APPENDICES
A - F
This manual is under revision and will be provided in the near future.
APPENDIX B: RUSKIN TERM LISTS

The following fields in Ruskin are "coded" — that is, the data must be selected from a predetermined "pick list":

- Direction
- County
- Owner Type
- Property Type
- Style
- Materials:
  - Foundation
  - Walls
  - Roof
- Areas of Significance
- Subthemes
- Recommendations

See below for the pick lists for these fields. The fields are listed in the order in which they appear on the Ruskin screens.

**Direction**

Select East, North, South, or West, as appropriate.

**County**

Select the appropriate county name from the list.

**Owner Type**

- Private
- Public-Local
- Public-State
- Public-Federal

**Property Type**

Property Types in Ruskin are classified according to the following broad categories. For ease of locating the appropriate term, some types are listed in more than one category. The property type selected should reflect the property's historic type and function.

- Agriculture
- Commerce
- Domestic
- Education
- Fishing
- Government
- Health Care
- Industry
- Landscape
- Military
Agriculture

Agricultural District — use for an agricultural area (as a whole) defined as historic
Apple Orchard
Barn — use for general-purpose barns or for barns whose functions are unknown; see below for Dairy Barn, Hay Barn, Horse Barn, and Potato Barn
Blacksmith Shop
Cannery
Cherry Orchard
Cold Fruit Storage Building — use only for refrigerated fruit storage buildings
Corn Crib
Dairy Barn
Farm — use when an entire farm property, not just a farmstead area, is being surveyed
Farmstead — use when only a farmstead (farm building complex) is being surveyed without the rest of the historic farm property
Fruit Shed — use for apple, peach, or other fruit storage buildings except Cold Fruit Storage Buildings
Granary
Greenhouse
Grist Mill — use for flour mills as well
Hay Barn
Hog House
Horse Barn
Ice House
Milk House
Mint Still
Nursery
Orchard — see apple orchard, cherry orchard, peach orchard, and plum orchard
Peach Orchard
Plum Orchard
Potato Barn — use for potato cellars as well as barns
Poultry House — use for chicken and other poultry buildings of all types
Pumphouse
Roadside Stand
Root Cellar
Shed — use for equipment sheds, woodsheds, workshops, and other small-scale structures not otherwise listed
Silo
Slaughterhouse
Smokehouse
Springhouse
Stable — use for combination stable/carriage house buildings (find under Domestic)
Sugar Bush
Sugar House
Sugar Refinery
Vineyard
Commercial

Advertising Sign — use for freestanding advertising signage, including billboards
Auto Showroom
Auto Repair Garage
Bank
Bar
Blacksmith Shop
Cold Storage Warehouse
Commercial District — use for a commercial area (as a whole) defined as historic
Commercial Office Building — use for buildings combining retail and office uses
Commercial Residential Mixed District — use for a district that contains concentrations of both commercial and residential resources.
Diner
Drive-In Restaurant — use for restaurants where customers are/were served in their cars
Flower Shop
Funeral Home
General Store — use for freestanding buildings specifically identified historically as “general stores”
Greenhouse — see under Agriculture
Ice Cream Parlor
Office Building
Restaurant — use only for a free-standing, single-use building
Roadside Stand — use for small-scale buildings such as produce stands
Service Station — gas station
Soda Fountain
Storage Elevator — agricultural products storage facility
Store — use for buildings constructed to house one or more retail businesses
Supermarket
Warehouse

Domestic

Apartment Building
Apartment Complex
Boarding House
Commercial/Residential District — see Commercial Residential Mixed District under Commerce
Company Housing
Dormitory
Duplex — use for a building with two, side-by-side units
Estate — find under Landscape
Fence — use for ornamental fencing (find under Landscape)
Fireplace — use for outdoor fireplaces
Fraternity House — use for fraternity and sorority houses
Garage
Gazebo — find under Recreation and Culture
Hotel
House — use for any single-family dwelling or cottage except for cabins or cottages at commercial resort or tourist cabin complexes
Inn — use for early stagecoach-era hotels
Manufactured Home — use for mobile and manufactured homes
Manufactured Home Park — use for mobile and manufactured home parks
Military Housing
Motel
Poorhouse
Residential District — use for a residential area (as a whole) defined as historic
Rowhouse — use for a building containing three or more side-by-side units
Sauna
Stable — use for combination stable/carriage house buildings
Three-Family House — use for a building containing three stacked living units
Tourist Cabin
Tourist Cabin Complex
Two-Family House — use for a building containing two stacked living units
Wall — find under Landscape

Education
Administration Building
Church School — use for a school building built for a religious organization, such as a Catholic or Lutheran school
Classroom Building — use when the building is part of a larger campus of educational buildings
Educational Campus
Elementary School
Gymnasium
High School
Junior High School — use for middle schools as well
Laboratory
Library
Observatory
One-room Schoolhouse
School — use for buildings that housed all grades
Trade School

Fishing
Fish Hatchery
Fish Rearing Ponds
Dock
Fishery — use for entire commercial fishing complex
Fish House
Hatchery Building
Net House
Storeroom

Government
City Hall — use for village halls as well
Correctional Facility
Courthouse — use for county or federal courthouse buildings
Fire Station
Fire Tower
Governmental Complex
Police Station
Post Office
Public Works Facility — use for road commission and public works department garages and facilities
Township Hall

Health Care
Clinic
Health Resort
Hospital
Medical Building
Sanitarium
Veterinary Clinic

Industry
Automobile Factory — use for automobile and truck components and assembly plants
Blacksmith Shop
Blast Furnace
Boiler House
Brewery
Brick and Tile Works
Cannery
Cement Plant
Charcoal Kiln
Chemical Plant
Company Town
Copper Mine
Dry House
Engine House
Factory — use for factory types not separately listed
Foundry
Furniture Factory
Grist Mill — find under Agriculture
Head Frame
Industrial Complex — use for a generally small entire complex historically under one ownership
Industrial District — use for an industrial area (as a whole) defined as historic
Iron Mine
Laboratory
Lime Kiln
Machine Shop
Mine — use for mine types other than copper and iron
Mine Location
Quarry
Paper Mill
Planing Mill
Sawmill
Stamp Mill
Steel Mill
Sugar Refinery
Tannery
Textile Mill — use for cloth and cloth-products factories
Warehouse
Winery — find under Agriculture

**Landscape**

Band Shell — find under Recreation and Culture
Botanical Garden
Boulevard
County Park — find under Recreation and Culture
Designed Community
Designed Subdivision
Estate
Fence
Fountain
Garden
Gateway — use for an entrance gate structure
Gazebo — find under Recreation and Culture
Golf Course — find under Recreation and Culture
Municipal Park — find under Recreation and Culture
Public Square
Rockwork — use for landscape features, other than those listed separately here, built of cobblestones or other decorative rockwork
State Park — find under Recreation and Culture
Wall

**Military**

Administration Building
Armory
Fort
Hangar
Military Base
Military Housing — find under Domestic
Military Training Center
Nike Site

**Recreation and Culture**

Auditorium
Band Shell — use for music shelters of all kinds
Bathhouse
Bowling Alley
Campground
Camp-Meeting Grounds
Clubhouse
Community Center
County Park
Dance Hall — use for ballrooms as well
Exhibition Building
Fairground
Gazebo
Golf Course
Gymnasium
Monument
Motion Picture Theater
Municipal Park
Mural
Museum
Observation Tower
Opera House — use for buildings historically known as “opera houses”
Painted Stage Curtain
Pavilion — use for lakeside and other entertainment structures that house various combinations of dance hall, food, boat locker, and other services
Picnic Shelter — use for open-sided structures generally containing a fireplace, seating, and picnic tables
Recreation Building — use for general recreation and craft buildings such as at summer camps and campgrounds
Resort — use for commercial resort complexes
Resort Association — use for summer cottage resorts in which the land is owned by a cottagers’ association such as Ottawa Beach
Roller Rink — use for roller skating rinks
Sculptural Object — use for objects such as the Michigan Stove Co. stove at the State Fairgrounds and the U. S. S. Kearsarge “replica” at Wolverine
Sculpture
Stadium
State Park
Summer Camp
Swimming Pool
Theater
Tourist Attraction — use for roadside tourist attractions such as towers and miniature villages
Zoo

**Religion/Funeral**

Cathedral
Cemetery
Chapel
Church
Convent
Fencing — use for ornamental fencing (find under Landscape)
Gateway — use for an entrance gate structure (find under Landscape)
Grotto
Monastery
Mosque
Private Mausoleum
Public Mausoleum
Religious Complex — use for an entire church, synagogue, or temple complex
Seminary
Shrine
Synagogue
Tabernacle — use for tabernacle structures at religious camp-meeting grounds
Wall — find under Landscape

**Social**
Clubhouse — use for clubhouses of literary, social, or garden club organizations
Fraternal Hall — use for halls used by fraternal organizations such as the Masons, Elks, Knights of Pythias, Woodmen of the World, Eagles, etc.
Grange Hall
Mixed Use Hall — use for buildings housing both lodge halls and municipal offices
Union Hall
Veterans’ Hall — use for meeting halls used by veterans’ organizations (GAR, American Legion, VFW, etc.)

**Transportation**
Airplane
Airport
Airport Terminal
Boat House
Brick Street
Bus Depot
Canal
Coaling Station
Coast Guard Station
Fog Signal Building
Hangar
Highway Bridge
Life Saving Station
Lighthouse — use for the light tower itself when standing separate from a keeper’s dwelling
Light Station — use for an entire lighthouse complex
Lock [Canal]
Locomotive
Navigation Structure — use for harbor entrance protection piers and revetments
Oil House
Parking Garage
Pedestrian Bridge
Pier
Railroad Bridge
Railroad Depot
Railroad Grade
Staircase — use for a staircase in a public right of way connecting sidewalk or street sections on steeply sloping ground
Streetcar Station

**Water and Power**
Dam
Dike
Electric Substation
Electric Generating Plant — use for coal- or other-fired electric power plants
Hydroelectric Plant — use for entire water-powered electric-generating plants, not for individual components such as the powerhouse, dam, dikes, etc.

Penstock
Power Canal
Powerhouse
Pumping Station
Sewage Treatment Plant
Standpipe
Steam Plant
Water Purification Facility
Water Storage Reservoir
Water Tower
Waterworks

Style

Use Style terms to define the property's architectural character. The Style terms are listed here according to the following broad categories:

Stylistic Terms
Building Forms
House Forms
Agricultural Building Forms
Commercial Building Forms
Industrial Building Forms

Stylistic Terms

Art Deco
Arts and Crafts Style
Beaux Arts
Chateauesque
Classical Revival — use for early 19th-C. architecture modeled after Roman rather than Greek Classicism
Colonial Revival
Commercial Brick — use for early 20th-C. style that employs simple brickwork detailing (bands of stretcher brick outlining openings and forming panels, herringbone and other patterns in brickwork) rather than historical styling
Commercial Style — use for Chicago Commercial Style
Dutch Colonial Revival
Early Gothic Revival
Eastlake
Egyptian Revival
Federal Style
Free Classic
French Eclectic
Georgian Revival
Gothic Revival
Greek Revival
High Victorian Gothic
International Style
Italianate
Mediterranean Revival
Mission Revival
Moderne
Moorish Revival
Neo-Baroque
Neoclassical
Neo-Gothic
Neo-Grec
Neo-Romanesque
Neo-Tudor
Prairie Style
Queen Anne
Renaissance Revival
Richardsonian Romanesque
Romanesque Revival
Round Arch Mode
Rustic
Second Empire
Shingle Style
Spanish Colonial Revival
Stick Style

**Building Forms**

A-frame Building
Octagon Building
Polygonal Building
Quonset Building — use for Quonset or other arch-rafter structure with semi-cylindrical roof and non-existent side walls
Round Building

**House Forms**

American Foursquare
Basilica Plan House — use in place of Hen and Chicks
Bungalow
Cruciform House
Cup and Saucer House
Front-gabled House
Gabled Ell
Half Basilica House
Hall and Parlor House
Hen and Chicks — use Basilica Plan
I-House
New England Large House
New England 1½ Cottage
Pyramidal Cottage
Ranch House
Upright and Double Wing House
Upright and Wing
Agricultural Building Forms

Basement Barn
English Barn
Pennsylvania Barn
Pole Barn
Southwestern Michigan Dutch Barn

Commercial Building Forms

Use the following terms as appropriate. See Richard Longstreth's The Buildings of Main Street (Walnut Creek, CA: AltaMira Press, 2000).

Arcaded Block
Enframed Block
Enframed Window Wall
One-part Commercial Block
Stacked Vertical Block
Temple Front
Three-part Vertical Block
Two-part Commercial Block
Two-part Vertical Block
Vault [Architecture]

Industrial Building Forms

Use the following terms as appropriate. See Betsy Hunter Bradley's The Works: The Industrial Architecture of the United States (NY: Oxford University Press, 1999).

Industrial Loft
Production Shed

Foundation

Brick
Concrete
Stone
Stone/Coursed Cobblestone
Stone/Granite
Stone/Limestone
Stone/Marble
Stone/Sandstone

Walls

Asbestos
Asphalt
Brick
Concrete
Metal/Aluminum
Metal/Cast Iron
Metal/Copper
Metal/Iron
Metal/Steel
Porcelain Enamel
Simulated Masonry — use for moulded stone wall facings, such as Perma-Stone, Formstone, and Rostone dating from c. 1929 and later
Stone
Stone/Coursed Cobblestone — use for 19th-C. examples of the type brought by pioneers from New York state.
Stone/Uncoursed Cobblestone — use for examples, usually 20th-C., built with rounded stones, generally of similar size.
Stone/Granite
Stone/Limestone
Stone/Bedford Limestone
Stone/Marble
Stone/Sandstone
Stone/Jacobsville Sandstone
Stone/Marquette Sandstone
Stone/Pointe aux Barques Sandstone
Stone/Waverly Sandstone
Stone/Slate
Structural Clay Tile
Stucco
Terra Cotta
Vinyl
Wood/Log
Wood/Particle Board
Wood/Plywood
Wood/Shingle
Wood/Weatherboard

Roof
Asbestos
Asphalt
Metal/Copper
Metal/Iron
Metal/Steel
Metal/Tin
Stone/Slate
Vitrified Clay Tile
Wood/Shingle

Theme/Subtheme

Theme and subtheme are separate but closely related fields. The themes (identical to the National Register of Historic Places’ Areas of Significance) form the broad categories for the subthemes listed beneath them. For example, Agriculture is a theme, Cattle Raising a subtheme.

Agriculture
Cattle Raising
Cherry Farming
Dairy Farming
Fruit Growing
General Purpose Farming
Hog Farming
Market Gardening
Mint Farming
Nursery Business
Potato Farming
Sheep Raising
Specialized Agriculture
Subsistence Farming
Sugar Beet Farming

Archaeology

Prehistoric
Historic — Aboriginal
Historic — Non-aboriginal

Architecture — use no subthemes. Buildings may possess significance in terms of the architects, engineers, builders, artists, craftspeople, and others involved in their design and construction; for exemplifying styles of architecture; as examples of pre-cut or manufactured buildings or for containing manufactured or stock architectural elements, such as metal cornices and standardized wood trim; for their use of Michigan materials such as Waverly Sandstone in their construction; as examples of pattern-book architecture; as examples of vernacular architecture; and for other reasons. The Architect/Builder, Style, and Materials fields provide data relating to these areas of significance that can be sorted.

Art

Decorative Arts
Painting
Sculpture

Commerce

Banking
Fur Trade
Grain Handling and Storage
Retail
Wholesale

Communications

Newspaper Communications
Radio Communications
Telephone Communications
Television Communications

Community Planning and Development — no subthemes established.
Conservation — no subthemes established.
Economics — no subthemes established.
Education
Higher Education
Libraries
Private Schooling
Public Primary and Secondary Schooling
Rural Education
Vocational and Technical Schooling

Engineering
Airport Engineering
Highway Engineering
Power Generation Engineering
Railroad Engineering
Water and Sewer Engineering
Waterway Engineering

Entertainment/Recreation
Automobile Tourism
Entertainment
Fairs
Great Lakes Recreation
Inland Lakes Recreation
Mineral Bath Industry
Parks Movement
Religion and Recreation
Sports

Ethnic Heritage
African American
Armenian
Assyrian
Belgian
Chaldean
Croatian
Czech
Danish
Dutch
English
Finnish
French-Canadian
German
Greek
Hungarian
Irish
Italian
Jewish
Lithuanian
Mexican
Native American
Norwegian
Polish
Russian
Serbian
Slovenian
Southern Appalachian
Swedish
Syrian
Turkish
Ukrainian
Welsh
Yankee

**Exploration and Settlement** — no subthemes established.

**Health/Medicine**

Federal Health Care
Local and County Health Care
Mineral Bath Industry
Private Health Care
State Health Care

**Industry**

Automobile Industry and Trade
Brick Manufacturing — includes tile manufacturing
Cement Manufacturing
Copper Industry — includes mining and smelting
Foundry Industries (pumps, engines, agricultural implements, household appliances, stoves)
Furniture Industry
Iron Industry — includes mining and smelting
Lumbering Industry — use for all wood products manufacturing (sash and doors, ties, bowls, etc.) except furniture
Paper Manufacturing
Quarrying — building stone, grindstones, gypsum, limestone
Textile Industry
World War II Defense Industries

**Invention** — no subthemes established.

**Landscape Architecture**

Campus Design — use for all institutional grounds planning
Cemetery Design
Community and Subdivision Planning
Park Planning and Design

**Law** — no subthemes established.
**Literature** — no subthemes established.

**Maritime History**
- Aids to Navigation — use for Army Corps of Engineers and other aids to navigation
- Commercial Fishing
- Freight Shipping
- Passenger Travel
- Ship Building
- Sport Fishing
- U. S. Coast Guard — use for Lighthouse and Life-saving Services as well

**Military** — no subthemes established.

**Performing Arts** — no subthemes established.

**Music** — no subthemes established.

**Philosophy** — no subthemes established.

**Politics/Government**
- County Government — use for politics/government and public services (Police, Fire, Water and Sewer, Electric)
- Federal Government — use for politics/government and public services
- Local Government — use for politics/government and public services (Police, Fire, Water and Sewer, Electric)
- State Government — use for politics/government and public services
- Territorial Government

**Religion**
- African Methodist Denomination
- Assemblies of God
- Baptist Religion
- Catholicism
- Christian Church
- Christian Reformed Church
- Christian Science
- Church of God in Christ
- Church of the Nazarene
- Congregationalism
- Conservative Judaism
- Eastern Orthodox Denominations
- Episcopalian
- Evangelical and Reformed Church
- Evangelical United Brethren Church
- Islam
- Lutheranism
- Mennonites
- Methodism
- Mormonism
- Orthodox Judaism
Pentecostalism
Presbyterian Denominations
Reformed Church in America
Reform Judaism
Salvation Army
Seventh Day Adventist
Society of Friends
Unitarianism — use for Universalist churches as well

Science — no subthemes established.

Social History
Abolition
Depression Era Relief Activities
Forest Fires of 1871
Forest Fires of 1881
The Impact of World War II
Southern Black Migration
Southern White Migration
Suburbanization
Urbanization

Transportation
Air Transportation
Road Transportation
Rail Transportation
Water Transportation

Other

National Register Eligibility
NR Eligible
Not NR Eligible
More Data Needed

Status in Current/Potential District
Contributing Site
Non-Contributing Site
More Data Needed
APPENDIX C: SAMPLE RUSKIN FIELD FORM

The following form may be reproduced as a field form for recording data for later incorporation into electronic records. Completing the city/village and township sections in the field is useful when the survey includes more than one local governmental unit. It is important to record the sources of historical information, including the date of construction — such as cornerstones and inscriptions or owners or other informants — obtained in the field.
# MICHIGAN ABOVE-GROUND SURVEY FIELD FORM

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<td>Common Name</td>
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<td>Walls</td>
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APPENDIX D: FEDERAL PROFESSIONAL QUALIFICATIONS FOR HISTORIAN
AND ARCHITECTURAL HISTORIAN

The following are the U. S. Secretary of the Interior's minimum qualifications for professionals in the fields of History and Architectural History (see Department of the Interior, National Park Service, Procedures for State, Tribal, and Local Government Historic Preservation Programs, 36 CFR Part 61, Appendix A):

**History**

The minimum professional qualifications are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field plus one of the following: (1) at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Architectural History**

The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; or a bachelor's degree in architectural history with concentration in American architecture; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following: (1) at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
APPENDIX E: SAMPLE WORK PROGRAM AND PRODUCTS SECTION FOR REQUESTS FOR PROPOSAL

Sample work program and products sections for the three types of survey projects will be found on the following pages:

- Reconnaissance Survey
- Intensive Survey
- Intensive Survey following up on earlier Reconnaissance Survey
The village of Podunk Mills seeks consultants for an above-ground reconnaissance level historic and architectural survey of the village. The survey will include:

1. All properties within the village’s central area [or within one or more survey areas within the municipal unit], which contains a concentration of forty and more year old properties. This area is bounded on the east by the village limits; on the south by the Podunk River; on the west by West Street; and on the north by Podunk Township. This area contains 672 buildings (including 34 carriage houses and other outbuildings), plus the public square and 2 parks, whose 25 sculptural and other features will need to be individually surveyed. The total number of properties to be surveyed in the central area is 700. [That is, 672 buildings + the square and 2 parks + 25 features within the square and parks.]
2. 50 additional properties located on individual parcels outside of the above central area containing in all about 70 resources to be surveyed.

The survey area and the locations of the individual properties are shown on the map enclosed with this RFP.

**Project Work**

The project will include surveying all buildings and other features according to the SHPO’s survey standards set forth in its *Manual for Historic and Architectural Surveys in Michigan*, Chapters 2 through 7. All properties, regardless of age, are to be surveyed. A historical overview, including thematic narratives, will be prepared using the entire village as the study area [or A historical overview for each of the survey areas that relates each area’s historical events and developments to the municipal unit’s broader history will be prepared]. Research for the historical overview will include the use of directories at ten-year or less intervals from 1890 to 1950. The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct three public informational meetings on the survey, one at the beginning of the project, one at the approximate midpoint, and one at the end, and to make a presentation to the village council at the end of the project. The project must be completed by ________.

**Products**

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO’s survey manual, to the village at the conclusion of the survey:

- Two sets of electronic records in the most current version of the SHPO’s Ruskin survey software for all surveyed properties, complex properties, and districts. [One will be for the local government, the other for the SHPO. Other local agencies may also want their own sets.]
- Eight sets of survey reports, each one containing:
  1. A complete set of inventory forms printed out from the Ruskin property records for all surveyed properties, complex properties, and districts.
  2. A set of printed photographic images providing at least one image for each surveyed property, complex property, and district using either standard photography or digital images (in either case, the SHPO’s standards as set forth in Chapters 3 and 7 of the survey manual shall be followed). Photographic or digital images must be clearly reproduced in all reports.
  3. Mapping for all surveyed properties, complex properties, and districts. All maps must be clearly reproduced in all reports.
  4. All other report components set forth in the survey report requirements section in Chapter 7 of the SHPO’s survey manual.

**NOTE:** All written materials must be free of typographical and grammatical errors.
Eight is a minimal number of copies and assumes one copy for the municipal unit, two for the Michigan Historical Center (one for the SHPO and one for the Archives of Michigan), one for the local library, one for the local historical society, one for the Library of Michigan, one for a regional library or archives, and two additional copies. The municipal unit and other repositories such as libraries may have use for more than one copy. Eight may be an inadequate number.

- One set of negatives, if standard photography is used. [These may go to a local repository or to the SHPO.]

**Professional Qualifications Consultant Must Meet**

The selected consultant must meet the federal professional qualifications for historian and architectural historian set forth in 36 CFR Part 61 (see Appendix D of this manual).

**Information Consultants Must Provide in Their Proposals**

1. Description of the work to be performed and the products.
2. Consultant's plan of action for accomplishing the work that includes a breakdown by work component and personnel and a schedule with time frames and hours for each component.
3. Project personnel: Indicate the personnel to be assigned to each task and their educational background and related work experience, including experience in the field of survey and context development;
4. Writing samples for personnel involved in preparing the report text.
5. Total project cost, and itemized budget.

**Criteria for Evaluating Proposals**

To be acceptable, a proposal must demonstrate all of the following:

1. A solid understanding of the work and the products required.
2. An adequate program and realistic time frames for successful completion of the project.
3. Personnel with the necessary educational background, work experience, writing skills, and administrative skills, including the ability to supervise personnel involved in the project.

Using the above criteria, each proposal will be evaluated first choice, second choice, etc., in each of the above categories and the scores — 1 for 1st choice, 2 for 2nd choice, 3 for 3rd choice, etc., in each category — added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the lowest overall score that also meets the project's budget constraints will receive preference. If neither of the two lowest-scoring proposals meets the village's budgetary constraints, the village reserves the right to re-bid the project or to negotiate with the two consultants whose proposals received the lowest scores.
The village of Podunk Mills seeks consultants for an intensive level above-ground historic and architectural survey of two areas within the village. Area 1 is comprised of the central business district and surrounding residential area and is bounded by Washington Street on the west, Adams on the north, Jefferson on the east, and Monroe on the south. It contains 322 buildings, including subsidiary sheds and outbuildings, plus the public square. Area 2 is the mill district at the east edge of the village. It is bounded on the north by Mill Street, on the east by Main Street, on the south by the Podunk River, and on the west by the east line of the Podunk Mills Shopping Parkade property. It contains 24 buildings. The survey areas are shown on the map enclosed with this RFP.

**Project Work**

The project work will include an intensive level survey of all buildings and other features, including the public square, according to the SHPO's intensive level survey standards as set forth in its Manual for Historic and Architectural Surveys in Michigan, Chapters 2 through 7. All properties, regardless of age, are to be surveyed. A historical overview, including thematic narratives, will be prepared for each of the survey areas that relates each area’s historical events and developments to the municipal unit's broader history.

No research shall be required for any properties less than 40 years old. For 40-plus-year-old properties, research will, at a minimum, include the use of early maps, directories, tax assessor's records, and local history collections at the village library and Podunk Mills Historical Society. For the public square and a minimum of 50 buildings of key historic and/or architectural importance (to be jointly selected by the consultant and survey committee), more in-depth research shall be undertaken. For these properties the research phase will also include the use of additional sources appropriate to each property such as tax records, census records, newspapers, and interviews with property owners and other knowledgeable informants. For 9 additional public properties and churches, the consultant will be responsible for locating and using available records of the applicable public agencies and churches and performing newspaper research to document dates of construction, architects, contractors, and others involved in designing and building such properties and as much as possible of the circumstances that brought about their construction.

The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct three public informational meetings on the survey, one at the beginning of the project, one at the approximate midpoint, and one at the end, and to make a presentation to the village council at the end of the project. The project must be completed by _____.

**Products**

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO's survey manual, to the village at the conclusion of the survey:

- Two sets of electronic records in the most current version of the SHPO's Ruskin survey software for all surveyed properties, complex properties, and districts. [One will be for the local government, the other for the SHPO. Other local agencies may also want their own sets.]

- Eight sets of survey reports, each one containing:
  1. A complete set of inventory forms printed out from the Ruskin property records for all surveyed properties, complex properties, and districts.
  2. A set of printed photographic images providing at least one image for each surveyed property, complex property, and district using either standard photography or digital images (in either case, the SHPO's standards as set forth in Chapters 3 and 7 of the survey manual shall be followed). Photographs or digital images must be clearly reproduced in all reports.
3. Mapping for all surveyed properties, complex properties, and districts. All maps must be clearly reproduced in all reports.

4. All other report components set forth in the survey report requirements section in Chapter 7 of the SHPO's survey manual.

NOTE: All written materials must be free of typographical and grammatical errors.

Eight is a minimal number and assumes one copy for the municipal unit, two for the Michigan Historical Center (one for the SHPO and one for the Archives of Michigan), one for the local library, one for the local historical society, one for the Library of Michigan, one for a regional library or archives, and two additional copies. The municipal unit and other repositories such as libraries may have use for more than one copy. Eight may be an inadequate number.

* One set of negatives, if standard photography is used. [These may go to a local repository or to the SHPO.]

**Professional Qualifications Consultant Must Meet**

The selected consultant must meet the federal professional qualifications for historians and architectural historians set forth in 36 CFR Part 61 (see Appendix D of this manual).

**Information Consultants Must Provide in Their Proposals**

1. Description of the work to be performed and the products.
2. Consultant's plan of action for accomplishing the work that includes a breakdown by work component and personnel and a schedule with time frames and hours for each component.
3. Project personnel: Indicate the personnel to be assigned to each task and their educational background and related work experience, including experience in the field of survey and context development;
4. Writing samples for personnel involved in preparing the report text.
5. Total project cost, with itemized budget.

**Criteria for Evaluating Proposals**

To be acceptable, a proposal must demonstrate all of the following:

1. A solid understanding of the work and the products required.
2. An adequate program and realistic time frames for successful completion of the project.
3. Personnel with the necessary educational background, work experience, writing skills, and administrative skills, including the ability to supervise personnel involved in the project.

Using the above criteria, each proposal will be evaluated first choice, second choice, etc., in each of the above categories and the scores — 1 for 1st choice, 2 for 2nd choice, 3 for 3rd choice, etc. in each category — added up. Any proposal that is unacceptable in one of the above categories will not be considered. The proposal receiving the lowest overall score that also meets the project's budget constraints will receive preference. If neither of the two lowest-scoring proposals meets the village's budgetary constraints, the village reserves the right to re-bid the project or to negotiate with the two consultants whose proposals received the lowest scores.
The village of Podunk Mills seeks consultants for an intensive level above-ground historic and architectural survey of two areas within the village identified during a previous reconnaissance level survey. Area 1 is comprised of the central business district and a surrounding residential area and is bounded by Washington Street on the west, Adams on the north, Jefferson on the east, and Monroe on the south. It contains 322 buildings, including subsidiary sheds and outbuildings, plus the public square. Area 2 is the mill district at the east edge of the village. It is bounded on the north by Mill Street, on the west by Main Street, on the south by the Podunk River, and on the east by the west line of the Podunk Mills Shopping Parkade property. It contains 24 buildings, including 5 primary mill buildings. The survey areas are shown on the map enclosed with this RFP.

**Project Work**

The project work will include upgrading to intensive level the existing reconnaissance level survey data for all buildings and other features, including the public square, according to the SHPO's intensive level survey standards as set forth in its *Manual for Historic and Architectural Surveys in Michigan*, Chapters 2 through 7. In upgrading existing survey data, any existing Ruskin data will be revised, if feasible, or new Ruskin records may be created, if revising and converting the existing proves impractical. In addition, all historic features within the survey areas not previously surveyed on an individual basis (such as sheds and outdoor fireplaces) will be surveyed at the intensive level, as per the SHPO's intensive level survey standards set forth in Chapters 2 through 7 of its survey manual, with property records in the SHPO's Ruskin electronic survey database program created for them. The intensive survey will result in data in the most current version of Ruskin for all properties encompassed by the survey. No new historical overview will be needed.

No research shall be required for any properties less than 40 years old. For 40-plus-year-old properties, research will, at a minimum, include the use of early maps, directories, tax assessor's records, and local history collections at the village library and Podunk Mills Historical Society. For the public square, and a minimum of 50 buildings of key historical and/or architectural importance (to be jointly selected by the consultant and survey committee), more in-depth research shall be undertaken. For these properties the research phase will also include the use of additional sources appropriate to the properties such as tax records, census records, newspapers, and interviews with property owners and other knowledgeable informants. For 9 additional public properties and churches, the consultant will be responsible for locating and using available records of the applicable public agencies and churches and performing newspaper research to document dates of construction, architects, contractors, and others involved in designing and building such properties and as much as possible of the circumstances that brought about their construction.

The consultant will be responsible for all project work and supplies. The consultant will be expected to conduct three public informational meetings on the survey, one at the beginning of the project, one at the approximate midpoint, and one at the end, and to make a presentation to the village council at the end of the project. The project must be completed by ____.

**Products**

The consultant will provide the following survey products, as specified in Chapter 7 of the SHPO's survey manual, to the village at the conclusion of the survey:

- Two sets of electronic records in the most current version of the SHPO's Ruskin survey software for all surveyed properties, complex properties, and districts. This will include any upgraded records from the previous reconnaissance level survey plus new records created in this survey project. A complete set of intensive level survey records for all properties, complex properties, and districts in the survey area will be provided at the end of this project. [One will be for the local government, the other for the SHPO. Other local agencies may also want their own sets.]
• Eight sets of survey reports, each one containing:
  1. A complete set of inventory forms printed out from the Ruskin property records for all surveyed properties, complex properties, and districts.
  2. A set of printed photographic images providing at least one image for each surveyed property, complex property, and district using either standard photography or digital images (in either case, the SHPO's standards as set forth in Chapters 3 and 7 of the survey manual shall be followed). Photographs or digital images must be clearly reproduced in all reports.
  3. Mapping for all surveyed properties, complex properties, and districts. All maps must be clearly reproduced in all reports.
  4. All other report components set forth in the survey report requirements section in Chapter 7 of the SHPO's survey manual.

   NOTE: All written materials must be free of typographical and grammatical errors.

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• One set of negatives, if standard photography is used. [These may go to a local repository or to the SHPO.]

**Professional Qualifications Consultant Must Meet**

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The U. S. Department of the Interior, National Park Service, has published the following National Register Bulletins. Copies may be obtained from the SHPO.

No. 12: Definition of National Register Boundaries for Archeological Properties
No. 13: How to Apply the National Register Criteria to Post Offices
No. 15: How to Apply the National Register Criteria for Evaluation
No. 16A: How to Complete the National Register Registration Form
No. 16B: How to Complete the National Register Multiple Property Documentation Form
No. 18: How to Evaluate and Nominate Designed Historic Landscapes
No. 20: Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places
No. 22: Guidelines for Evaluating and Nominating Properties that Have Achieved Significance Within the Past Fifty Years
No. 23: How to Improve the Quality of Photographs for National Register Nominations
No. 24: Guidelines for Local Surveys: A Basis for Preservation Planning
No. 29: Guidelines for Restricting Information about Historic and Prehistoric Resources
No. 30: Guidelines for Evaluating and Documenting Rural Historic Landscapes
No. 32: Guidelines for Evaluating and Documenting Properties Associated with Significant Persons
No. 34: Guidelines for Evaluating and Documenting Historic Aids to Navigation
No. 36: Guidelines for Evaluating and Registering Historical Archeological Sites and Districts
No. 38: Guidelines for Evaluating and Documenting Traditional Cultural Properties
No. 39: Researching a Historic Property
No. 40: Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields
No. 41: Guidelines for Evaluating and Registering Cemeteries and Burial Places
No. 42: Guidelines for Identifying, Evaluating, and Registering Historic Mining Properties
Defining Boundaries for National Register Properties
Guidelines for Evaluating and Documenting Historic Aviation Properties