

REQUEST FOR PROPOSALS

Request for Proposals Issued: February 9, 2026

Submission Deadline: March 2, 2026

Project Title: **Kinston Design Standards Update**

PROPOSAL SUBMISSION

Proposals for providing these professional services must be received electronically by the City of Kinston **no later than 4:00 pm on March 2, 2026**. Proposals must be submitted electronically to: Jordan Kearney, Community Development Planner, email: jordan.kearney@kinstonnc.gov. All inquiries should be directed to Jordan Kearney; jordan.kearney@kinstonnc.gov or 252-939-4021.

PROJECT DESCRIPTION

The City of Kinston been awarded a 2025 federal Historic Preservation Fund grant for Certified Local Governments (CLG) from the National Park Service and administered through the State Historic Preservation Office (HPO) of the North Carolina Office of Archives and History for the purpose of updating and refining the *Kinston Design Standards* which can be found: <https://kinstonnc.gov/DocumentCenter/View/74/Historic-Commission-Design-Guidelines-PDF?bidId=>

The grant award is \$22,000 and is matched by the city for a total project budget of \$32,000. To accomplish these objectives, the city will contract for professional services (Consultant) to conduct the project in accordance with all necessary qualifications for participants in Historic Preservation Fund-assisted projects. All work will be done under the supervision of HPO staff and will follow state and federal standards. In-kind services will be available from the city to assist in project publicity and public information meetings to ensure that the project will be participatory and advertised to the community-at-large. Compensation for these services is \$32,000.

SCOPE OF WORK

The *Standards* are used to assist the Kinston HPC (Historic Preservation Commission) in making defensible determinations regarding proposed work to properties in local historic districts and locally designated properties and as a guide for owners of historic properties to maintain the special character for which the property is designated. The existing *Standards* were last updated in 1994 and serve as an additional set of regulations to supplement the City's Unified Development Ordinance (UDO). The consultant will work with property owners, commission members, and staff to substantively refine and expand the existing Principles and Standards. The final product should be a user-friendly document that is current with standard preservation practices and may be used as a tool for the citizens, the HPC, and the City to preserve the unique

historic character of Kinston. The document should be capable of modification in the event of modifications or the designation of new districts or landmarks in the future.

The city has identified key issues in the current standards that need to be addressed for the revision. Key elements to address include but are not limited to:

1. An introduction and general description of the intent and goals of the standards, including the role of the HPC.
2. Acknowledgement of funding (CLG grant from National Park Service, US Department of the Interior) for design standards.
3. Local landmarks districts and National Register-listed properties
 - a. clear explanation of local designation versus National Register designation (including mention of historic tax credits for rehabilitation)
 - b. maps showing locally-designated districts and properties
 - c. describe the special character of the locally-designated districts and landmarks
 - d. include that individually designated properties receive up to a 50% tax deferment per NC GS 105-278
4. Major vs. Minor Works
5. Certificate of Appropriateness (COA) Process
6. Alternative or Substitute Materials and when such materials may be applicable.
7. Internal ambiguities: A clear and coherent document that is usable by owners, commission members and staff is necessary for a successful preservation program. Internal ambiguities within the current Principles and Standards create unnecessary confusion, which in turn causes frustration for the property owner, inconsistent decisions by the commission, and complicates the enforcement by staff.
8. Illustrated Rehabilitation standards for historic properties, including;
 - a. Architectural Details and Features
 - b. Historic Building Materials
 - c. Individual Building Components (roofs, chimneys, cornice and parapets, windows, doors, foundations, porches, etc.)
 - d. Accessibility and Life Safety
 - e. Adaptive Use
 - f. Additions
 - g. Historic Secondary Structures
9. Standards for site and landscape design including;
 - a. Streetscape

- b. Alleys
- c. Sidewalks, walkways, steps and curbs
- d. Site Features, including utilities
- e. Topography
- f. Fences, Walls and Gates
- g. Driveways
- h. Site Lighting
- i. Site Amenities
- j. Yards and Park Features
- k. Plant Materials
- l. s. Surface Parking

10. Signage standards

11. Demolitions

12. Disaster Preparedness including;

- a. Issuance of Emergency COAs
- b. Resiliency or recommendations on how to deal with post disaster impacts to existing structures.

13. Compliance

14. Glossary of often used terms

The new *Standards* should be fully illustrated with drawings, diagrams and local photographs, preferably using local examples where possible and should not be inconsistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Applicants are encouraged to develop their own approach in accordance with the prescribed project completion deadlines.

Planning Phase:

- Review and analysis of existing *Standards*, designated historic resources, and comparative guideline models;
- Review current best-practice principles for the preservation, rehabilitation, restoration, and maintenance of historic properties, materials, and features, replacement of deteriorated historic materials and features, alterations/additions, energy efficiency, and accessibility considerations;
- Recommend methods of soliciting public input to best determine the community's preservation values and design goals;
- In consultation with the HPO, create a time-product-payment schedule for the project.

Public Outreach and Visioning: Involvement and input from staff, the Kinston HPC, property owners and other stakeholders is needed and is an important element of the development of new standards.

At a minimum, the consultant should include one public meeting at the beginning of the project and another when the draft document is complete.

Standards Revisions and Refinement: Preparation of Standards text, photographs, and/or illustrations for new and revised sections; meet with the HPC/city staff to review draft standards. Public review and comment period of draft product; attend at least two public information meetings held by the HPC/city.

Final Products: Provide a PDF file and WORD document, including all illustrations, drawings, and photographs; provide agendas for and lead discussions during review meetings. The final product will be for online and print publication.

PROJECT SCHEDULE

The work will be performed according to the Attachment A, General Terms and Conditions and Attachment B, Appendix of the Contract. The project will be accomplished under the supervision of the HPO Office of Archives and History. The contract for the work should be executed no later than **March 19, 2026**. Scope of Work and a time-product-payment schedule for the project will be included in the contract with the consultant. The consultant will submit preliminary drafts of all products to both the city and the HPO. The final draft must be submitted no later than March 31, 2027.

EVALUATION CRITERIA

The city will evaluate all proposals in consultation with the HPO and will award a contract based on the following factors:

- Qualifications, experience, and past performance of the Consultant in delivering comparable services.
- References with contact information for comparable services are to be supplied with the RFP submittal.
- Understanding of project requirements, expectations, and scope.
- Proposed approach to completing scope of work defined.
- Proposed schedule required to complete the project and ability to complete the project on time and within the established budget.

Because this program receives Federal funds from the National Park Service, regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, religion, sex (including pregnancy and gender identity), age, disability, sexual orientation, or genetic information.