



**Request for Proposal  
Rise of La Raza:  
Phase II Inventory & Nomination of Hispanic and Latino Properties: Circa 1950-1987  
Under Represented Community Grants**

## 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 interested in participating on a project to:

Inventory, document, evaluate, and nominate historic places in the Puget Sound region associated with Latino heritage. For the purposes of this RFP, the Puget Sound Region is defined as the Seattle, Tacoma, and Everett metropolitan areas.

### 1.2 OBJECTIVE

The letting of a contract by the DEPARTMENT is to attain qualified consulting services who will successfully build upon the results of Phase I of this effort to identify and evaluate historic places in Washington State associated with Latino heritage (<http://dahp.wa.gov/ethnic-preservation>). Whereas Phase I focused on sites in the Yakima Valley, Phase II shifts the geographic focus to urban areas in western Washington with particular emphasis on the city of Seattle. The study’s temporal focus shifts to the 1950s through the 1980s in order to document migration and immigration processes, educational, activism, and organizational efforts in the Latino community. Consistent with Phase I, this project also will document the historic places (buildings, structures, sites, districts, objects, and landscapes) that are associated with those efforts. Examples include organizations such as Sea-Mar Community Health Centers, El Centro de la Raza and its antecedents and predecessor organizations and to include businesses and other social groups such as students belonging to the MECHA at the University of Washington. .

### 1.3 MINIMUM QUALIFICATIONS

The consultant must meet 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](https://www.nps.gov/history/local-law/arch_stnds_9.htm)) in the areas of expertise of History, Architectural History and/or a closely related field; must demonstrate at least 5 years of experience with developing historic context documents, and have a record of successfully completing National Register of Historic Places nominations that have resulted in listings; and familiarity with entering Historic Property Inventory (HPI) data using the DEPARTMENT’s on-line database WISAARD. The consultant must also demonstrate an ability to locate and successfully engage the individuals and places associated with Latino heritage. In addition, the successful consultant, or at least one member of the successful consultant team, must be fluent in speaking Spanish.



## 1.4 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.

## 1.5 PERIOD OF PERFORMANCE

The period of performance of contract resulting from this RFP is tentatively scheduled to begin by August 15, 2017 and to end on July 31, 2018. Amendments extending the period of performance, if any, shall be at the sole discretion of the DEPARTMENT.

## 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: DAHP/POB 48343/Olympia WA 98504-8343  
or mailing address:  
DAHP/1110 Capitol Way S/Suite 30/Olympia WA 98501  
Phone Number: 360-586-3073  
Fax Number: 360-586-3067  
E-Mail address: [Greg.Griffith@dahp.wa.gov](mailto:Greg.Griffith@dahp.wa.gov)

### 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	June 12, 2017
Question and answer period	June 12, 2017 through July 14, 2017
Pre-proposal conference	July 5, 2017 11:00 am
Proposals due	July 14, 2015
Evaluate proposals by:	July 26, 2017

Conduct interviews with finalists, if required	July 31, 2017
Announce apparent Successful Contractor	August 1, 2017
Hold debriefing conferences, if required, by	August 7, 2017
Negotiate contract	August 9, 2017
Begin contract work	August 14, 2017
Project orientation meeting	by August 18, 2017

### 2.3 PREPROPOSAL CONFERENCE

A pre-proposal conference is scheduled to be held on July 5, 2017 11:00 a.m. at the location of the DEPARTMENT. For DEPARTMENT directions and location information, visit the DAHP webpage at this link: <http://www.dahp.wa.gov/about-us/office%20locator> or contact the RFP Coordinator. 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 five (5) hard copies and email a pdf of their proposal to the DEPARTMENT. The pdf and hard copies of the proposal must arrive at the DEPARTMENT no later than 5:00 pm, PST, on Friday July 14, 2017.

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

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 the 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) is to be included.

It is highly desirable that the proposal include references for the principals and members of the project team (if any) of the Contractor.

## 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 Research and develop one historic context document on the National Park Service Multiple Property Documentation (MPD) form to document the migration and immigration processes, educational, activism, and organizational efforts in the Latino community from the 1950s through 1980s in the central Puget Sound counties of King, Pierce, and Snohomish with a focus on city of Seattle. The completed MPD shall also be provided to the DEPARTMENT in Spanish.

- 4.2 Using the DEPARTMENT's online WISAARD database, complete 20 to 30 Historic Property Inventory (HPI) reports at the *intensive* level of effort, of historic properties associated with the historic context developed in 4.1 above. The HPI's shall be completed in accordance with the most recent edition of DAHP's *Washington State Standards for Cultural Resources Reporting* (<http://dahp.wa.gov/sites/default/files/CR%20Update%20February%202017.pdf>).
- 4.3 Research and draft 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.
- 4.4 Conduct 8 to 10 oral interviews of key informants/stakeholders; tasks to include arranging, taping, transcribing, and archiving.
- 4.5 Hold two to three public meetings (introductory, progress, and conclusion) with community members and stakeholders; related tasks to include scheduling, formatting, and publicizing the meetings in addition to any follow-up tasks. An interpreter shall be available at each meeting.
- 4.6 At least two drafts of all products identified in 4.1 through 4.5 shall be provided to the SHPO for review and comment before receiving SHPO's approval and acceptance as complete.
- 4.7 Progress reports shall be submitted to the SHPO on a bi-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.
- 4.8 All products identified in 4.1 through 4.7 shall be provided to DAHP in electronic format and in a timely manner according to the project schedule.

## 5. COST PROPSAL

- 5.1 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 with five business days of receipt of the protest. If additional time is required, the protest party will be notified of the delay.