

**CITY OF WALLA WALLA
REQUEST FOR PROPOSALS
NATIONAL HISTORIC DISTRICT NOMINATION
Date of Request: October 1, 2019
Proposals Due: November 1, 2019 at 4:00 p.m. PDST**

The City of Walla Walla, Washington is requesting proposals to provide Historic Preservation Services to complete a National Historic District Nomination application for Downtown Walla Walla.

DISTRICT NOMINATION SCOPE:

Walla Walla is seeking a qualified consulting firm to assist in a nomination application for the downtown district that will contain approximately 100 properties. The proposed district is outlined by Rose Street to the north, Alder Street to the south, Third Avenue to the west, and Palouse Street to the east (see attached map). The proposed era of significance is 1869-1970.

Consulting services for the proposed Historic District Nomination includes:

- National Register District nomination.
- Surveying approximately 40 buildings within the proposed district that do not have intensive survey documentation.
- Thorough engagement with property owners in the proposed district, where the benefits of inclusion in the district are explained fully, including detailed analysis of economic impacts, and broad outreach to local media and interested groups. A minimum of three public outreach meetings.
- A full report and documentation of the public outreach to downtown property owners and stakeholders, including Downtown Walla Walla Foundation, City of Walla Walla Historic Preservation Commission, commercial-project contractors and architects, and others as identified.

SCHEDULE/BUDGET:

The final report must be submitted to DAHP by August 21, 2020. The schedule outlined in the grant award includes a first review of the draft report by April 24, 2020, second review of the draft by July 10, 2020, submittal of the final nomination by August 21, 2020, and attendance at the Advisory Council on Historic Preservation meeting on October 23, 2020. A presentation of the final draft of the report at a public meeting in Walla Walla before final submittal to DAHP is set for August 12, 2020.

The budget for consultant services for this nomination application is \$15,000.

QUALIFICATIONS

- Personnel meet Secretary of the Interior's Professional Qualification Standards.
- Experience working with the WISAARD online database.
- Demonstrated experience in preparing National Register District Nominations.

- Experience in working with citizens, boards, commissions, elected officials, special interest groups, volunteer organizations, and property owners.

PROPOSAL SUBMITTAL:

Proposals emailed in PDF format and clearly marked, "City of Walla Walla National Historic District Nomination" are due no later than 4:00 p.m. on November 1, 2019, 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 three (3) cities for whom you have performed similar work, Washington preferred. 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 while preparing the nomination application 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.

Map of Proposed National Historic District

