



Request for Proposal (RFP)

Historical Research Consultant for Pine Forest Education and Learning Center

Project Title:

Pine Forest Cemetery Historical Research and Impact Study

Overview:

Pine Forest Education and Learning Center (PFELC) invites proposals from qualified historians or historical research consultants to conduct an in-depth historical study of Pine Forest Cemetery. This project aims to document the cemetery's founding, evolution, and its significance in local, regional, and national history, with particular attention to its connection to the 1898 Wilmington Massacre and the broader context of African American history and resilience.

Project Objectives:

- Research and document the origins and historical development of Pine Forest Cemetery.
- Investigate the lives and legacies of individuals interred at Pine Forest Cemetery.
- Analyze the cemetery's role in the aftermath of the 1898 Wilmington Massacre and its significance in African American history and civil rights movements.
- Explore the cemetery's connections to regional and national historical narratives, particularly those involving race, resistance, and community-building.
- Develop recommendations for public education materials, including interpretive signage, digital content, and community programming.

Scope of Work:

- Archival research in local, state, and national repositories.
- Oral history collection and documentation.
- Collaboration with local historical societies and academic institutions.
- Production of a comprehensive written report (minimum 40 pages), with citations and appendices.
- Delivery of a presentation summarizing findings to PFELC board and stakeholders.
- Recommendations for educational initiatives and public history projects based on research findings.

Deliverables:

- Detailed project work plan and timeline.
- Interim progress reports.
- Final research report.
- Presentation of findings.
- Annotated bibliography and database of sources.

Qualifications:

- Advanced degree (Master's or Ph.D.) in History, African American Studies, Public History, or a related field.
- Demonstrated experience in historical research, oral history collection, and public history projects.
- Knowledge of African American history, North Carolina history, and the 1898 Wilmington Massacre is strongly preferred.
- Strong writing, research, and communication skills.

Proposal Requirements:

- Letter of interest and statement of qualifications.
- Resume or CV.
- Examples of previous relevant work or publications.



- Proposed methodology and timeline.
- Project budget (including fees, travel, and materials).
- Three professional references.

Suggested Timeline:

- Month 1: Research planning and initial archival review.
- Month 2: Intensive archival research and oral history collection.
- Month 3: Data analysis, report drafting, and preparation of recommendations.
- Month 4: Final report submission, stakeholder presentation, and delivery of educational recommendations.

Timeline:

- **RFP Release Date:** April 7, 2025
- **Proposal Submission Deadline:** June 6, 2025 – 5:00 PM EST
- **Selection Notification:** June 20, 2025
- **Project Start Date:** July 7, 2025
- **Project Completion Deadline:** October 1, 2025

Compensation: The selected contractor will be compensated between \$4,000 and \$6,000 for the completion of this project, depending on experience and proposed approach.

Submission Instructions:

Please submit proposals via email to the Board of Directors at info@pfelc.org, with the subject line: "Pine Forest Cemetery Historical Research Proposal." Proposals must be submitted in PDF format.

Questions:

All questions regarding this RFP should be directed to the Board of Directors via email to info@pfelc.org by June 6, 2025.

About Pine Forest Education and Learning Center:

PFELC is a nonprofit organization dedicated to fostering education, preservation, and community engagement through historical research, storytelling, and cultural programming. This project will contribute to PFELC's mission of illuminating the stories of resilience and legacy within our community.

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