



Request for Proposal Determining the Capital Needs of Libraries in Rural Distressed Counties

1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

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

Determining the capital needs of libraries in rural distressed counties.

1.2 OBJECTIVE

The letting of a contract by the DEPARTMENT is to attain assessment of the capital needs of libraries in rural distressed counties for the purposes of developing a statewide grant program. The study will also include an assessment of the bonding and levy capacity of local governments/library districts to assist funding the capital needs of libraries.

The consultant will prepare a draft and final report for review that identifies the backlog of capital needs by library or district, evaluates local funding capacity, and identifies the current total number for the capital needs of libraries in distressed counties.

1.3 MINIMUM QUALIFICATIONS

The successful contractor must be licensed to do business in the State of Washington. The contractor must have a minimum of five (5) years experience assessing the capital needs of both historic and non-historic buildings and in the application of the Secretary of Interior's Standards for the treatment of historic properties. The applicant should also demonstrate an understanding of the local and state bonding and levy process.



1.4 FUNDING

The DEPARTMENT has a set budget not to exceed \$80,000 for this project. Any contract awarded as a result of this procurement is contingent upon the availability of funding. The Contractor must coordinate with the Department of Commerce on assessing the local funding capacity for both historic preservation and non-historic preservation needs.

1.5 PERIOD OF PERFORMANCE

The period of performance of contract resulting from this RFP is tentatively scheduled to begin on or about **July 1, 2018** and to **end on June 30, 2019**.

1.6 DEFINITIONS

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

CONTRACTOR – The individual 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: Greg Griffith
Address: PO Box 48343, Olympia, WA 98504
Phone Number: 360-586-3073
Fax Number: 360-586-3067
E-Mail address: Greg.Griffith@dahp.wa.gov



2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	May 14, 2018
Question and answer period	May 15-31, 2108
Pre-proposal conference	May 31, 2018 at 11am
Proposals due	June 8, 2018
Evaluate proposals	June 13, 2018
Conduct interviews with finalists, if required	June 15, 2018
Announce apparent Successful Contractor	June 18, 2018
Hold debriefing conferences, if required	June 22, 2018
Negotiate contract	June 25, 2018
Begin contract work	July 1, 2018

2.3 PREPROPOSAL CONFERENCE

A per-proposal conference is scheduled to be held on **May 31, 2018 at 11:00 am** at the location of the DEPARTMENT. See RFP page one heading for DEPARTMENT location address. 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 at least one written copy of their proposal. Two copies are recommended. The proposal, whether mailed, e-mailed or hand delivered, must arrive at the DEPARTMENT no later than **5:00 pm, local time, on June 8, 2018.**

The proposal is to be sent to the RFP Coordinator at the DEPARTMENT address. See RFP page one heading 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 DEPARTEMENT does reserve the right to contact a contractor for clarification of its proposal.

2.9 COSTS TO PROPOSE, NO BLIGATION 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

Proposals are requested to be submitted on eight and one-half by eleven (8 ½ x 11) inch paper, with tabs separating the major sections of the proposal.

Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written is to be included.

Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification number (UBI) are to be included.

It is highly desirable that the proposal include references for the principals of the Contractor.

4. SCOPE OF WORK

- 4.1 Using the Governor's Office of Financial Management's list of distressed counties the consultant will identify all libraries and library districts in those counties (see: <https://fortress.wa.gov/esd/employmentdata/reports-publications/regional-reports/distressed-areas-list>).
- 4.2 The consultant will meet with identified libraries and library districts to identify capital needs. The consultant will determine the facilities back log of both historic preservation and non-historic preservation needs for each library and/or library district.
- 4.3 The consultant will travel to the identified libraries to work with facilities managers on developing the backlog of capital needs.
- 4.4 The consultant must coordinate with the Department of Commerce on assessing the local funding capacity for both historic preservation and non-historic preservation needs.
- 4.5 The consultant will prepare a draft and final report for review that identifies the backlog of capital needs by library or district, evaluates local funding capacity, and identifies the current total number for the capital needs of libraries in distressed counties.

5. COST PROPSAL

- 5.1 The maximum fee for this contract must be \$80,000 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 with five business days of receipt of the protest. If additional time is required, the protest party will be notified of the delay.

