segment.

Each nomination will consist of: 1) a completed National Register of Historic Places form meeting the guidelines outlined in National Register Bulletins 7, 15, 16 A, 21 and the most recent guidance from the Keeper of the National Register; 2) two sets of black-and-white photographs at least 4x6 black-and-white prints printed on silver-emulsion fiber-based or resin-coated paper with accompanying negatives as well as digital images (minimum 300dpi, 3000x2000 pixel array, Tagged Images form [tif] submitted on compact disc) for each nominated trail segment and accompanying resources; 3) a USGS 7.5-minute quadrangle map(s) showing the location and boundary of each nominated trail segment with its contributing and noncontributing resources and accompanying UTM coordinates; 4) a map drawn to scale showing the trail segment and the location of contributing and noncontributing resources.

After review and acceptance by HPD and NPS, the Contractor will submit a final copy of each nomination with all required attachments in archival form. The nominations will be formatted in Microsoft Word 2000 or higher submitted in hardcopy and on compact disc for submittal to the Keeper of the National Register. The Contractor will provide GIS data set(s) showing the location and boundary for each nominated trail segment.

All work will be completed to meet the National Register standards and the direction of the HPD, NPS, and Keeper of the National Register.

Qualifications

The ideal candidate will have:

- A bachelor or graduate degree (preferred) in history, archaeology, anthropology, cultural geography or a closely related discipline and at least ten years of professional experience in historical and/or anthropological research and writing in New Mexico.

- Outstanding research, synthesis, writing, and editing skills.
- Experience in preparing historical reports.
- Experience in documenting El Camino Real, Old Santa Fe Trail, and/or other historic trails.

Proposal components

Submit a sample of past writing samples and published works.
 Submit at least four references with contact information.
 Submit resume or curriculum vitae for each member of team

Submit five copies of your proposal and one electronic copy (CD) of your proposal.

Time Frame

It is expected that the work will require 12 months to complete and must be completed by September 30, 2011

Projected Calendar of Deliverables

Deliverable	Date
Selection of trail segments	1 month from date of contract award
Submit draft nominations	6 months from date of contract award
Submit revised nominations	9 months from date of contract award
Submit final contract deliverables	August 15, 2011

Attachments

EVALUATION

A. Evaluation Point Summary

The following is a summary of evaluation factors with point value assigned to each. These, along with the general requirements, will be used in the evaluation of offeror proposals.

Factor	Points Available
---------------	-------------------------

1. Degree in appropriate field	10
2. Demonstrated research and writing skills	25
3. Demonstrated experience documenting El Camino and/or other historic trails	15
5. Demonstrated experience preparing National Register nominations	25
6. Demonstrated experience in project management	10
7. Preparation of a budget that justifies expenses	15
Total	100

B. Evaluation Factors

Points will be awarded on the basis of the following evaluation factors:

(see Section A)

C. Evaluation Process

The evaluation process will follow the steps listed below:

1. All offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the offeror for clarification of the response.
3. The Evaluation Committee may use other sources of information to perform the evaluation
4. Responsive proposals will be evaluated on the factors in Section V that have been assigned a point value. The responsible offerors with the highest scores will be selected as finalist offerors based upon the proposals submitted. Finalist offerors who are asked or choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated accordingly. The responsible offeror whose proposal is most advantageous to the Agency, taking into consideration the evaluation factors in Section V, will be recommended for contract award as specified in Section II, Paragraph B.12. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

Contact Person:

Patrick Lucero, Operations Manager
Department of Cultural Affairs, Historic Preservation Division
407 Galisteo Street, Suit 236
Santa Fe, NM 87501
Phone: (505) 827-6301
Fax: (505) 827-6338
E-Mail: patrick.lucero1@state.nm.us

ISSUANCE: Provide date...

- The document in **.PDF** format requires the Adobe Acrobat reader for you to view.

If you do not have Adobe Acrobat Reader, it is available free for various

platforms, PC, MAC, Unix, etc. To download a copy click



- The document in **.DOC** format is a MS Word file that will open and display in Microsoft Word. You can then save to your machine and use for your response.

PROPOSAL DUE DATE ,TIME, AND NOTICES: All proposals must be received by the HPD Financial & Administration Manager, Patrick Lucero, at the address specified in the RFP, no later than **Friday, September 10, 2010 at 3:00 pm, Mountain Standard Time**. Proposals received after this deadline **will not be accepted**. DCA may cancel this RFP and all proposals may be rejected in whole or in part when it is in the best interest of the State of New Mexico in accordance with Section 1.4.1.68 through 1.4.1.72 NMAC. The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities and kick-backs.

RFP Index
SPD Home