REQUEST FOR PROPOSALS

Robbins Downtown Historic District National Register Nomination

Submission Deadline: **03 NOVEMBER 2026 at 3:00pm.** to info@townofrobbins.com

Project Coordinator:
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The Town of Robbins is seeking a professional consultant to write a National Register Nomination for the Robbins Downtown Historic District including the following:

- Complete the district's architectural survey with photography, updated and new entries into a shell survey database provided by the State Historic Preservation Office (HPO), assignment of survey site numbers (provided by the HPO) to each resource
- Refine and justify the proposed boundary.
- Complete the National Register nomination form with a physical description, inventory list, history and context(s), and strong arguments supporting the district's significance and integrity.
- Create location and boundary maps to support the nomination.

Funding will come from the Town or Robbins.

Project Description and Requested Services

The Robbins Downtown Historic District was added to the North Carolina Study List on June 11, 2026. The district considered for Study Listing includes approximately 26 resources. This district makes up the historic core of Robbins, North Carolina, which was developed mostly in the 20th century around the Norfolk Southern Railway. The district is spread across both sides of North and South Middleton Street from roughly Elm Street to Salisbury Street on an incline with typical commercial properties and a pair of residential resources from the early through middle 20th century.

This request is for proposals to complete a National Register nomination for the Robbins Downtown Historic District and the associated architectural survey documentation, which will include a combination of updating existing survey records and completing data entry for one (1) previously surveyed individual resource and approximately 25 resources that have not been individually surveyed in the past. The Town of Robbins nor Moore County have ever had a comprehensive survey. The only resource that has previously been surveyed is the railroad depot (MR1015), which was also individually added to the Study List in 2002. Therefore, the majority

of this survey portion will be completing new records. The narrative descriptions entered into the database will be the same text used in the nomination's inventory list. Outbuildings should be included in the survey database and inventory list. Prefabricated sheds do not need recordation; their presence can be mentioned in the general description and noted in the narrative summary in the survey database, but they are not included in the resource count. Survey photographs can be limited to visibility from the right-of-way. On most streets or roads, photographs can be limited to two to four images per building.

The consultant will submit a first draft of the nomination to the HPO no later than February 19, 2027, so that a nomination is finalized before the April 16, 2027 deadline for consideration at the June HPO meeting. The consultant will work with the HPO to complete editing of the document and prepare it for evaluation by the National Register Advisory Committee and the National Park Service. The consultant will also be responsible for editing and changes requested by the National Park Service in order to achieve listing. The project will be accomplished under the supervision of the HPO, Office of Archives and History. Both HPO supervisory staff and the consultant will meet 36 CFR 61 qualifications.

The consultant will follow the guidance in Practical Advice for Recording Historic Resources, updated in 2022 and available here: https://www.hpo.nc.gov/2022architectural-survey-manualpractical-advice-recording-historic-resources-1pdf/download?attachment

The consultant will obtain a survey database shell for this project from the HPO and will follow the instructions in How to Populate the HPO Historic Property Data Entry Form, located here: https://www.hpo.nc.gov/how-populate-hpo-historic-property-data-entry-form-april-2021pdf/download?attachment

The consultant will follow the HPO Photography Policy regarding photos for both survey documentation and National Register documentation. That policy is located here: https://www.hpo.nc.gov/digital-photography-policypdf/download?attachment

The consultant should review and follow the HPO Submission Checklists for district resources regarding submission of National Register documentation. Those checklists are located here: https://www.hpo.nc.gov/national-register-submission-checklists/open

Project Schedule

Submittals to this Request for Proposals should include a proposed schedule for completing the work.

Project Budget

Consultants will include a cost for completion of the nomination as part of the submission. The bid should include consultant salaries and fees, as well as travel, photography, and all other project expenses.

Consultant Selection and Qualifications

Consultants will be evaluated in part on the basis of the following criteria:

1. The person/firm must have successfully completed previous National Register nomination projects.
2. The person/firm must have adequate experience and staff to perform the required work.
3. The person/firm must have the ability to meet the time schedule established for the work.
4. The person/firm must meet the qualifications described in Federal Register, Part V: 36 CFR 61: Appendix A.
5. The person/firm must have demonstrated ability to communicate effectively with the property owners and residents in the study area.
6. The person/firm must provide adequate invoices and receipts for all work/hours completed for verification purposes as to compliant stewardship of a publicly funded project.

Submission of Proposals

Consultants interested in the project are invited to submit a proposal that describes how they would conduct the project, addresses the criteria listed above, and includes the following:

1. A list of the types of services for which the person/firm is qualified.
2. Names of the principals, key persons, or associates who would be involved in the project.
3. A list of similar projects completed by the person/firm with names, addresses, and phone numbers of clients.
4. A copy of a recent nomination, preferably a district that resulted in successful listing in the National Register of Historic Places.

Deadline for submission will be **NLT 3 NOVEMEMBER 2026 at 3:00pm** to info@townofrobbins.com

For any other questions, please contact Town Clerk, Jessica Coltrane at info@townofrobbins.com