

## **African American Cemetery Assistance Project Request for Qualifications**

Preservation PA and PA Hallowed Grounds with support from the National Trust for Historic Preservation and the 1772 Foundation are seeking consultants to work with volunteer stewards at approximately 10 historic African American cemeteries in Pennsylvania to develop actionable, site-specific preservation plans and/or specifications for direct grant assistance for each selected cemetery.

**Responses Due: Monday, March 27, 2023 at 11:59 PM EDT**

Questions and RFQs may be sent to Mindy Gulden Crawford, [mcrawford@preservationpa.org](mailto:mcrawford@preservationpa.org)

Preservation PA has the right to reject any or all responses.

**RFQ must be received no later March 27, 2023** to be considered. Electronic copies of the RFQ including any attachments or links to an FTP site should be addressed to:

[mcrawford@preservationpa.org](mailto:mcrawford@preservationpa.org)

### **Section 1. Background**

Preservation Pennsylvania in partnership with PA Hallowed Grounds is seeking to provide both planning assistance and direct grant support to African American cemeteries in Pennsylvania. This grant program is being funded by the National Trust for Historic Preservation's African American Cultural Heritage Fund and the 1772 Foundation. The consultants for this project will be contracted by Preservation Pennsylvania. This project will assist selected cemetery stewards to plan for their future preservation and to address immediate cemetery conservation needs.

### **Section 2. Qualifications**

Preservation Pennsylvania and PA Hallowed Grounds is seeking consultants with expertise in the following areas:

- Cemetery Assessment and Evaluation
- Preparing Conservation/Preservation Plan
- Monument Conservation/Preservation
- Historic Landscapes
- Historic Preservation
- Fund Raising
- Interpretive Planning
- Working with Grassroots Community Groups
- Developing Specifications for Conservation/Preservation Work
- Legal Services
- Land Survey

Responses should include all areas of expertise that the consultant can provide.

A committee of Preservation PA and PA Hallowed Ground will review the consultants' qualifications and match qualified consultants with cemetery stewards who have been selected. Scopes of work will be developed for the consultant for one or more cemeteries and a contract with Preservation Pennsylvania will be executed.

### **Section 3. General Conditions**

- Preservation PA reserves the right to reject any or all responses and to select the consultant(s) that it determines to be in the best interest of the project and the applicants.
- The contracts are subject to the approval of the board of Preservation PA and is effective only upon their approval.
- Responding consultants are bound by the deadline and location requirements for submittals in response to this RFQ as stated above.
- Responses will remain effective for Preservation PA review and approval for 60 days from the deadline for submitting responses.
- If only one response is received by Preservation PA, it may negotiate with the consultant or seek additional responses on an informal or formal basis during the 60-day period that responses are effective.
- Selected consultant(s) may be asked to work with one or more cemeteries and price will be negotiated base identified services. The final cost will be determined prior to execution of the contract.

### **Section 4. Scope of Work Upon Selection**

- Preservation PA and PA Hallowed Grounds are seeking consultants to work with volunteer stewards at 10 or so historic African American cemeteries in Pennsylvania to develop an actionable, site-specific preservation plans and/or specifications for direct project assistance for each cemetery. A committee of the two organizations will match consultant qualifications with the needs of the selected cemetery stewards.
- The consultants will work with cemetery stewards to identify planning needs, work that can be done by volunteers, as well a specific conservation projects or other specific projects require specialized expertise (for example monument conservation, the services of an arborist, fencing, accessibility measures, boundary surveys, title companies and related legal assistance)
- The consultant (s) may be tasked with reviewing the plans and capacity of the selected cemetery stewards and as needed will visit each cemetery and learn about each site, its operations, features, and preservation needs. As specified the consultant may prepare a written evaluation and site-specific recommendations for maintenance and

preservation plans for each cemetery. The plan will identify work that can be completed by volunteers, and work requiring the skills and services of a professional.

- Other consulting services may include developing specifications for expert services, assisting cemetery stewards in obtaining such services or undertaking such work themselves.
- Because many historic African American cemeteries are maintained by volunteers with limited financial resources, it will be important for the preservation plan to identify ways that the cemetery stewards can utilize volunteers at the cemetery to contribute to its ongoing preservation and maintenance.
- It is the goal of this project to provide a model for future cemetery preservation efforts across Pennsylvania. For this project Preservation PA and PA Hallowed Grounds and their partners will identify the cemeteries, serve as advisors to the volunteer projects, and will be promoting this project and highlighting the work of participating cemeteries.

#### Project approach:

- For cemetery stewards without preservation plans, the consultant will meet with cemetery stewards at the site. As well as work closely with them to develop a site-specific maintenance and preservation plan that reflects the needs and resources of each site, including practical advice for implementing the plan's recommendations.
- For sites with cemetery preservation plans or who have completed plans for this project, identify tasks that require specialized services such as interpretive planning, monument conservation, the services of an arborist, fencing, accessibility measures, boundary surveys, title companies and related legal assistance) and developing specifications for expert services, assisting cemetery stewards in obtaining such services or undertaking such work themselves. These specialized services may be eligible for direct grant assistance.
- Consult with Preservation PA in partnership with PA Hallowed Grounds and Heritage PA.

#### **Section 5. Estimated Project Timeline**

- March  
Select consultants and match them with selected candidate cemeteries.
- March -May  
Consultant if appropriate meets with site stewards and conducts a site visit to selected cemetery.
- May - August  
Consultant with input from the site stewards, PP and PAHG writes a draft plan and/or identifies specialized tasks appropriate for Grant funded assistants.

- August - October  
Consultant submits plans and recommendations to partners and cemetery stewards.
- October -November  
Consultant completes final report evaluating the program and gathers feedback on the process from cemetery stewards.

The project concludes November 30, 2023 (no extensions)

## **Section 6. Required Submittals**

### **A. Letter of Interest**

- A statement demonstrating your understanding of the work to be performed.
- A listing of your areas of expertise that you can provide services.
- The firm's contact person, email address, and telephone number.

### **B. Profile of Firm/Individual - This consists of the following:**

- A statement of the firm's/individual's experience in conducting work of the nature sought by this RFQ; advertising brochures may be included in support of this statement.
- The location of the firm/individual that will perform the work.
- Any other information relating to the capabilities and expertise of the firm in doing comparable work.

### **C. Negotiated Services and Costs**

Preservation Pennsylvania and PA Hallowed Grounds will match qualified consultants with the leads selected cemetery stewards negotiate a price for the consultant's services. These may include the development of cemetery preservation plans and/or specifications for specific services.