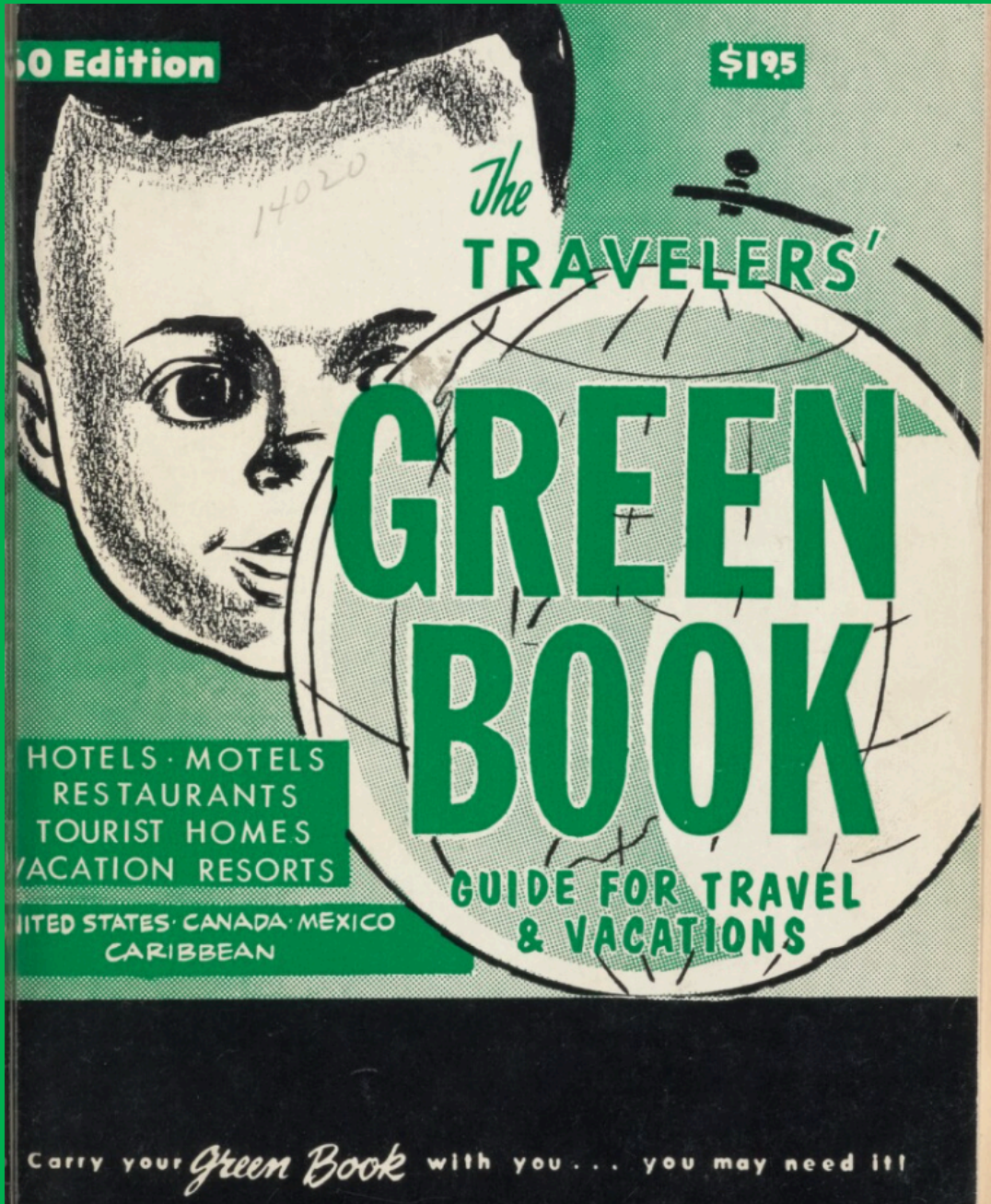


NEBRASKA GREEN BOOK SITES



2024

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Request for Proposal

History Nebraska's State Historic Preservation Office seeks the services of a skilled consultant to conduct a thematic survey of the resources in Nebraska associated with the *Negro Motorist Green Book*. The *Negro Motorist Green Book* kept hundreds of African American and Black Americans safe as they travelled across the country. Few buildings remain due to weather, urbanization, and other natural forces, but also in part due to the short life span of their commercial uses in an era when all US Americans' travel conventions were in flux: restaurants, hotels, service stations, etc. Victor Hugo Green, a Black American employed by the United States Postal Service, created the eponymous directory of restaurants, hotels, and businesses across the United States that were Black-run and/or did business with Black Americans during the era of Jim Crow laws and racial segregation.

This project's goals are twofold. It should document the status of each Green Book site in Nebraska. A complete list of Green Book entries located in Nebraska, and the current best guesses as to their extant states, is included in Appendix B. Many of these establishments still exist; however, few in Nebraska have survived. With these important cultural resources in jeopardy due to disrepair, demolition, or other complications, it is paramount that History Nebraska identify, preserve, and honor Green Book sites' significance to the Black community during a time of prejudice, racism, and segregation, and to US American history writ large.

In addition to the survey report, the consultant should prepare for the review of the Nebraska State Historic Preservation Board and National Park Service a Multiple Property Listing (using the National Park Service's Multiple Property Documentation Form). Due to the precarity of Green Book sites and the traditional underrepresentation of the Green Book's publisher and audience, History Nebraska is particularly interested in a thorough, robust, and otherwise full contextualization of Green Book sites. It is interested in supporting a Multiple Property Listing whose context places Green Book sites within the overlapping histories of the United States, Nebraska, race and ethnicity, the long Civil Rights Movement, *de facto* as well as *de jure* segregation, migration, travel, tourism, consumerism, and other relevant but commonly overlooked themes. Of interest are how Green Book sites reflected such histories or, through differentiation, add nuance to them; how they and their patrons embodied and shaped such histories; and whether and how they were used—during the Green Book's publication and after its discontinuation following the passage of civil rights legislation in the 1960s—as sites of place-making and meaning by the people who experienced them.

History Nebraska is especially interested in a Multiple Property Listing that makes use of recent scholarship and approaches to African American history and the history of race. History Nebraska seeks a consultant who can create a Multiple Property Listing that is not only a cover form for individual nominations in Nebraska or "useful for evaluating similar resources in other geographical areas" but also "a treasure house of information that is available to the public," available "for scholars and the public to use ... in developing travel itineraries, World Wide Web sites, for walking tours, interpretative projects, and other public education initiatives."¹ History Nebraska seeks a consultant who can create a Multiple Property Listing that addresses itself to a problem of historical work in the National Park Service that the Organization of American Historians identified in 2011: that "the discipline of history has continued to evolve; and again, NPS is lagging behind in incorporating new directions."²

¹ "National Register of Historic Places: Multiple Property Submissions," *Cultural Resource Management* 19, no. 9, Supplement (1996), 1.

² Anne Mitchell Whisnant, et al., *Imperiled Promise: The State of History in the National Park Service* (Bloomington, IN: Organization of American Historians, 2011), 25.

This project is anticipated to be a two-year project beginning in May 2024 and extending into May 2026. The total budget estimate is to be proposed by the bidder and approved by History Nebraska project coordinators upon acceptance of services.

History Nebraska is a state agency and consultants will need to adhere to any applicable state and federal regulations. All bidders must be authorized to transact business in the State of Nebraska and comply with all Nebraska Secretary of State registration requirements. The bidder who is the recipient of an Intent to Award may be required to certify that it has complied and produce a true and exact copy of its current (within ninety (90) calendar days of the intent to award) Certificate or Letter of Good Standing, or in the case of a sole proprietorship, provide written documentation of sole proprietorship and complete the United States Citizenship Attestation Form. The form should be accomplished prior to execution of the contract. It is available on the Department of Administrative Services Vendor Information website, das.nebraska.gov/material/purchase_bureau/vendow-info.html.³

IMPORTANT NOTICE: Pursuant to Neb. Rev. Stat. § 84-602.04, State contracts in effect as of January 1, 2014, and contracts entered into thereafter, must be posted to a public website. The resulting contract, the Request for Proposal, and the awarded bidder's proposal and response will be posted to a public website managed by Department of Administrative Services (State of Nebraska), which can be found at <http://statecontracts.nebraska.gov> and https://www.nebraska.gov/das/materiel/purchasing/contract_search/index.php.

Any entity awarded a contract or submitting a proposal or response to the Request for Proposal agrees not to sue, file a claim, or make a demand of any kind, and will indemnify and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses, sustained or asserted against the State, arising out of, resulting from, or attributable to the posting of the contract or the proposals and responses to the Request for Proposal, awards, and other documents.

This project will be paid in part or fully through federal grant monies awarded by National Park Service, Department of Interior, CFDA/Assistance Listing 15.904, and grant award P23AF01076. As such, consultants are expected to adhere to both State of Nebraska requirements and applicable requirements contained within the Historic Preservation Fund Grants Manual of the National Park

³ Form is available at:

<https://das.nebraska.gov/materiel/docs/pdf/Individual%20or%20Sole%20Proprietor%20United%20States%20Attestation%20Form%20English%20and%20Spanish.pdf>

Service, Office of Management and Budget (OMB) circulars; and 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Reference: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

Per the Historic Preservation Fund Grants Manual of the National Park Service, “it is the Federal Government’s policy to award a fair share of contracts to Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs)” (pp 17-2 to 17-3). Because of the use of federal funds for this project, consultants from diverse communities and backgrounds are encouraged to submit a Request for Proposal. However, there is no specific preference awarded. Any preferences related to RFP selection are listed on the State of Nebraska’s Contractual Services Form (Appendix A).

Per National Park Service requirements, maximum consultant rates charged may not exceed 120% of a Federal Civil Service GS-15, step 10 salary per project location. Current regional salary tables can be found on the Office of Personnel and Management website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.

If selected for the project, the organization must be registered, or be in the process of registration, in the System for Award Management (SAM) and have an Unique Entity Identifier (UEI) established. Bidders may submit a RFP while the SAM registration is pending but registration must be complete before a contract can be awarded. SAM registration is a free process but may take several weeks before it is finalized. See <https://sam.gov/content/home> for more information.

Project Context

About History Nebraska

In 1878, History Nebraska was founded as the Nebraska State Historical Society upon the mission of recording, preserving, and honoring the stories of the indigenous and immigrant peoples whose stories helped shape the state. Though nearly 150 years have passed, History Nebraska’s mission remains to “collect, preserve, and open to all the histories we share”. History Nebraska is a state agency headed by Interim Director and CEO Jill Dolberg, and governed by a fifteen-member board of trustees. The organization’s responsibilities include overseeing state history collections, historic preservation, library and archives, conservation, interpretation and education, and archaeology. History Nebraska runs the Nebraska History Museum in downtown Lincoln, oversees six historical sites located throughout the state, a conservation center, and operates a successful historical marker program.

Institutional Goals and Strategies

History Nebraska is essential to the fabric and identity of the state. As the state's official historical organization, History Nebraska recognizes these institutional strategic goals in order to achieve our ambitious goal of becoming the most relevant and engaging historic society in the nation.

- **People and Community:** HN seeks to spread awareness and increase preservation constituencies statewide. Our preservation priorities in Nebraska lies with ensuring that both community life and memory are supported through protecting the safe, comfortable, and familiar environments that historic homes and communities bring. Our current target audiences, influenced by John Falk's identity-based audience model, are professional historians and hobbyists, curious explorers, social facilitators, civic boosters, experience seekers, and rechargers. The organization seeks to reach every household within a 2-hour radius of greater Lincoln, NE, while maintaining strong connections across the state through its six historic sites and virtual programs.
- **Inclusion:** HN believes in the rights of all to have their story told, protected, and remembered. It is the goal of the institution to include diverse voices and stories, especially those who have been historically underrepresented in preservation programs. HN is proud to promote principles of DEAI (Diversity, Equity, Accessibility, and Inclusion) and continuously seeks to build an inclusive preservation program that acknowledges the stories, places, and needs of all communities within the state.
- **Developing Historical Thinking:** HN supports Nebraskans in using intellectual skills that help make sense of history. Its experiences promote historical thinking skills, including analysis, interpretation, and decision-making; understanding multiple perspectives and historical empathy; working with historical evidence; and developing comprehension.
- **Partnering and Collaborating:** Forging ties with people and organizations outside HN brings expanded expertise and resources to projects and programs.

Project Overview

History Nebraska's Green Book survey will seek to result in illuminating voices that have traditionally been excluded from larger historical narratives. Nebraska's Black population has an undoubtedly influential and tumultuous history, and yet their role and impact in the state has scarcely been documented. In an attempt to begin diversifying Nebraska's historical record, History Nebraska desires to initiate the research and documentation of extant Green Book sites across the state. Historically, Green Books played a prominent role in protecting Black travelers, yet little research has been conducted in regards to the significance of their role in Nebraska. The awarded contractor will provide History Nebraska with documentation that allows it to preserve these significant resources, recognize and celebrate Black American history, and encourage eligible property owners to engage

with the National Register of Historic Places program and the Nebraska Historic Tax Credit program in order to maintain the significance of the sites for future generations.

Over the course of its annual publication in 1936-1966, *The Negro Motorist Green Book* listed an estimated 71 sites across Nebraska that were safe for African Americans to visit or stay. These original properties were published as a result of voluntary black and white property owners who recognized the necessity to make black travelers aware of establishments that welcomed and sought to protect them. The story of Green Book and its remaining Nebraska sites are vital to the story of Black Americans' perseverance through periods of deep-seated racism and oppression that plagued the country and continues to exist. Green Book sites are rapidly disappearing from the Nebraska landscape. Weather, urbanization, and other factors have reduced the number of extant properties that are eligible for nomination to the National Register of Historic Places to an estimated 19. It is imperative that these extant sites be documented and preserved, as it will seek to expand and diversify an extremely underrepresented portion of Nebraska's history.

Ultimately, this thematic survey project should result in a Multiple Property Listing and at least one nomination to the National Register of Historical Places as defined by the National Park Service grant requirements. Properties may be designated based on their association with historical events or patterns, historically significant persons, and/or architectural or engineering distinction or representativeness (see National Register Bulletin 15). In addition to contextualization, the project should provide a complete documentation and property analysis of each extant Green Book site, including a variety of historic and current photographs. The completed multiple property documentation form should provide context that contributes to the narrative of Black American transportation, perseverance through issues of race, and de facto segregation in Nebraska.

Project Research & Organization

SHPO anticipates that the two-year-long project will consist of a Multiple Property Document that provides context on Nebraska's Green Book sites, as well as documents extant resources that still exist across the state. History Nebraska seeks the research design that best organizes and encapsulates the history of extant Nebraska Green Book sites and their inhabitants, visitors, owners, workers, and operators. Finalized structure, content, and organization are subject to approval by SHPO project coordinators. In addition, the selected contractor is to create a National Register Nomination citing the Green Book MPD upon its completion. The nomination may be prepared in tandem with the creation of the MPD, or any point in the project as seen fit by History Nebraska and the selected contractor. The National Register Nomination must be coordinated with the State Historic Preservation Office's (SHPO) National Register Coordinator.

This project is expected to require site visits in order to properly document each structure, as Green Book sites are spread out across much of the state. The consultant will have access to all of History Nebraska's collections and resources and they may be used for this project as needed. Oral histories will likely be an important and necessary component of this project, as physical

documentation may be minimal. It will be the responsibility of the selected consultant to conduct these oral interviews as part of the research process, though SHPO may help coordinate.

Research should focus on capturing the cultural, social, political, and economic influences of the time period and demonstrate in a creative and logical capacity the effects of the Green Book and its sites on the African American community in Nebraska. Because History Nebraska is dedicated to the principles of diversity, equity, accessibility, and inclusion, it is also important that the historical context allows for a spotlight on non-traditional topics such as voices of African American groups, LGBTQ+, gender roles, and other topics pertaining to race, culture, and identity.

Description of Services to be Provided

Scope of Work

The selected consultant's contract will include, and extend through, the following phases of work, tasks, and expected deliverables:

- 1. Planning:** The consultant is expected during phase one to attend scheduled meetings during the planning phase in order to come up with a plan of action with HN project coordinators. The plan of action should include detailed due dates, possible outline and topic discussions, research and material review, future due dates such as editing, drafts, and final proposal and any other necessary preliminary actions the project coordinators see necessary. This phase may also include several meetings or workshops and should include discussion on research background, methodology, aims, and approach to phase two research.
 - **Deliverable:** An approved plan of action with due dates of project completion. The plan of action should include a written plan for research methodology, progress reporting, and reference gathering.
- 2. Research & Draft:** During phase two, the consultant will be tasked with utilizing materials and resources to research, write, and submit draft work following the schedule established in the approved research plan of action in phase one. The consultant will also be responsible for verifying the status of each property as extant or non-extant, which will require field work to be conducted. While there are no concrete length requirements at this time for the context of the Multiple Property Document or the National Register Nomination Form, the final length of the documents will be determined through collaboration and communication between History Nebraska project coordinators and the consultant hired.
 - **Deliverable:** Research, write, conduct field work, and submit project drafts to History Nebraska coordinators according to dates established in Plan of Action.

A completed Chicago Manual of Style, 17th ed. bibliography should be included along with all relevant photographs, maps, and additional attachments.

- **Deliverable:** While this can be planned/executed at any phase of the project, the final Multiple Property Listing must result in a completed National Register of Historic Places listing.
- 3. Review & Edit:** Phase three will require the consultant to submit final drafts of the Multiple Property Documentation Form and National Register Nomination Form to the NeSHPO and the Nebraska State historic Preservation Board for comments and revising. Due to the nature of the National Register cycle and approval processes, if it is within the contractual period of work the consultant will be expected to present the final nomination and Multiple Property Documentation Form before the Board during one of their scheduled sessions.
- **Deliverable:** Submission of all revised and edited materials, prompt response and receptiveness of feedback and critique, willingness to make changes and/or suggest new ideas, changes, or edits. Present Multiple Property Documentation Form and National Register Nomination if the meeting in which they are to be presented at falls within the contract period.
- 4. Final Close-out:** Phase four consists of a completed Multiple Property Document Form and a National Register nomination that cites the form. It should then be made available in downloadable PDF form, and distributed to History Nebraska through email, and/or Google Drive.
- **Deliverable:** Consultant submits all materials in their final form as approved and agreed upon as sufficient by History Nebraska project coordinators. Delivers final Multiple Property Documentation and National Register Nomination forms in PDF and Microsoft Word format to History Nebraska.

Invoices

Invoices for payments must be submitted by the Contractor to History Nebraska requesting the services with sufficient detail to support payment. Per Neb. Rev. Stat. §§81-2403, History Nebraska shall have forty-five (45) days to pay after a valid and accurate invoice is received.

History Nebraska
1500 R Street
Lincoln, NE 68508
HN.Accounting@nebraska.gov
402-471-9797

The terms and conditions included in the Contractor's invoice shall be deemed to be solely for the convenience of the parties. No terms or conditions of any such invoice shall be binding upon the State,

and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

PAYMENT

A. PROHIBITION AGAINST ADVANCE PAYMENT (Statutory)

Neb. Rev. Stat. §§81-2403 states, “[n]o goods or services shall be deemed to be received by an agency until all such goods or services are completely delivered and finally accepted by the agency.”

B. TAXES (Statutory)

The State is not required to pay taxes and assumes no such liability as a result of this solicitation. The Contractor may request a copy of the Nebraska Department of Revenue, Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption, Form 13 for their records. Any property tax payable on the Contractor's equipment which may be installed in a state-owned facility is the responsibility of the Contractor.

Insurance Requirements

The Contractor shall throughout the term of the contract maintain insurance as specified herein and provide the State a current Certificate of Insurance/Acord Form (COI) verifying the coverage. The Contractor shall not commence work on the contract until the insurance is in place. If Contractor subcontracts any portion of the Contract the Contractor must, throughout the term of the contract, either:

1. Provide equivalent insurance for each subcontractor and provide a COI verifying the coverage for the subcontractor;
2. Require each subcontractor to have equivalent insurance and provide written notice to the State that the Contractor has verified that each subcontractor has the required coverage; or,
3. Provide the State with copies of each subcontractor's Certificate of Insurance evidencing the required coverage.

The Contractor shall not allow any Subcontractor to commence work until the Subcontractor has equivalent insurance. The failure of the State to require a COI, or the failure of the Contractor to provide a COI or require subcontractor insurance shall not limit, relieve, or decrease the liability of the Contractor hereunder.

In the event that any policy written on a claims-made basis terminates or is canceled during the term of the contract or within (number) (2) years of termination or expiration of the contract, the contractor shall obtain an extended discovery or reporting period, or a new insurance policy, providing coverage required by this contract for the term of the contract and (number) (2) years following termination or expiration of the contract.

If by the terms of any insurance a mandatory deductible is required, or if the Contractor elects to increase the mandatory deductible amount, the Contractor shall be responsible for payment of the amount of the deductible in the event of a paid claim.

Notwithstanding any other clause in this Contract, the State may recover up to the liability limits of the insurance policies required herein.

Workers' Compensation Insurance

The Contractor shall take out and maintain during the life of this contract the statutory Workers' Compensation and Employer's Liability Insurance for all of the contractors' employees to be engaged in work on the project under this contract and, in case any such work is sublet, the Contractor shall require the Subcontractor similarly to provide Workers Compensation and Employer's Liability Insurance for all of the Subcontractor's employees to be engaged in such work. This policy shall be written to meet the statutory requirements for the state in which the work is to be performed, including Occupational Disease. **The policy shall include a waiver of subrogation in favor of the State. The COI shall contain the mandatory COI subrogation waiver language found hereinafter.** The amounts of such insurance shall not be less than the limits stated hereinafter. For employees working in the State of Nebraska, the policy must be written by an entity authorized by the State of Nebraska Department of Insurance to write Workers' Compensation and Employer's Liability Insurance for Nebraska employees.

COMMERCIAL GENERAL LIABILITY INSURANCE AND COMMERCIAL AUTOMOBILE LIABILITY INSURANCE

The Contractor shall take out and maintain during the life of this contract such Commercial General Liability Insurance and Commercial Automobile Liability Insurance as shall protect Contractor and any Subcontractor performing work covered by this contract from claims for damages for bodily injury, including death, as well as from claims for property damage, which may arise from operations under this contract, whether such operation be by the Contractor or by any Subcontractor or by anyone directly or indirectly employed by either of them, and the amounts of such insurance shall not be less than limits stated hereinafter.

The Commercial General Liability Insurance shall be written on an **occurrence basis**, and provide Premises/Operations, Products/Completed Operations, Independent Contractors, Personal Injury, and Contractual Liability coverage. **The policy shall include the State, and others as required by the contract documents, as Additional Insured(s). This policy shall be primary, and any insurance or**

self-insurance carried by the State shall be considered secondary and non-contributory. The COI shall contain the mandatory COI liability waiver language found hereinafter. The Commercial Automobile Liability Insurance shall be written to cover all Owned, Non-owned, and Hired vehicles.

REQUIRED INSURANCE COVERAGE	
COMMERCIAL GENERAL LIABILITY	
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal/Advertising Injury	\$1,000,000 per occurrence
Bodily Injury/Property Damage	\$1,000,000 per occurrence
Medical Payments	\$10,000 any one person
Contractual	Included
XCU Liability (Explosion, Collapse, and Underground Damage)	Included
Independent Contractors	Included
Abuse & Molestation	Included
WORKER'S COMPENSATION	
Employers Liability Limits	\$500K/\$500K/\$500K
Statutory Limits- All States	Statutory - State of Nebraska
Voluntary Compensation	Statutory
COMMERCIAL AUTOMOBILE LIABILITY	
Bodily Injury/Property Damage	\$1,000,000 combined single limit
Include All Owned, Hired & Non-Owned Automobile liability	Included
Motor Carrier Act Endorsement	Where Applicable
PROFESSIONAL LIABILITY	
All Other Professional Liability (Errors & Omissions)	\$1,000,000 Per Claim / Aggregate
MANDATORY COI SUBROGATION WAIVER LANGUAGE	
"Workers' Compensation policy shall include a waiver of subrogation in favor of the State of Nebraska."	
MANDATORY COI LIABILITY WAIVER LANGUAGE	
"Commercial General Liability & Commercial Automobile Liability policies shall name the State of Nebraska as an Additional Insured and the policies shall be primary and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory as additionally insured."	
UMBRELLA/EXCESS LIABILITY	

Over Primary Insurance	\$5,000,000 per occurrence
Include All Owned, Hired & Non-Owned Automobile liability	Included

COMMERCIAL CRIME	
Crime/Employee Dishonesty including 3rd party fidelity	\$1,000,000

CYBER LIABILITY	
Breach of Privacy, Security Breach, Denial of Service, Remediation, Fines and Penalties	\$5,000,000

Contractors Pollution Liability	
Each occurrence/aggregate limit	\$2,000,000
includes non-owned disposal sites	

Evidence of Coverage

The Contractor shall furnish the Contract Manager, with a certificate of insurance coverage complying with the above requirements prior to beginning work at:

History Nebraska
 Attn: Michelle Zinke, Procurement Manager
 1500 R Street
 Lincoln, NE 68508
 michelle.zinke@nebraska.gov

These certificates or the cover sheet shall reference the RFP number, and the certificates shall include the name of the company, policy numbers, effective dates, dates of expiration, and amounts and types of coverage afforded. If the State is damaged by the failure of the Contractor to maintain such insurance, then the Contractor shall be responsible for all reasonable costs properly attributable thereto.

Reasonable notice of cancellation of any required insurance policy must be submitted to the contract manager as listed above when issued and a new coverage binder shall be submitted immediately to ensure no break in coverage.

DEVIATIONS

The insurance requirements are subject to limited negotiation. Negotiation typically includes, but is not necessarily limited to, the correct type of coverage, necessity for Workers' Compensation, and the type of automobile coverage carried by the Contractor.

Selection Process and Timeline

Response Requirements

Please submit responses via secure electronic transfer (email, Google Drive, DropBox, etc.). The subject line should be RFP Green Book #1.

Questions regarding the meaning or interpretation of any solicitation provision must be submitted in writing to History Nebraska and clearly marked "RFP Green Book #1: Questions". The point of contact is not obligated to respond to questions that are received late per the Schedule of Events.

Contractors should present, as questions, any assumptions upon which the Contractor's proposal is or might be developed. Proposals will be evaluated without consideration of any known or unknown assumptions of a contractor. The contract will not incorporate any known or unknown assumptions of a contractor.

It is preferred that questions be sent via e-mail to Michelle.Zinke@nebraska.gov, but may be delivered by hand or by U.S. Mail.

Written answers will be posted at <https://history.nebraska.gov/historic-preservation/RFP>

Per the Schedule of Events

Direct Responses to:

Michelle Zinke

Procurement Manager

Michelle.Zinke@nebraska.gov

1500 R Street

Lincoln, NE 68508

402-471-9797

Project Oversight:

Jade Mendoza

Survey Coordinator

Jade.Mendoza@nebraska.gov

402-429-7465

Firms are required to provide the following for evaluation:

1. Cover Letter (1-2 pages)

- Highlight key points of the RFP and points not covered elsewhere in the RFP package.
- Include the full name and address of the firm and contact details for the primary contact person.

2. Corporate Overview (3-4 pages)

- Corporate information such as state in which the organization is incorporated to do business, year in which the organization was organized to do business, and whether the name and form of organization has changed since first organized.
- A copy of most recent audit. If no audit, a copy of financial statements or a banking reference. These documents may be submitted as attachments and not included in the page limits for this section.
- Overview of consultant's history and experience, including general research approach and if the consultants have done business with History Nebraska and/or State of Nebraska within the past two years.
- Statement of the consultant's experience with writing historical contexts or similar writing/research projects of similar scale, complexity, budget, and schedule, including a record of meeting established timelines.
- Illustrated information of up to 3 select projects with similarities to the scope of work completed within the last five years, demonstrating exciting, participatory, and creatively designed environments, highlighting the firm's unique style and expertise.

3. Personnel/Management Approach (1-2 pages)

- List of individuals to be directly involved with this project. Include name(s), title(s), brief bios, project roles and responsibilities, qualifications, and previous relevant projects. If selected for the project, change in personnel must be submitted in writing.
- Include a statement of availability for principals, project manager and key professional staff during each project phase as a percentage of time to be dedicated to the project.
- Comment on the proposed schedule and suggest any modifications that may be appropriate based on the consultant's experience and the scope of this project.

4. Technical Approach (3-4 pages)

- Narrative describing how the consultant would accomplish the required intent of this specific project.
- Work plan with timeframes and deliverables indicated.

- Demonstrates thorough comprehension of the project goals and requirements and discussion of familiarity and conceptualization of themes and content that will be present throughout.
- One or more sample historical context writings.

5. References (1 page)

- Contact information for three clients who served as project owners of contracted research/writing work from your firm within the past 5 years. By submitting a proposal, the consultant authorizes HN to contact any or all those firms or individuals listed as references.
- Description, table or graphic of work to be done by firm members in-house and work to be subcontracted if necessary.

6. Cost Proposal (Separate document/spreadsheet)

- A fee proposal covering all aspects of time, resources, research, and other services necessary for the completion of the project. Please show a broken-out estimate of fees for all aspects of labor, collaboration time, and all other project estimated costs.
- **The cost proposal should be a separate attachment. All other information may be combined into one attachment if desired.** A sample cost proposal form is included in Appendix C, though consultant(s) may use a different form if they choose; The attached form is merely provided as an example.

7. Signed Request for Proposal for Contractual Services Form (See Appendix A)

- This form can be found in Appendix A. Please be sure to include this form as part of your application.

Selection Criteria

The selection committee will evaluate proposals using a rubric that assigns a point value to the following proposal components:

Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. Request for Proposal for Contractual Services form, signed in ink or with an electronic signature that is time stamped;
2. Corporate Overview;
 - a. Includes: Cover Letter and references
3. Technical Approach; and
 - a. Includes: Personnel/Management Approach
4. Cost Proposal.

Evaluation Criteria

All responses to this Request for Proposal, which fulfill all mandatory requirements, will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the evaluation include:

Evaluation Criteria	Possible Points
Part 1 _ Corporate Overview *Note: Includes Cover Letter and References.	40
Part 2 _ Technical Approach *Note: Includes Personnel/Management Approach	40
Part 3 _ Cost Proposal Points	20

Part 3– Cost Proposal Points

Cost points should be calculated as follows:

1. Establish lowest cost submitted – lowest cost submitted receives the maximum points.
2. To assign points to all others, the following formula should be followed:
Lowest Cost Submitted | Cost Submitted x Maximum Possible Cost Points = Cost Points to Award (see samples below)

Formula	Sample	Sample	Sample
Lowest Cost Submitted	\$100,000	\$100,000	\$100,000
Cost Submitted	\$100,000	\$200,000	\$150,000
x Maximum Possible Cost Points	40	40	40
= Points To Award	40	20	26.7

Timeline

History Nebraska expects to adhere to the procurement shown below, but all dates are approximate and subject to change.

Request for Proposal Solicitation Released	2/29/2024
<p>Pre-Proposal Conference</p> <p>Location & Time: Virtual; 2:00-3:00 PM Central Time</p> <p>Link: To join the video meeting, click this link: https://meet.google.com/ece-wgnt-eci</p> <p>Otherwise, to join by phone, dial +1 530-425-6588 and enter this PIN: 956 030 847#</p> <p>To view more phone numbers, click this link: https://tel.meet/ece-wgnt-eci?hs=5</p>	3/6/2024
Last day to submit written questions	3/15/2024
<p>History Nebraska responds to written questions through Solicitation "Addendum" to be posted to the Internet at: https://history.nebraska.gov/historic-preservation/RFP</p>	3/22/2024
<p>Proposal Opening</p> <p>Location: History Nebraska 1500 R Street Lincoln, NE 68508</p> <p>*RFP Submissions due by 2:30 PM Central Time, with date of 3/29/24</p>	<p>3/29/2024 3:00 PM Central Time</p>
Evaluation Period	3/30-4/12/2024
<p>Post Notification of Intent to Award at: https://history.nebraska.gov/historic-preservation/RFP.</p>	4/15/2024

Contract Award	4/25/2024
Consultant Start Date	5/1/2024

Appendix A

REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM

BIDDER MUST COMPLETE THE FOLLOWING

By signing this Request for Proposal for Contractual Services form, the bidder guarantees compliance with the procedures stated in this Request for Proposal and agrees to the terms and conditions unless otherwise indicated in writing, certifies that contractor maintains a drug free workplace, and certifies that bidder is not owned by the Chinese Communist Party.

Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat § 73-603 DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska Contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

____ NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this Solicitation.

____ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. § 73-107 and wish to have preference, if applicable, considered in the award of this contract.

____ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. § 71-8611 and wish to have preference considered in the award of this contract.

FORM MUST BE SIGNED MANUALLY IN INK OR BY DOCUSIGN

BIDDER:	
COMPLETE ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	
DATE:	
SIGNATURE:	
TYPED NAME & TITLE OF SIGNER:	

Appendix B

History Nebraska conducted preliminary research utilizing the New York Public Library Green Book digital collection and compiled a list of Green Book sites across the state. Properties are listed alphabetically based on county, and each site is listed with its historical name, along with the years of publication each property appears in. This is not a completely exhaustive list, as the digital collection is missing issues from 1942, 1943, 1944, 1945, 1946, and 1958. This list should be used as a starting point and guide for the selected consultant, though History Nebraska estimates that as research is underway, there may be several additions to the list, and/or some sites determined extant at the time of research may now be no longer extant.

Temporary ID	City	Type	Proprietor	Address	Status (Extant, Unknown, Nonextant)	Notes
11	Ainsworth	Hotel	Midwest	Unknown	Unknown	Likely nonextant
12	Ainsworth	Tourist Home	Skinner's Cabins- Gerald Skinner	215 South Main	Extant	
13	Ainsworth	Restaurant	Top Notch	Unknown	Unknown	
14	Ainsworth	Restauraunt	Wonder Bar	Unknown	Unknown	1/2 block south of highway 20
15	Ainsworth	Service Station	Hewett's	Unknown	Unknown	
16	Ainsworth	Service Station	Weston's	Unknown	Unknown	
17	Ainsworth	Service Station	Skinner's	215 South Main	Extant	There is a service station and cabins listed under "Skinner's"
18	Ainsworth	Service Station	Phillip's 66	Unknown	Unknown	
19	Ainsworth	Service Station	Conoco	Unknown	Unknown	
20	Ainsworth	Garage	House of Chevrolet	Unknown	Unknown	
21	Ainsworth	Garage	Clark's Service	Unknown	Unknown	
22	Ainsworth	Garage	Gil's Body Shop	Unknown	Unknown	
23	Chadron	Hotel	Oak's Court Motel	West Hwy 20	Unknown	Constructed by Glen Oak in 1946
24	Fremont	Tourist Home	Mrs. C.M. "Charles M." Susie Brannon	1550 N. C Street	Extant	Never been surveyed
25	Fremont	Tourist Home	Gus Herndon	1725 N Irving Street	Nonextant	
26	Fremont	Service Station	William's Texaco	Hi-Ways 275-77-30	Unknown	Texaco at 23rd & Broad is nonextant, the rest unknown.
27	Fremont	Cabins	Shady Nook Cabins	Unknown	Unknown	Total number of dwellings unknown
28	Hastings	Tourist Home	Mrs. T. Mose	902 S Kansas Ave.	Unknown	It is possible that this building has been demoed and replaced.
29	Lincoln	Hotel	Tourist Camp	27th & Saltillo	Nonextant	
30	Lincoln	Tourist Home	Mrs. W. R. Colley	1035 Rose Street	Extant	
31	Lincoln	Tourist Home	Mrs. R. Johnson	907 S Street	Unknown	Unsure if this is "s" street or "south" street, very likely nonextant
32	Lincoln	Tourist Home	Mrs. E Edwards	2420 P Street	Extant	
33	Grand Island	Tourist Home	Mrs. M Hunter	217 E 5th Street	Extant	
34	Omaha	Hotel	Unknown	2060 N 19th Street	Extant	Unknown
35	Omaha	Hotel	Dee Gee Apartments	2020 Burt Street	Unknown	
36	Omaha	Hotel	Patton Hotel	1014-18 S 11th Street	Unknown	
37	Omaha	Tourist Home	Mrs. L Sirawther	2220 Willis Ave.	Unknown	
38	Omaha	Tourist Home	Mrs. M. Smith	2211 Ohio Street	Unknown	
39	Omaha	Tourist Home	Mrs. C. H. Hicks	2635 Maple Street	Unknown	
40	Omaha	Tourist Home	Ms. W. M. Anderson	2207 N 25th Street	Unknown	
41	Omaha	Tourist Home	G. H. Ashby	2228 Wills Ave.	Unknown	
42	Omaha	Tourist Home	Dave Brown	2619 Caldwell Street	Unknown	
43	Omaha	Restaurant	Cozy Grill	2615 N 24th Street	Extant	
44	Omaha	Tavern	Myrtis Tavern	2229 Lake Street	Extant	
45	Omaha	Tavern	Len's	2424 Q Street	Extant	
46	Omaha	Service Station	Kaplan's Service Station	2301-03 N 24th	Extant	
47	Omaha	Service Station	Gabby's/Villone's Service Station	2601 N 24th Street		
48	Omaha	Service Station	Deep Rock Service Stationm	1501 N 24th Street		
49	Omaha	Tailor	Tip Top Tailor	1804 N 24th Street		
50	Omaha	Restaurant	Sharp Inn Restaurant	2318 N 24th Street		
51	Omaha	Restaurant	Neal's Restaurant	2421 N 24th Street		
52	Omaha	Tavern	Red Brick Tavern	2723 Q Street		
53	Omaha	Tavern	Apex Tavern	1818 N 24th Street		
54	Omaha	Night Club	Railroad Men's Benevolent Club	2701 N 24th Street		
55	Omaha	Liquor Store	Hermansky's Drug Store	2725 Q Street		
56	Omaha	Liquor Store	Duffy Drug Store	2424 Lake Street		
57	Omaha	Liquor Store	Johnson Drug Store	2306 N 24th Street		
58	Omaha	Liquor Store	Reid's Drug Store	1602 N 24th Street		
59	Omaha	Liquor Store	Thrifty Liquor Store	2501 N 24th Street		
60	Omaha	Liquor Store	Crown Liquor	1512/1514 N 24th Street		
61	Omaha	Liquor Store	The Liquor Store-J-F Cafe	2315 Cuming Street		
62	Scottsbluff	Hotel	Welsh Rooms	1015 9th Avenue	Extant	
63	Scottsbluff	Tourist Home	Pickett's Cabins	17th and East Overland	Unknown	
64	Scottsbluff	Restaurant	Eagles	1603 Broadway	Extant	Technically in Gering
65	Sidney	Hotel	Long Pine Court	1701 Illionois	NonExtant	Tourist Camp and Filling Station, Might actually be "Lone Pine"
66	Valentine	Hotel	Hotel Marion	Unknown	NonExtant	Burned down in 1969

Temporary ID	1939	1940	1941	1942	1943	1944	1945	1946	1947	1948	1949	1950	1951	1952	1953	1954	1955	1956	1957	1958	1959	1960	1961	1962	1963	1964	1965	1966	1967
11										x	x	x	x	x	x	x	x	x	x		x	x	x	x					
12										x	x	x	x	x	x	x	x	x	x		x	x	x	x					
13										x	x	x	x	x	x	x	x	x	x		x	x	x						
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20										x	x	x	x	x	x	x	x												
21										x	x	x	x	x	x	x	x												
22										x	x	x	x	x	x	x	x												
23																			x		x	x	x	x					
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64										x	x	x	x	x	x	x	x	x			x	x	x	x					
65																			x		x	x	x	x					
66																			x		x	x	x	x					

Appendix C
Sample Contractor Cost Proposal
Request for Proposal RFP Green Book #1

Phase 1: Planning

Deliverable: An approved plan of action with due dates of chapter completion. \$ _____

Phase 2: Research & Draft

Deliverable: Research, write, and submit to project coordinators all chapters agreed upon (For Multiple Property Document) and approved by History Nebraska. \$ _____

Phase 3: Review & Edit

Deliverable: Submission of all revised and edited materials. \$ _____

Phase 4: Final Close-Out

Deliverable: Final Multiple Property Document must result in a completed National Register of Historic Places listing. \$ _____

Other (Specify):

\$ _____

Other (Specify):

\$ _____

Other (Specify):

\$ _____

Other (Specify):

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL \$ _____