



City of Raleigh

Request for Proposals #: 274-PlanDev-PreservationPlan

Title: Raleigh Historic Preservation Plan

Proposal Due Date and Time: April 22, 2026 no later than 4:00PM
EST

ADDENDUM NO. 1

Issue Date: April 10, 2026

Issuing Department: Planning and Development
Direct all inquiries concerning this RFP to:

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City of Raleigh
Addendum 1 to RFP 274-PlanDev-PreservationPlan

Issue Date: (April 10, 2026)

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the following additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

Questions and Answers (March 25, 2026 Pre-proposal Conference and via Email)

Duplicative questions have been combined and consolidated.

Proposal Questions

1. Is there a maximum page length for the proposal document?

Response: No.

2. Section 2.1.3 requests firm-level financial statements. For large, publicly traded firms with consolidated reporting structures, would the City confirm whether submission of a publicly available annual report demonstrating overall financial stability is sufficient to meet the intent of this requirement?

Response: Yes, that may be submitted.

3. Is the project funded by a CLG grant?

Response: No. It is entirely City of Raleigh funds.

General Questions

4. Does the City have existing historic context statements that can be used as a reference for the development of the broad overview of the history of the City? Are there certain themes or contexts that the City would like to see highlighted in this overview history?

Response: Most of the contexts are found in numerous architectural surveys and MPDFs. Most recently we completed the [LGBTQIA+ Historic Context](#) and the [Black Heritage and Historic Places: 1945-1975](#). There are also smaller historic contexts such as Kit Homes, Leif Valand, two of the City's public squares and the Method Community. The overview also should address themes where research is minimal but needed.

5. Has the city undertaken any past economic impact studies on preservation?

Response: Yes, PlaceEconomics completed one in 2014 as well as a toolkit in 2018. [Designing a 21st -Century City: Historic Preservation and the Raleigh of Tomorrow](#)
[Raleigh Historic Preservation Toolkit](#)

6. Did I hear correctly that City historic sites (house museums, etc.) have their own strategic plan?

Response: Yes. City-owned historic sites are managed by the Historic Resources and Museums Program (HRM) in the Parks, Recreation and Cultural Resources Department. The HRM Program has a separate advisory board. Programming at these sites is tied to history of the specific resource. The COR Museum provides broader coverage of city history.

7. Could you expand on the nature or preferred medium of the “highly graphic and interactive complete historic preservation plan” deliverable? Are you interested in incorporating web-based deliverables, such as a story map or dedicated website, and/or a more traditional print deliverable?

Response: We are interested in a web-based deliverable such as a website in addition to or perhaps in place of a traditional printable deliverable (PDF). Suggestions will be shared with and discussed with the City’s Communication teams.

8. Has the City received any historic preservation insights from the Comprehensive Plan process so far?

Response: Not yet.

9. What is the biggest challenge you anticipate with the Plan? Or what are you looking forward to the most?

Response: Talking to and hearing from people outside the older historic core (beyond the ‘beltline’, Raleigh’s historic core within the I-440 ring) is something we are looking forward to and will also be a challenge.

10. Does the City anticipate this effort focusing primarily on built resources and historic districts?

Response: The focus is primarily on the built environment as a way to tell the story of Raleigh and its communities. Historic districts will certainly be part of the plan, but it is equally important to consider older areas that may not be eligible for traditional designations or where historic designation is not desired.

11. With a mid-June 2026 start date – how many months are anticipated, especially when timing the Next Comprehensive Plan? I want to re-confirm the timing with the Comp Plan.

Response: The goal is final RHDC review in October 2027 so that it can be adopted via reference with the Next Comprehensive Plan in December 2027. This would be 15-16 months. There is some flexibility if more time is needed to accomplish the goals of the plan.

12. What does it look like for layers of review on documents produced for the City – just the historic commission and City Council? Is the task force also a reviewing entity? This will help budget for the back-and-forth of those reviews.

Response: We do not anticipate any more than just the Raleigh Historic Development Commission’s formal reviews. The focus group will be an advisory group that will perform reviews but will not have decision-making capacity. Staff will batch comments during review periods. The Preservation Plan will go to City Council as the completed document. The City communications team will also review the document. The timing of this review will be set as part of the Communication Plan.

Community Engagement Questions

13. The RFP includes mention of highly graphic and interactive engagement - do you have a vision for what level of interactivity or number of activities you'd like to see - such as workshops, focus groups, or stakeholder meetings?

Response: There is no number. The vision is that we’ve made a good faith effort to engage with many communities both culturally and geographically. The preservation program has not embarked on a broad citywide effort such as this. We look forward seeing good ideas in the proposals.

14. What does “project focus group” mean in the listed outcomes?

Response: It’s not an outcome, but we would like to use a task force to serve as a step between the commission and the public during the drafting process. It would be an advisory group that’s a sounding board without official decision-making capacity.

15. You have an established Community Connectors program and there is compensation. Can that be part of the engagement plan – either using them directly or similar concept? Would the consultant be expected to help identify those people?

Response: Continued funding of the program is in question. Proposals should be submitted without their use. If we can use Community Connectors or a similar concept, they will be incorporated into the Community Engagement Plan prepared by the selected consultant. Identification of participants would be the responsibility of the City.

16. I’m interpreting the City will have a big role in identifying stakeholders to engage. Is there a burden on the consultant to come up with suggestions as well or do you want to drive that?

Response: We will certainly provide a list of groups and people we know of locally. If you have examples of groups you've seen in other cities that aren't on our list, we welcome suggestions.

17. Are there community meeting/engagement standards set by the City that we should comply with?

Response: The [Public Participation Playbook](#) will be used as a guide.

18. What level of support will the City provide for public engagement activities, including logistics, outreach, and coordination with boards and stakeholder groups?

Response: The City will collaborate with the consultant on where in-person meetings may be held. The City will be responsible for booking locations as well as other logistics such as room set-up/breakdown and securing necessary tech. The City will also print any boards, cards, flyers, etc. that are needed for community engagement activities. Coordination with boards and stakeholder groups will also be handled by the City.

19. Has the City already defined Public Engagement Goals for this project, or will that be part of the consultant's scope?

Response: Page 15 of the RFP describes the broad goals for community engagement.

20. Please define the boundaries of the Project Outreach Area.

Response: The municipal boundaries of the City of Raleigh.

21. Will the City be able to provide the Demographic Profile for residents within the Project Outreach Area?

Response: Yes.

22. The Public Participation Playbook includes guidance for ensuring that the community engagement activities do not discriminate or exclude individuals from participating. What will be the City's responsibilities vs. what the consultant will be expected to do?

Response: All meeting related content will be reviewed by the City to ensure that content is written at the 8th grade reading level, and that language services and disability accommodations are available if needed. City will coordinate requests such as spoken language interpretation or including American Sign Language at meetings. There are some Spanish language newspapers, radio stations and television stations that the City has worked with previously. Translations will be the responsibility of the City. Any hard copy distribution of materials will be the responsibility of the City. At a minimum the City will work with the City Council appointed Human Relations Board and Raleigh Commission for Persons with Disabilities as well as the Economic and Social Advancement Department to identify other community groups. The City will be responsible for providing childcare as needed.

23. If the project includes a community survey, will the City be responsible for making paper copies available at locations such as public library branches, utility payment offices, etc. and providing the consultant with scanned copies of completed surveys?

Response: Any printing needs will be the responsibility of the City.

24. Will the City complete the Equity Analysis related to public engagement activities?

Response: The City will evaluate the project and if it engaged all residents in the decision-making process.


Slide Deck from March 25, 2026 Pre-proposal Conference

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Planning and Development
Historic Preservation

274-PlanDev-
PreservationPlan
Pre-Proposal Meeting

March 23, 2026




Pre-proposal Meeting RFP 274-PlanDev-PreservationPlan

Agenda

- Background
- Current Preservation Plan
- New Preservation Plan
- Community Engagement
- Final Thoughts
- Questions





Raleigh, NC

- 500,000 people
- 1960 corporate limits in red
- 8 local historic districts
- 185 local landmarks
- 26 national register HDs
- 109 National Register properties





Goal

An action-oriented,
equitable, and inclusive
city-wide Preservation Plan.



Need

- Current Comprehensive Plan
 - Historic preservation is one of the 14 sections
- Reflecting Raleigh – the Next Comprehensive Plan
 - Focus on sustainable and equitable growth
 - Will align with adopted city plans and priorities
 - Cannot accommodate the specificity of a robust Preservation Plan



Project Leads

- Planning & Development Department – Historic Preservation
- Raleigh Historic Development Commission (RHDC)



Knight

State Law

Preservation Commissions may:

Prepare and recommend the official adoption of a preservation element as part of the local government's comprehensive plan.

Knight

Raleigh's First Preservation Plan

Part of the 1989 Comprehensive Plan

- Goal: The City will promote a growth strategy for the City of Raleigh that will recognize and preserve its historic cultural resources and foster stewardship of neighborhood, place and landscapes

Knight



2030 Comprehensive Plan

- Initially adopted in 2009; major update in 2019; periodic updates since then
- Includes Policies and Actions in 14 sections some of which are:
 - Historic Preservation
 - Arts and Culture
 - Parks, Recreation, and Open Space
 - Downtown Raleigh
 - Area Plans
- Implementation Matrix has broad time frames with little guidance for the Actions

Knight

2030 Comprehensive Plan

section 12

Historic Preservation

12.1 Raleigh's Historic Identity	12-10
12.2 Planning, Zoning, and Neighborhood Conservation	12-12
12.3 Housing and Building Codes, Rehabilitation, and Adaptive Use	12-15
12.4 Coordination and Outreach	12-17
12.5 Funding and Incentives	12-19

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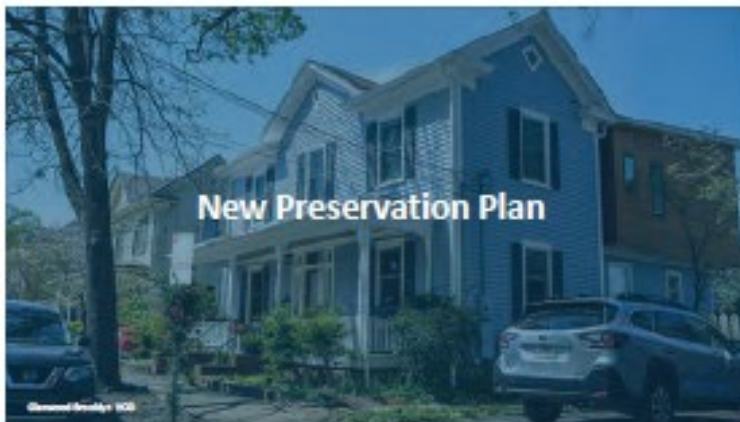
Historic Preservation Plan

- Section Introduction:
 - Summary context and key issues
- Policy Areas:
 - Raleigh's Historic Identity
 - Planning, Zoning, and Neighborhood Conservation
 - Housing and Building Codes, Rehabilitation, and Adaptive Use
 - Coordination and Outreach
 - Funding and Incentives



Historic Preservation Plan

- Light touch on the development history of Raleigh
 - 4 pages to encompass the history, issues, and value of HP
 - 4 pages of maps of designated places
- Traditional approach to preservation
- Comprehensive Plan was developed without targeted conversations about historic preservation



Goals and Objectives

- A long-term vision
- Help improve the preservation of historic and cultural resources
- Action-oriented
- Community based



Approach

- People centered rather than just place centered
- Consider national preservation best practices
- Consider connections with and other city initiatives
- Robust and creative community engagement
- Reinforce the purpose and content of the existing ordinances



Preservation Plan Components

Partial List

- Assessment and summary of the preservation program
- Connection to the Next Comprehensive Plan
- Implementation strategy and action plan
- Historic preservation goals
- Broad overview of the history of Raleigh and its communities
- Strategy for maintenance of the goals, objectives, and actions



Preservation Plan Topics

Partial List

- Sustainability
- Storytelling
- Attainable Housing
- Non-regulatory heritage preservation and celebration
- Incentives
- Gaps in the architectural inventory



Preservation Plan Format

- Concise and plain language
- Image based content
- Diagrams and graphics
- Accessible



Community Engagement



Creative Engagement Strategies



Community Engagement Goals

- Inform the public
- Listen to the public
- Build consensus and public support for the plan vision/goals
- Ensure the planning effort addresses important issues
- Create and use a project focus group



Engagement and Communication Plans

Community Engagement

- Outline the process
- Describe engagement goals and objectives
- Determine key audiences
- Identify specific approaches and tools to accomplish goals
- Include method for measuring success

Communications

- Collaboration with City
- Identify responsibilities and roles
- Specify lead times and deadlines



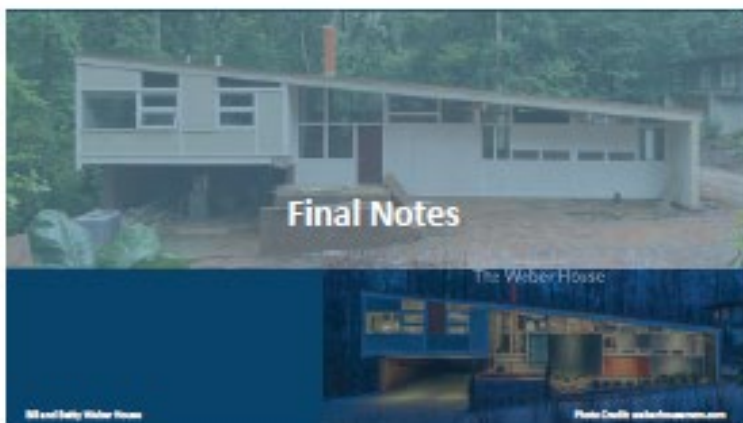
Potential Partners

- Other Boards and Commissions
- Historic district neighborhood groups
- Undesignated neighborhood groups
- Citizen Advisory Councils
- Preservation Professionals
- Local Preservation Stakeholders
- Preservation Raleigh
- Other preservation non-profits



City Resources

- Social Media
- MyRaleigh Subscriptions (email)
- RaleighNC.gov Project Page
- engage.raleighnc.gov portal
- Printing (mailers, flyers, boards, etc.)
- Meeting scheduling, space, presentation support
- RaleighHistoric.org
- Community Engagement Van

Deliverables Overview

- Project management plan with milestones and timelines
- Community engagement plan
- Historic preservation plan
- Implementation plan



Contract Considerations

- Sample contract in the RFP
- When proposing a schedule, assume work begins in mid-June
- After Selection:
 - Must be registered as a vendor
 - Scope review and agreement by staff and consultant
 - Electronic signatures

Selection Schedule

Date and Time	RFP Stage
4/1/26 – 5:00 pm	Written Questions Due
4/8/26	Responses Posted
4/22/26 – 4:00 pm	Proposals Due
5/1/26	Evaluation meeting
Week of 5/4/26	Interviews (if needed)
5/15/26	Selection Announced

Questions?

Tania Tully
Preservation Planning Supervisor

SIGN BELOW AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

Proposer Name & Company: _____ Date: _____

Signature: _____ **Title:** _____