

REQUEST FOR PROPOSAL

Preparation of a Post-World War II Commercial/Industrial Historic Context Study

I. INTRODUCTION

I.1 BACKGROUND, NEED, AND GOALS

While recognizing that Post WWII structures have reached the 50 year age threshold for eligibility for listing in the National Register of Historic Places, preservation professionals, property owners, and the general public continues to struggle with decisions regarding how to preserve, protect and designate these resources. While it may be easier to understand why buildings and structures that date from before World War II are worthy of protection, the preservation community is increasingly confronted with questions about the importance of properties from the recent past as well as why they merit efforts to preserve them.

To address this need for a clear and concise approach for understanding and evaluating historic properties from the modern-era, the Department of Archaeology and Historic Preservation (hereafter called "DEPARTMENT") intends to develop a historic context of Post WWII commercial/industrial architecture built from 1940 to 1975. Project goals are:

- To allow Historic Preservation professionals and members of the public to use the context to craft local, state and National Register nominations of Washington's Post WWII commercial/industrial buildings.
- To allow Historic Preservation professionals to use the context to evaluate the significance of Washington's Post WWII commercial/industrial buildings.
- To create an attractive and useful on-the-ground tool for inventorying, documenting and evaluating Post WWII resources.

To attain these goals, the DEPARTMENT, is initiating this Request for Proposal (RFP) to solicit proposals from firms interested in researching, writing, and completing a Post-World War II commercial/industrial Historic Context Study.

I.2 OBJECTIVE

The letting of a contract by the DEPARTMENT is to obtain professional services to produce a commercial/industrial study that addresses Post WW II era properties constructed between 1940 and 1975.

The research objective of the historic context is to provide a document that will serve as a tool for historic preservation professionals on how to inventory, document and evaluate Post WWII commercial/industrial resources. The successful contractor shall work closely with the State Architectural Historian, who can provide various images, background information, and

data as needed. The final document shall be visually attractive, easy-to-read, and provide useful information for the end user.

1.3 MINIMUM QUALIFICATIONS

The successful contractor must be licensed to do business in the State of Washington. The contractor must meet National Park Service (NPS) Professional Qualifications Standards as found in 36 CFR Part 61 in the History or Architectural History areas of expertise and possess the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. A thorough knowledge and extensive experience in applying the criteria for assessing eligibility of properties to the National Register of Historic Places.
3. Demonstrated experience in research and description of historic resources, conducting architectural surveys, and writing historic contexts;
4. A thorough knowledge of and familiarity with identifying and evaluating Washington State's historic resources including architectural styles and types, the WISAARD database, and survey procedures;
5. Demonstrated research and writing skills; and
6. Experience with digital photography.

1.4 FUNDING

The DEPARTMENT has budgeted an amount not to exceed \$20,000 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 on or about March 30, 2015 and to end on September 30, 2015. 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: Michael Houser
Address: 1063 S. Capitol Way, Suite 106, Olympia, WA 98501
Phone Number: 360-586-3076
Fax Number: 360-586-3067
E-Mail address: Michael.Houser@dahp.wa.gov

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	February 10, 2015
Question and answer period	February 20, 2015
Pre-proposal conference	February 20, 11:00 am PST
Proposals due	February 27, 2015, 5:00 pm PST
Evaluate proposals	March 2-6, 2015
Conduct interviews with finalists, if required	March 9-11, 2015
Announce apparent Successful Contractor	March 12, 2015
Hold debriefing conferences, if required	March 16-18, 2015
Negotiate contract	March 19-27, 2015
Begin contract work	March 30, 2015

2.3 PRE-PROPOSAL CONFERENCE

A pre-proposal conference is scheduled to be held on February 20, 2015 11:00 am PST at the location of the DEPARTMENT. See RFP page one heading for the 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 AND CONTENT OF PROPOSALS

Proposal submittals must include the following items to be considered complete and responsive to this Request:

1. One-page cover letter summarizing the consultant's interest in the Project and identifying the contact information of the project manager/key contact.
2. Names, resumes (including an email address), and any other relevant qualifications of the project lead, the project manager/key contact (if different), and key personnel who will work on the project.
3. Names of any sub-consultants (including key personnel and resumes) and a summary of their scope of

- services and their responsibility(ies) as part of the project team.
4. A statement of project approach that addresses how the consultant will accomplish the identified scope of work.
 5. A proposed schedule to complete the Project (timeline including key milestones for deliverables after Notice to Proceed).
 6. A project budget and fee schedule itemized by each work task/phase outline that identifies:
 - a) The standard hourly billing rate for personnel (or employee classification) anticipated to work on the Project
 - b) The number of hours worked per staff member
 - c) The percentage of total work completed by the prime consultant and any sub-consultant(s)
 - d) Any travel or miscellaneous expenses
 - e) Total cost for all anticipated reimbursable expenses.
 7. For the consultant and any sub-consultants: description of three (3) similar or related projects successfully completed within the last five years including references with names and contact information. As necessary, include additional information demonstrating understanding and insights related to the project scope.

One (1) PDF copy of the submittal whether mailed, emailed, or hand delivered must be received at the DEPARTMENT no later than **5:00 p.m. PST, Friday, February 27, 2015**. Submittals received after this date and time will not be considered and automatically disqualified from further consideration. Address the submittal to:

VIA mail:

Michael Houser
State Architectural Historian,
Department of Archaeology & Historic Preservation
P.O. Box 48343
Olympia, WA 98504-8343

Or special carrier or hand-delivered:

1063 S. Capitol Way, Suite 106
Olympia, WA 98501

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."

Proposals are requested to be submitted on eight and one-half by eleven (8 ½ x 11) inch paper. 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) is to be included.

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

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 proposer for clarification of its proposal and to conduct interviews of proposers.

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. SCOPE OF WORK

The 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 is highly desirable.

The selected consultant will produce a historic context of study on Post WWII commercial/industrial properties constructed between 1940 and 1975.

The research objective of the historic context is to provide a document that will serve as a tool for historic preservation professionals on how to inventory, document and evaluate Post WWII commercial/industrial properties. The contractor will work closely with the State Architectural Historian, whom will provide various images, background information, and data as needed. The final document shall be visually attractive, easy-to-read, and provide useful information for the end user.

Such document will include (at a minimum) the following elements:

1. An overall context which establishes and expands on the various times, themes and events associated with Post WWII commercial/industrial development in Washington State
2. Identification of property types and character-defining features associated with Washington's Post WWII commercial/industrial development
3. Rationale and explanation of minimum requirements for determining eligibility and assessing integrity of properties for the National Register of Historic Places
4. An architectural style guide specific to Post WWII commercial/industrial designs in Washington State
5. A timeline of the use of various Post WWII materials and features (i.e. exterior wall cladding, window types, roofing, doors, etc..)
6. A visual glossary of Post WWII terminology
7. A resource guide for further research

Extensive travel for the project is not expected. However, for any travel costs associated with fulfillment of this contract, the 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. COST PROPSAL

The maximum fee for this contract must be \$20,000 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.

5. 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.

6. 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.

7. 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.