REQUEST FOR QUALIFICATIONS
Consulting Historian: Mapping Racism Project
January 2020

The Hyattsville Community Development Corporation (HCDC) is seeking the services of a qualified consulting historian (CONSULTANT) to prepare a research report which will contextualize the deed research we have been conducting. These searches identify properties within the City of Hyattsville with racially restrictive deed covenants. The selected historian will also provide additional historical context and analysis to accompany the interactive mapping component of the project and its database, which will be prepared by HCDC.

The Consultant shall be appropriately qualified in conformance with the Secretary of the Interior's Professional Qualification Standards in History (36 CFR Part 61). Interested historians should submit their qualifications and a response to the project description (as outlined below) in response to this RFQ to the HCDC no later than 5:00 p.m. EST on Friday, February 21, 2020.

Scope of Work
This project is in part funded in part by a grant from the Maryland Historical Trust (MHT).

In accordance with priorities established for the project in consultation with MHT's Project Monitor at an initial organizational meeting, and on a regular basis with the Grantee's Project Manager, the CONSULTANT will:

(A) Participate in the title search phase to familiarize yourself with the deeds, which will form the basis of the research report;

(B) Conduct the historical research necessary to contextualize the results of the title searches, and provide an overview of approximately 5,000 properties’ deed histories within the City of Hyattsville through targeted sampling;

(C) Perform an analysis of all findings; and

(D) Complete a final research report that incorporates a summary and analysis of the title searches with historic context.

The CONSULTANT will produce a multiple-chapter research report that will include historic analysis; images and maps (provided by HCDC); and interpret the history, significance, and consequence of the use of racially restrictive covenants in the study area from 1900 to 1950. The study may include an introductory chapter and appendices as appropriate. Themes to be covered shall include, but not be limited to:

A. THE PURPOSES PUT TO SEGREGATION in an emergent 20th century suburban municipality
1. Who lived where locally?
2. What were the demographic impacts of segregationist practices over the analysis period?
3. Examination of public versus private exclusionary practices.
4. Were racially restrictive deed covenants honored by homeowners or enforced by authorities, lenders, or communities; and if so how?
5. How was the practice perpetuated and communicated?

B. THE PRACTITIONERS OF SEGREGATION in the inner ring of municipal Prince George's County
1. What companies or individuals were responsible for instituting these practices?
2. Who, if anyone, benefited from the practice of racial segregation?
3. Was there institutional coordination in the implementation of segregationist practices?
4. What other hidden and overt institutional practices were employed to perpetuate segregation?

HCDC staff will provide the CONSULTANT with access to relevant source materials housed in their offices or file networks. Copies of or access to materials in possession of others will be provided to or coordinated for with the CONSULTANT in cooperation with HCDC staff. HCDC staff have gathered some source materials documenting local racist and segregationist practices relating to specific historical land uses and documented events and instances of racist policies and practices; gathered information on the legal context in which the use of racially-restrictive covenants became normalized in the United States; has generated a number of presentations; and conducted research into some individuals associated with the use of racially restrictive deed covenants. The selected CONSULTANT will be briefed and oriented to these materials.

This study will require archival and primary source research at repositories possibly including, but not necessarily limited to:

A. Maryland State Archives (Annapolis, MD), https://msa.maryland.gov/msa/refserv/html/visit.html
B. City of Hyattsville Municipal Archives (Hyattsville, MD), http://www.hyattsville.org/75/City-Clerk
C. The Frederick S. DeMarr Library of County History (Prince George’s Historical Society) (Greenbelt, MD), http://pghistory.org/main/library-archives/
D. The National Archives and Records Administration (College Park, MD), https://www.archives.gov/college-park
E. Other local repositories as necessary

**Deliverables and Outcomes**
The CONSULTANT will submit the following deliverables for this project. A suggested time table is included as a starting point for discussion; specific deadlines will be determined at the start of the project.

- **Start-up meeting with CONSULTANT, MHT Project Monitor, and HCDC Project Manager within 4 weeks of researcher selection**
- CONSULTANT submits an outline for the research report that includes a working title, a general overview of the organization of the report and specific topics to be covered, projected length of the report, and a preliminary bibliography, within 3 months of start-up meeting. (HCDC and MHT will review the outline and submit comments to the CONSULTANT, within 3 weeks of outline submission.)
- CONSULTANT submits a draft of the study, within 3 months of receiving comments on the outline. (HCDC and MHT will review the chapters and submit comments to the CONSULTANT, within 4 weeks of draft submission.)
- CONSULTANT submits the final research report, including proposed images, drawings, maps, and other illustrations, as well as appendices, within 3 months of receiving comments on the draft.; HCDC and HCDC will return comments, including peer review comments, within 3 weeks of full draft submission.)
- CONSULTANT submits final, copyedited report, which includes all the elements of the full draft plus a title page, table of contents, and executive summary, within 1 months of receiving comments on the full draft. CONSULTANT will also submit permission to publish all images not in the public domain.

Based on consultation with the Hyattsville CDC, the CONSULTANT will conduct a public presentation summarizing their work and experience in researching and writing the Mapping Racism report, including visual aids of historic images and documents. The date and location of this presentation will be sometime after the submission of the final draft.
Project Compensation
Historian/Researcher – this role is budgeted at $8,000.00 for approximately 320 hours @ an estimated $25/hour. Some travel to conduct research or collect data is inevitable. However, we expect the CONSULTANT will take all reasonable efforts to acquire research materials via the internet when possible. Some travel expenses may be reimbursable with prior approval. Travel to Hyattsville CDC’s office is also expected from time to time and is non-reimbursable.

Proposal Submissions
For evaluation purposes, proposals should provide sufficient information as to assist HCDC and the MHT in determining the most qualified historian for the project. Historians interested in applying should submit a formal written proposal that includes the following elements in a single digital file:

1. Contact information for the CONSULTANT.
2. Project Narrative. Please explain how this project might be accomplished and what research outcomes might be achieved.
3. Discuss any adjustments to the suggested “Scope of Work” and time table presented in the “Deliverables and Outcomes” section of this RFQ.
4. Historian Qualifications. Please include a narrative discussion of your qualifications, relevant experience, and past projects. The minimum professional qualifications in history (per 36 CFR Part 61) are a graduate degree in history, historic preservation, or a closely related field; or a bachelor's degree in history, historic preservation, or closely related field plus one of the following:
   - At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
   - Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Qualifications will be evaluated for selection based on the project narrative; and the experience and professional activities of the historian.

The CONSULTANT will be responsible for obtaining permission to use any images or other material that is not in the public domain.

All Qualifications must be received no later than 5:00 p.m. EST on Friday, February 21, 2020. They should be prepared simply and economically, providing a straightforward, concise description of the consultant’s qualifications and capabilities to satisfy the requirements of this RFQ.

Please submit electronic proposals to:

Stuart Eisenberg
Executive Director
Hyattsville CDC
eisenberg@hyattsvillecdc.org

Questions
Respondents are invited to submit written questions requesting clarifications or explanations of the information contained in this RFQ. Please direct all proposal or project-related questions to Stuart Eisenberg,
Executive Director at the Hyattsville CDC, eisenberg@hyattsvillecdc.org by February 18, 2020 at the latest. Only qualifications received by 5:00 p.m. EST on February 21, 2020 will be considered.

Selection Criteria
Candidate’s compliance with the professional standards articulated in 36 CFR Part 61; have some experience in the specific areas of research or related themes outlined in the scope of work. Ideal candidates will have done research in the history and culture of institutional racism in the Eastern United States or Mid-Atlantic region. Proposals will be evaluated for selection based on insight gleaned from the project narrative; and the experience and qualifications of the historian.

Terms and Conditions
A. HCDC reserves the right to reject any and all submittals, and to waive minor irregularities in any qualification package.
B. HCDC reserves the right to request clarification of information submitted, and to request additional information from any CONSULTANT.
C. HCDC will not be responsible for any costs incurred by CONSULTANT candidates in preparing, submitting, or presenting their response to this RFQ.
D. All electronic documents produced through this project must fully comply with Section 508 accessibility standards (https://www.section508.gov/content/build/create-accessible-documents)
E. Any and all rights to work produced through this project will be vested in the Hyattsville Community Development Corporation, including any copyrights.

The Hyattsville Community Development Corporation is a non-profit organization that offers community-based economic development assistance, community planning and project management services.

Learn more by reading our Mission & Vision.

The Hyattsville Community Development Corporation, as an equal opportunity employer, welcomes minority applicants and does not discriminate on the basis of gender, race, ethnicity, nationality, religion, belief, creed, sexual orientation, disability, genetic information, age, pregnancy, or any other thing we shouldn’t.