



## **Request for Proposals Historic County Courthouses, Heritage Barns, Cemeteries and Theaters Capital Grants Programs Administrative Assistance**

### 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 to:

Provide administrative assistance in administering Washington State’s Historic County Courthouses, Heritage Barns, Cemeteries and Theaters Capital Grant programs.

#### 1.2 OBJECTIVE

The letting of a contract by the DEPARTMENT is to attain qualified administrative assistance for the letting of, monitoring of, adherence to standards, performance compliance and the successful completion of State Capital grants for the purpose of rehabilitation of Historic County Courthouses, Washington Heritage Barns, historic Cemeteries and Theaters.

#### 1.3 MINIMUM QUALIFICATIONS

The successful CONTRACTOR must demonstrate the following qualifications:

- Be licensed to do business in the State of Washington.
- Have a minimum of five (5) years’ experience in applying the *Secretary of Interior’s Standards for the Treatment of Historic Properties* to capital projects, particularly in preparation of scopes of work.
- Employ individuals and assign them to conduct activities related to this grant administration who meet the *Secretary of the Interior’s Professional Qualification Standards* in the areas of History, Architectural History, and/or Historic Architecture.
- Have extensive experience identifying and evaluating historic properties, and providing technical assistance to historic property owners/managers.
- Must demonstrate experience in administering and managing Washington State capital funds, be familiar with travel policies, reimbursement procedures, procurement standards, and state fiscal re-appropriations.
- Experience organizing and facilitating grant selection committees.
- Demonstrate experience in state accounting and fiscal procedures. Previous experience in managing rehabilitation programs of historic barns and courthouses is highly desirable.



## 1.4 FUNDING

The DEPARTMENT has a set budget not to exceed \$210,000.00 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 July 15, 2021 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.

## 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: PO Box 48343  
Olympia, 98504-8343  
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

Issue Request for Proposals	June 14, 2021
Question and answer period	June 14-25, 2021
Pre-proposal conference	June 22, 2021 11:00 am
Proposals due	June 28, 2021 11:59 pm
Evaluate proposals	July 7, 2021
Conduct interviews with finalists, if needed	July 9, 2021
Announce successful CONTRACTOR	July 12, 2021
Hold debriefing conferences, if required	July 13, 2021 (see section 7)
Negotiate contract	July 14, 2021
Project Orientation Meeting	July 15, 2021
Begin contract work	July 15, 2021

## 2.3 PREPROPOSAL CONFERENCE

A pre-proposal conference is scheduled to be held on Tuesday, June 22, 2021 at 11:00 am via Zoom meeting (see below). 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.

Join Zoom Meeting

<https://zoom.us/j/92195539161?pwd=M1p5RFF5RTYraVJaaXgxbi9Qckw4QT09>

Meeting ID: 921 9553 9161

Passcode: 596789

## 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) with copy to [marivic.quintanilla@dahp.wa.gov](mailto:marivic.quintanilla@dahp.wa.gov). The emailed proposal, must arrive at the DEPARTMENT **no later than 11:59 pm, PDST, on Monday June 28, 2021**. 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 Historic County Courthouse, Heritage Barns, Cemeteries and Theaters steering committees. Tasks include organizing meetings, making recommendations, taking notes, and acting as staff to all three committees. The courthouse committee will meet at least 4 times during the 21-23 state biennium (July 1, 2021 to June 30, 2023). The Heritage Barn and Cemeteries committees may meet up to 8 times during the 2021-2023 state biennium.
- 4.2 Providing technical assistance to counties interested in applying for, or receiving Historic County Courthouse grants.
- 4.3 Providing technical assistance to Heritage Barn owners interested in applying for, or receiving Heritage Barn grants.
- 4.4 Providing technical assistance to owners/stewards of historic cemeteries interested in applying for, or receiving Cemetery grants.
- 4.5 Providing technical assistance to owners/stewards of historic theaters interested in applying for, or receiving Historic Theater grants.
- 4.6 Reviewing Historic County Courthouse, Heritage Barn, Cemeteries and Theaters grant applications to ensure compliance with the *Secretary of Interior Standards for the Treatment of Historic Properties*.
- 4.7 Ensuring all rehabilitation work for courthouses, barns, cemeteries and theaters meets the *Secretary of Interior Standards for the Treatment of Historic Properties*.
- 4.8 Coordinating review of Historic Courthouse, Heritage Barn, Cemeteries and Theaters grant applications to assess compliance with the Americans with Disabilities Act (ADA) as provided by the Department of Enterprise Services (DES) or their designee.
- 4.9 Ensuring that all invoices for Historic County Courthouses, Heritage Barns, Cemeteries and Theaters meet state fiscal accounting standards.



- 4.10 Preparing grant award letters for signature by the DAHP grants administrator.
- 4.11 Preparing scopes of work for Historic County Courthouse, Heritage Barn, Cemeteries and Theaters grant recipients.
- 4.12 Ensuring work is completed by grant recipients in a timely manner, monitor the progress of the grant recipients' project, provide technical support to the grant recipient as pertains to the *Secretary of Interior Standards for the Treatment of Historic Properties*.
- 4.13 Provide monthly status reports of let grant projects to the DEPARTMENT.
- 4.14 Provide interim and final completion report of let grant projects for DEPARTMENT review.
- 4.15 Ensure and work with Historic County Courthouse, Heritage Barn, Cemeteries and Theaters grant recipients to provide proper backup documentation to enable the DEPARTMENT to issue interim and final grant reimbursement payments to the grant recipient.
- 4.16 When and as necessary, managing the state fiscal re-appropriations process.
- 4.17 Extensive travel for the Historic County Courthouse, Heritage Barn, Cemeteries and Theaters grant program is expected. 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.
- 4.18 In coordination with the DEPARTMENT, collect, compile, and report program data to help measure program success.
- 4.19 CONTRACTOR must demonstrate experience in organizing and conducting grant selection committee meetings.
- 4.20 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

- 5.1 The maximum fee for this contract must be \$210,000.00 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 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.