



Allyson Brooks Ph.D., Director
State Historic Preservation Officer

REQUEST FOR PROPOSALS

October 2021

Consultant Contract

Project Title: Black Historic Sites Survey

(Survey and National Register Nominations for Historic Properties Associated with Black Creators in Washington State)

Underrepresented Communities Grant

Procurement Schedule

Schedule of Events	Date/Time
Issue Request for Proposals	October 15, 2021
Question and Answer Period Ends	December 15, 2021
Pre-proposal Conference (virtual)	October 28, 2021 10am
Proposal Submission Deadline	December 15, 2021
Evaluate Proposals By	January 10, 2022
Conduct Interviews with Finalists, if req'd	January 17-20, 2022
Announce Apparent Successful Contractor	January 21, 2022
Hold Debriefing Conferences, if req'd, by	January 28, 2022
Negotiate Contract	January 24, 2022
Begin Contract Work	February 1, 2022
First Project Orientation Meeting	TBD

*The Department reserves the right to modify this schedule.
Changes will be posted on the Department's website at www.dahp.wa.gov*

Procurement Contact

Nicholas Vann, Deputy State Historic Preservation Officer
nicholas.vann@dahp.wa.gov, 360-628-2170(c)

All RFP materials must be emailed to the above contact.



Table of Contents

1.	INTRODUCTION.....	3
1.1.	PURPOSE AND BACKGROUND	
1.2.	HISTORY	
1.3.	OBJECTIVE	
1.4.	MINIMUM QUALIFICATIONS	
1.5.	FUNDING	
1.6.	PERIOD OF PERFORMANCE	
1.7.	DEFINITIONS	
2.	GENERAL INFORMATION FOR CONTRACTORS.....	6
2.1.	RFP COORDINATOR	
2.2.	ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES	
2.3.	PREPROPOSAL CONFERENCE	
2.4.	SUBMISSION OF PROPOSALS	
2.5.	MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION	
2.6.	ACCEPTANCE PERIOD	
2.7.	RESPONSIVENESS	
2.8.	MOST FAVORABLE TERMS	
2.9.	COSTS TO PROPOSE, NO OBLIGATION TO CONTRACT, REJECTION OF PROPOSALS	
3.	PROPOSAL CONTENTS.....	8
4.	SCOPE OF WORK.....	9
5.	COST PROPOSAL.....	10
6.	EVALUATION AND CONTRACT AWARD.....	10
7.	DEBRIEFING OF UNSUCCESSFUL PROPOSERS.....	11
8.	PROTEST PROCEDURE.....	11

1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Department of Archaeology and Historic Preservation (DAHP), hereafter called “DEPARTMENT”, is initiating this Request for Proposal (RFP) to solicit proposals from firms or organizations interested in participating on a project to:

Conduct extensive research and public outreach in order to achieve the following: Create a comprehensive list of Black architects, artists, designers, engineers, or builders with work completed in Washington State. Complete five (5) biographies of individuals identified in the list identified above. Prepare up to 10 Historic Property Inventory (HPI) forms for properties associated with each identified Black architect, designer, engineer, or builder, with the final target between 30-50 HPIs. Prepare at least two (2) National Register nomination forms per the National Register Criteria for Evaluation with assistance from the State Architectural Historian. Obtain owner permission for any property slated for nomination.

1.2 HISTORY

Washington State is home to nearly half a million people who identify as Black. However, there is only one resource listed in the National Register of Historic Places specifically listed due its association with Black history (Mount Zion Baptist Church in Seattle, listed in 2018). That's one single resource to represent half a million Washingtonians. In fact, very few – if any – have even been recorded on Historic Property Inventory Forms. Though DAHP has been proactively capturing data on Black-related properties in WISAARD, Washington State's GIS-based inventory database, there is still an overwhelming amount of information yet to be collected and procured for historic preservation purposes. It is obvious that Black history IS Washington State history, but it is clearly underrepresented in preservation practice, National Register nominations, and historic property survey efforts.

We know there are many creators (architects, artists, designers, builders, engineers, etc.) whose work is underrepresented. Below is a sampling of figures whose work we anticipate being able to highlight.

Benjamin McAdoo established the first Black-owned architecture firm in Seattle and was the first Black man to practice architecture in Washington State. He was a local community leader and advocate for the advancement of low-income resident housing solutions. McAdoo's first commissions were small in scale, including community churches, building renovations, and private residences, but private homes brought McAdoo popular recognition and he received many local and regional accolades for his designs.

Leon Bridges founded the second Black-owned firm in Seattle in 1963, *Leon Bridges AIA*. His first project was designing a building for the Seattle YMCA. In 1972, Bridges relocated his firm to Baltimore. Over the course of his career Bridges was the recipient of more than twenty national, regional and local awards for design excellence

Mel Streeter was the third Black architect to open his own firm in Washington. After graduation, Streeter was stationed in the Army at Fort Lawton. After leaving the Army in 1957, he stayed in Seattle and began working as an architect. He applied to 22 firms before finding one

that would hire an African American. He later opened his own firm in 1967, which eventually grew to a staff of 30 architects.

It is also worth noting that nationally recognized architect **Julian Frances Abele**'s first commissioned project was in Spokane, Washington. Immediately after becoming the first Black graduate from the University of Pennsylvania's architecture program, Abele designed a home for his sister in Spokane in what is now the Nettleton's Addition Historic District. However, the home is described as non-contributing. The connection to Abele was found after the district was listed.

Prior to Black architects' accomplishments, Black people faced limited opportunities in the building and construction trades, and especially in formal architectural and engineering studies. Many learned trades from other areas in the country and brought their skills to Washington where they were able to make significant contributions to construction in all corners of the state, but oftentimes with limited acclaim.

Charles Harvey began working in Seattle in 1886 by wallpapering and painting homes according to famed newspaper editor Horace Cayton. By 1909, Harvey and contractor **Robert W. Butler** are purported to have built more homes in Seattle than any other Black men. Together, they built an apartment building at the northeast corner of 12th Ave and Pike St in Seattle which was demolished in recent years.

Outside of the Seattle area other Black builders include: **Amos Spearman** from Yakima, who built houses for Black residents; **J.J. Baskins**, who supervised construction of several institutional buildings between 1912 and 1927 in Pullman and Walla Walla in addition to several single family homes including his own at 814 Poplar Street in Walla Walla; Builder **Elbert Barnes**, who moved to Tacoma from Mississippi in 1934 and built several residences and churches.

Tyree Scott, a Seattle civil rights and labor leader who opened the door to women and minority workers in the construction industry, played an important role in the racial equality of the building industry. In 1969, Scott helped organize an association of Black independent contractors in an effort to gain lucrative building construction contracts that required minority participation. Called the Central Contractors Association (CCA), Scott, who was an electrician by trade, served as their leader. The CCA characterized itself as an organization seeking equal compliance in contracts granted on Federal building projects. **Beverly Sims** was the first Black woman to complete the Local 46 Electricians apprenticeship.

Henry Rooney moved to Seattle in 1954 after attending five different trade schools for carpentry, plumbing, masonry and electrical. He and his brother founded one of the area's first minority-owned construction firms. He built and remodeled houses mainly in the Central area of Seattle, and often worked with Black architect Benjamin McAdoo.

Ora Avis Dennis was a civil engineer who graduated in 1937 from the University of Washington and was likely the only Black engineer to graduate from UW until at least 1985. Dennis designed the Biggs Rapids Bridge connecting Maryhill, WA to Oregon on US97 in 1962. Dennis also notably headed the design team that engineered the Evergreen Point Floating Bridge.

There are references to integrated female shipyard crews, community members who pioneered as engineers at Boeing, and other otherwise hidden Black female figures that could be

highlighted in this study. Black women at Boeing, such as sheet metal worker **Dorothy West Williams**, machinist **Katie Burks**, and riveter **Ruth Render** may have historic properties associated with them.

Painter **Jacob Lawrence** (1917-2000) is internationally known for his portrayal of the African-American experience, using blacks and browns juxtaposed with vivid colors. To date his home and studio have not been surveyed.

Black painter and sculptor **James Washington, Jr.** was a leading member of the Northwest School, a group of artists, writers, and sculptors who became internationally prominent in the mid-20th Century. While his home and studio in Seattle are listed in the Washington Heritage Register, they are not listed in the National Register and could be nominated given the fact it meets the criteria for listing

The above is just a sampling of individuals who might be featured in this project, but is by no means an exhaustive or prescriptive list.

Additional information, including the 1985 Black Heritage Survey of Washington State can be accessed through the DEPARTMENT's website at www.dahp.wa.gov/URCs.

1.3 OBJECTIVE

The letting of a contract by the DEPARTMENT is to attain qualified consulting services who will successfully complete the identified deliverables and identify and reach out to stakeholders with interest in the project. The apparent successful proposer will create a comprehensive list of Black architects, artists, designers, engineers, or builders with work completed in Washington State, complete five (5) biographies of individuals identified in the list identified above, prepare up to ten (10) Historic Property Inventory (HPI) forms for historic properties associated with each identified Black architect, designer, engineer, or builder, with the final target between 30-50 HPIs, prepare at least two (2) National Register nomination forms per National Register Criteria for Evaluation with assistance from the State Architectural Historian, and obtain owner permission for any property slated for nomination.

1.4 MINIMUM QUALIFICATIONS

The contractor must include individuals or represent a team of individuals who meet the following qualifications:

1. Possess a thorough knowledge of and familiarity with Black history, particularly as it relates to Washington State;
2. Demonstrate ability to locate and successfully engage with Washington State's Black communities;
3. Demonstrated research and writing skills;
4. Demonstrate experience in conducting successful public outreach and using guidance obtained through stakeholder involvement to shape final deliverables;
5. Demonstrated experience in research and description of historic resources, and conducting architectural surveys;

6. A thorough knowledge of and familiarity with American architectural history;
7. A thorough knowledge and extensive experience in applying the criteria for assessing eligibility of properties to the National Register of Historic Places;
8. A thorough knowledge of and familiarity with identifying and evaluating Washington State's historic resources including architectural styles and types, the WISAARD database, and survey procedures;
9. Include individuals on the project team who meet the National Park Service (NPS) Professional Qualification Standards as defined in Code of Federal Regulations, 36 CFR Part 61 (https://www.nps.gov/history/local-law/arch_stnds_9.htm) in the areas of expertise of History and/or Architectural History; and
10. Have sufficient experience with digital photography.

1.5 FUNDING

The DEPARTMENT has a set budget not to exceed \$50,000 for this project. Any contract awarded as a result of this procurement is contingent upon the availability of funding. Documentation of \$10,000 worth of in-kind or cash match must be demonstrated in the proposal.

1.6 PERIOD OF PERFORMANCE

The period of performance of contract resulting from this RFP is tentatively scheduled to begin by February 1, 2022 and to end by September 1, 2023. Amendments extending the period of performance, if any, shall be at the sole discretion of the DEPARTMENT.

1.7 DEFINITIONS

DEPARTMENT – The DEPARTMENT is the agency of the State of Washington that is issuing this RFP

CONTRACTOR – The individual, project team, or company submitting a proposal in order to attain a contract with the DEPARTMENT.

PROPOSAL – A formal offer submitted in response to this solicitation.

REQUEST FOR PROPOSALS (RFP) - Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the contracting community to suggest various approaches to meet the need at a given price.

2. GENERAL INFORMATION FOR CONTRACTORS

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the DEPARTMENT for this procurement. All communication between the Contractor and the DEPARTMENT upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name: Nicholas Vann
Phone Number: 360-628-2170

E-Mail address: nicholas.vann@dahp.wa.gov

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Procurement Schedule

Schedule of Events	Date/Time
Issue Request for Proposals	October 15, 2021
Question and Answer Period Ends	December 15, 2021
Pre-proposal Conference (virtual)	October 28, 2021 10am
Proposal Submission Deadline	December 15, 2021
Evaluate Proposals By	January 10, 2022
Conduct Interviews with Finalists, if req'd	January 17-20, 2022
Announce Apparent Successful Contractor	January 21, 2022
Hold Debriefing Conferences, if req'd, by	January 28, 2022
Negotiate Contract	January 24, 2022
Begin Contract Work	February 1, 2022
First Project Orientation Meeting	TBD

The Department reserves the right to modify this schedule.

Changes will be posted on the Department's website at www.dahp.wa.gov

2.3 PREPROPOSAL CONFERENCE

A pre-proposal conference is scheduled to be held virtually on October 28, 2021 at 10:00 am PDT. **The session will be recorded for anyone who is unable to attend.** Further information regarding call-in information will be posted on our website at www.dahp.wa.gov, or you can contact the RFP Coordinator directly for information. All prospective contractors are encouraged to attend; however, attendance is not mandatory. Written questions may be submitted in advance to the RFP Coordinator. The DEPARTMENT shall be bound only to written answers to questions. Any oral responses given at the pre-proposal conference shall be considered unofficial.

2.4 SUBMISSION OF PROPOSALS

Contractors are required to submit an electronic copy (PDF) of their proposal to the DEPARTMENT via email. The PDF must be compressed into a single PDF with the following naming convention: FIRMorCONSULTANTNAME_URC Black Historic Sites Survey RFP_Date.pdf and must be received by the DEPARTMENT **by 11:59 pm PDT on Friday, December 15, 2021.**

The proposal is to be sent to the RFP Coordinator at the DEPARTMENT address. See RFP Coordinator contact information (above) for DEPARTMENT address. Late proposals will not be accepted and will be automatically disqualified from further consideration.

All proposals and any accompanying documentation become the property of the DEPARTMENT and will not be returned.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Director of the DEPARTMENT and the apparent successful contractor; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 TO 42.17.340, "Public Records."

2.5 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). No preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving award of contract, and proposals will not be rejected or considered non-responsive on the basis of minority and women owned business participation.

2.6 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by the DEPARTMENT from the due date. A proposal that does not state sixty days for acceptance will not be rejected; however, any proposal that places an acceptance of less than sixty (60) days by the DEPARTMENT will be automatically disqualified from further consideration

2.7 RESPONSIVENESS

The DEPARTMENT reserves the right at its sole discretion to waive minor administrative oversights.

2.8 MOST FAVORABLE TERMS

The DEPARTMENT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The DEPARTMENT does reserve the right to contact a contractor for clarification of its proposal.

2.9 COSTS TO PROPOSE, NO OBLIGATION TO CONTRACT, REJECTION OF PROPOSALS

The DEPARTMENT will not be liable for any costs incurred by the Contractor in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

This RFP DOES NOT OBLIGATE THE State of Washington or the DEPARTMENT to contract for services specified herein.

The DEPARTMENT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

3. PROPOSAL CONTENTS

Contractors are required to submit an electronic copy (PDF) of their proposal to the DEPARTMENT via email. The PDF must be compressed into a single PDF with the following naming convention: FIRMorCONSULTANTNAME_URC Black Historic Sites Survey RFP_Date.pdf and must be received by the DEPARTMENT **by 11:59 pm PDT on Friday, December 15, 2021.**

Proposal submittals must include the following items to be considered complete and responsive to this Request:

1. One-page cover letter summarizing the contractor's interest in the Project and identifying the contact information of the project manager/key contact. Federal Employer Tax

- Identification number or Social Security number and the Washington Uniform Business Identification number (UBI) is to be included if applicable.
2. Names, resumes (including an email address), and any other relevant qualifications of the project lead, the project manager/key contact (if different), and key personnel who will work on the project. It is highly desirable that the proposal include references for the principals and members of the project team (if any) of the Contractor.
 3. Names of any sub-consultants (including key personnel and resumes) and a summary of their scope of services and their responsibility(ies) as part of the project team.
 4. A statement of project approach that addresses how the consultant will accomplish the identified scope of work.
 5. Identification of key stakeholder individuals and organizations.
 6. A proposed schedule to complete the Project (timeline including key milestones for deliverables after Notice to Proceed).
 7. A project budget and fee schedule itemized by each work task/phase outline that identifies:
 - a. The standard hourly billing rate for personnel (or employee classification) anticipated to work on the Project
 - b. The number of hours worked per staff member
 - c. The percentage of total work completed by the prime consultant and any sub-consultant(s)
 - d. Any travel or miscellaneous expenses
 - e. Total cost for all anticipated reimbursable expenses.
 - f. Reimbursable cost must not exceed \$50,000. Combination of in-kind and/or cash match totaling \$10,000 must be included in the budget.
 8. A proposed communications plan that includes details about outreach and engagement, methods of communicating the findings and deliverables of the project, and description of media and communication tools for engaging with the public such as development of GIS-based Storymaps, social media posts, in-person events, virtual events, hybrid events, videography, graphics, etc.
 9. For the consultant and any sub-consultants: description of three (3) similar or related projects successfully completed. As necessary, include additional information demonstrating understanding and insights related to the project scope.

4. SCOPE OF WORK

The apparent successful contractor shall in their proposal best describe how the following scope of work will be executed and performed by the contractor. Specific detailing of each element and project timeline is highly desirable.

- 4.1 Create a comprehensive list of notable Black architects, artists, designers, engineers, or builders with work completed in Washington State. Complete at least five (5) biographies of individuals in the list identified above.
- 4.2 Using the DEPARTMENT's online WISAARD database, complete a minimum of 30 to 50 Historic Property Inventory (HPI) reports at the ***reconnaissance*** level of effort, of historic properties associated with the individuals identified in 4.1 above. It is unknown how many extant resources may be associated with each individual, but the consultant should plan for up to ten (10) HPIs per individual. Additional resources may be identified and documented based upon more in depth

research that leads to additional historic properties that have significance for associations with Black community members. Raw data for identifying sites, buildings, and resources pertaining to the historic context may result in a higher number than the minimum required amount of HPI forms. The HPI's shall be completed in accordance with the most recent edition of DAHP's *Washington State Standards for Cultural Resources Reporting* (<https://dahp.wa.gov/project-review/washington-state-standards-for-cultural-resource-reporting>).

- 4.3 Research and draft at least two nominations to the National Register of Historic Places of eligible properties associated with the historic context developed in (1) and identified as a result of inventory work conducted in (2) above. Owner permission for any property slated for nomination must be obtained, including submission of owner consent to National Park Service.
- 4.4 Host at least two public outreach meetings (introductory or progress, and conclusion) with Black community members and stakeholders; related tasks to include scheduling, formatting, and publicizing the meetings in addition to any follow-up tasks.
- 4.5 At least two drafts of all products identified in 4.1 through 4.5 shall be provided to the DEPARTMENT for review and comment before receiving the DEPARTMENT's approval and acceptance as complete, though ongoing communication is expected. The DEPARTMENT has final discretion as to what constitutes a completed work product as identified above.
- 4.6 Progress reports shall be submitted to the DEPARTMENT on a monthly basis throughout the duration of the project. Each report shall at minimum summarize progress in accomplishing each task, describe any problems encountered, and discuss any questions or unforeseen circumstances that may arise.
- 4.7 Products of communication, such as social media posts, GIS-based storymaps, event flier / advertisements / programs, etc.
- 4.8 All products identified in 4.1 through 4.7 shall be provided to the DEPARTMENT in electronic format and in a timely manner according to the project schedule.

5. COST PROPSAL

The maximum fee for this contract must be \$50,000 or less to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Contractor of least cost, but rather to the Contractor whose proposal best meets the requirements of this RFP. However, Contractors are encouraged to submit proposals which are consistent with State government efforts to conserve state resources.

6. EVALUATION AND CONTRACT AWARD

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the DEPARTMENT, which will determine the ranking of the proposals.

The DEPARTMENT, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

7. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after announcement of the apparent successful contractor. The debriefing must be held within five business days of the request.

8. PROTEST PROCEDURE

Protesting of this procurement must be in writing and signed by the protesting party. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator. A protest can only be filed following attendance of a debriefing conference, and must be filed with the RFP coordinator within three business days of the date of attendance of the debriefing conference.

Only protests stipulating an issue of fact concerning the following subject shall be considered.

- A matter of bias, discrimination or conflict of interest on the part of the evaluator.
- Errors by the evaluator.
- Non-compliance with procedures described in the procurement document or DEPARTMENT policy.

Upon receipt of a protest, a protest review will be held by the DEPARTMENT. The DEPARTMENT director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five business days of receipt of the protest. If additional time is required, the protest party will be notified of the delay.

-----END-----