



**STATE OF WASHINGTON
DEPARTMENT OF FISH AND WILDLIFE (WDFW)
REQUEST FOR QUALIFICATIONS AND QUOTATION 19-00038**

PROJECT: CULTURAL RESOURCES SERVICES

EXPECTED DURATION OF CONTRACT: January 1, 2020 to December 31, 2023

ESTIMATED PROCUREMENT SCHEDULE:

RFQQ Release: November 21, 2019

Questions Due from Proposers (email only): December 2, 2019

WDFW Responses to Questions: On or about December 10, 2019

Proposals Due to WDFW (email only): Tuesday, December 20, 2019 at 4:30 p.m. local time to margaret.rennie@dfw.wa.gov

Apparent Successful Proposer(s) Announced Week of December 30, 2019

Notes: The procurement schedule and contract duration may be adjusted if necessary. Proposals that do not address all requirements of this RFQQ may be rejected as non-responsive.

PROPOSER ELIGIBILITY: This procurement is open to proposers who satisfy the minimum qualifications listed in Section 3 and who are available for work in Washington State. Applications are encouraged from businesses certified in Washington State by the Office of Minority and Women's Business Enterprises and/or the Department of Veterans Affairs.

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1. PROJECT OVERVIEW

The purpose of this procurement is to establish a qualified vendor pool to provide Cultural Resource Survey Services to the Washington State Department of Fish and Wildlife (WDFW) on an as needed basis.

WDFW manages more than 900,000 acres to preserve, protect and perpetuate Washington's diverse wildlife, and wildlife habitats, and to maximize the recreational and aesthetic benefits of wildlife for all citizens. Many factors shape management goals for WDFW-owned or -managed lands and private lands receiving funding from WDFW for habitat conservation and/or restoration. WDFW has established goals, objectives, and mandates that regulate management options. WDFW is responsible for project review to determine what effects, if any, its projects would have on cultural resources. WDFW requires that reviews must be carried out by or under the direct supervision of a person or persons meeting the U.S. Secretary of the Interior's Professional Qualifications Standards.

Various management actions taking place on WDFW lands include but are not limited to, capital projects such as new construction/developments; forest health projects; invasive plant removal; land acquisition for habitat conservation and/or recreation; habitat improvement, enhancement, and restoration; maintenance and construction of recreation facilities (boat ramps, access area development, trail construction and maintenance, kiosks construction, vault toilet installation, etc.); removal, relocation, or rehabilitation of historic structures; removal of hazardous structures; built environment assessment; hatchery renovation and maintenance. These management actions may have the potential to impact cultural resources, and therefore must be reviewed under federal, state, tribal, and/or local cultural resources regulation.

The intent of this procurement is to contract with multiple qualified vendors in order to establish a pool of pre-qualified contractor for these services. Specific projects are awarded to vendors under master cooperative contracts through a Notice to Proceed process; the award of a contract through this procurement is not a guarantee of work.

The anticipated original term of any contract resulting from this RFQQ will be from January 1, 2020 to December 31, 2023. WDFW may extend the terms of these contracts for up to two 12 - month terms. WDFW reserves the right to conduct additional procurements to add additional vendors to the pre-qualified pool during the contract period.

2. SCOPE OF WORK

2.1 Types of Services. The types of work the Contractor would be expected to accomplish may include, but is not limited to the following:

- Archaeological Reconnaissance Surveys: Conduct an examination of all or part of an area in sufficient detail to make generalizations about the types, distributions, and preliminary significance evaluation of cultural properties that may be present.
- Archaeological Intensive Surveys: Perform systematic and detailed examination of an area designed to gather information about cultural properties sufficient to evaluate

them against criteria of significance within specific historic/prehistoric contexts and for their eligibility for inclusion to the National Register of Historic Places.

- **Archaeological Data Recovery:** Perform archaeological data recovery research on archaeological resources that may be adversely altered, damaged or destroyed as a result of a construction, rehabilitation, or maintenance project.
- **Archaeological Site Condition Assessment:** Perform site monitoring programs to include the observation and sampling of an excavation or excavation(s) related to a construction project in order to recover archaeological information and materials, if they are exposed, and to ensure that any significant features, objects or remains that may have been missed during previous investigations are recorded and preserved as archival material or in situ.
- **Architectural Reconnaissance Surveys:** Conduct an examination of all or part of an area, set of structures, or buildings in sufficient detail to make generalizations about the types, distributions and initial potential significance of historic properties that may be present.
- **Artifact Analysis:** Perform artifact analysis on both prehistoric and historic artifacts that may be collected during archaeological data recovery. Prepare collected samples for specialized analysis (radiocarbon dating, obsidian sourcing, etc.)
- **Built-Environment Condition Assessment Surveys:** Perform systematic and detailed examination of an area, set of structures, or buildings designed to gather information about properties or certain structural elements sufficient to evaluate them against criteria of significance within specific historic contexts.
- **Built-environment Treatment:** Field investigations, analysis, and reporting on treatments for historic masonry and mortar to include repair, conservation, cleaning, and stabilization, and reproduction of components and materials. Application and interpretation of minimally invasive forensic techniques for investigating the physical and chemical status, condition, stability, and performance of wood, masonry, and mortar materials.
- **Curation Preparation:** Perform curation preparation of artifacts (both prehistoric and historic) and associated records (including maps, photographs, field notes, etc.) in accordance with the curation guidelines of the accepting museum. Identification of appropriate protective measures and coatings for historic masonry and wood surfaces.
- **Ethnographic Studies:** May include oral interviews, audio- and videotaping of cultural practitioners, local historians, etc.
- **Geophysical Survey and Remote Sensing:** The use of ground-based geophysical methods such as magnetometers, electrical resistance meters, ground-penetrating radar (GPR) and electromagnetic (EM) conductivity meters and/or ground-based and Unmanned Aerial Vehicles (UAV)-Based photogrammetry.

- Geospatial Data: GPS and GIS Requirements for geospatial data collection of cultural resources.
- HABS/HAER and Historic Landscape Investigations: Establish standards for and perform appropriate methods and kinds of recordation and documentation for eligible historic buildings and/or engineering structures, and landscape(s) prior to their demolition, alteration, rehabilitation, or ownership transfer in consultation with appropriate representatives of the proprietary installation, Historic Preservation Officer, and HABS/HAER Division of the National Park Service.
- Interpretive Studies, Materials, and Services: Prepare work plans for accomplishing the study, design, and production of interpretive tours, displays, and media for historic properties in accordance with existing standards, criteria and guidelines.
- Mitigation and Treatment Plans: Perform historic architectural research/mitigation on historic properties that may be adversely altered, damaged or destroyed as a result of a construction, rehabilitation, renovation, demolition, or maintenance-related project.
- Monitoring: Develop and perform site monitoring programs to include the observation and inspection of a construction project from design phase through various stages of construction, to be determined for each task order, to ensure the protection of any existing significant architectural features and/or intact material remains, and to ensure these historic resources are properly addressed throughout the construction period.
- National Register (NR) Form Preparation: Prepare NR forms for historic properties, districts, and/or landscapes in accordance with existing standards, criteria, and guidelines in an effort to document all available information of the historic properties, district, and/or landscapes for decisions regarding their eligibility for inclusion into the National Register of Historic Places.
- Protection/Management Plans: Development of cultural resources management integrated cultural resources management, cultural resource protection, and/or project specific archaeological research design plans.
- Traditional Cultural Property Studies: Perform systematic and detailed examination of an area, landscape, district, region, island, etc., designed to gather information about properties that may hold importance to cultural entities, organizations, or societies. Information gathering may include informal tribal consultation, translating or transcribing of archival and library documents and material, any other methodology or context available and appropriate at the time.

2.2 Types of Work Products. Examples of the types of products a Contractor would be expected to deliver may include but are not limited to the:

- Draft (input) environmental impact statements and environmental assessments
- Fact sheets on selected cultural resource issues

- Compilations of raw facts (such as stratigraphic location and listing of artifacts)
- Plans of study (management plans for cultural resources)
- Determination of Eligibility Form (National Register form) for specific projects
- Maps, both plan and contour
- Geospatial data
- Traditional cultural property studies
- Ethno-historic reports
- Oral history interviews
- Duration plans and implementation
- Professional site reports
- HABS/HAER documentation reports
- Photographs, including reproduction of archival photography
- To-scale drawing of artifacts
- Multimedia document production of field and analysis findings
- Professional technical reports scaled for either professional or public distribution
- Mitigation and Treatment Plans
- National Register (NR) Form preparation
- Washington State Historic Property Inventory forms
- Washington State Archaeological Site/Isolate Inventory forms
- National Register quality, investigative reports and evaluations of historic structures and buildings, state historic property inventories, and context statements
- Peer Review of technical documents

2.3 Work Standard and Qualifications. The professional qualifications of Contractor employees and/or subcontractors, the work standards for services, and the process for awarding work to Contractors are detailed in Attachment E, Sample Contract.

3. MINIMUM QUALIFICATIONS

- 3.1 The Consultant must be licensed to do business in the State of Washington.
- 3.2 In addition to the insurance requirements contained in Attachment E, the Consultant must also maintain professional liability insurance with minimum limits no less than \$1,000,000 per incident, loss, or person, as applicable. a. If defense costs are paid within the limit of liability, the Consultant shall maintain limits of \$2,000,000 per incident, loss, or person, as applicable. If the policy contains a general aggregate or policy limit, it shall

be at least two times the incident, loss or person limit. b. If professional liability insurance is written on a "claims made" basis, the policy shall provide full coverage for prior acts or include a retroactive date that precedes the effective date of this contract. c. The Consultant must agree to disclose the existence and nature of any limiting endorsement that applies to any liability insurance policy; and is required to buy professional liability insurance for a period of 24 months after completion of any contract resulting from this procurement. This requirement may be satisfied by the continuous purchase of commercial insurance or an extended reporting period.

3.3 Consultant Staff Qualifications. All Consultant staff proposed for services must meet the qualifications contained in the *U.S. Secretary of the Interior's Professional Qualifications Standards* contained in Title 36, Part 61 of the Code of Federal Regulations (CFR) with the following additional requirements for supervisory staff:

- Activities regarding, or having the potential to affect, historic buildings and structural elements must be carried out by, or under the direct supervision of, a person or persons meeting the *U.S. Secretary of the Interior's "Professional Qualifications – Standards for Historic Architecture", "Standards for Historic Landscape Architecture,"* or *"Standards for Architectural Historian"* (proposed revised Standards, 62 CFR 33708, June 20, 1997) with at least five years' experience in projects involving historic buildings and structures in the Pacific Northwest, *and* a demonstrated familiarity with Pacific Northwest themes.
- Activities regarding, or having the potential to affect, precontact archaeological resources must be carried out by, or under the direct supervision of, a person or persons meeting at a minimum the *U.S. Secretary of the Interior's "Professional Qualifications – Standards for Archeology"* (36 CFR Part 61) with at least five years full-time professional experience or equivalent specialized training in the study of archeological resources of the precontact period and/or historic period, with demonstrable research, administration, or management experience with resources reflecting precontact themes related to the land-use history of the Pacific Northwest in the State of Washington.
- Activities regarding, or having the potential to affect, historic archaeological resources must be carried out by, or under the direct supervision of, a person or persons meeting at a minimum the *U.S. Secretary of the Interior's "Professional Qualifications – Standards for Archeology"* (36 CFR Part 61) with at least five years full-time professional experience or equivalent specialized training in the study of historic or industrial archeological resources, with demonstrable research, administration, or management experience with resources reflecting historic themes related to the land-use history of the Pacific Northwest in the State of Washington.

3.4 Additional Consultant Supervisory Staff Qualifications. All Consultant staff proposed for work as a Project Archaeologist, Field Crew Chief, or in a similar supervisory position must be able to demonstrate:

- Successful completion of Washington State Archaeological Site Inventory forms, Washington State Archaeological Excavation and Alteration Permits, federal Archaeological Investigation Permits, and National Historic Register nomination forms;
- Experience conducting Archaeological Site Damage Assessments and Condition Reports, Cultural Resource/Historic Property Management Plans, and Multiple Property Nominations;
- Experience conducting Archaeological Site Damage Assessments and Condition Reports of precontact sites in Washington State;
- Demonstrable experience working successfully with Native American Tribes having an interest in the cultural resources of Washington State; and
- Successful completion of Washington State Historic Property Inventory forms, and National Historic Register nomination forms.

3.5 Consultant Historic Preservation Staff Qualifications. All Consultant staff proposed for historic preservation professional services must meet the qualifications:

Field 1 - History – All staff proposed for historical research must have a minimum qualification of a graduate degree in history or closely related field; or a bachelor’s degree in history or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution: or
- Demonstrated ability to carry research to completion, which may include, but is not limited to, contribution through research and publication to the body of scholarly knowledge in the field of history.

Field 2 - Architectural History - All staff proposed for architectural history must have a minimum qualification of a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Field 3 - Historic Architecture - All staff proposed for historic architecture must have a minimum qualification of a professional degree in architecture or a Washington State license to practice architecture, plus one of the following:

- At least one year of graduate study in architectural preservation, American

architectural history, preservation planning, or closely related field;

- Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Regardless of field, Consultant staff proposed for all historic preservation professional services must be able to demonstrate extensive experience in:

- Field evaluation of a variety of historic built-environment resources and property types,
- Development of historic context statements and contextual evaluation of a variety of historic built-environment resources and property types,
- Demonstrable research, administration, or management experience with resources reflecting historic themes related to the Settlement Period and land-use history in the Pacific Northwest;
- Successful completion of Washington State Historic Property Inventory forms and National Historic Register nomination forms.
- At least one year of full-time professional experience on historic preservation projects.

3.6 Consultant Archeologist Staff Qualifications. All Consultant staff proposed archeology professional services must meet the qualifications:

Field 4 - Precontact Archeology - All staff proposed for precontact archeology must have a minimum qualification of a graduate degree in archeology, anthropology, or closely related field plus following specialized training:

- At least one year of full-time professional experience or equivalent specialized training in Pacific Northwest Coast or Columbia Plateau archeological research, administration or management;
- At least one year of supervised field and analytic experience in Pacific Northwest Coast or Columbia Plateau archeology; and
- At least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period in the Pacific Northwest,

Field 5 - Historic Archaeology - All staff proposed for historic archeology must have a minimum qualification of a graduate degree in archeology, anthropology, or closely related field plus following specialized training:

- At least one year of full-time professional experience or equivalent specialized training in the study of archeological resources of the historic period, with demonstrable research, administration, or management experience with resources reflecting historic themes related to history in the Pacific Northwest;
- At least one year of supervised field and analytic experience in historic archeology of

the Pacific Northwest; and

- At least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period in the Pacific Northwest.

3.7 Consultants who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated and no score will be assigned.

4. RFQQ COORDINATOR

The RFQQ Coordinator is the sole point of contact at WDFW for this procurement.

Name: Margaret Rennie
Office: Washington Department of Fish and
Wildlife, Contracts and Purchasing
Telephone (360) 902-2203
Email: Margaret.rennie@dfw.wa.gov

Any other communication will be considered unofficial and non-binding on WDFW. Proposers are to rely on written statements issued by the RFQQ Coordinator. Communication directed to parties other than the RFQQ Coordinator may result in disqualification of the Proposer.

5. INSTRUCTIONS TO PROPOSERS

All required documents must be submitted to the RFQQ Coordinator by e-mail by the times and dates in this RFQQ. Bidders are responsible for the means of delivery of all documents to ensure receipt by the RFQQ Coordinator by the required dates and times.

5.1 Proposal Contents

See Exhibit A, Checklist for Responsiveness, for a list of all documents that must be submitted as a part of a bidder's proposal. All bids submitted in response to this RFQQ shall consist of the following documents:

- a. A cover letter of no more than 400 words, signed by a person authorized to bind the proposing organization to a contract, summarizing the most important elements of the proposal.
- b. Exhibit B, Certification and Assurances, signed by a person authorized to bind you or your organization to a contract.
- c. Exhibit C, Vendor Certification Executive Order 18-03, signed by a person authorized to bind you or your organization to a contract.

- d. Exhibit D, Bidder Questionnaire, completed by your organization and including a current resume' for any proposed Bidder staff; and
- e. Exhibit E, Bidder Profile, completed by your organization

5.2 Proposal Format

One copy of the complete proposal must be submitted by the Bidder to the RFQQ Coordinator electronically using Microsoft Word, Excel or portable document format (pdf). Any documents which require an official signature should be submitted in pdf.

5.3 Proprietary Information

Clearly mark any portion(s) of your proposal which contains proprietary information. You may not mark the entire proposal as proprietary. If your proposal is successful, and WDFW receives a request to view or copy your proposal, WDFW shall respond according to public disclosure procedures described in this RFQQ. However, if any information in your proposal is marked as proprietary, WDFW shall not make that portion available without giving you an opportunity to seek a court order preventing disclosure.

5.4 Bidder's Questions and Answers

Specific questions concerning this RFQQ may be submitted in writing to the RFQQ Coordinator at the email address specified in Section 3 of this RFQQ. There will be one opportunity to ask questions. Questions must be received by the RFQQ Coordinator no later than 4:00 p.m. on December 2, 2019. Responses to those questions will be sent out on or December 10, 2019. Questions must be submitted via email and must be received by the date and time listed above. Only responses received in writing from the RFQQ Coordinator will be considered official and binding.

5.5 Delivery of Proposals

Send complete proposal to the RFQQ Coordinator at the email address specified in Section 3 of this RFQQ. Email transmission is required.

Proposals must be received by the RFQQ Coordinator no later than 4:00 p.m. local time for Olympia WA on December 20, 2019. Late proposals will not be accepted and shall automatically be disqualified from further consideration.

WDFW assumes no responsibility for delay in transmission of proposals. WDFW will use the "time stamp" on the email as the official time of receipt. Time extensions will not be granted.

5.6 Procurement Complaint Process

Bidders considering submitting a bid or proposal in response to any request for bids, request for qualifications, Request for Proposals or any solicitation for goods and services under RCW 39.26 may submit complaints regarding a particular solicitation to the WDFW solicitation point of contact. Bidders may submit a complaint on the following for any solicitation:

- The solicitation unnecessarily restricts competition;
- The solicitation evaluation or scoring process is unfair or flawed; or

- The solicitation requirements are inadequate or insufficient to prepare a response.

All complaints submitted under this process must:

- Be in writing;
- Be received by the WDFW solicitation point of contact by e-mail not later than five business days before the Bidder's response to a solicitation is required to be submitted to WDFW.
- Clearly articulate the basis for the complaint; and
- Include a proposed remedy.

WDFW will respond to complaints in writing and post the response (and any changes to the solicitation required by the response) on WEBS. Bidders may not appeal the response or raise the same complaint during any protest period.

5.7 Washington's Electronic Business Solution (WEBS)

Bidders are solely responsible for:

- Properly registering with Washington's Electronic Business Solution (WEBS) at www.des.wa.gov , and maintaining an accurate Bidder profile in WEBS.
- Downloading the RFQQ packet consisting of the RFQQ, all Appendices, and incorporated documents related to the RFQQ for which you are interested in Bidding.
- Downloading all current and subsequent Amendments to the RFQQ to ensure receipt of all RFQQ documents.

Notification of Amendments to the RFQQ will only be provided to those Bidders who have registered with WEBS and have downloaded the RFQQ from WEBS. Failure to do so may result in a Bidder having incomplete, inaccurate, or otherwise inadequate information and Bid.

6. EVALUATION AND AWARD PROCEDURES

6.1 Evaluation Team

A team will be formed to evaluate proposals. The team will be composed of individuals with technical and/or financial backgrounds. WDFW will evaluate the proposals for compliance with procedural requirements.

6.2 Information Used For Evaluation

The evaluation team will use the information in the Bidder Questionnaire, information gathered from Bidder's references and cost proposal. No other information will be supplied to or used by the evaluation team.

6.3 Evaluation Process

WDFW will evaluate the bidders' proposals through the following process:

- a. Preliminary screening. WDFW contract management staff will review proposers' submissions and determine whether they are responsive to the procedural instructions in this RFQQ and meet criteria specified. Non-responsive proposals will be eliminated from further consideration.
- b. Review of mandatory requirements and qualifications. The evaluation team will evaluate the required documents listed in Section 5.1 for all proposals that are deemed to be responsive.
- c. Reference checks. The WDFW may check references for the top bidder(s) only. In addition to contacting the references provided by bidders, WDFW may contact additional professional references to determine the bidders' experience and past performance. Bidders whose references cannot be verified will be contacted and allowed one (1) business day to arrange for reference verification.
- d. Oral Presentations may be required. Should oral presentations become necessary, WDFW will contact the top-scoring Consultants and any proposed Consultant Team Members to schedule a date, time and location. Commitments made by the Consultant at the oral interview, if any, will be considered binding.

6.4 Notice of Apparent Successful Bidder

WDFW will notify all bidders via WEBS and e-mail of the selection of Apparently Successful Bidder.

7. GENERAL PROVISIONS

7.1 Public Disclosure

Proposals shall become the property of WDFW. All public records of the WDFW are available for disclosure except: "Competitive procurement instruments, such as a Request for Proposals or an invitation for bids, prior to the release to potential respondents/bidders; proposals and bids received in response to competitive contract procurement instruments until either the public response to the competitive contract procurement instruments until either the opening of bids or, for proposals, the contractor and the department have signed the contract."

WDFW will not disclose RFQQ records until the announcement of the apparent successful bidder. At that time, all information about the competitive procurement is disclosable with the exception of the portion(s) of the any proposal designated proprietary until the respondent/bidder has an adequate opportunity to seek a court order preventing disclosure.

WDFW may charge for copying and shipping any copies of material requested – contact WDFW for estimate of cost. WDFW will not charge a fee for inspection of RFQQ or contract files. Address requests for copying or inspecting materials to the RFQQ Coordinator.

7.2 Costs for Proposal Preparation

WDFW will not be liable for any costs or liabilities incurred by the Bidder associated with the preparation of the proposal in response to this RFQQ.

7.3 Waiver of Minor Irregularities

WDFW reserves the right to waive minor irregularities contained in any proposals submitted in response to this RFQQ.

7.4 Right to Reject All Proposals

WDFW may, at any time at its sole discretion and without penalty, reject any and all proposals and issue no contract as a result of this RFQQ.

7.5 Authority to Bind WDFW

Only the Director of WDFW and his/her designated representatives may legally commit WDFW to contracts. The Bidder shall not incur, and WDFW shall not pay, any costs incurred before a contract is fully executed.

7.6 Contract Terms

The Apparently Successful Bidder will be required to sign a contract which contains general terms and conditions substantially the same as those included with this RFQQ as Exhibit F. The contract will also incorporate this RFQQ and the successful proposal.

8. DEBRIEFING AND PROTEST PROCEDURES

8.1 Debriefing of Unsuccessful Proposers

Bidders that have submitted a proposal that was not selected will be given the opportunity for a debriefing conference. The request for a debriefing conference must be received by the RFQQ Coordinator within three (3) business days after the Notification of Unsuccessful Consultant award letter is faxed to the Consultant. The debriefing must be held within three (3) business days of the request.

Discussion will be limited to a critique of the requesting Consultant's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

8.2 Protest Procedures

RCW 39.26.170 requires WDFW to have a clear and transparent complaint process that allows bidders to submit protests after the announcement of the apparent successful bidder (ASB). The purpose of this process is to allow WDFW to correct evaluation process errors and problems before a contract is executed. After the announcement of the ASB, the WDFW solicitation point of contact must offer a debriefing conference to any bidder upon request. Bidders must request a debriefing conference within three (3) business days after the ASB is announced. In order to submit a protest for a solicitation:

- The bidder must have submitted a response for that solicitation;
- The bidder must have participated in a debriefing conference for that solicitation;
- The protest must be received by the WDFW solicitation point of contact by e-mail or letter within (5) business days after the bidder's debriefing conference; and
- The protest must be in writing and clearly articulate the basis for the protest.

Bidders may submit a protest on the following issues for a solicitation:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the scores; or
- Non-compliance with procedures described in the procurement document or agency protest process.

The WDFW Chief Financial Officer is responsible for investigating and responding to the protest in writing within 10 business days from receipt of the protest, unless additional time is needed. If additional time is needed the WDFW Chief Financial Officer will notify the protesting bidder within 10 business days from receipt of the protest. The WDFW Chief Financial Officer's decision regarding a protest is final.

9. RFQQ EXHIBITS

- Exhibit A Checklist for Responsiveness
- Exhibit B Certification and Assurances
- Exhibit C Vendor Certification Executive Order 18-03
- Exhibit D Bidder Questionnaire
- Exhibit E Bidder Profile
- Exhibit F Sample Contract
- Exhibit G WDFW Regional Map

CHECKLIST FOR RESPONSIVENESS

A cover letter of no more than 400 words, signed by a person authorized to bind the proposing organization to a contract, summarizing the most important elements of the proposal.

Exhibit B, Certification and Assurances, signed by a person authorized to bind you or your organization to a contract.

Exhibit C, Vendor Certification Executive Order 18-03, signed by a person authorized to bind you or your organization to a contract.

Exhibit D, Bidder Questionnaire, completed by your organization and including a current resume' for any proposed Bidder staff; and

Exhibit E, Bidder Profile, completed by your organization

CERTIFICATIONS AND ASSURANCES

We make the following certifications and assurances as a required element of submitting this Proposal, affirming the truthfulness of the facts declared here and acknowledging that the continuing compliance with these statements and all requirements of the solicitation are conditions precedent to the award or continuation of the resulting contract.

1. We have read, understand, and agree to abide by all information contained in the solicitation, all Exhibits, and incorporated documents.
2. The attached Proposal is a firm offer for a period of 90 days following the Proposal Due Date specified in the solicitation, and it may be accepted by WDFW without further negotiation (except where obviously required by lack of certainty in key terms) at any time within this period. In the case of a protest, our Proposal will remain valid for 90 days or until the protest and any related court action is resolved, whichever is later.
3. In preparing this Proposal, we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to the state's solicitation, or prospective Contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this Proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. We understand that the state of Washington will not reimburse us for any costs incurred in the preparation of this Proposal. All Proposals become the property of the state, and we claim no proprietary right to the ideas, writings, items or samples unless so stated in the Proposal. Submittal of the attached Proposal constitutes an acceptance of the evaluation criteria and an agreement to abide by the procedures and all other administrative requirements described in the solicitation.
5. We understand that any Contract awarded as a result of this Proposal will incorporate all solicitation requirements. Submittal of a Proposal and execution of this Certifications and Assurances document certify our willingness to comply with the Contract terms and conditions appearing in the solicitation, all Exhibits, and incorporated documents if selected as a Contractor. It is further understood that our standard Contract will not be allowed as a replacement for the terms and conditions appearing in the solicitation, all Appendices, and incorporated documents of this solicitation.
6. By submitting this Proposal, we hereby offer to furnish materials, supplies, services and/or equipment in compliance with all terms, conditions, and specifications contained in this solicitation.

- 7. We **are not** submitting any exceptions.
- 8. That neither we nor our “principals” (as defined in 49 CFR 29.105) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, or the state of Washington.
- 9. That we have NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the solicitation date.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signature of Proposer

Place of Signature

Title

Date

**VENDOR CERTIFICATION EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS WASHINGTON STATE GOODS
& SERVICES CONTRACTS**

Pursuant to RCW 39.26.160(3) (best value criteria) and consistent with Executive Order 1803 – Supporting Workers’ Rights to Effectively Address Workplace Violations (dated June 12, 2018), the Washington Department of Fish and Wildlife will evaluate bids for best value and provide a bid preference in the amount of 3% to any bidder who certifies, pursuant to the certification below that their firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waiver.

I hereby certify, on behalf of the firm identified below, as follows (check one):

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON, THAT THE CERTIFICATIONS HEREIN ARE TRUE AND CORRECT AND THAT I AM AUTHORIZED TO MAKE THESE CERTIFICATIONS ON BEHALF OF THE FIRM LISTED HEREIN.

FIRM NAME: _____
Name of Vendor – Print full legal entity name of firm

By: _____
Signature of authorized person

Title: _____
Title of person signing certificate

Date: _____

Print Name of person making certifications for firm

Place: _____
Print city and state

Exhibit D

PROPOSER QUESTIONNAIRE

1. **Proposed Services.** Identify the type of service your company proposes to provide to WDFW. These services may include but are not limited to:

- | | |
|--------------------------|-----------------------------|
| Built Environment Review | Macroflora Identification |
| Charcoal Analysis | Osteology |
| Curation | Paleobotany / Archaeobotany |
| Database building | Portable XRF |
| Ethnography | Precontact Archaeology |
| Expert Witness | Remote Sensing (list types) |
| Geoarchaeology | Spatial Analysis (GIS) |
| HAZWOPR | Underwater Archaeology |
| Historic Archaeology | Zooarchaeology |
| History | |

2. **Experience of the Consultant.**

a. Five Year Profile. Provide a five-year profile of archaeological cultural resource surveys and architectural historic survey projects completed by your organization. Information should be formatted as shown in the table below.

Project Title	Project Type	Principal Investigator and Field Supervisor	Project Dates	Client Address	Client Contact and Phone & Email

b. Affiliations with Professional Organizations. List affiliations with professional organizations and the type of designation held with those organizations for each person that would be performing work under an awarded contract.

Name	Organization	Designation Held

- c. **Geographic Area Expertise.** Indicate your firm’s level of expertise in the following regions and categories by placing an “X” in the table where the region and survey category intersect. Columns are defined as follows
1. Significant expertise in this region (5 or more projects in the listed counties in the last year)
 2. Moderate expertise in this region (5 – 10 projects in the listed counties in the last 2 years)
 3. Little expertise in this region (fewer than 5 projects in the listed counties in the last 5 years).
 4. No expertise in these regions.

Geographic Area (see Exhibit G, WDFW Regional Map)	1	2	3	4
Region 1 (Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman Counties.)				
Region 2 (Adams, Chelan, Douglas, Grant and Okanogan, and Counties)				
Region 3 (Benton, Franklin, Kittitas, and Yakima Counties)				
Region 4 (Island, King, San Juan, Skagit, Snohomish, and Whatcom Counties.)				
Region 5 (Clark, Cowlitz, Klickitat, Lewis, Skamania, and Wahkiakum Counties.)				
Region 6 (Clallam, Grays Harbor, Jefferson, Kitsap, Mason, Pierce, and Thurston Counties.)				

3. Experience of Consultant Staff Proposed for Work (SCORED). The cultural resource fields are:

- Field 1 – History
- Field 2 – Architectural History
- Field 3 –Historic Architecture
- Field 4 – Precontact Archeology
- Field 5 – Historic Archeology

Refer to Sections 3.5 and 3.6 of the RFQQ for the minimum qualifications for Consultant staff; for each Consultant staff member proposed for work provide the following information for each Consultant staff member proposed to provide services:

- The individual’s full name and cultural resource field(s) proposed for work;
- A summary of the individual’s experience and education that clearly indicates that the individual meets the minimum requirements as listed in Sections 3.5 and 3.6 of the RFQQ.
- A list of projects where the individual provided cultural resource survey services, including the project name, time period, type of service provided, and location of service by WDFW Region (see Exhibit G, WDFW Regional Map).
- A resume’ for the individual, including information about the individual’s experience, education, significant accomplishments, and skills relevant to this project.

4. References (SCORED)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three business references for the Consultant identified in Exhibit E (Bidder Profile), and briefly describe the type of service provided. Do not include current WDFW staff as references. References will be contacted and scored for the top-ranking proposal(s) only.

5. Quotation (SCORED)

- a. Rates. Provide an hourly rate for both the individual's work performance for each individual proposed for work. This rate is inclusive of all costs except travel cost associated with providing personnel investigative services.
- b. Travel costs. WDFW will reimburse the vendor for travel costs at current State of Washington government travel rates. Information on those rates is located at <https://www.ofm.wa.gov/sites/default/files/public/legacy/policy/10.90.htm>.

6. Related Information (MANDATORY)

- a. If the Consultant or any subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
- b. If the Consultant's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify the individual by name, the agency previously or currently employed by, job title or position held and separation date.
- c. If the Consultant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
- d. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Consultant's position on the matter. WDFW will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Consultant in the past five years, so indicate.

PROPOSER PROFILE

COMPANY INFORMATION (for Contract administration purposes)

Company Name & Address:	Authorized Representative:	
	Phone:	
	Email:	
Ordering Address:	Payment Address:	
Federal Taxpayer Identification Number		
WA Dept. of Revenue Registration Number (UBI)		
WA Statewide Vendor Payment Number		

REFERENCES

Provide a minimum of three (3) commercial or government references for which Proposer has delivered goods and/or services similar in scope as described in the RFQQ.

1. Customer: Contact: Phone: Email:	
2. Customer: Contact: Phone: Email:	
3. Customer: Contact: Phone: Email:	

SUBCONTRACTORS

If applicable, on a separate sheet, identify any subcontractors who will perform services in fulfillment of contract requirements; the nature of services to be performed and include federal tax identification (TIN) number for each subcontractor. If a subcontractor is a minority or women owned business, please include their OMWBE Certification Number (if certified). If necessary, attach additional sheets (please stamp or mark each page with a company name, mark, or initial). Do not include any Social Security Numbers.

The contractor, by including subcontractor(s) as part of your signed Proposal is your agreement to take complete responsibility, contract obligations, and liability for all actions of such subcontractors. All subcontractors are subject to DES approval. DES reserves the right to approve or disapprove any subcontractor.

SALES/CUSTOMER SERVICE

Purchasing Cards Accepted:

Visa Master Card American Express Discover Other: _____

MINORITY/WOMEN OWNED BUSINESS STATUS

Is your firm a Minority/Women Owned Business? Yes No

Office of Minority and Women-Owned Business Enterprises MWBE certification # _____

VETERAN OWNED BUSINESS STATUS

Is your firm a Veteran Owned Business? Yes No

Washington State Department of Veterans Affairs certification # _____