

SCOPE OF WORK
FIRST STATE NATIONAL HISTORICAL PARK
HISTORIC RESOURCE STUDY ADDENDUM
Interior Region 1-History and Preservation Assistance
Department of the Interior-National Park Service
April 2022
PMIS PROJECT NUMBER # 308190

I. Introduction

The National Park Service (NPS), through the Interior Region 1, North Atlantic-Appalachian History and Preservation Assistance Office, requires the performance of research and writing of a Historic Resource Study (HRS) Addendum for First State National Historical Park (NHP) in Delaware. The study will provide a historical overview of the park and will identify its cultural resources within historic contexts. The information contained in the HRS is essential for present and future interpretation and resource management.

This HRS Addendum will be a comprehensive synthesis of primary and secondary source material that is pertinent specifically to First State NHP. The study shall conform to professional standards regarding the methodology of historical research and writing. Stylistic, bibliographical, and report production standards shall conform to the current edition of the Chicago Manual of Style.

The HRS Addendum, including enumerated appendices, graphics, and index shall be completed within thirty-two months from the date of contract award.

II. Description of Resources

1. Background

Initially created as First State National Monument by Presidential Proclamation on March 25, 2013, Congress redesignated the monument as First State National Historical Park on December 19, 2014. The park's enabling legislation (H.R. 3979, Public Law 113-291) describes the park's purposes to preserve, protect, and interpret the nationally significant cultural and historic resources that are associated with: (A) early Dutch, Swedish, and English settlement of the Colony of Delaware and portions of the Colony of Pennsylvania; and (B) the role of Delaware (i) in the birth of the United States; and (ii) as the first state to ratify the Constitution.

2. Resources

The Park is comprised of six sites throughout the state of Delaware, of which the NPS owns and manages the approximately 1,300 contiguous acres, in northern Delaware and southeastern Pennsylvania, called Brandywine Valley, and the Sheriff's House in New Castle. The NPS

coordinates with several state and local organizations to support the other five sites, statewide. Those five other sites are Fort Christina and Old Swedes Church in Wilmington; the New Castle Court House Museum and New Castle Green in historic New Castle; the Dover Green, and the John Dickinson Plantation in Dover.

In addition, the legislation authorizes the park to “provide interpretive tours to sites and resources in the State [Delaware] that are located outside the boundary of the historical park and associated with the purposes for which the historical park is established,” which includes Fort Casimir, Amstel House, and the Dutch House in New Castle County, and the DeVries Monument and Zwaanendael Museum in Sussex County.

3. Partnerships

Park partners play a key and important role at First State. First State NHP operating partners include: Delaware Division of Historical and Cultural Affairs, Old Swedes Foundation and Trinity Parish, Kalmar Nyckel Foundation, the New Castle Historical Society, First State Heritage Park and the Delaware Public Archives. Several of these partners have repositories with important primary and secondary sources.

III. Project Objectives and Purpose

1. Objectives

This project will produce a Historic Resource Study (HRS) Addendum for First State National Historical Park (NHP). The initial HRS was completed in 2019 and comprised of two major sections of historical overview: 1) History of the Brandywine Valley, and 2) Early settlement and development of the state of Delaware. This addendum project will address one of the primary research suggestions of the initial HRS - the addendum will expand the African American history context.

An HRS, as defined in NPS Cultural Resource Management Guidelines (NPS-28), is a key baseline document that provides a historical overview of a park or region and identifies a park’s cultural resources within historic contexts. This HRS will place the park’s resources within social and economic contexts that will help managers in the future. Work will include a review of secondary literature bearing directly on the site and contextual literature that has a bearing on site significance. This information will greatly expand existing baseline information and will influence different aspects of the park as it develops, including interpretation and education programming, and influence how the park’s significance is presented to visitors and the public.

African American history runs as a vibrant thread in Delaware history from colonial founding to the Civil Rights era, yet the NPS knows little about how this history connects to the nationally significant and fundamental resources of First State NHP. This study will be chronological and combine historical and ethnographic research to create a comprehensive narrative. Park interpreters are actively engaged in the interpretation of slavery and the racial politics of antebellum America. However, more information about the African American experience in Delaware is needed to fully engage in this dynamic, relevant topic in a thoughtful and

appropriate way. This information is essential to bring interpretation of First State NHP Sites up to date using the most recent scholarship and to provide managers with knowledge of a dimension of the Park's cultural resources previously unidentified.

A historian(s) will prepare the HRS Addendum based on an analysis of primary and secondary source material from park records, state and local archives, and regional office files. The final product will be a peer-reviewed study that comprises an accurate, thorough account of the resources of the park. Photographs, maps, charts, and other figures will be used as necessary to enhance the text. The overview history must contain footnotes (rather than end notes or reference notes).

The historian will also develop a digital product to share the report's findings with a broader audience; an illustrated executive summary, analysis of a key primary source, and/or a virtual presentation to NPS staff are potential products, which will be determined in consultation with the park. The study will also produce project files ready for accessioning into the park's museum collection.

2. Purpose

This HRS Addendum will explore stories of slavery and freedom in Delaware. It will provide a historical overview and develop historic contexts for African American resources at First State NHP. The study will synthesize all available cultural resource information from multiple disciplines in a narrative designed to serve managers, planners, interpreters, cultural resource specialists, and interested public as a reference for the history of the region and the resources within the park. This project also aims to connect First State NHP with NPS service-wide commemorations such as *400 Years of African-American History*, *America250*, as well as the *Civil Rights in America Initiative*. This project will compile enriched baseline documentation and primary sources to foster future, engaging programs. The HRS Addendum will also be of interest to the public as a reference for the region's African American history, and therefore should be written for a broad popular audience as well as for NPS management.

IV. Deliverables

The researcher shall be responsible for producing all submittals in Microsoft Word (2010 or later version) and submitting to the designated NPS project manager. The final approved Historic Resource Study will contain all sections described below and include footnotes. All citations and formatting will be according to the most recent edition of the *Chicago Manual of Style*. The researcher will be responsible for all sections of the study. To facilitate reviewer comments, all pages will be numbered and provide left margin line numbers for all progress reports and drafts.

In addition to the products listed below, the researcher will provide quarterly electronic progress reports to a designated NPS staff member. These reports will describe what research and writing has been accomplished, any significant findings from the research and any concerns the researcher may have regarding locating specific materials or meeting deadlines.

1. The following overview details the major sections that must comprise the study.

Front Matter

1. Cover Page
2. Signature Page: shall include signature and date lines for two approving officials in the following order: "Recommended/Associate Regional Director, Cultural Resources, Interior-Region 1/Date; Approved/Superintendent, First State National Historical Park/Date.
3. Executive Summary
4. Table of Contents: must list the titles of all major divisions and the first-level (principal) subdivisions in the study and provide page numbers for all major divisions.
5. List of Illustrations: must include captions and give page numbers for photographs, figures/illustrations, maps, and other forms of graphics subject matter. If warranted, separate lists for specific types of illustrations may be used.
6. Acknowledgments: must include any obligatory or appropriate personal or organizational acknowledgments.
7. Preface: must contain background information about the scope of the research preparation of the study. It will discuss research methods and summarize major findings.
8. List of Abbreviations and/or Acronyms: must include nonstandard abbreviations and acronyms used in the report. The spelled-out version of a term should be given the first time the term appears within the study.

Text or Main Body of the Report

9. Introduction: must include general background information on the geographic location, history, and significance of the park and its resources and how areas within the park were administered prior to park establishment.
10. Historical Data/Narrative and Analysis: This section represents the main body of the HRS addendum. It will examine a variety of central questions/themes. Major questions/themes include, but are not limited to, those identified below:
 - i. Who were the enslaved who lived in Delaware before William Penn's arrival?
 - ii. What strategies did African Americans pursue to construct, express, and maintain their identities?
 - iii. Where were the free black communities in Delaware? Who lived there and what were their social networks?

- iv. How does race impact, segregate, or hinder the efforts of activists? How are actions, spaces, and landscapes racialized?
- v. In what ways do the individuals associated with each site contribute to or draw from a sense of racial consciousness?
- vi. What role does Delaware's identity as the "first state" play in its relationship to future Amendments and its participation in incarceration and capital sentencing?
- vii. In what ways do the stories at these sites confirm or challenge existing historical narratives about social, civil, and political rights?
- viii. How has the legacy of school segregation persisted in Delaware's school districts, and what is that relationship to settlement patterns and present-day communities?
- ix. How do the recently found African American burial grounds in Kent and Sussex counties weave together with enslaved and free African Americans not being able to practice religion or be buried in church cemeteries until the early-mid 1800s?
- x. Were Park sites used as a place where people gathered to advocate for civil rights and social justice. If yes, how?
- xi. To better understand the relationship between the anti-slavery movement in the 19th century and park sites- What is Delaware's particular relationship with the legacy of being a slave state? What are the legal, social, economic, psychological, and physical limitations African Americans face today from Antebellum - Reconstruction era instituted laws?
- xii. How is Delaware's history of Black and Indigenous peoples unique? How do the experiences in Delaware compare with the rest of DelMarVa?
- xiii. How does Delaware compare to New Jersey and Pennsylvania - what makes Delaware histories distinctive and how is it effected by geography, patterns of migration/immigration, religion, landscape and poli/legal economy?

11. Epilogue (or Conclusion): must consist of a closing statement that provides further comment, if appropriate, on the interpretation of the information found in the study.

12. Research Recommendations: these recommendations must include a discussion of topics for future study, including an indication of why the author thinks they are relevant to park management and reference to any known sources that might be useful for this future research.

Back Matter

13. Appendices: should include copies or transcriptions of key documents and data including but not limited to legislation, agreement documents, genealogical information or family trees, maps, and other valuable information.

14. Bibliography: must list the primary and secondary source materials researched and used for the preparation of the study. The bibliography will be broken into sections by kinds of materials (i.e., primary and secondary sources, etc.) as directed in *The Chicago Manual of Style*. This section will also include a discursive “bibliographic essay” which discusses the repositories consulted and outcomes, with a description of the research value of each repository.

Illustrations: A limited number of illustrations should appear at the end of relevant chapters. Wherever possible, the researcher should choose illustrations that are in the public domain. The researcher is responsible for the cost of all reproductions and for securing copyright permission, where applicable. All illustrations should be labeled with captions that fully identify the subject, where published (if published), and provide credit lines identifying where the original can be found. Illustrations should be numbered and referred to by number in the text. A full list of illustrations with captions will be included following the table of contents. Copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over the park at the completion of the project.

2. Transfer of Knowledge

The HRS Addendum will be used by, and be of interest to, a broad audience, including the general public; making the report’s findings on the park’s website is a small but important element of this project. Digital products could include a 3–4-page project summary, a microhistory, special focus on a compelling primary source, story map, or interactive timeline. The product should be determined in consultation with park staff by the end of the first full draft. The historian will also give a virtual presentation about the report and its findings to NPS staff at a close out meeting.

3. Project Research Files

At the conclusion of research and within 60 days of written acceptance of the final print-proof report, all notes, records, maps, drawings, photographs, negatives, slides, digital images, tapes, digital recordings transcripts, and other data acquired during the course of this study will be professionally organized for archival purposes and submitted to the Contracting Officers Representative, to be deposited in the archives of NPS unit.

V. Delivery/Performance Schedule

All work specified shall be completed no later than 36 months from selection and in accordance with the following schedule. All deliverables will be made to a designated NPS staff member, except as noted below. The NPS will provide comments to the researcher on the detailed narrative outline and the draft of one chapter within 30 days of receipt of these products. The NPS will provide comments on the first, second and final drafts within 30 days of receipt.

PRODUCT	DETAILED DESCRIPTION	DUE
Cooperator teleconference	Teleconference with the cooperator, park staff, and regional office staff to discuss selection of PI.	
Start-up meeting and onsite orientation for project team	Consult with NPS staff to schedule an initial conversation and on-site orientation meeting with the cooperator and PI, park and regional office staff to discuss content, location of source material, access to documentary resources, research goals, schedule, and project deliverables. The NPS will provide a tour to acquaint the researcher with the park and its resources. All members of the research team will attend (anticipated travel costs should be factored into the budget proposal).	No later than 1 month from notice of award
Detailed Outline	<p>Conduct sufficient preliminary research to complete a research plan and detailed outline. The outline shall include descriptions of each chapter containing sufficient detail to demonstrate the complete range of topics and themes to be discussed as well as chronological periods. It should contain all pertinent information necessary for sound decisions to be reached regarding further topical research and content of the final report and include a list of all repositories consulted. The outline will provide the basis for the “Table of Contents” for the project.</p> <p>NPS will provide review comments on the outline to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final chapter outline to NPS within 15 days of receipt by the contractor.</p>	No later than 6 months from start-up meeting

	<p>If necessary, following NPS review, a meeting or conference call may be scheduled to develop further the final content of the study. An approved outline will result from this review.</p>	
Draft of one chapter	<p>The chapter draft submitted should be a complete chapter from the main body of the report and be determined in consultation with the NPS. The submitted chapter will adhere to the format for the first draft.</p> <p>NPS will provide review comments on the chapter to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final draft chapter to NPS within 15 days of receipt by the contractor.</p>	No later than 4 months after NPS returns outline comments
First draft of study	<p>The first draft will consist of a completed report, including front matter, footnotes, and preliminary bibliography, and will include all maps, graphics, footnotes, and appendices to be included in the final report. The draft will be reviewed by NPS for contract sufficiency and professional quality.</p> <p>Within 30 days of receipt by NPS, the draft will be reviewed and the contractor will be notified when review comments will be transmitted. During the period of revision of the draft, the contractor will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p> <p>Preliminary discussion of transfer of knowledge & digital product component.</p>	No later than 10 months after the NPS returns comments on the draft chapter.
Second draft of study	<p>The second draft addressing all previous comments will be submitted for two, double-blind peer reviews in addition to NPS review.</p> <p>In addition to meeting the requirements for the first draft, by this submission the researcher is responsible for:</p> <ul style="list-style-type: none"> obtaining copyright permission and providing appropriate credit line for government printing of all images 	No later than 3 months after NPS returns first draft comments

	<ul style="list-style-type: none"> providing images as digital images in high resolution jpg or tif format suitable for printing – see NER Formatting Guidelines <p>identifying images by subject, publication information, and location of original</p> <p>Cooperator will complete peer review and provide peer reviewer names and reviews to the NPS for review and comment within 30 days from researcher submission. NPS will return response within 30 days. NPS response and peer reviews will be provided to researcher.</p> <p>During the period of revision of the draft, the contractor will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p>	
Final study	A final draft report addressing review comments transmitted to the contractor by NPS will be submitted to NPS prior to printing of the final document for acceptance. The contractor will design appropriate cover art/graphics including the NPS Arrowhead for the camera-ready final document. The researcher will select an appropriate illustration for the cover and may provide a descriptive title (Otherwise, "Historic Resource Study Addendum: First State National Historical Park" will be used).	No later than 2 month after NPS returns second draft comments
Print-proof version	A final, copy-edited, print-proof version of the report will be submitted to the NPS for approval and signature.	No later than 2 month after NPS returns acceptance of final version.
Public Presentation	The PI will share project overview and methodology with audiences through a recorded virtual presentation. They will also prepare a 3-4-page executive summary for posting on the park's website, and other digital products as appropriate.	No later than 1 month after completion of final edits.
Closeout meeting and delivery of research files and printed copies	The cooperator, PI, park and regional office staff will meet to review the project, ensure that copies of all research notes are turned over to the NPS; copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over the park at the completion of the project.	No later than 2 weeks after public presentation

VI. Stipulations

1. The researcher and key team members must be fully qualified personnel and conform to current standards of scholarship. Researchers must meet the requirements specified in the quality ranking factors stated in *NPS-28: Cultural Resource Management Guideline*, Appendix E, “Qualification Standards and Selective or Quality Ranking Factors for Cultural Resource Specialists” for an historian (https://www.nps.gov/parkhistory/online_books/nps28/28appene.htm).
2. All work must be technically and legally defensible.
3. Research must meet NPS standards for a “thorough investigation” as defined in *NPS-28: Cultural Resource Management Guideline* for an historical study, i.e., research will be done in selected published and documentary sources of known or presumed relevance that are readily accessible without extensive travel and that promise expeditious extraction of relevant data. Findings must be presented in no greater detail than required by this scope of work; it is expected that this study will require a range of 200-250 pages.
4. The researcher's quality control efforts must ensure that all draft and final deliverables are completed documents, as specified, that meet the standards of scholarship as defined by the guidelines of the various professional organizations including but not limited to the NCPH, and that have been reviewed for copy quality, technical accuracy, and consistency with style guidelines. Peer and partner review is an important component of this project. Submittals not displaying such efforts will not be accepted.
5. The researcher must coordinate with the NPS as necessary to complete the work as and when required. This may include participating in conference calls and product review meetings.
6. The researcher is responsible for the cost of all reproductions and for securing copyright permission, where applicable. Wherever possible, the researcher shall choose illustrations that are in the public domain. All illustrations must be labeled with captions that fully identify the subject, where published (if published), and provide credit/courtesy lines identifying where the original can be found. Illustrations must be numbered and referred to by number in the text. A full list of illustrations with captions must be included following the table of contents.
7. The most recent edition of the *Chicago Manual of Style* will be used for citations and as a general guide to style. The NPS may provide specific formatting guidelines for the NER History Program, which details formatting and NPS Rawlinson font requirements. The license for NPS Rawlinson covers only work performed on NPS-related business and the researcher is not authorized to use NPS Rawlinson on non-NPS work. For illustration captions, the researcher may use Times New Roman 9 pt instead of Frutiger.
8. All drafts will be in the latest version of Microsoft Word.

9. Final digital version will be print-quality PDF and must be Section 508 compliant. In addition, the consultant will deliver working files of all final versions (Indesign, etc).
10. Printing Specifications change frequently, the NPS will provide specifications 3 months before products need to be printed.
11. Research files (or copies of these files), negatives and photographs, and other material produced as a result of this project, except for those items for which another institution either has copyrights or has placed restrictions on its distribution, shall be delivered to First State NHP and become the property of NPS upon completion of the project or upon its being declared null and void whether they are used in the preparation of the study or not.
12. The NPS retains all rights to publish and disseminate this report. The research materials and completed products will be in the public domain and may not be copyrighted. The researcher may publish the results of the research without written permission but shall inform the NPS 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 NPS is acknowledged in print, as well as the CESU Agreement. The cooperative agreement number should also be listed. 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.

VII. Research Collections

Several repositories and partner organizations have collections that relate to First State NHP; representatives of these organizations may also review the HRS Addendum. Delaware Division of Historical and Cultural Affairs, Old Swedes Foundation and Trinity Parish, Kalmar Nyckel Foundation, the New Castle Historical Society, First State Heritage Park and the Delaware Public Archives have related collections.

VIII. Existing Documentation

The following will be provided to the Project Team via Microsoft Teams, existing Park Baseline Documentation includes:

- First State National Historical Park Historic Resource Study
- Cultural Landscape Inventories and Reports
- First State NHP Foundation Document
- First State NHP Interpretive Matrix
- Orientation Panels and Interpretive Exhibits
- Park Legislation