



Request for Qualifications and Proposal City of Centralia Historic Preservation Facilitation and Work Plan

Project Information

Name: City of Centralia Historic Preservation Facilitation and Work Plan

All proposals must be received by 4:00 PM on Friday, March 11, 2010, at which time they will be opened. No faxed, telephoned or emailed proposals will be accepted.

Site Address: City of Centralia

Project Description: The City of Centralia and the City's Historic Preservation Commission seek to better understand the roles of historic preservation within the various aspects of the community and local government.

The City seeks an historic preservation professional that can act as a facilitator and consultant to City staff, the Commission, elected officials and the interested public.

Funding for this project has been secured through a grant awarded by the Department of Archaeology and Historic Preservation. The total funding amount is \$13,000. Additional funds are not available.

Scope of Services: The Consultant shall accomplish the following:

1. To identify the role(s) of the City Staff and Historic Preservation Commission, and to establish a productive working relationship and define communication procedures.
2. To establish a shared vision.
3. To establish general goals for the Commission and specific goals and tasks for 2011/2012.
4. To establish long range goals and tasks.
5. To establish an Action Plan. This Action Plan shall include but not be limited to:
 - a. Identification of stake holders and their roles in the general historic preservation process for the City.
 - b. Identify specific historic preservation goals and underlying tasks for the Commission. Include dates for completion of the tasks and prioritize.
 - c. Identification of responsible parties for completion of tasks.
 - d. Process for finalization, approval and implementation of Action Plan.
 - e. Training on current City and State regulations, Main Street program and impact on historic preservation.

RFQ/RFP issue date February 18, 2011

Contact: Tammy Baraconi

City of Centralia, PO Box 609, Centralia WA 98531

tbaraconi@cityofcentralia.com or 360.330.7695

6. Conduct a minimum of two (2) public meetings held in conjunction with development of the Historic Preservation Action Plan. The HP Professional shall be responsible for all public notices associated with the meetings.
7. Conduct a minimum of two (2) separate training sessions for the Historic Commission, City Staff and City Council, as staff and officials determine appropriate. The Dept of Archaeology and Historic Preservation shall be notified of these trainings so that they may attend as needed.

Proposal Requirements

Contents: Provide the following information in the sequence listed below.

Submittals shall be limited to a total of six (6) pages (excluding front and back covers). Four (4) copies of the consultant proposals and qualifications and one (1) CD-Rom with a PDF electronic copy shall be submitted. ***Submittals that exceed the maximum number of pages will be rejected.*** The format shall be as follows:

- A letter of interest, including a statement of availability to complete the work and complete it for no more than the approved amount of funds.
- Experience and qualifications, including all credentials of the staff assigned to the project. Work experience shall be specific to the individuals’ actual tasks performed on other projects.
- A demonstration that the firm understands the project through an outline of their suggested approach to the project.
- References including names and telephone numbers of previous clients with similar projects.
- The insurance limits carried by the company for General Liability, Automotive Liability, Professional Liability , and other coverage the company may carry.

Selection Criteria

Consultant selection will be based on previous experience on similar projects, knowledge and expertise of the field and demonstration of an understanding of the project by description of proposed approach. If the Consultant is a joint venture, or another entity formed solely for the purpose of responding to this RFQ, it should provide evidence of prior successful collaborations.

The City will also base its decision, in part, upon response of references. We will notify all consultants submitting a proposal of our selection. Please do not contact the City of Centralia for status on the selection process.

Criteria will be weighted as follows:

Criterion	Evaluation Points
Facilitation and Historic Preservation Experience	50
Local Government Experience	25
Experience writing Action Plans and Comprehensive Plans	25

Terms and Conditions

1. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
2. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The City reserves the right to award any contract to the next more qualified contractor, if the successful contractor does not begin execution of the contract within fifteen (15) calendar days after the award.
4. Any proposal may be withdrawn up until the date and time set for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrecoverable offer, for a period of forty-five (45) days to sell to the City, their services described in the attached specification, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
5. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP/RFQ. A copy of the City's contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specification contained in this RFP/RFQ and which is not approved by the City Attorney's office.
6. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to this RFP/RFQ.
7. All bid documents are public record and subject to disclosure.
8. Proposals failing to comply with the requirements of this RFP/RFQ may be considered non-responsive.

Instructions to Proposers

Deliver the required documentation to:

Tammy S. Baraconi, Planner
City of Centralia
Community Development
118 W. Maple St
Centralia, WA 98531

Or mail to:

Tammy S. Baraconi, Planner
City of Centralia
Community Development
PO Box 609
Centralia, WA 98531

For questions about this RFP/RFQ, contact Tammy Baraconi at tbaraconi@cityofcentralia.com or 360.330.7695.