

**REQUEST FOR QUALIFICATIONS
PROJECT MANAGER
UNITED AMERICAN CEMETERY HISTORIC PRESERVATION PROJECT**

The Union Foundation, located at 405 West Seventh St., Cincinnati, Ohio is requesting Statements of Qualifications for a Project Manager who will oversee the management of the *United American Cemetery Historic Preservation Project*.

PROJECT DESCRIPTION:

The National Park Service, State, Tribal, Local Plans and Grant office (hereafter "NPS") has awarded to The Union Foundation (hereafter "TUF") a grant under the History of Equal Rights Grant Program (hereafter "HER"). See Award Letter attached hereto. The funds awarded by NPS are to be used to complete a project that assists in the preservation of a site related to regional African American Equal Rights efforts. The funds awarded to TUF are to be used to complete the following work at United American Cemetery located at 4732-4734 Duck Creek Road, Cincinnati, OH 45227:

1. Preservation and stabilization of the burial vault within the United American Cemetery, a locally significant property listed on the National Register of Historic Places.
2. Paving of all roadways within United American Cemetery.
3. Preservation and repair of the fencing surrounding United American Cemetery.
4. Various grounds projects within United American Cemetery including but not limited to: removal of dead trees, brush clearing, and beautification.
5. Hillside stabilization to mitigate erosion within United American Cemetery.

All work shall be performed be in accordance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation and as determined eligible in the National Historic Preservation Act (NHPA), 54 U.S.C 300101 et. seq., and in the Historic Preservation Grant Fund Manual.

Position is paid via the HER grant program and is subject to available funds and NPS approval. Final appointment of Project Manager must be approved by NPS. This is a temporary position expected to end by October 1, 2027. Salary Range is \$55,000 - \$60,000/year. The selected individual will be an independent contractor and a 1099 will be issued each year.

SCOPE OF WORK:

TUF seeks to hire a project manager who will manage the HER grant award. The project manager will oversee the onsite construction manager, contractors and consultants who will perform the work to be completed under the HER grant. In addition, the Project Manager will also coordinate work to performed by 5/3 Bank at United

Colored American Cemetery during the grant period. The individual selected will meet the Secretary of Interior Standards for Archeology or Historic Preservation and have familiarity with historic preservation cemetery projects, Federal, state and local regulations and the HER grant program.

The expected duties of the Project Manager are:

1. To report to the TUF Board on regular basis as directed by the TUF Board. This will include written progress reports and in person meetings. The reports will identify potential and actual Construction Contract variances between scheduled and probable completion dates, review the Construction Contract schedules for work not started or incomplete and recommend to the Owner and Construction Contractors adjustments in the Construction Contract schedules to conform with the probable Construction Contract completion dates. The Project Manager will also v=be responsible for submitting reports to TUF which are required/requested by the NPS.
2. To develop requests for qualifications/proposals for the a) Construction Manager, b) Administrative Assistant, c) landscape architect and d) other roles as required.
3. To issue RFQ/RFPs, schedule and conduct pre-bid conferences, review and analyze of the bids with the Owner, make recommendations to the Owner for contract awards.
4. To direct and oversee the Construction Manager and Administrative Assistant. This includes working closely with the Construction Manager to determine the appropriate subcontractors who will provide services necessary to complete the project.
5. To coordinate services of all contractors working on the project so that all work is completed in a timely and efficient manner. The Project Manager will develop an Owner's Critical Path Project Schedule ("Schedule") for the other Construction Team members' review and the Owner's approval, that coordinates and integrates the Construction Manager's services, the Landscape Architect's designs, the work of other consultants and suppliers, and the Owner's activities with the anticipated construction schedules for other contractors.

SUBMISSION RESPONSE REQUIREMENTS:

1. A cover letter addressed to Louise Stevenson, Grantmaking Sub-committee Chairperson, The Union Foundation, c/o Sarah May, 822 Lauren Drive, Villa Hills, KY 41017.
2. Resume or Curriculum Vitae.
3. List of projects completed related to the preservation, rehabilitation and/or restoration of cemeteries. For each project listed provide respective contact names, addresses, phone numbers for reference purposes

4. Capability Statement which provides a brief overview of your firm, your services and capability to serve as project manager of a federal grant.
5. Describe the proposed project team. Please provide an organizational chart, indicating lines of authority.
6. **Proof of Business being in Good Standing**; Please provide the following:
 - a. Report from Better Business Bureau
 - b. State of Ohio Certificate of Good Standing
 - c. Reference Letters (minimum 3 in number)
7. List of your expectations of TUF.

Please submit one hard copy of the requested materials and one flash drive of the requested materials to Louise Stevenson, Grantmaking Sub-committee Chairperson, The Union Foundation, c / o Sarah May, 822 Lauren Drive, Villa Hills, KY 41017 by 5/1/2026. A committee member will be on site from 10:30 a.m. until 1:00 p.m. on that date for in person submissions.