

SCOPE OF WORK FOR CALL FOR PROPOSALS
Administrative History of Golden Spike National Historic Site (GOSP)

(UPDATED October 2015 with revised requested schedule and budget)

DEADLINE FOR PROPOSALS: 11/20/15

Questions about the administrative history or about submitting a proposal can be directed to **Aidan Smith at the Organization of American Historians at: aidsmith@oah.org**. Complete proposals should also be submitted electronically to the same email address (aidsmith@oah.org) no later than November 20, 2015

Background and Need

The project is to produce an administrative history of events and decisions that has shaped the management of Golden Spike National Historic Site (GOSP). The park was established as a National Park Service unit in July of 1965. The administrative history should summarize the events leading to May 10th, 1869, the driving of the last spike event, and detail the history of the park from first inception to the present. The purpose of the project is to provide National Park Service (NPS) managers, planners, administrators, and interpretive staff at GOSP with an administrative history as defined in NPS-28. The administrative history should be a fundamental reference for the park and be an orientation tool for new staff.

Golden Spike NHS interprets the 1869 completion of the nation's first transcontinental railroad, and preserves and protects resources along the historic rail line near Promontory, Utah. The early developments and decisions, such as placement of the visitor center at the last spike site and recreation of two historic steam locomotives needs to be detailed and management decisions explained through a narrative history. The audience for the administrative history is current and future park staff and the language of the document should be clearly written and a useful document for all park staff. The document should be a fundamental reference and an important orientation tool for new employees.

The project will entail a comprehensive examination and synthesis of all known primary and secondary source material pertaining to Golden Spike NHS. The administrative history should include information on living history efforts to commemorate the 1869 event, the parks relationship with the reenactment groups, the Golden Spike Association, management of cultural resources, and interpretive and education aspects that enhance visitor experience. The document should include management decisions as the park evolved, and changes that affected the visitor experience such as the removal of "tent city," changes to the paint scheme on the replica locomotives, development of driving tours, and documentation of many cultural resources along the historic grade. The development of special events should be addressed, including May 10th and the annual Railroaders Festival. Information about preservation, treatment and management of the historic grade, culverts, and related structures should be included. Maintenance activities performed on these structures and other resources that remain on the landscape should be documented for a better understanding of past work and current conditions. A professional historian will prepare the document in accordance with the guidance established in the Secretary of Interior Standards and NPS-28.

The project will result in a final written report that is readable to a general audience. The final report should include pertinent illustrations, maps, drawings, blue prints, photographs, and other graphics in sufficient quantity so as to enhance the personalities and events detailed in the written narrative.

Project Objectives

Specifically, the objectives of the project are:

- 1) Perform documentary research and collect all necessary records relevant to writing an administrative history of Golden Spike NHS. Research should include, but not limited to the following repositories: Golden Spike NHS; Western Archeological Conservation Center, Utah Historical Society; University of Utah; Utah State University; Brigham Young University; National Archives and Records Administration, Union Pacific Museum, California State Railroad Museum, Daughters of Utah Pioneers, Federal Records Center, former park employees, archival information with the Denver Service Center; NPS materials in Denver, Santa Fe, Harpers Ferry, congressional documents, local newspapers, oral histories, personal interviews, and other related materials including the images of AJ Russell, Alfred Hart, and the C.R. Savage photographic collection (at BYU).
- 2) Develop a historical narrative that synthesizes and incorporates material from the documentary research and discusses in detail the major activities, events, and issues that have affected Golden Spike NHS. Examples of these activities shall include but not be limited to:
 - a. Overview of the history of May 10th 1869 and the events leading up to the driving of the last spike
 - b. Worker encampments
 - c. Overview of the town of promontory and the promontory line
 - d. An account of area management and use prior to NPS acquisition
 - e. A discussion of the movement to bring the area under the NPS management, and the key organizations and individuals promoting, or opposing, park establishment
 - f. Early activities and management issues including early park infrastructure, the development of the site, the 1969 100 year celebration, the NPS decision to commission replica locomotives, funding, staffing, visitation, etc.
 - g. Visitation past and present
 - h. Major planning achievements (Long Range Interpretive Plan, etc.)
 - i. Resource documents including archeological survey, LCS, and Historic Furnishings Report
 - j. Park boundary and authorized parcels including current ownership of those parcels
 - k. Role of Mission 66 in park infrastructure development
 - l. Changes to the locomotives and the decisions to alter the engines
 - m. History of the building of the replica locomotives and evidence that was used to design them including the blueprints with O'Conner Engineering
 - n. Management and preservation of the Cultural Landscape including railroad grades and associated resources (wood box culverts, stone box culverts, trestles). Involvement in the Vanishing Treasures Program.
 - o. Any additional events and issues as determined by the Superintendent and the park staff.
- 3) The final report should include, but not limited to: and executive summary at the beginning and a comprehensive index at the end of the document. In addition, the document should include chronologies and appendices that contain materials related to: replica locomotive design and management (locomotive legislation, initial consultation with Disney through engineering at O'Conner Engineering, alteration of original designs, and a chronology of annual cyclic maintenance), management and preservation of the railroad grades and associated resources, key park legislation and agreements, appropriate photographs, maps, graphs and tables, and blue prints, a detailed bibliography that summarizes all documentation and publications, past and

current park staff, land status and ownership of authorized parcels at the time of research, annual visitation, a list of the illustrations and images used and their status as to copyright and/or intellectual property rights, annotated list of materials at repositories, and a list of the members of the Golden Spike re-enactment group.

- 4) One –three appendices related to the replica locomotives, and the railroad grade and associated resources, should contain a chronology of management of these resources as a reference tool for facility and resource staff. Information about cyclic maintenance should be arranged chronologically with information about the preservation treatment, the materials used, and the individuals involved (when available). For structures, the List of Classified Structures number and a description of the resource (i.e. Stone Box Culvert on the Central Pacific Railroad Grade) should be included.
- 5) All research material collected as a result of this project will remain the property of Golden Spike NHS. Such material may include photographs, maps, microfilm, drawings, and computer disks or CDs. The author may seek permission from the park to reproduce any or all of this material before relinquishment to the National Park Service.

Statement of Work

NPS and OAH seek to have the work completed according to the following schedule, which we anticipate requiring work in two directly related phases spanning approximately a three-year period. All final deliverables and archival material will be due no later than six months after the final report is completed. The work will be phased in the following manner:

Work Phase I: Documentary Research. This phase will focus on the collection and synthesis of relevant research material needed to facilitate development and completion of the final Administrative History document as described above. Travel to repositories, and interviews with selected participants, will be included in the Documentary Research Phase. This first phase will provide the background information necessary for further analysis leading to a draft and final technical report during the next phase.

Work Phase II: Data Analysis and Final Report. This phase of the work will focus on the preparation and production of an Administrative History utilizing the results of the Documentary Research and any other additional data collected during Phase I. Agency review of a draft final work will be completed during this phase. Researcher will work with an OAH-appointed copyeditor following NPS and OAH review.

In addition to this fully integrated report, a shorter report will be drafted. This shorter report will be written and designed for NPS and the visiting public for education purposes. This brief report (10 pages) will contain a summary of the larger Administrative History focusing on the topics of interest to the visiting public and designed to appeal to a general audience. The document should include a brief summary of May 10th, 1869, May 10th, 1969 anniversary celebration, upcoming May 10th, 2019 celebration, a brief summary of the establishment of the park, a brief summary information about grade resources and railroad workers lives building the railroad and features associated with building the railroad (general information) and a summary of information about the replica locomotives. The document will contain appropriate maps, graphics and other visuals to appropriately illustrate the contents of the text.

Budget:

Researcher should develop a cost estimate and a budget for completing the work which should be included in any work proposal. This estimate should include all work expenses, including but not limited to travel and labor expenses for the completion of all work products.

We are able to support and fund this work, depending on demonstrated expenses, in a range of \$67,000—\$72,000

Park Involvement

The park staff will provide direct assistance to the researcher throughout the duration of this project. Assistance and logistics with on-site research at Golden Spike NHS and other potential repositories will be provided by park staff as well as available finding guides and digital materials. Direction and coordination from the park staff regarding appropriate research topics and interviewees, as well as assistance in identifying and contacting potential interviewees, will also be provided by park staff.

Schedule of Deliverables, Reports and Products

NOTE: NPS and OAH have developed the below based on our reasonable expectations for the completion of this work. Adjustments based on a researcher's availability are expected, and any proposal should include a proposed schedule, noting and explaining any proposed changes or adjustments where appropriate.

Phase I: Project Research

- 1) **Participation in start-up meeting** with park staff and OAH, on site or by teleconference, **no later than one month** after acceptance of proposal.
- 2) **Brief Written Report** on any changes to the research methodology described in the proposal or to the accepted work proposal. This report will be delivered to NPS and OAH prior to start-up meeting and prior to Phase I work, a
- 3) Beginning three months after the beginning of this phase of work the cooperator will provide a **Quarterly Progress Report** on the findings and problems encountered during the conduct of the research.

Date of Delivery: to be determined following determination of start-up dates and project initiation, but to be scheduled quarterly.

Phase II: Manuscript Draft and Final Report

- 1) **An outline and draft bibliography** for the document will be provided to NPS and OAH before the beginning of Phase II work. Date of Delivery: **July 2016**
- 2) **Draft of one chapter of draft report.** -- **April 2017**
- 3) **First Draft report** -- Draft technical report conforming to the requirements specified in this solicitation. Delivered to NPS and OAH for review and comment --**December 2017**
- 4) **Second draft report** delivered to NPS and OAH (for peer review) ----**July 2018**
- 5) **Final and complete draft report** (ready for copyediting) delivered to NPS and OAH --- **December 2018**
- 6) **Draft Educational Report** conforming to the requirements specified in this solicitation -- delivered to NPS and OAH for review and comment--- **July 2018**
- 7) **Final draft Education Report** delivered to NPS and OAH no later than **December 2018**
- 8) **All research material** collected as a result of this project remains the property of the National Park Service and will be delivered to Golden Spike NHS or the Western Archeological Conservation Center (WACC) in

organized archival boxes. The organization and manner in which archives are to be delivered will be provided by the Western Archeological Conservation Center (WACC) in a manner to more easily facilitate the ingestion of the material into the archive collection. Such material includes photographs, maps, microfilm, drawings, and digital material on archival quality CDs in Jewel Cases. The material should be printed on archival bond paper with archival quality ink. The material should then be organized in archival quality folders and into archival flip-top boxes in a logical and organized manner. Prior to preparing and ordering archival materials, the researchers should consult GOSP and/or, WACC on what is the current appropriate size and style of material so the collection will be easily ingested in NPS archive collections. The author may seek permission from the park to reproduce any or all of this material before relinquishment to the National Park Service.

- 9) Beginning three months after the beginning of this phase of work the researcher will provide a **Quarterly Progress Report** on the findings and problems encountered during the conduct of the research.

Date of Delivery: to be determined following determination of start-up dates and project initiation, but to be scheduled quarterly.

A PROPOSAL TO UNDERTAKE THIS WORK SHOULD INCLUDE:

- A current C.V.
- A current personal statement and summary of qualifications and relevant experience
- A narrative discussion of your approach to the research and writing of an administrative history and to the areas of inquiry at Golden Spike
- A proposed schedule for the completion of the work and for the delivery of work products, including any proposed adjustments to schedule suggested in Scope of Work
- A cost estimate and a budget for completing the work.
- A researcher should also be familiar with the National Park Service Administrative History Guide:<http://www.nps.gov/history/history/hisnps/NPSHistory/guide.pdf>

All research material collected in conjuncture with this project remains in the public domain and is archived and otherwise managed by the National Park Service. Such material may include but are not limited to photographs, maps, microfilm, illustrations, audio cassette, and computer diskettes, thumb drives or CD/DVDs. The author may seek permission from the superintendent to reproduce any or all of the material not subject to archival restrictions before relinquishment to the National Park Service.

However, the researcher may publish the results of the research without written permission, but shall inform the NPS and OAH 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 National Park Service and the Organization of American Historians 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.