

REQUEST FOR PROPOSALS (RFP)

Professional Preservation Consultant Services

Hellyer County Park - National Register of Historic Places Nomination
San Jose, California

Issued by: California Preservation Foundation (CPF)

In partnership with San Jose State University (SJSU), Preservation Action Council of San Jose, and
Community Historians

Issue Date: March 30, 2026

Proposal Due: May 8, 2026 at 5:00 PM Pacific (PT)

IMPORTANT:

Award of this contract will be contingent on award of the grant, which is announced in June of 2026.

RFP Summary

| | |
|----------------|---|
| Project | Prepare a National Register of Historic Places (NRHP) nomination for Hellyer County Park (178-acre public park) in San Jose, California. |
| Primary theme | Latinx and Chicano history: Chicano civil rights organizing, community self-determination, and the development of Lowrider culture in Northern California during the 1970s. |
| Client / lead | California Preservation Foundation (CPF) |
| Partners | San Jose State University (SJSU), Preservation Action Council of San Jose, and community historians/culture bearers. |
| Budget | Anticipated not-to-exceed consultant fee: \$15,000 (subject to final grant award). |
| Project window | Approximately April 2026 to January 2027 (submission to California Office of Historic Preservation). |

1. Project Overview

CPF seeks proposals from qualified historic preservation consultants to prepare and support submission of a complete NRHP nomination for Hellyer County Park in San Jose, California. The nomination will be

prepared in accordance with National Park Service guidance and California Office of Historic Preservation (OHP) requirements.

This is a collaborative, community-centered project that integrates professional preservation practice with student-led documentation and community-based research coordinated through SJSU and project partners.

2. Background and Significance

Dedicated in 1969, Hellyer County Park became a vital public gathering space for Mexican American and Chicano communities. During the 1970s, the park played a key role in Chicano civil rights activity and the growth of Lowrider culture. Despite its significance, the park has not yet been formally evaluated for listing in the National Register of Historic Places.

3. Project Goals

- Prepare a high-quality, defensible NRHP nomination that meets NPS/OHP standards and is ready for review and submission.
- Center community knowledge by integrating oral history, community-identified themes, and archival research into the nomination.
- Provide a replicable model for CPF's Underrecognized California work, pairing community research and academic partnership with professional preservation services.

4. Scope of Services

The consultant will complete the tasks below in close coordination with CPF and project partners. Proposers may recommend refinements to improve efficiency or strengthen the nomination, but proposals should address each task area.

4.1 Project management and coordination

- Participate in a kickoff meeting with CPF and partners; confirm communication protocols and decision-making roles.
- Develop a detailed work plan and schedule aligned with the milestone dates in Section 6.
- Attend regular coordination meetings (anticipated: 2-3 per month during active drafting periods).
- Coordinate directly with SJSU team leads to receive and integrate student-produced research (oral histories, field notes, archival finds, mapping, and draft narrative components).

4.2 Fieldwork and documentation

- Conduct at least one site visit to evaluate the park as a historic site, including features, setting, criterion, eligibility, and integrity considerations.
- Define and justify proposed nomination boundary (and any contributing/noncontributing resources, as applicable).
- Prepare base mapping and figure exhibits needed for submission (boundary map, site plan/figure(s), and any other required graphics).

4.3 Research synthesis and evaluation

- Review and synthesize primary and secondary sources, including materials provided by CPF/SJSU/partners in the summer of 2026
- Evaluate eligibility and significance under the National Register Criteria, including period(s) of significance and integrity analysis.
- Identify the most appropriate nomination approach (district, site, landscape, etc.) and recommend whether any additional reconnaissance is needed.

4.4 Drafting and revisions

- Draft the full NRHP nomination narrative and all required components, including Statement of Significance, Description, boundary justification, bibliography, and supporting documentation.
- Provide one complete draft for partner review and incorporate consolidated comments.
- Provide up to two additional revision rounds prior to submission, including responsiveness to OHP feedback if received during the project window.
- Prepare a final, submission-ready nomination package (clean and tracked versions, if requested).

4.5 Submission and review support

- Support CPF in assembling and transmitting the complete submittal package to OHP.
- Be available for follow-up clarifications during OHP review and for any scheduled review meetings or calls (as needed).

5. Deliverables

- Project work plan and schedule (within 10 business days of contract execution).
- Field documentation package: photo set and photo log; draft boundary map and required figures/exhibits.
- One complete draft NRHP nomination for partner review.
- Up to two subsequent revised drafts responding to consolidated partner feedback.
- Final submission-ready NRHP nomination package, including all required exhibits and digital files.

6. Anticipated Schedule

CPF intends to award a contract in late March 2026. Key dates are below. CPF may adjust dates by addendum.

| | |
|---------------------------------------|------------------------------|
| RFP issued | March 30, 2026 |
| Deadline for written questions | April 20, 2026 at 5:00 PM PT |
| Responses to questions posted | April 24, 2026 |
| Proposals due | May 8, 2026 at 5:00 PM PT |
| Selection / notice of intent to award | June 2026 |
| Contract execution / kickoff | June 2026 |

| | |
|--------------------------|--------------|
| Target submission to OHP | January 2027 |
|--------------------------|--------------|

7. Budget and Payment

The anticipated not-to-exceed consultant fee is \$15,000, subject to final grant award. Proposals must include a task-based fee breakdown and an estimated number of meetings/site visits included.

CPF anticipates a fixed-fee contract with payments tied to deliverables (for example: kickoff/work plan, complete draft nomination, and final submission package). Proposers may recommend an alternative payment schedule.

8. Minimum Qualifications

- Demonstrated experience preparing successful NRHP nominations in California (or comparable jurisdictions).
- Demonstrated ability to work with communities and integrate oral history and community-based research into preservation documentation.
- One or more project participants who meet the Secretary of Interior’s Professional Qualification Standards in History or Architectural History.

9. Proposal Content and Format

Your single PDF proposal (no more than 12 pages) would ideally include the following:

- A. Cover letter:** Brief statement of interest; primary contact; confirmation of availability; acknowledgement of any potential conflicts of interest.
- B. Team and qualifications:** Project manager/author identification; short bios; resumes; relevant NRHP nomination experience (2-5 examples).
- C. Work plan and schedule:** Task list aligned to Section 4; site visit plan; interim milestones; and overall project schedule (July 2026 to January 2027)
- D. Work products / samples:** One or more representative NRHP nominations (PDF links or excerpts)
- E. Fee proposal:** Lump-sum not-to-exceed fee; task-based budget; hourly rates (for add-on services); assumptions and exclusions.

10. Evaluation Criteria

CPF and partners will evaluate proposals using the criteria below:

| Criterion | What we are looking for |
|--------------------------------------|--|
| Relevant experience and work quality | NRHP nomination track record, especially in California; clarity and strength of writing samples. |
| Project management and schedule | Ability to meet deadlines; clarity of work plan; communication and coordination approach. |

| | |
|--------------------------------------|---|
| Budget and value | Fee reasonableness; transparency of task budget; alignment of effort with scope; ability to complete project within established budget without unanticipated additional costs |
| Commitment to collaborative practice | Demonstrated experience working with communities, students, and partners; respectful engagement practices. |

11. Submission Instructions

Email proposals as a single PDF attachment (or a download link) with the subject line: "Hellyer County Park NRHP Nomination - Consultant Proposal".

Submit to:

California Preservation Foundation

Attn: Jon Haerber

Email: jon@californiapreservation.org

Phone: 415.495.0349x201

Questions must be submitted in writing to the email above by the deadline in Section 6. CPF will respond to all questions by posting a consolidated Q&A addendum to all known proposers.

12. Available Materials and Addenda

CPF expects to provide the selected consultant with relevant materials developed or collected through the SJSU partnership and community research. Materials may include:

- Preliminary bibliography and archival source list.
- Oral history transcripts, recordings, and/or summaries (as available and with appropriate permissions).
- Student field notes, feature inventories, and draft narrative components produced through SJSU coursework.
- Base maps or GIS layers (if available), along with any existing site plans or publicly available parcel/park mapping.
- Any additional addenda or clarifications issued by CPF during the solicitation period.