**Draft Project Task List**

The National Register Multiple Property Documentation Form (MPDF) is a cover document presenting the themes, trends, and patterns of history that are shared by a group of historic properties such as bridges. It also serves as an evaluation tool for determining the significance and integrity of thematically related properties by establishing registration requirements for the property types identified therein.

**Task 1: Review the NRHP MPDF format and Secretary of the Interior (SOI) requirements**

* Examine SOI guidance on composing MPDFs, especially National Register Bulletin 16B: How to Complete the National Register Multiple Property Documentation Form.
* Note MPDFs require an NRHP nomination incorporating the procedures and information contained therein to demonstrate the viability of the MPDF as a guidance document.
* Examine similar MPDFs and Historical Contexts on historic bridges from other states.

**Task 2: Detailed examination/assessment of the 1997 MPDF “Historic Roadway Bridges of North Dakota” (NRIS #64500380)**

* Perform a detailed assessment of each section of the 1997 document noting its strengths and weaknesses and providing recommendations for major revisions.
* Review the comments on the MPDF provided by NDDOT and NDSHPO
* Discuss the above recommendations with NDDOT and NDSHPO staff to develop the document structure and identify any potential issues to be addressed for each section.

**Task 3:** **Schedule and** c**onduct regular monthly meetings with NDDOT and NDSHPO staff**

* Report on progress for each section, discuss issues that arise, request information or assistance from the agencies involved, and if possible, provide estimates for completion of drafts for sections.
* the consultant is encouraged to submit drafts of each completed section for agency review to reduce the time and work involved in submitting a complete draft.

**Task 4**: **Update Historic Context #1 in** **MPDF Nomination**

* Update and augment the Historic Context currently titled: Historical Patterns of North Dakota Bridge Construction, 1885-1946, which currently includes sections on the role of: railroads; state agencies such as the State Highway Department, State Highway Commission, and Office of the State Engineer; county and municipal involvement including funding and contracting; federal funding; and bridge building companies.

**Task 5: Update Historic Context #2 in MPDF Nomination**

* Restructure the Historic Context currently titled: Evolution of North Dakota Bridge Design and Engineering, 1885-1946. This context focuses on the evolution of historic bridge materials (iron, steel, timber, concrete) bridge types and classifications (truss, stringer, etc.) and technology and design. These attributes of bridges inform the property type section.
* Present methods and recording conventions for historic bridges which will serve as a “How-To” or “Best Practices” section for identifying and properly describing various bridge parts and appurtenances for the superstructure and substructure.
* Provide a list of additional resources on these topics (print, electronic, websites, etc.)

**Task 6: Define Associated Property Types**

* Based on the information from Task 4 and Task 5, define each bridge Property Type based on common physical attributes such as materials, style, design, and architectural details.
* Property Type descriptions should also include general information on their dates of use.

**Task 7: Bridge Inventory Update**

* Using inventory data from NDSHPO and NDDOT, compile an up-to-date list of known bridges in the state. A list of categories will be developed in consultation with the agencies, but should include structure#, SITS#, property type, location, NRHP status, comments, etc.
* Review the current version of the North Dakota Cultural Resources Survey (NDCRS) Site Form Training Manual: Architectural Sites with reference to the documentation of bridges.
* Review the NCRS Architectural Form for each bridge, and if necessary, modify the current site forms if the status of the bridge has changed (e.g. removal or adoption), or to correct errors (e.g. incorrect truss type). NDSHPO will provide specific instructions.
* Provide quantities and geographic distribution for these property types across the state.
* Upon consultation with the agencies, this list also could be presented as an appendix.

**Task 8: Application of the NRHP Standards and Guidelines**

* Present guidelines for evaluating NRHP Significance for each property type.
* Present guidelines for Assessing NRHP Integrity for each property type.
* Discuss culture resources guidance issued by organizations such as the Advisory Council on Historic Preservation pertinent to historic bridges.
* Prepare a Summary and Results section.

**Task 9: Preparation of NRHP Nomination(s)**

* As per SOI guidelines, an MPDF must include an NRHP nomination to serve as an example of how to nominate properties using the guidance contained in the document.
* Consult with the agencies to prepare an NRHP nomination of an eligible bridge.

**Task 10: Compile a References Cited and Additional Resources section**

* List the bibliographic references for in-text citations using the Society for American Archaeology (SAA) Style Guide.
* Develop an additional section on other recommended sources of information.

**Task 11**: **Submit a complete draft of the updated MPDF** **and NRHP Nomination to** **NDDOT and NDSHPO**

* This draft will serve as the last round of edits and comments.

**(continued on next page)**

**Task 12: Submit the Final MPDF with Bridge Inventory and NRHP Nomination to** **NDDOT and NDSHPO**

* The final MPDF will be presented to the North Dakota Historic Preservation Review Board at their quarterly meeting.
* As an update to the 1997 MPDF, the State Review Board must approve the submission prior to NDSHPO sending it to the Keeper of the National Register for final approval.
* The board may request additional changes prior to their approval of the document. If so, the consultant is expected to address the board’s requests.