**Request for Proposals:**

**West Virginia Historic Preservation Conference**

The Preservation Alliance of West Virginia (PAWV) is now accepting proposals for its West Virginia Historic Preservation Conference on **April 30 – May 2, 2020**.  It will be held in Mercer County and will be split between three locations: Bramwell on Thursday, Princeton on Friday, and Bluefield on Saturday.

Conference proposals should fit into at least one of three tracks (described at the bottom of this document):

1. Site Development, Revitalization, and Interpretation;
2. Industrial & Labor History Sites and Architecture;
3. Hands-on & Technical Preservation Skills.

This is a request for knowledgeable professionals willing to lead one or more of the following:

* Keynote & plenary speaker
* Three full-day hands-on historic preservation workshops
* Historic preservation workshop for legal professionals
* Educational walking or driving tours in all three local communities
* Educational sessions
* Roundtable discussions
* Multi-presenter, panel presentations
* Poster session for students and AmeriCorps members

For more information on each of these positions, necessary qualifications, and the application process, please see the guidelines below.

**Submit proposals via email to Danielle Parker at** [**dlapresta@pawv.org**](mailto:dlapresta@pawv.org) **by 5 pm EST on January 24, 2020.**

*This RFP does not indicate any promise to follow through and implement any proposals.  We reserve the right to select different trainers for workshops, sessions, etc. We reserve the right to accept late proposals if insufficient or inadequate proposals for all slots are not received by the deadline. We may suggest revisions to your proposals for your consideration.  PAWV staff will organize and direct all events and will have final approval of content.*

*This conference receives Federal funds from the National Park Service as administered by the West Virginia Department of Arts, Culture, and History. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, U. S. Department of the Interior, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.*

**Proposal Application Requirements:**

Professionals interested in providing preservation training for any of the above formats should submit a proposal including:

* Title of session, workshop or presentation
* Conference track(s) to which the session or presentation relates
* Description of proposed presentation, no more than one page
* Whether presentation/session is for beginners or a more experienced audience
* Short abstract, no more than 150 words, for use in conference handouts
* Name, Title, Contact Information (phone and email), and Organizational/Institutional Affiliation, if any
* Qualifications, credentials, and experience:
  + Skill(s) that you are qualified to teach
  + Teaching or training experience
  + A one-paragraph bio suitable for use in conference handouts
* Tools or equipment, if applicable, that you can provide for the class and student use
* Materials, equipment, and site requirements you would expect PAWV to provide
* Availability
* Cost / fee proposals for presentation (when applicable)

Presenters will be offered free admission to the conference for the day of their presentation, plus the volunteer-discount rate to attend the rest of the conference. Presenter fees, when paid, will be negotiated on a case by case basis. No separate travel expenses will be paid. Presenter fees may be offered to speakers if funds are available – as well as if, per SHPO grant requirements, those presenters meet the Secretary of the Interior’s Professional Qualifications Standards found in 36 CFR 61. (For information on 36 CFR 61 standards, see <https://www.nps.gov/history/local-law/arch_stnds_9.htm>.) Some presenters not meeting the requirements in 36 CFR 61 may also be paid fees, and PAWV will make this determination as funds are available.

**Positions Available:**

* **Plenary and keynote speakers**

1. A 45-60 minute plenary speech on local history or preservation – or on one of the conference tracks – for a session during Friday’s luncheon;
2. A 20-30 minute keynote speech related to one of the conference tracks for the awards banquet during Saturday’s luncheon.

* **Hands-on historic preservation workshop leaders**

Trades workshops are best held at a historic property, with hands-on work performed on the property as part of the workshop.  PAWV is looking for workshop leaders to engage participants in learning preservation and traditional building techniques in full-day workshops. The goal is to sponsor one workshop at each of the three conference locations over the three-day period. Some workshops may include a classroom component or may be intensive training on a focused topic. Trainers should have extensive experience in the specific skill, thorough familiarity with historic preservation issues regarding that skill, and experience in teaching the skill. Trainers are encouraged to bring additional tools for students’ use for hands-on practice.

* **Workshop for Legal Professionals**

PAWV wants a workshop catered to legal professionals and offer the professionals continuing education credits for their participation. The goal of the workshop is to provide the core information for legal professionals who work with historic preservation in terms of design review commissions, Section 106 reviews, or real estate development. This workshop should cover topics related to (but not limited to) Historic Preservation, National Historic Preservation Act, Effective Enforcement of Local Historic Preservation Ordinances, Covenants, Easements and Other Tools to Foster Successful Preservation, Public/Private Partnership, Innovative Financing Using Federal & State Historic Tax Credits and New Markets Tax Credits. The goal is to offer this workshop on Thursday of the conference but could be a multi-day workshop.

* **Educational speakers**

Educational speakers will lead 75 minute sessions related to one of the tracks. Each session will be held in a breakout room at a specific location to be determined.  Conference participants will have the option of attending various sessions on Friday and Saturday.  Speakers should have extensive experience in the specific topic, thorough familiarity with historic preservation issues regarding that topic, and/or experience teaching the topic.

* **Roundtable leaders**

The roundtable discussions, which should be related to one of the tracks, will be 75 minutes long and will be located in a breakout room at a location to be determined.  Leaders of roundtable discussions must have widespread knowledge and experience working with the specific topic.  Leaders will be available to discuss and answer questions asked by conference participants regarding the discussion topic, as well as to encourage constructive input and sharing of experiences by the participants. 

* **Panel presenters and moderators**

The leaders/moderators of panels related to one of the tracks will assemble 2 or 3 panel presenters to each give a short presentation related to the same theme, followed by discussion led by the moderator. The names, contact information, and qualifications of each panel participant should be included in the proposal. Panels will last 75 minutes and will be held in a breakout room at a location to be determined.

* **Tour guides (walking or driving)**

Walking tours generally run from 1.5 to 3 hours. Driving tours may be a half-day or longer.  Guides must have comprehensive knowledge of the historic structures and properties described on the tour.   PAWV requests that tour guides be knowledgeable not only in the historic uses of the buildings but also in the methods, strategies, and/or technologies used during the preservation, adaptive reuse, etc., of the structures/sites. The primary focus of the tour should be related to historic preservation and/or one of the conference tracks; however, PAWV encourages tours to also share aspects of local history.

* **Poster session presenters**

The poster session will include the presentation of research or a historic preservation project either by an individual (typically a student or AmeriCorps member) or by representatives of a project team.  Presenters will accompany and discuss their posters – illustrating their research methods or project scope and outcomes. The posters can be displayed during the entire conference, but the poster presentation session will be held during an hour or 75 minutes on Friday or Saturday of the conference.

**Three Conference Tracks:**

Conference attendees can choose to attend workshops and educational sessions related to three conference tracks outlined below:

1. **Site Development, Revitalization, and Interpretation**

This track will focus on ways historic preservation can be used to develop, revitalize, and/or interpret historical sites for educational, community development, and cultural heritage tourism purposes. Possible session topics may include financing and incentives for historic preservation, multimedia ideas for historic preservation, innovative ideas for interpreting a historic site, and incorporating anniversary themes into your historic programming. Sessions could also discuss ideas related to design guidelines and respectful design infill.

1. **Industrial & Labor History Sites and Architecture**

This track will focus on innovative ideas for preserving industrial and labor history sites and architecture. Sessions could also tie into WV Mine Wars centennial activities. Possible session topics may include identifying and designating historical resources related to industrial and labor history, building public support for historic preservation, as well as local history topics.

1. **Hands-on & Technical Preservation Skills**

This track will focus on technical preservation issues with the goal of building trades experience in preservation and traditional building needed to preserve West Virginia’s historical places. Possible session topics may include historic window rehabilitation, mothballing a historic property, assessing the general condition of one’s historic house, mitigating flood risk for historic properties, preserving historical cemeteries, and ways to deal with water infiltration.