

Request for Letters of Interest: Historic Resource Study, Petersburg National Battlefield, Eastern Front Unit

Project Title: Historic Resource Study, Petersburg National Battlefield, Eastern Front Unit, Petersburg, VA

Project Budget: \$65,959.25 (This is the total compensation for the principal investigator(s) (PI), Research Assistants, travel, research expenses, and copyright permissions). An additional \$5,900 is available for PIs who wish to handle copyediting, 508 compliance, design, and/or layout.

Deadline for Letter of Interest to NCPH: October 30, 2023

Expected Date to Award Project: December 1, 2023

Anticipated Start Date: January 2024

Timeline for Completion: November 2025

Project Goals

Via our cooperative agreement with the National Park Service, the National Council on Public History seeks a qualified historian (or team of historians) to conduct a Historic Resource Study (HRS) for the Eastern Front Unit of Petersburg National Battlefield (NB), located in Petersburg, Virginia.

This HRS will be a comprehensive synthesis of primary and secondary source material that is pertinent to the Eastern Front Unit and Petersburg NB. The study shall conform to professional standards regarding the methodology of historical research and writing. Stylistic, bibliographical, and report production standards shall conform to the current edition of the *Chicago Manual of Style*.

A Principal Investigator (PI) will prepare the HRS based on an analysis of primary and secondary source material from park records, state and local archives, and regional office files. The final product will be a peer-reviewed study that comprises an accurate, thorough account of the resources of the park. Photographs, maps, charts, and other figures will be used as necessary to enhance the text. The overview history must contain footnotes (rather than end notes or reference notes). The PI will also develop a transfer of knowledge product to share the report's findings with a broader audience; an illustrated executive summary, analysis of a key primary source, or a virtual presentation are potential products, which will be determined in consultation with the park. The study will also produce project files ready for accessioning into the park's museum collection.

Please read the full narrative below for the description of the project's scope of work and timeline. Send letters of interest to the National Council on Public History via ncph@iupui.edu by October 30, 2023. Your letter of interest should come in the form of a single PDF attached to the email, and should include a C/V for each member of the proposed project team, a professional writing sample, and a one-page proposal letting us know why you'd be the right fit for this project. Please include an explanation of your approach to the project and your ability to work collaboratively with partners; a proposed budget; any suggested changes to the schedule of work found at the end of this document; and tell us about your previous experience with long-term research projects (particularly previous experience with military analysis, prehistoric resources, and archaeology). A full outline of response requirements is on the last page of this document. Membership in NCPH will be required for the PI(s) for the duration of the contract if you are selected, but it is not required to submit a letter of interest.

Project Background and Scope of Work

Background

Petersburg National Battlefield was authorized in 1926 to preserve the lands where the final desperate months of the Civil War and the Siege of Petersburg unfolded. Between June 1864 and April 1865, General Ulysses S. Grant and his US Army troops battled General Robert E. Lee and his Confederate forces to encircle and isolate Petersburg, a transportation hub and critical supply center for nearby Richmond. Numerous attempts to break the siege led to some of the bloodiest battles of the Civil War. On April 2nd, Lee and his troops evacuated Petersburg; a week later, he surrendered at Appomattox.

Because of the complexity and length of the siege, park lands and resources are spread over a large geographic area. The park comprises separate geographical units that form a semicircle to the east, south, and west of Petersburg, including Grant's Headquarters at City Point, the Western Front, the Five Forks Battlefield, and the Eastern Front (formerly known as the Main unit), for a total park area of more than 2600 acres.

This HRS focuses on the Eastern Front Unit and the three battlefield areas within it: Initial Assaults, Crater Battlefield, and Fort Stedman.

Resources

The Eastern Front Unit is approximately 1500 acres in size and consists of some of the first lands added to the park when it was created, including Civil War fortifications identified in the park's enabling legislation. These fortifications and the siege landscape of which they are a part were identified as fundamental resources in the park's Foundation Document (2016). In addition to antebellum and Civil War-era resources, the Unit has resources—including archeological resources—relating to precontact eras, through colonial and early national periods, World War I, and World War II.

The Eastern Front is the largest of the park units. It is located east of downtown Petersburg and includes land within the city limits and an unincorporated area of Prince George County. It encompasses three battlefield areas (Fort Stedman, Initial Assault, and Crater Battlefield) and includes extensive systems of preserved earthworks (Confederate and US Army) associated with the Petersburg Campaign and the sites associated with several important battles, including the initial assaults on Petersburg in June 15-18, 1864; the battle at Fort Stedman on March 25, 1865; and the Battle of the Crater on July 30, 1864. Each battlefield also includes commemorative features in the form of monuments and plaques. Cultural Landscape Inventories for each battlefield, and for the Eastern Front Unit as a whole, were completed between 2017 and 2021.

The archeological record at Petersburg NB indicates that since at least 6000 BCE through the beginning of the seventeenth century, there was an in-situ development of Virginia Indian cultures that led to the Tribes of the Powhatan paramount chiefdom in Virginia. English settlers arrived in 1607. Known archeological resources include features related to eighteenth century residences as well as earlier, pre-contact periods. The majority of historic resources in the Eastern Front Unit relate to the Civil War and later efforts to commemorate the conflict.

The Initial Assaults battlefield includes remnants of the Confederate Dimmock Line, including the earthen defensive structures of Batteries 5 through 13 and the site of the Dictator cannon at Battery 5. Earthen defensive structures, including parapets, trenches, and bombproofs, are covered with vegetation ranging from managed turf to non-historic woodlands. During the Initial Assaults battles and the subsequent siege of Petersburg, the Harrison Creek basin, which bisects the battlefield north to south, created an obstacle, troop cover, and concealment. The battlefield also includes the nearly two-

mile-long Prince George Courthouse Road, which is partially incorporated into the Tour Road. Additional historic road traces include the Shand House Road Trace and the Jordan Road Trace. There are also visible remains of a cellar hole and stair ruin from the Friend House, part of the former White Hill plantation. Commemorative features installed between 1912 and 1993 form a layer of development over the 1864- 1865 battlefield landscape, including the Soldier's Spring Monument. Maintenance and administration buildings for the park are located in both the northern and southern areas of the battlefield.

Fort Stedman includes buildings and structures (Fort Stedman, Fort Haskell, Federal Battery XI, Colquitt's Salient, Gracie's Salient, and Gracie's Dam); the Prince George Courthouse Road Trace; and small-scale features (First Maine Artillery Monument, Colquitt's Salient Marker, Third Division, IX Corps Monument, Gracie's Salient Marker). Archeological resources relate to at least one eighteenth century estate that was on the Initial Assault/Fort Stedman battlefield: the New Market, or the Hare House property.

Civil War resources are also evident at Crater Battlefield, including buildings and structures (the Crater, earthworks, batteries, covered ways, bombproofs, trenches, counter mines, picket lines, mine tunnel, and the Taylor House kitchen ruins); the Baxter Road trace and the railroad-owned Norfolk Southern line; as well as seven monuments. Archeological resources relate to at least one eighteenth century estate that was present on the Initial Assault/Crater battlefield: the Spring Garden, or the Taylor House property.

Archival resources within the Petersburg National Battlefield resource management records documenting NPS management decisions will be available for research. Research resources exist in the National Archives. Digitized resources include Civil War maps and the Slave Payroll, which documents the names of enslaved and free Black men who constructed earthworks principally around Petersburg. NARA records not digitized include Record Group 109.7.1, 109.7.2, and 109.7.3 which would help determine the use of enslaved people as recorded in the Confederate adjutant and inspector general, engineer, and quartermaster departments. Federal records that should be explored include: Record Groups 77 (Office of the Chief of Engineers), 92 (Office of the Quartermaster General), 94 (Adjutant General's Office), 108 (Headquarters of the Army), and 110 (Provost Marshal General's Bureau). NARA also contains early records of Petersburg National Battlefield (then known as Petersburg National Military Park).

The Virginia Museum of History and Culture in Richmond, Virginia, holds the records of the Friend family who owned White Hill. Digital copies can be provided and have been used by the park's archeologist for on-going archeological and historical research documenting a slave quarter site.

Objectives

An HRS, as defined in NPS Cultural Resource Management Guidelines (NPS-28), is a key baseline document that provides a historical overview of a park or region and identifies a park's cultural resources within historic contexts. It synthesizes all available cultural resource information from all disciplines in a narrative designed to serve managers, planners, interpreters, cultural resource specialists, and the interested public as a reference for the history of the region and the resources within a park. Entailing both documentary and field research to determine and describe the integrity, authenticity, associative values, and significance of resources, the HRS supplies data for resource management and interpretation. It informs the completion of key documents, including a National Register of Historic Places nomination and Cultural Landscape Inventories.

This HRS will focus on the Eastern Front Unit, not the entire park. Though the Eastern Front represents lands acquired between 1926 and the 1940s, there has never been any systematic evaluation of the prehistoric and historic resources within the boundaries of the unit. The Principal Investigator (PI) will prepare the HRS based on an analysis of primary and secondary source material from park records, state and local archives, and regional office files. The final product will be a peer-reviewed study that comprises an accurate, thorough account of the resources of the Eastern Front Unit within the context of the park. A particular emphasis is applying a military analysis of key terrain, obstacles, cover and concealment, observation points, avenues of approach and retreat (KOCOAs) to Civil War-era resources; this kind of analysis will offer new insight into the unit's archeological resources, landscapes (including earthworks), buildings and structures. Photographs, maps, charts, and other figures will be used as necessary to enhance the text. The overview history must contain footnotes (rather than end notes or reference notes) and follow the most recent edition of the *Chicago Manual of Style*.

The historian will also develop a transfer of knowledge (TOK) product which will be determined in consultation with park staff. The intent of this TOK is to share the report's findings with a broader audience, in particular the park's visitors. Potential products include an analysis of a key primary source for posting on the park's website, or a recorded presentation to NPS staff. The study will also produce project files ready for accessioning into the park's museum collection.

Purpose

The Eastern Front Unit HRS will produce new research, and will be a key tool for park managers, planners, interpreters, and cultural resource specialists as they develop the park's programs and those particularly related to this Unit. The HRS will synthesize all available cultural resource information from multiple disciplines. It will build on thematic work accomplished to date and provide the necessary historical contexts for completing key park plans and reports, including an updated National Register nomination (note that while completing the nomination is not part of the scope of this project, information learned about the Eastern Front as part of this project will inform the completion of this key project at a future date). It will provide prioritized recommendations for future research and will support the development of interpretive programming. The HRS will also be of interest to the public as a reference for the history of the Eastern Front Unit, and by extension the park; it should therefore be written for a broad popular audience as well as for NPS management.

Scope of Work and Deliverables

The PI shall be responsible for producing all submittals in Microsoft Word (2010 or later version) and submitting to the designated NPS project manager. The final approved Historic Resource Study will contain all sections described below and include footnotes. All citations and formatting will be according to the most recent edition of the *Chicago Manual of Style*. The PI will be responsible for all sections of the study. To facilitate reviewer comments, all pages will be numbered and provide left margin line numbers for all progress reports and drafts.

In addition to the products listed below, the PI will provide quarterly electronic progress reports to NCPH. These reports will describe what research and writing has been accomplished, any significant findings from the research and any concerns the PI may have regarding locating specific materials or meeting deadlines.

The following overview details the major sections that must comprise the study.

Front Matter

1. Cover Page
2. Signature Page: shall include signature and date lines for two approving officials in the following order:

"Recommended/Manager, Cultural Resources, Interior-Region 1/Date;
Approved/Superintendent, Petersburg National Battlefield/Date.
3. Executive Summary
4. Table of Contents: must list the titles of all major divisions and the first-level (principal) subdivisions in the study and provide page numbers for all major divisions.
5. List of Illustrations: must include captions and give page numbers for photographs, figures/illustrations, maps, and other forms of graphics subject matter. If warranted, separate lists for specific types of illustrations may be used.
6. Acknowledgments: must include any obligatory or appropriate personal or organizational acknowledgments.
7. Preface: must contain background information about the scope of the research preparation of the study. It will discuss research methods and summarize major findings.
8. List of Abbreviations and/or Acronyms: must include nonstandard abbreviations and acronyms used in the report. The spelled-out version of a term should be given the first time the term appears within the study.

Text or Main Body of the Report

9. Introduction: The introduction must include general background information on the geographic location, history, and significance of the park and its resources, and how areas came to be included in the park, with a focus on the Eastern Front Unit.
10. Historical Data/Narrative and Analysis: This section represents the main body of the HRS. Topics will include:
 - a. Geographic context and information about local Indigenous cultures, settlements, and pre-contact history of the area.
 - b. European settlement and the early national period.
 - c. Antebellum history and lead-up to the Civil War.
 - d. The Siege of Petersburg, with a focus on the Eastern Front Unit, including earthworks.
 - e. Reconstruction, World War I, and World War II and resources related to these events in the Eastern Front Unit.
 - f. Early park development, Mission 66, and resources related to NPS management and operation within this unit of the park.

11. Epilogue (or Conclusion): must consist of a closing statement that provides further comment, if appropriate, on the interpretation of the information found in the study.
12. Research Recommendations: These recommendations must include a discussion of topics for future study, particularly those that relate to other units of Petersburg NB, including an indication of why the author thinks they are relevant to park management and reference to any known sources that might be useful for this future research.

Back Matter

13. Appendices: should include copies or transcriptions of key documents and data including but not limited to legislation, agreement documents, genealogical information or family trees, maps, and other valuable information.
14. Bibliography: must list the primary and secondary source materials researched and used for the preparation of the study. The bibliography will be broken into sections by kinds of materials (i.e., primary and secondary sources, etc.) as directed in the *Chicago Manual of Style*.

Illustrations: A limited number of illustrations should appear at the end of relevant chapters. Wherever possible, the Principal Investigator should choose illustrations that are in the public domain. The Principal Investigator is responsible for the cost of all reproductions and for securing copyright permission, where applicable. All illustrations should be labeled with captions that fully identify the subject, where published (if published), and provide credit lines identifying where the original can be found. Illustrations should be numbered and referred to by number in the text. A full list of illustrations with captions will be included following the table of contents. Copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over to the park at the completion of the project.

2. Transfer of Knowledge Product

The HRS will be used by, and be of interest to, a broad audience, including the general public; ensuring the report's findings are accessible to others is a small but important element of this project. The Transfer of Knowledge product could include a 3–4-page project summary, a microhistory, special focus on a compelling primary source, interpretive framework, or interactive timeline. The product should be determined in consultation with park staff by the end of the first full draft.

3. Project Research Files

At the conclusion of research and within 60 days of written acceptance of the final print-proof report, all notes, records, maps, drawings, photographs, negatives, slides, digital images, tapes, digital recordings transcripts, and other data acquired during the course of this study will be professionally organized for archival purposes and submitted to the Contracting Officers Representative, to be deposited in the archives of NPS unit.

Products and Format

The researcher shall be responsible for producing all submittals in Microsoft Word (2010 or later version) and submitting it to NCPH. The final approved HRS will contain all sections described below and include footnotes. The HRS Addendum is 150-200 pages, or 37,500-50,000 words. All citations and formatting will be according to the most recent edition of the *Chicago Manual of Style*. The researcher will be responsible for all sections of the study. To facilitate reviewer comments, all pages will be

numbered and provide left margin line numbers for all progress reports and drafts. Using heading styles even in the drafts would greatly facilitate the review process.

In addition to the products listed below, the researcher will provide quarterly electronic progress reports to NCPH. These reports will describe what research and writing has been accomplished, any significant findings from the research, and any concerns the researcher may have regarding locating specific materials or meeting deadlines.

Accessibility

All electronic documents prepared under this Agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The Act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View Section 508 of the Rehabilitation Act, Standards and Guidelines for detailed information.

For specific detailed guidance and checklists for creating accessible digital content, please go to [Section508.gov](https://www.section508.gov), Create Accessible Digital Products. All accessible digital content must conform to the requirements and techniques of the Web Content Accessibility Guidelines (WCAG) 2.0 or later, Level AA Success Criteria.

Proposed Timeline of Work and Payment Schedule

The historic resource study will be reviewed in iterations. The project historian(s) will submit a proposed timeline, which will be approved by NPS. Adjustments to the timeline can likely be accommodated, especially in light of delays due to COVID-19. The following schedule is a suggested timeline:

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
Kickoff meeting with Cooperator, PI, and NPS staff	Kickoff teleconference with the Cooperator, Principle Investigator (PI), park staff, and regional office staff to discuss content, location of source material, access to documentary resources, research goals, schedule, and project deliverables.	January 2024	

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
Onsite orientation for project team and research visit	Consult with NPS staff to schedule an on-site orientation meeting: the NPS will provide a tour to acquaint the researcher with the park and its resources. All members of the research team will attend (anticipated travel costs should be factored into the budget proposal).	February 2024	15%
Detailed Outline and Research Plan	<p>Conduct sufficient preliminary research to complete a research plan and detailed outline. The outline shall include descriptions of each chapter containing sufficient detail to demonstrate the complete range of topics and themes to be discussed as well as chronological periods. It should contain all pertinent information necessary for sound decisions to be reached regarding further topical research and content of the final report and include a list of all repositories consulted. The outline will provide the basis for the “Table of Contents” for the project.</p> <p>NPS will provide review comments on the outline to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final chapter outline to NPS within 15 days of receipt by the contractor.</p> <p>If necessary, following NPS review, a meeting or conference call may be scheduled to develop further the final content of the study. An approved outline will result from this review.</p>	May 2024	10%
Draft of One Chapter	<p>The chapter draft submitted should be a complete chapter from the main body of the report and be determined in consultation with the NPS. The submitted chapter will adhere to the format for the first draft.</p> <p>NPS will provide review comments on the chapter to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final draft chapter to NPS within 15 days of receipt.</p>	October 2024	10%
First Draft of Study, and	The first draft will consist of a completed report, including front matter, footnotes, key photographs or illustrations,	June 2025	30%

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
determination of the Transfer of Knowledge product	<p>and preliminary bibliography.</p> <p>The draft will be reviewed within 30 days of receipt by NPS, and the contractor will be notified when review comments will be transmitted. During the period of revision of the draft, the contractor will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p> <p>During this time, the digital humanities/transfer of knowledge product will be determined with NPS staff.</p>		
Second Draft of Study	<p>The second draft addressing all previous comments will be submitted for two double-blind peer reviews in addition to NPS review.</p> <p>In addition to meeting the requirements for the first draft, by this submission the Principal Investigator is responsible for:</p> <ul style="list-style-type: none"> • obtaining copyright permission and providing appropriate credit line for government printing of all images; • providing images as digital images in high resolution jpg or tif format suitable for printing – see NER Formatting Guidelines identifying images by subject, publication information, and location of original. <p>NCPH will complete peer review and provide peer reviewer names and reviews to the NPS for review and comment within 30 days from Principal Investigator submission. NPS will return response within 30 days. NPS response and peer reviews will be provided to the PI.</p> <p>During the period of revision of the draft, NCPH will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p>	August 2025	15%
Final Study	<p>A final draft report addressing review comments will be submitted to NPS prior to printing of the final document for acceptance.</p> <p>NCPH can assist, if needed, with design appropriate cover art/graphics including the NPS Arrowhead for the camera-</p>	October 2025	5%

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
	ready final document. The PI will select an appropriate illustration for the cover and may provide a descriptive title (Otherwise, " Historic Resource Study, Petersburg National Battlefield, Eastern Front Unit " will be used).		
Knowledge sharing event	NCPH/PI will share project overview and methodology with audiences through a recorded virtual presentation. They will also prepare a 3-4-page executive summary for posting on the park's website, and other digital products as appropriate.	November 2025	
Print-proof version	A final, copy-edited, print-proof version of the report will be submitted to the NPS for approval and signature.	November 2025	
Closeout meeting and delivery of research files and printed copies	NCPH, PI, park and regional office staff will meet to review the project, ensure that copies of all research notes are turned over to NPS; copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over to the park at the completion of the project.	November 2025	15%

The project historian or team will be compensated by NCPH following NPS approval of each deliverable, according to a payment schedule set between the project historian, NCPH, and NPS staff.

The project historian will submit one electronic copy of each deliverable to the Agreements Technical Representative (ATR) for review. The draft will be prepared using Microsoft Word 2010 or higher. The NPS will provide written comments on the drafts within 45 days of receipt. The second full draft will be reviewed by two historians outside the NPS, as organized by NCPH. The project historian or team, with some assistance from NCPH, will also be responsible for the final report copyediting, design and formatting of the cover, spine, and back for the final printed version of the historic resource study.

Stipulations

All work to be performed under this agreement will comply with all applicable federal standards including but not limited to those found in the Code of Federal Regulations (CFR) Chapter 36; the Secretary of the Interior's Professional Qualification Standards (http://www.nps.gov/history/local-law/arch_stnds_9.htm); the Secretary of the Interior's Standards for Archaeology and Historic Preservation (as amended and annotated); the Antiquities Act of 1906 (Public Law 59–209, 34 Stat. 225, 16 U.S.C. § 431–433); the Historic Sites Act of 1935 (49 Stat. 666; 16 U.S.C. 461-467); the Historic Preservation Act of 1966 (as amended--Public Law 89-665; 16 U.S.C. 470 et seq.); National Environmental Policy Act of 1969 (PL 91-190, 83 Stat. 852 42 U.S.C. §4321 et seq. (1969)); 1969 Archaeological and Historic Preservation Act of 1972 (AHPA); Archaeological Resources Protection Act of 1979 (ARPA); American Indian Religious Freedom Act of 1978 (AIRFA); Native American Graves and Repatriation Act of 1990 (NAGPRA); and any

other applicable laws, standards and/or guidelines, including compliance with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220).

1. The researcher and key team members must be fully qualified personnel and conform to current standards of scholarship. Researchers must meet the requirements specified in the quality ranking factors stated in *NPS-28: Cultural Resource Management Guideline*, Appendix E, "Qualification Standards and Selective or Quality Ranking Factors for Cultural Resource Specialists" for an historian (https://www.nps.gov/parkhistory/online_books/nps28/28appene.htm).
2. All work must be technically and legally defensible.
3. Research must meet NPS standards for a "thorough investigation" as defined in *NPS-28: Cultural Resource Management Guideline* for an historical study, i.e., research will be done in selected published and documentary sources of known or presumed relevance that are readily accessible without extensive travel and that promise expeditious extraction of relevant data. Findings must be presented in no greater detail than required by this scope of work; it is expected that this study will require a range of 200-250 pages, or 50,000-62,500 words.
4. The researcher's quality control efforts must ensure that all draft and final deliverables are completed documents, as specified, that meet the standards of scholarship as defined by the guidelines of the various professional organizations including but not limited to the NCPH, and that have been reviewed for copy quality, technical accuracy, and consistency with style guidelines. Peer and partner review is an important component of this project. Submittals not displaying such efforts will not be accepted.
5. The researcher must coordinate with the NPS as necessary to complete the work as and when required. This may include participating in conference calls and product review meetings.
6. The researcher is responsible for the cost of all reproductions and for securing copyright permission, where applicable. Wherever possible, the researcher shall choose illustrations that are in the public domain. All illustrations must be labeled with captions that fully identify the subject, where published (if published), and provide credit/courtesy lines identifying where the original can be found. Illustrations must be numbered and referred to by number in the text. A full list of illustrations with captions must be included following the table of contents.
7. The most recent edition of the *Chicago Manual of Style* will be used for citations and as a general guide to style. The NPS may provide specific formatting guidelines for the NER History Program, which details formatting and NPS Rawlinson font requirements. The license for NPS Rawlinson covers only work performed on NPS-related business and the researcher is not authorized to use NPS Rawlinson on non-NPS work. For illustration captions, the researcher may use Times New Roman 9 pt instead of Frutiger.
8. All drafts will be in the latest version of Microsoft Word.
9. Final digital version will be print-quality PDF and must be Section 508 compliant. In addition, the consultant will deliver working files of all final versions (Indesign, etc).

10. Printing Specifications: NCPH shall be responsible for producing the final approved Historic Resource Study in printed form (25 bound, color copies).
11. Research files (or copies of these files), negatives and photographs, and other material produced as a result of this project, except for those items for which another institution either has copyrights or has placed restrictions on its distribution, shall be delivered to Petersburg and become the property of NPS upon completion of the project or upon its being declared null and void whether they are used in the preparation of the study or not.
12. The NPS retains all rights to publish and disseminate this report. The research materials and completed products will be in the public domain and may not be copyrighted. The researcher may publish the results of the research without written permission but shall inform the NPS and NCPH of any publications resulting directly from the products of this research. Revision of the manuscript for publication with an academic press, after completion of the project, is encouraged, provided that the role of the NPS and NCPH is acknowledged in print. The researcher must obtain prior Government approval from the Agreements Officer for any public information releases concerning this award (including outside publication) which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

Personnel qualifications

1. The Principal Investigator
The Principal Investigator (PI) is responsible for all aspects of managing the proposed study. The PI must have a Ph.D. or equivalent in United States History (no exceptions). A level of experience equivalent to a Ph.D. is acceptable and may be evidenced by a publication record demonstrating a professional level of research, analysis, and report preparation. It is expected that the publication record will reflect an understanding and ability to apply research methodology, and education and experience beyond that of a project historian.
2. Project Historian(s)
Although the overall research design, guidance, and responsibility for the completed study lies with the Principal Investigator, the PI may utilize the assistance of project historians (PH) and other project staff at their discretion to accomplish the research. The minimum requirements for a PH are a Bachelor's and Master's degrees in United States History from an accredited college or university followed by two years of graduate study with a concentration in the field. A Master's thesis in history or its equivalent in research and publication are highly recommended.
3. Standards for consultants
Personnel hired or subcontracted for their special knowledge and expertise must carry academic and experiential qualifications in their particular area of expertise. Such qualifications are to be documented by means of vitae attachments when the proposal is prepared and submitted.

Proposal requirements

Your letter of interest should come in the form of a single PDF attached to the email, and should include:

1. *a full C/V for each member of the proposed project team*

2. *a one-page proposal letting us know why you'd be the right fit for this project. Please include a description of the methods, techniques, and procedures of research that summarizes strategy, approach, and special capabilities, timelines, roles and responsibilities of personnel, specific tasks to be conducted, and deliverables.*
3. *a professional writing sample of at least 4,000-5,000 words, demonstrating original research and use of secondary source citations*
4. *a proposed line-item budget for the project budget that includes:*
 - a. *Personnel services including PI and other personnel*
 - b. *Miscellaneous personal expenses*
 - c. *Supplies and equipment*
 - d. *Travel (travel costs must be factored into the budget; there is not a separate fund source for site visits and research trips)*
 - e. *Cost of analysis and report preparation*
 - f. *Overhead, Indirect, and In-kind costs if applicable*
 - g. *Other expenses*
 - h. *Total project cost*
5. *any suggested changes to the schedule of work found above along with a work schedule diagramming the duration of field and archival work outlined in the research strategy section of the proposal.*
6. *an explanation of your previous experience with long-term research projects (and particularly previous experience with military analysis, prehistoric resources, and archaeology).*