



Request for Proposal: Historic Property Inventory

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Due Friday, November 16th, 2018 at 5:00 PM Pacific Time

I. Introduction

The City of College Place, Washington requests proposals from preservation consulting firms to conduct fifty (50) reconnaissance level and ten (10) intensive level inventories. City staff will put together the GIS story map of historic sites.

II. Background

The City of College Place (2018 population: 9,590) is a Certified Local Government (CLG) for purposes of practicing historic preservation. A primary function of each CLG is to conduct a comprehensive inventory of historic resources in the community. The city is engaging in this survey of historic properties in College Place as a step in this comprehensive inventory process. The City has received a federal grant through the Washington State Department of Archeology and Historic Preservation (DAHP) to perform this work.

III. Scope of Work

This work will be carried out for the city's Historic Preservation Commission under the general direction of the Planning Director. The purpose of the project is to conduct a reconnaissance level inventory of fifty (50) properties and ten (10) intensive level inventories.

The consultant with assistance of the Historic Preservation Commission will conduct the survey activity and produce complete inventory forms and a survey report consistent with the guidelines in the "Washington State Standards for Cultural Resource Reporting," published by DAHP and available at its website (<http://www.dahp.wa.gov>). The survey would provide the information necessary to list individual properties on the College Place Local Register of Historic Places. The city, with the assistance of the consultant, will also conduct at least one public meeting to present the findings of the project, provide general information related to listing properties on the local register, and respond to any questions from participants.

The selected consultant must perform all work related to this project in conformance with applicable federal administrative requirements.

IV. Budget

The total amount of federal grant funding allocated for the project is **\$10,000.00**. A copy of the grant agreement between DAHP and the City of College Place for this project is available upon request.

V. Project Timing

Proposals for this project will be accepted by the city through Friday, November 16th, 2018 at 5 PM Pacific Time in hard copy to College Place City Hall (625 S. College Avenue, College Place, WA, 99324) Attn: Mike Rizzitiello – Historic Property Inventory RFP or through email at mrizzitiello@cpwa.us. The City will select the consultant based on information in the proposal and, if deemed necessary, a telephone interview. A consultant agreement is expected to be negotiated and executed at the latest by December 11th, 2018.

The grant agreement calls for the project to be completed in accordance with the schedule below.

WORK TO BE ACCOMPLISHED	ESTIMATED STARTING DATE	ESTIMATED COMPLETION DATE
City staff prepares scope of work and publishes an RFP to solicit proposals from consultants experienced in developing historical asset inventories.	October 1 st , 2018	December 31 st , 2018
City staff and Historic Preservation Commission works with Consultant to identify sources of existing information and all potential partners.	January 1 st , 2019	January 31 st , 2019
First public meeting held with involvement of key partners to introduce the project and help the Consultant identify resources.	February 1 st , 2019	February 28 th , 2019
First Draft of the Historic Asset Inventory presented to project staff and partners for review.	May 1 st , 2019	May 10 th , 2019
Second Draft of the Historic Asset Inventory presented to project staff and partners for review.	July 1 st , 2019	July 21 st , 2019
Create Story Map	July 21 st , 2019	August 31, 2019
Second public meeting held with involvement of key partners to present results.	August 1 st , 2019	August 31 st , 2019
Post the final report and Story Map on the City's and partners websites. All products sent to DAHP.	August 15 th , 2019	September 3, 2019
Reimbursement request submitted to DAHP.	Sept 3, 2019	Sept 30 th , 2019

VI. Proposal Requirements

The proposal must include, at a minimum, the following information:

- a) an introduction to your firm including principals who would be involved in this project;
- b) the names and qualifications of the key personnel who would be assigned to this project; identify the person who would be responsible for this project, and who would be your firm's primary contact;
- c) a brief narrative of your understanding of this type of project and your proposed approach to completing the project under consideration;
- d) a list of project similar to this project that your firm has completed in the recent past and a list of similar projects the key personnel has recently completed, including references for each of these lists;
- e) the name, title, address, and telephone number of individuals with authority to negotiate and execute contracts and who may be contacted during the evaluation process.

VII. Selection Criteria

The consultant shall be selected on the basis of the following:

- a) understanding of this type of project and proposed approach to completing the project under consideration;
- b) firm and principal qualifications;
- c) qualifications of key personnel;
- d) recent similar firm experience;
- e) recent similar key personnel experience.

VIII. Submission Requirements

To be considered for this project, one copy of the requested proposal must be received at College Place City Hall no later than **5:00 p.m. on Friday, November 16th, 2018**. The proposal may be submitted by means of personal delivery, postal mail, or email. The appropriate postal mailing or delivery address is:

City of College Place, Washington
Attn: Mike Rizzitiello – Historic Property Inventory RFP
625 S. College Avenue
College Place, WA 99324

The appropriate email address is: mrizzitiello@cpwa.us

Consultants submitting a proposal should be recognized by the State of Washington Department of Archeology and Historic Preservation (DAHP) for doing such work as is requested in this RFP.

IX. Inquiries

Please direct any questions about this Request for Proposal to City Administrator Mike Rizzitiello by phone at 509-394-8506; by postal mail at 625 S. College Avenue, College Place, Washington, 99324, or by email at mrizzitiello@cpwa.us