

CITY OF LACEY

REQUEST FOR PROPOSAL Historic Preservation Research

PROJECT SCOPE: The City of Lacey is accepting proposals from qualified historic property research professionals to conduct research and complete a report on a minimum of 20 properties in Lacey's historic neighborhood. The research shall be used by the City of Lacey to create a walking tour brochure and an interactive story map to be featured on the City of Lacey's website. The report shall be archived as a research document to be housed in the Lacey Museum archives and available on line. The City of Lacey will be responsible for selecting the properties to be researched, design and printing of the brochure, and the story map.

PROJECT FUNDING: The City of Lacey, Washington received a 2015 Thurston County Heritage grant to fund the research of these properties by a qualified professional. Maximum project budget is not to exceed \$3,000.

BACKGROUND ON THIS PROJECT: Lacey's Historic Neighborhood consists of the area located east of St. Martin's University campus and includes properties from Bowker Street SE on the west to Carpenter Road SE on the east and from 7th Avenue SE on the north to Pacific Avenue on the south.

This neighborhood resides on the original 1865 Donation Land Claim of Isaac Wood from whom Lacey's original name of Woodland was derived. In 1890, one of Isaac's sons sold his portion of the land to John M. Adams, who developed it into Adam's Acres, Lacey's first residential neighborhood. In 1927 the area expanded to become the Lacey Villas. Several residents of this neighborhood were people of historical importance to Lacey, such as Tom Huntamer, who served on Lacey's first City Council. Seven of the eleven properties on Lacey's historic register are in this neighborhood.

RESEARCHER QUALIFICATIONS: The research professional must have at least a B.A. in history, historic preservation or a related field and a minimum of 5 years professional experience researching historic properties in Washington State, and preferably in Thurston County. Qualified experience may be substituted for the educational requirement.

MINIMUM SPECIFICATIONS:

- Research shall be conducted using scholarly research methods with references cited in a bibliography.
- The Lacey Museum archives will be made available to the researcher Tuesday through Saturday by appointment with the Museum Curator. Copies of research or images from the Lacey Museum will be provided at no cost to the researcher.

- The research professional will be responsible for finding and using research materials that are available at other repositories, including the Washington State Archives. The researcher is responsible for any costs that may be incurred as a result of such research and should be reflected in the proposal price.
- The final report should include building and/or site photographs (historic and modern), building descriptions, and owner/resident biographies with a special focus on stories of Lacey residents that will inspire an interest in Lacey’s history and historic preservation for the public.
- Report should include suggested themes that could be used for future walking tours.
- Research may include personal interviews with current or former residents.
- The research support materials and final report will become the property of the City of Lacey.
- Research is to be completed with a report draft by July 10th. The walking tour brochure (provided by City of Lacey) goes to print July 25th. Final report is due September 30th.
- The final report is to be provided digitally in MS-Word with two (2) spiral-bound hard copies.

SCHEDULE

RFP issued	Friday, March 13th
End of question period	Tuesday, March 24
Proposals Due	Friday, March 27, 2015 at 2:30pm
Proposals evaluated	Week of March 30 th - April 3 rd
Decision to Award	Wed. April 8 th
Contract Awarded	Wed. April 15 th

QUESTIONS REGARDING THE RFP: An informational packet is available upon request by emailing equinnva@ci.lacey.wa.us; downloading the information from the city’s website www.laceymuseum.org or calling 360.413.3557. All questions must be submitted in writing (Email will suffice) to the Museum Curator (contact information below). Questions and answers will be forwarded to all proposing research professionals who provide contact information. In order to make information available to all proposing research professionals, no questions will be entertained after March 24th.

RFP COORDINATOR:

Erin Quinn Valcho, Museum Curator
 City of Lacey Parks and Recreation Department
 Office Phone: (360) 413-3557 (Tuesday & Wednesday)
 Museum Phone: (360) 438-0209 (Thursday – Saturday)
 Fax: (360) 438-2669
 Email: equinnva@ci.lacey.wa.us

DISTRIBUTION OF RFP DOCUMENT AND ADDENDA: This RFP can be downloaded directly from the City of Lacey’s website at www.laceymuseum.org. Those who wish to

automatically receive any addenda, answers to questions, or notices should provide contact information by emailing equinnva@ci.lacey.wa.us. Those who choose not to submit contact information will be solely responsible for monitoring the City's website for any addenda or notices.

PROPOSAL PREPARATION: Research professionals submitting proposals shall be responsible for any and all costs and/or expenses associated with preparing such proposal.

SUBMISSION OF PROPOSALS: A sealed proposal package must be submitted by no later than 2:30pm on **Friday, March 27, 2015**. The sealed package should contain an original and three (3) printed copies of the proposal with at least two (2) examples of related previous work.

City of Lacey

Attn: Erin Quinn Valcho, Museum Curator

RFP No. PR 15HG-01

420 College St SE, Lacey, WA 98503

It is the responsibility of the supplier to be sure the proposals are sent sufficiently ahead of time to be received **no later than 2:30pm** on the due date. Proposals received after the deadline will be returned to the supplier unopened.

CONTENT OF PROPOSALS: At a minimum, all proposals should contain:

- The total price for conducting research and completing the report as defined in the minimum specifications.
- At least two examples of previous work similar to the scope of work.
- Resume of research professional's qualifications with a minimum of three (3) references. (All references should be for work done on the researcher's most recent projects with a similar scope of work.)

EVALUATION PROCEDURES: Proposals will be evaluated by a panel of City staff Lacey Historical Commissioners, and Lacey Museum volunteers. After an initial review of the proposals, the City's evaluators may select finalists to meet with the panel to discuss their proposals.

It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal.

The City of Lacey reserves the right to reject any or all proposals and to waive informalities or irregularities with respect thereto.

CONTRACT: The City of Lacey will enter into a standard Professional Services Agreement with the successful research professional. The contract shall consist of the following documents: The Request for Proposals (RFP), the accepted proposal, the

contract between the City and the Professional Researcher, and any agreed upon written changes to any of the foregoing documents. The contract documents are complimentary and what is called for in any one document shall be binding as if called for by all.

COMPLIANCE WITH LAWS: The research professional shall comply with all applicable federal, state and local laws, rules and regulations, affecting its performance and hold the City of Lacey harmless against any claims arising from the violation thereof.

TREATMENT OF ASSETS: Title of all property furnished by the CITY shall remain in the name of the CITY and the CITY shall become the owner of the work product and other documents prepared by the RESEARCH PROFESSIONAL.

PAYMENT TERMS: Net 30 days after delivery and receipt of invoice