

**CITY OF WALLA WALLA
REQUEST FOR PROPOSALS
INTENSIVE SURVEY OF DOWNTOWN WALLA WALLA
Date of Request: October 24, 2016
Proposals Due: November 15, at 4:00 p.m. PDST**

The City of Walla Walla, Washington is requesting proposals to provide Historic Preservation Services to complete an intensive level survey of all structures over 50 years of age in the project area.

SURVEY SCOPE:

Walla Walla is seeking a qualified consulting firm to assist in an intensive survey of a portion of downtown Walla Walla, identified in a previously completed reconnaissance level survey (see attached map). All structures over 50 years of age shall be included in the survey, a minimum of 56 inventories (up to 77 possible). See attached grant scope of work for full details.

The survey includes:

- Producing complete inventory survey forms for each property, including the record on WISAARD,
- A completed survey in the WISAARD online database,
- A map of the survey area with all sites marked and numbered,
- A survey report meeting the guidelines for survey project reports within the *Washington State Standards for Cultural Resource Reporting*
- Public education activities- presenting the findings of the report to the Historic Preservation Commission
- A summary of the public education activities in memo form

SCHEDULE/BUDGET:

The final report must be submitted to DAHP by August 31, 2017. The schedule outlined in the grant award includes a first review of the draft report by March 31, 2017 and a second review of the draft report, with a public meeting, by June 30, 2017. A presentation of the final draft of the report at a public meeting before submittal to DAHP is set for August 28, 2017.

The budget for consultant services for this survey is \$16,000.

DESIRED QUALIFICATIONS

- Expertise in the “Secretary of Interior Standards and Guidelines for Archaeology and Historic Preservation.”
- Experience working with the WISAARD online database.
- Demonstrated experience in conducting intensive historic surveys
- Experience in working with citizens, boards, commissions, city council, special interest groups, volunteer organizations, and property owners.

PROPOSAL SUBMITTAL:

Proposals emailed in PDF format and clearly marked, “City of Walla Walla Downtown Intensive Survey” are due no later than 4:00 p.m. on November 15, 2016, to mshumake@wallawallawa.gov.

The proposal shall be limited to eight (8) pages. This excludes resumes and cover letter. The proposal shall be formatted to 8 ½" x 11" pages with margins set at 1" and have a minimum text font of 11 pt. The proposal shall include the following information:

- **Project Manager and Team Experience** – Identify the Project Manager and key personnel who will be responsible for and actually work on this project, and their specific roles (including any sub-consultants). List the team's relevant experience in similar projects. Provide brief previous project experience summaries.
- **Project Understanding and Approach** – Describe the tasks that must be accomplished to complete the project, any challenges you foresee in this project and a narrative description of how the firm proposes to execute the project within the required schedule.
- **Scope of Work, Schedule, and Budget** – Provide a scope of work and project schedule that meets schedule identified above. A more detailed, final scope of work and budget will be developed and negotiated with the selected consultant.
- **References, Relevant and Directly Related Project Experience Descriptions** – List two (2) Washington Cities for whom you have performed similar work. For each project noted, include the name, address, phone number, and email address of a person at that entity who can be contacted regarding your performance on the project.

EVALUATION AND SELECTION

Proposals will be considered only from firms that can demonstrate having a broad background and extensive experience with historic preservation in Washington State, and which address the following:

- Clarity of the proposal and understanding of the project.
- Ability to meet the project schedule while meeting the project goals.
- Overall quality of the response, approach and methodologies of the consultant team, and past ability of completing similar projects.
- Thorough inventory process, including WISAARD integration.
- Successful public participation at public meetings and while conducting the survey in the community.

After review of the submittals by city staff, a short list of consultants may be invited for interviews.

Proposals that are not responsive to the proposal submittal content requirements noted above will not be considered.

GENERAL CONDITIONS

Limitations

The City reserves the right to modify or withdraw the RFP at any time without prior notice. The City reserves the right at its sole discretion to reject any and all proposals received without penalty. The City may reject proposals without providing the reason(s) underlying the declination. The City also reserves the right to not issue a contract as a result of this RFP. A failure to award a contract will not result in a cause of action against the City. The RFP does not obligate the City to contract for services described herein.

Pre-contractual Expenses

The City will not be liable for any costs incurred by applicants in the preparation or submittal of a proposal in response to this RFP, in the conduct of an interview presentation, or any other activities related to responding to this RFP.

Inquiries about this request for proposals must be directed in writing via email to Melissa Shumake, Planner mshumake@wallawalla.gov.

The City of Walla Walla, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. The City of Walla Walla is an Equal Opportunity Employer. Minority and women-owned businesses are encouraged to submit proposals.



Project Mapping: Proposed Central Downtown Historic Preservation District

These maps indicate National Register listed properties (red outline), Washington State Heritage Sites (purple infill), locally designated sites (green infill), properties proposed for further study and potentially individual eligibility (blue infill), and properties previously determined eligible by the State Historic Preservation Office (yellow infill).

ATTACHMENT 2

Scope of Work

- I. **WORK TO BE ACCOMPLISHED:** The GRANTEE shall conduct the following activities:
- A. **CITY OF WALLA WALLA SURVEY:** The GRANTEE shall conduct a SURVEY as follows:
1. **SURVEY AREA AND CRITERIA:** The GRANTEE shall complete an **intensive level** survey of:
 - a) **AREA:** City of Walla Walla downtown (see attached map)
 - a) **CRITERIA:** Survey will include all structures over 50 years of age within the boundaries of the attached map, a minimum of 56 **intensive level inventory forms** (up to 77). A survey report shall be included in the scope of work and shall provide a brief historic context and surveyor's opinion of eligibility for National and Local Registers keyed to a map.

Intensive level survey forms should include the following:

 - i. All of the applicable fields on the Historic Property Inventory form shall be filled out.
 - ii. A detailed statement of significance based on research of each property shall be completed. See *Washington State Standards for Cultural Resource Reporting* for more specific information. <http://www.dahp.wa.gov/sites/default/files/CR%20Update%202015%282%29.pdf>
 2. **SURVEY PROJECT MANAGER:** The GRANTEE shall ensure that the personnel directing the survey activities meet the professional qualifications in 36 CFR 61, Appendix A. The personnel must be procured using a competitive process as outlined in the Historic Preservation Fund Grants Manual, October 1997, see Attachment #7. Before final selection, the GRANTEE shall afford the DEPARTMENT an opportunity to review and approve candidates for the historic preservation consultant conducting the survey project.
 3. **SURVEY STANDARDS:** The GRANTEE shall conduct the survey activity and produce complete inventory forms consistent with the

guidelines in the *Washington State Standards for Cultural Resource Reporting*

<http://www.dahp.wa.gov/sites/default/files/CR%20Update%202015%282%29.pdf>.

4.

a) **COMPLETED SURVEY:**

(1) A COMPLETED SURVEY is understood to mean that the GRANTEE has used the WISAARD ONLINE SYSTEM to document all required survey materials of the defined survey area and has submitted the survey to the DEPARTMENT. The inventory records must be determined acceptable by the DEPARTMENT.

(2) The REQUIRED SURVEY MATERIALS are understood to include a MAP of the ENTIRE SURVEY AREA with all sites marked and numbered. Contributing/non-contributing status (National and Local register) shall be indicated.

(3) A SURVEY REPORT is required. A SURVEY REPORT is understood to mean a report which follows the guidelines for survey project reports provided by the DEPARTMENT within the *Washington State Standards for Cultural Resource Reporting* which includes the introduction, survey methodology, analysis, recommendations, a map of the entire survey area with all sites marked and numbered, a table of the properties with eligibility recommendations, and appendices.

b) A COMPLETED INVENTORY FORM is understood to mean a completed record on the WISAARD ONLINE SYSTEM, with each field completed and at least two digital images of the property.

c) The DEPARTMENT will be able to view draft copies of Historic Property Inventory Forms via WISAARD. The DEPARTMENT shall respond to the GRANTEE within 14 days of each draft submittal with comments. If the DEPARTMENT has not responded within 14 days, the GRANTEE shall assume that the DEPARTMENT has no comment on the draft submittals.

5. **INCOMPLETE OR INACCEPTABLE MATERIALS:** Any required survey materials submitted which are not considered acceptable or complete—which do not meet the DEPARTMENT’s cultural resource survey editorial standards and/or do not contain the required level of documentation—will be returned to the GRANTEE for completion within the grant period.

6. REIMBURSEMENT: The GRANTEE will only be reimbursed for preparing acceptable and complete required survey submitted during the grant period.
7. DEPARTMENT RESPONSIBILITIES: The DEPARTMENT shall provide the GRANTEE with the information to gain access to the WISAARD ONLINE SYSTEM.
8. ACKNOWLEDGEMENT: The SURVEY REPORT shall include in its entirety the following acknowledgement, disclaimer, and non-discrimination statements:

This survey has been financed in part with Federal funds from the National Park Service, Department of the Interior administered by the Department of Archaeology and Historic Preservation (DAHP) and the City of Walla Walla. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, DAHP, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or DAHP.

This program received Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

9. PROJECT MANAGER: The GRANTEE shall ensure that the personnel preparing the survey documentation meet the professional qualifications in 36 CFR 61, Appendix A. The personnel must be procured using a competitive process as outlined in the Historic Preservation Fund Grants Manual, October 1997, see Attachment #7. **Before final selection, the GRANTEE shall afford the DEPARTMENT an opportunity to review and approve candidates for the historic preservation consultant conducting the survey project.**
10. INCOMPLETE OR INACCEPTABLE MATERIALS: Any required materials submitted which are not considered acceptable or complete will be returned to the GRANTEE for completion within the grant period.
11. REIMBURSEMENT: The GRANTEE will only be reimbursed for preparing an acceptable and complete Survey Product during the grant period.

B. PUBLIC EDUCATION ACTIVITIES

1. The GRANTEE shall conduct at least one public presentation during the grant period subject to the following conditions:

- a) The purpose of the presentation(s) shall be to present findings of the survey project. The GRANTEE shall respond to any questions raised by the public.
- b) The GRANTEE shall notify the DEPARTMENT of the presentation dates and shall be afforded an opportunity to attend.
- c) Following each public meeting, provide the DEPARTMENT with a summary of the number of participants, comments, and notable conclusions arising from the presentation. This may be in email format.

D. REPORTING ACTIVITIES

- 1. GRANT ADMINISTRATION: The GRANTEE shall establish and maintain contact with the DEPARTMENT throughout the grant period as to the status of all grant activities by preparing and submitting the requested documents to the DEPARTMENT at the times indicated in the SCHEDULE FOR PROJECT COMPLETION

II. PRODUCTS: The GRANTEE shall at a minimum submit the following products to the DEPARTMENT:

- A. SURVEY FORMS and SURVEY REPORT: Intensive level HPI form for each property surveyed and survey report. Contributing and non-contributing status shall be noted for each property. The SURVEY REPORT and map may be provided as a pdf and shall include a report cover sheet per DAHP standards.
- B. PUBLIC EDUCATION: One email memo per public meeting summarizing attendance and any notable conclusions from the meeting.