



Request for Proposals (RFP)

Consultant Services for the Revision of the National Register for Historic Places Nomination Form: Conference House, Staten Island

Historic House Trust of New York City, Inc.



RFP Summary: The Historic House Trust of New York City seeks proposals from a qualified professional to rewrite the National Register Nomination Form for the c. 1680 Conference House to broaden the scope of enquiry and reporting to include recognition of the role and importance of other site residents and workers, including women, children, and Indigenous people.

RFP Release Date: April 1, 2026

RFP Due Date: April 30, 2026

RFP Contact:

Nathalie Diaz, Administrative Coordinator
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646-360-0203

Historic Site:

Conference House
7455 Hylan Blvd
Staten Island, NY 10307

National Historic Places Register Reference Number: 66000566_NHL





REQUEST FOR PROPOSALS

National Register Nomination Form Update

Conference House, Staten Island

1. The Opportunity

1.1 Summary

The Historic House Trust of New York City is seeking proposals from qualified professionals with subject-matter expertise in 17th- and 18th-century and New York City history, to revise the National Register Nomination Form for the c. 1680 Conference House on Staten Island. The project will broaden the scope of research and interpretation to more fully recognize and document the lives and contributions of all individuals associated with the site, including women, children, and Indigenous people, whose roles have historically been underrepresented. This work is supported by funding from the National Park Service through its Semiquincentennial Grant Program.

1.2 Background

Historical Significance

Built circa 1680 by Captain Christopher Billopp, the Conference House (formerly known as the Billopp House) derives its name from the 1776 Peace Conference held there on September 11, 1776. Representatives of the Second Continental Congress met with delegates of the British Crown in an effort to negotiate an end to the Revolutionary War. When the British refused to recognize the recently adopted Declaration of Independence, negotiations ceased and the conference concluded without resolution. This event marks a pivotal moment in the founding of the United States.

Site Stewardship

Today, the house is owned by NYC Parks, and is operated by the Conference House Association in partnership with the Historic House Trust of New York City. The house opened as a museum in 1927 and has been restored to its mid-18th-century appearance. There are exhibit spaces located on the cellar, first, and second floors of the home in which the Conference House Association mounts rotating exhibits.

Needs Statement

The Conference House National Register listing was last updated in 1974, over 50 years ago, when the property was still under private ownership and had not yet been acquired by the City of New York. Since that time, scholarship and standards for historical interpretation have evolved significantly.

This project will support a more comprehensive and inclusive interpretation of the site by recognizing the full range of people who inhabited and shaped it. These include the Indigenous peoples who lived on the land long before European arrival; British occupants such as naval captain Christopher Billopp, who established his home on the site in 1676; and later figures including Admiral Lord Richard Howe, who represented Great Britain during the 1776 Peace Conference with American representatives Benjamin Franklin, John Adams, and Edward Rutledge.

By updating the National Register nomination, the project will enable more accurate, inclusive, and meaningful interpretation, better reflecting the diverse histories and complexities associated with the Conference House.



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1.3 Outcome Goals

The primary goal of this project is to produce a revised National Register of Historic Places nomination that reflects current scholarship and advances a more inclusive and comprehensive understanding of the Conference House and its history.

- Expanded Historical Narrative: A nomination that more fully documents and interprets the diverse individuals and communities associated with the site, including Indigenous peoples, women, children, and other historically underrepresented groups.
- Alignment with Current Standards: A document that reflects contemporary best practices in public history, historic preservation, and inclusive interpretation.
- Improved Research Foundation: Incorporation of up-to-date primary and secondary sources to strengthen the historical accuracy and depth of the nomination.
- Enhanced Interpretive Potential: A revised nomination including photos that can serve as a foundation for future exhibitions, educational programming, and public engagement initiatives at the site.
- Compliance and Readiness: A complete, professionally prepared nomination that is ready for submission to the State Historic Preservation Office.
- Broader Public Understanding: Support for a more nuanced and inclusive public understanding of the site's role in local, national, and Indigenous histories.

1.4 Award Terms

Budget

The Consultant shall be compensated on a lump sum basis for all services and related materials required to satisfactorily complete the Scope of Work. The total contract amount shall not exceed \$8,750.

Payment will be disbursed based on the completion of defined Payment Milestones (see Section 2.2), and shall be made upon submission of invoices to the Historic House Trust. All invoices must be complete and itemized, and will be reviewed prior to approval. Approved invoices shall be payable within fourteen days of receipt.

Contracting Requirements

The Historic House Trust encourages qualified Minority- and Women-Owned Business Enterprises (MWBES) to submit proposals.

Travel

A not-to-exceed maximum budget that includes all direct and indirect costs for each task (e.g. transportation) shall be submitted. The Historic House Trust can provide transportation via an NYC Parks vehicle for consultants traveling to site visits from within the five boroughs of New York City, upon request and subject to availability. All other travel costs, including but not limited to travel originating outside of the five boroughs, shall be included in the budget.



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Historic House Trust Role

Historic House Trust administrative staff will coordinate scheduling and logistics for all site visits and will accompany the Consultant team during visits to the Conference House. Historic House Trust conservation staff will serve in an advisory and oversight capacity throughout the project. They will review and approve all major deliverables, including the final feasibility study report. Consultants are expected to submit draft materials for review and incorporate feedback as appropriate. Historic House Trust staff should be consulted regularly throughout the process, including during the development of recommendations and strategies.

Required Approvals

All preservation work, including archaeology, requires National Park Service review and approval under Section 106 and 110 of the National Historic Preservation Act and NEPA. Plans and specifications must be submitted at 75% completion with the NEPA worksheet, and approximately 90 days should be allowed for compliance review. No physical work may begin until full approval is granted.



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2. Scope of Work

The selected consultant will:

- Review the existing 1977 National Register Nomination Form and supporting documentation
- Conduct primary and secondary historical research to expand the narrative of the site. Incorporate current scholarship and best practices in inclusive and public history
- Broaden the interpretive framework to include underrepresented groups, including Indigenous peoples, women, children, and others connected to the site
- Prepare a revised National Register Nomination Form including one set of photographs, and coordinate with Historic House Trust staff and relevant stakeholders for review and feedback
- Submit a final, complete nomination package suitable for submission to the State Historic Preservation Office (SHPO)

2.1 Services to be Provided

Project Timeline

- RFP Release: April 2026
- Consultant Selection & Award: May 2026
- Preliminary Site Visits: June & July 2026
- Research: July - September 2026
- Draft Nomination Form Submitted: October 2026
- Final Nomination Form Submitted: November 2026

Deliverables

- Annotated outline or draft framework of revised nomination
- Draft National Register Nomination Form for review including photos & maps
- Final revised National Register Nomination Form incorporating feedback
- Supporting documentation, including bibliography and research notes

2.2 Performance Metrics & Payment Milestones

The Historic House Trust will establish performance metrics aligned with payment milestones to ensure accountability and collaboration. Metrics will be finalized with the awarded Consultant prior to contract execution and may be adjusted as needed. All payments are contingent upon the Historic House Trust's review and approval of deliverables.



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Milestone	%	Description	Fee
Outline / Draft Framework	25%	Project kickoff and onboarding; site visit to the Conference House; submission of detailed work plan, research methodology, and annotated outline or draft framework of the revised National Register nomination.	
Draft National Register Form	25%	Submission of a complete draft nomination, including expanded historical narrative, incorporation of primary and secondary research, and initial bibliography.	
Final National Register Form	25%	Submission of a revised and complete Nomination Form incorporating feedback from Historic House Trust staff and stakeholders; prepared in accordance with National Park Service requirements.	
Research Notes & Supporting Documentation	25%	Delivery of final supporting materials, including research notes, annotated bibliography, and any supplemental documentation developed during the project.	
Totals	100%		



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3. Submission Instructions

3.1 Proposal Content

- Cover Letter: A brief letter introducing the proposer, summarizing the team’s qualifications, and expressing interest in the project.
- Statement of Qualifications: Demonstrate expertise in 17th- and 18th-century history, New York City history, and National Register nominations, including prior projects of similar scope.
- Project Approach and Methodology: Outline the proposed research, analysis, and documentation approach, highlighting how the nomination will incorporate inclusive and comprehensive historical perspectives.
- Work Plan and Timeline: Provide a detailed schedule of tasks and deliverables aligned with project milestones.
- Resumes/CVs: Include resumes of all personnel proposed for the project. If awarded the project, the key personnel identified in the proposal must be provided.
- Work Samples: Include at least two relevant work samples demonstrating experience in historical research, National Register nominations, or related projects.
- References: Provide a minimum of two references with contact information for prior clients or projects of similar scope.
- Proposed Budget: Provide a detailed budget including labor, subconsultant costs, and any other project-related expenses, with a clear breakdown aligned to the proposed payment milestones.

3.2 Submission Instructions

The proposal shall be emailed to nathalie.diaz@historichousetrust.org, on or before midnight of the due date. If your presentation is larger than 10MB you may submit it in the form of a sharable link to download it. If compression software is used it must be in*.zip format. Files larger than 10 MB may be rejected by the email server. Electronic submissions only will be accepted.



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4. How We Choose

4.1 Qualifications

Minimum Qualifications

- Professional qualification in history, architectural history, or a related field
- Expertise in 17th- and 18th-century American history and/or New York City history
- Experience preparing or revising National Register nominations
- Familiarity with inclusive historical research methodologies and interpretive practices
- Strong research, writing, and project management skills

Standards Compliance

All work performed under this contract, including assessments, recommendations, and proposed interventions, must comply with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. Consultants are expected to ensure that any proposed treatments, mitigation strategies, or recommendations:

- Respect and preserve the historic character and integrity of the Conference House
- Use reversible and minimally invasive methods whenever possible, and avoid damage to historic fabric
- Follow National Park Service guidance and technical documentation
- Employ materials and techniques that are compatible in design, scale, and composition with the historic property.

4.2 Evaluation Criteria

Respondents will be evaluated on the basis of the following criteria:

- Experience & Qualifications (30%): The extent to which the project team demonstrates the ability to successfully execute projects of a similar nature, including expertise in 17th- and 18th-century history, New York City history, and National Register nominations.
- Approach and Methodology (30%): The clarity, feasibility, and thoroughness of the proposed project plan, including understanding of project milestones, timelines, deliverables, and potential challenges..
- Strength of Writing (20%): Quality of written communication, including clarity, organization, and effectiveness of conveying historical research and interpretive approaches
- Cost Effectiveness (20%): The degree to which the proposed budget demonstrates value, efficiency, and innovative, solutions-oriented approaches to historical research, documentation, and site interpretation.

5. Appendix

Link to share folder with newspaper **articles & historic photos** relating to the Conference House:
<https://drive.google.com/drive/folders/180XWw0yZoxirFdbw-tgTCynBWqzs6EPK?usp=sharing>

National Register Listing: <https://catalog.archives.gov/id/75316047>

Site Location: <https://maps.app.goo.gl/uCCGtnhBTiXLpoAh9>

