



## **Request for Proposals Third Places Grant Program Capital Grant Program Administration October 2020**

### **1. INTRODUCTION**

#### **1.1 PURPOSE AND BACKGROUND**

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

Provide administrative assistance and historic preservation expertise for the Third Places Grant Program, which is a brick and mortar historic preservation grant program that will serve rural communities throughout the state of Washington. This project is supported through a grant from the Paul Bruhn Historic Revitalization Grants Program as administered by the National Park Service, Department of Interior.

#### **1.2 OBJECTIVE**

The letting of a contract by the DEPARTMENT is to attain qualified administrative assistance and historic preservation expertise for the letting of, monitoring of, adherence to standards, performance compliance and the successful completion of capital grants for the purpose of rehabilitating historic buildings in rural Washington state communities that house Third Place uses.

#### **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 in the application of the *Secretary of Interior’s Standards for the Treatment of Historic Properties* (<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>), identification and evaluation of historic properties, and providing technical assistance to historic property owners/managers. Additionally the successful CONTRACTOR must demonstrate experience in managing state and Federal capital grant programs, and the state administrative management of grant programs or projects having similarities to grant programs. The response must also demonstrate experience in state and Federal accounting and fiscal procedures. Previous experience in managing rehabilitation programs of historic properties is highly desirable.

#### **1.4 FUNDING**

The DEPARTMENT has a set budget not to exceed \$70,000.00 for this project. Any contract awarded as a result of this procurement is contingent upon the availability of funding.



## 1.5 PERIOD OF PERFORMANCE

The period of performance of the contract resulting from this RFP is tentatively scheduled to begin on or about November 16, 2020 and to end on June 30, 2023. Amendments extending the period of performance, if any, shall be at the sole discretion of the DEPARTMENT.

## 1.6 DEFINITIONS

**DEPARTMENT** – The Department of Archaeology & Historic Preservation (DAHP) is the agency of the State of Washington that is issuing this RFP

**CONTRACTOR** – The individual, organization, 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.

**THIRD PLACES** - Any place or building use that can promote informal or formal gatherings. Theaters, community centers, churches, libraries, cafes, bars, fitness studios, salons, breweries, and bookstores are examples of building uses that serve as physical locations wherein people strengthen social connections and build community, fostering sense of place and promoting economic development and public mental health.

## 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  
Address: DAHP/PO Box 48343/Olympia WA 98504-8343  
or mailing address:  
DAHP/1110 Capitol Way S/Suite 30/Olympia WA 98501  
Phone Number: 360-628-2170  
E-Mail address: [nicholas.vann@dahp.wa.gov](mailto:nicholas.vann@dahp.wa.gov)



## 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

### Procurement Schedule

Schedule of Events	Date/Time
Issue Request for Proposals	October 6, 2020
Question and Answer Period Ends	October 16, 2020
Pre-proposal Conference (virtual)	October 13, 2020 1pm
<b>Proposal Submission Deadline</b>	<b>October 20, 2020</b>
Evaluate Proposals By	October 30, 2020
Conduct Interviews with Finalists, if req'd	November 2, 2020
Announce Apparent Successful Contractor	November 6, 2020
Hold Debriefing Conferences, if req'd, by	November 20, 2020
Negotiate Contract	November 9, 2020
Begin Contract Work	November 16, 2020
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](http://www.dahp.wa.gov).*

## 2.3 PREPROPOSAL CONFERENCE

A pre-proposal conference is scheduled to be held virtually on October 13, 2020 at 1:00 pm PDT. Further information regarding call-in information will be posted on our website at [www.dahp.wa.gov](http://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 their proposals electronically to: [nicholas.vann@dahp.wa.gov](mailto:nicholas.vann@dahp.wa.gov). The emailed proposal must arrive at the DEPARTMENT **no later than 11:59 pm, PDT, on Thursday, October 20, 2020**. Late proposals will not be accepted.

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

Submitted proposals shall include the CONTRACTOR's name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with



whom contract would be executed.

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

In their proposal, the prospective CONTRACTOR shall succinctly yet thoroughly describe how the following scope of work tasks will be executed and performed by the CONTRACTOR. Specific detailing of each element is highly desirable.

- 4.1 Administering the Grant steering committee. Tasks include selecting committee members in consultation with the Department, organizing meetings, making recommendations, taking notes, and acting as staff to the committee.
- 4.2 Providing historic preservation technical assistance, with assistance from the Department, to those interested in applying for, or receiving a grant.
- 4.3 Reviewing grant applications, with assistance from the Department, to ensure subject grant properties are eligible for or listed in the National Register of Historic Places and proposals meet federal historic preservation standards.
- 4.4 Reviewing grant applications, with assistance from the Department, to ensure proposed compliance with the *Secretary of Interior Standards for the Treatment of Historic Properties*.
- 4.5 Ensuring that all invoices for the grants meet state fiscal accounting standards.
- 4.6 Preparing grant award letters for signature by the DAHP grants administrator.
- 4.7 Preparing scopes of work for grant recipients.
- 4.8 Ensuring work is completed by grant recipients in a timely manner, monitor the progress of the grant recipients' project, provide technical historic preservation expertise and support to the grant recipient as pertains to the *Secretary of Interior Standards for the Treatment of Historic Properties*.
- 4.9 Provide monthly status reports of let grant projects to the DEPARTMENT.
- 4.10 Provide interim and final completion report of let grant projects for DEPARTMENT review.
- 4.11 Ensure and work with grant recipients to provide proper backup documentation to enable the DEPARTMENT to issue interim and final grant reimbursement payments to the grant recipient.



- 4.12 When and as necessary, managing the state fiscal re-appropriations process.
- 4.13 Travel as necessary for the grant program. Reimbursement to the CONTRACTOR will be based on Washington State travel rates. The apparent successful CONTRACTOR **must** be able to meet these expected travel needs and to do so within Washington State travel rates.
- 4.14 In coordination with the DEPARTMENT, collect, compile, and report program data to help measure program success.
- 4.15 CONTRACTOR must demonstrate experience in organizing and conducting grant selection committee meetings.
- 4.16 When and where necessary, draft, circulate for signature, and monitor preservation covenants to protect the public's investment in the preservation of historic properties benefiting from a grant.

## 5. COST PROPSAL

The maximum fee for this contract must be \$70,000.00 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 technical and expert 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 CONTRACTORS

Upon request, a debriefing conference will be scheduled with an unsuccessful CONTRACTOR. 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.

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