

South Dakota State Historical Society (SDSHS)
Architectural Survey of Tripp County, South Dakota
RFP #25771

CONSULTANTS' QUESTIONS

Q1: Who would I need to contact to get an invitation to bid?

A1: Anyone who meets the requirements explained in the RFP may submit a proposal. It is up to the consultant to read the requirements and decide if they would like to apply. All of our RFPs are available on our website. Here is a link: <http://history.sd.gov/Preservation/RFP.aspx>

Consultants who wish to receive RFP announcements directly from SHPO may request to be added to the consultant lists on the SHPO website. For more information please see: <http://history.sd.gov/Preservation/TechAssist/ConsultantsContractors.aspx>

Q2: In a contract where two companies partner to do the work, does the principle company in the field need to be the contract holder? Or, can the company doing less in the field be the contracting party if they are the ones who have all the insurance coverage required by the State?

A2: Either company may hold the contract.

Q3: What sample products should we send with the proposal? Should it be a hard copy or a digital copy?

A3: Sample Product (See RFP 1.1.1) - Provide a sample product prepared by the offeror from a project similar to that detailed in this RFP. If similar work has been conducted for the SHPO in the past 10 years, please reference the project and that a copy is on file with the SHPO. If the sample product is not on file with the SHPO see RFP 5.1.; One original printed copy shall be submitted. In addition, the offeror should provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word or PDF electronic format. Offerors may not send the electronically formatted copy of their proposal via email.

Q4: The SHPO publication *Historic Contexts for Historic and Architectural Resources in South Dakota* identifies a number of existing statewide contexts. Will additional historic contexts need to be developed for Tripp County, and communities within its borders, and included in the survey report? If additional contexts are required, are there any that the SHPO anticipates preparing for this county, such as ones relating to a specific building type, ethnic group, etc.?

A4: No. The consultant will compile relevant background information on the history of the County. (RFP 1.1) No additional contexts *specific* to Tripp County will be required. In the Tripp County survey report, the consultant may recommend additional context(s) they feel are needed given their survey findings. They may include this as an "area for further study."

Q5: Section 3.1.3.1 of the RFP specifies that each property that appears to be at least 40 years of age and retains integrity must be recorded. What threshold does the SHPO expect for determining historic integrity? For example, is the focus primarily on the original design of buildings and structure, or should significant alterations that appear to be at least 40 years old be considered as potentially historically significant and, therefore, the property should be surveyed?

A5: For a reconnaissance level architectural survey you are primarily evaluating under National Register Criterion C. Your background research will likely not reveal enough in depth information to evaluate *most* properties under A or B. For this type of survey, the original design of the buildings and structure is a key factor. However, as stated on page 19 of the National Register Bulletin, *How to Apply the National Register Criteria for Evaluation*, “A property can be significant not only for the way it was originally constructed or crafted, but also for the way it was adapted at a later period, or for the way it illustrates changing tastes, attitudes, and uses over a period of time.” The consultant should judge whether an *alteration* that occurred to the property at least 40 years ago is *significant* (for example illustrating a trend in changing tastes).

Q6: Approximately what percentage of building and structures in the county does the SHPO expect to have historic integrity?

A6: The SHPO does not have sufficient data to be able to answer this question. In the past two architectural surveys, the percentage of surveyed properties to the number of housing units in the 2000 Census was 4% for Sanborn County and 2% for Jerauld County. However, the SHPO cannot guarantee that the percentage for Tripp County will be similar to these counties.

Q7: For farmsteads, will an inventory form be required for the entire property, or will different ones need to be prepared for the farmstead, house(s), barn(s), and other substantial buildings/structures?

A7: (RFP 1.1) The consultant will follow the South Dakota Historic Resource Survey Manual while conducting this survey. It can be found online at:
<http://history.sd.gov/Preservation/OtherServices/HSArchitecturalSurveyManual2006.pdf>

Survey Manual Page 5: “As specified in the Fieldwork Section of this manual, the survey requires submission of a South Dakota survey form for each newly surveyed property. General requirements include a determination of eligibility, a brief physical description, and basic location information such as township, range, section, quarter sections, and UTM coordinates.”

Survey Manual Page 9: “Whether surveying in town or a rural property, a separate structure form should be used for each structure... five separate forms should be used when surveying a farm that has a house, barn, granary, machine shed, and chicken coop.”

We do want consultants to note we have streamlined the garage survey process for urban properties (RFP 3.1.3.1). “For urban surveys, secondary structures will be recorded on the same site form as the primary structure. Substantial secondary structures like carriage houses will be recorded on a separate form.”

Q8: Will railroads need to be documented, and if so, is one inventory form for the resource through the entire county sufficient, or will forms need to be prepared for multiple segments?

A8: Railroads will not be documented for this survey.

Q9: For properties that cannot be surveyed from public right-of-way due to visual obstructions, will a map of each property need to be included in the report, or is a single map of the county showing all of these properties sufficient? In addition, besides marking their locations on a map in the report, will any other data need to be collected on them and provided to the SHPO, such as address or resource type? If yes, what will be required and how should it be presented to the SHPO?

A9: Please provide a single map in the report of the county showing all potentially eligible properties that could not be evaluated from public right-of-way due to visual obstructions. Knowing the address, location, and general resource type would be helpful. The consultant may mark the property on the map by address. The consultant may include a descriptive term, such as “house, farmstead, church etc.” in front of the address on the map. This information may also be provided in a table in the report that corresponds to the map.

Q10: Are submittal of forms strictly through the online database? Or can the contractor get a copy of the database to enter data? This streamlines the data entry process significantly, especially with regard to GPS data.

A10: (See Survey Manual pg. 9) “Reconnaissance level paper forms are available in Microsoft Word and PDF formats... These forms should be printed off and taken into the field.” “Upon completion of survey fieldwork, the compiled site forms will then need to be entered and submitted via the SD SHPO online database.” SHPO is unable to provide the consultant a copy of the database to enter data. The only way for a consultant to enter information directly into the online database would be if they had a strong and reliable wireless connection out in the field. Please keep in mind, much of Tripp County is rural and the likelihood of having a strong wireless internet (or cell phone) signal at all times is very low.

Q11: I understand that the 2000 US Census indicates that there were 1,788 housing structures in Tripp County built before 1969. Does the SHPO have any idea how many other types of substantial non-housing building/structures (such as commercial, agricultural, industrial, transportation-related, educational, etc. buildings) might have been constructed before 1970?

A11: The SHPO does not have data regarding numbers of non-housing building/structures constructed before 1970.

Q12: Of the previously surveyed 34 structures, how many of these were surveyed more than five years ago?

A12: 24: no survey date for three (3) records; four (4) surveyed in 1998 and 17 surveyed in 2001.

Q13: Are archeological sites, when encountered, to be recorded on reconnaissance survey forms?

A13: No. Archeological sites are not part of this architectural survey.

Q14: Do you know how much and what kind of information is available from the Tripp County Tax Assessor, in addition to data about the age (year built) of buildings?

A14: No. The SHPO is unaware of what information is available from the County. The consultant may conduct this research during the survey preparation phase of their work: (RFP 3.1.1): “Survey Preparation – The contractor will perform research to review all existing materials relevant to Tripp County’s historic properties, including information contained within the South Dakota SHPO files and the South Dakota State Archives. Resources kept by any relevant local repositories, such as a local historical society, courthouse, or library, may also be useful.” To explore what is available, the consultant is also welcome to contact Tripp County directly prior to submitting their proposal.

Q15: I am aware of the site form in the 2006 “South Dakota Historic Resources Survey Manual,” which has a double asterisk by required fields. Does the reconnaissance-level form require only the asterisked blocks on the survey manual site form to be completed, or is there a different reconnaissance-level form? What information is required on the reconnaissance-level form?

A15: The information on Survey Manual pages 14 through 20 is in reference to the Reconnaissance Survey (see heading on page 9). The fields marked with the double asterisk (**) in the table are the required fields for the Reconnaissance level survey. When you open the online survey form you will see these same fields marked with a single asterisk (*). These are the minimum requirements for submitting the reconnaissance level survey form online. As much information as possible, however, should be entered into the online form, even if the field is not marked as required.

Q16: How much money is available for this project?

A16: The SHPO has elected not to disclose the budget for this project.

Q17: Will cultural landscapes be documented as part of this survey project?

A 17: No. Cultural landscapes are not included as part of this survey.