

The Department of Archaeology and Historic Preservation  
State of Washington  
1063 South Capitol Way Suite 106  
PO Box 48343  
Olympia, Washington 98504 8343

Request For Proposal

Content:

1. Introduction

The State of Washington is disbursing approximately \$500,000 in transportation enhancement grants focused on archaeological planning and historic preservation. The goal of these grants is to improve the state's cultural resources related to surface transportation. A wide variety of projects can accomplish this goal.

1.1 PERIOD OF CONTRACT

The start date of contract is July 30, 2012. End dates will be determined but a proposed end date should be included in applications.

1.2 OBJECTIVE

The DEPARTMENT seeks to attain qualified persons to conduct archaeological planning and/or historic preservation projects using cultural resources within the boundaries of two (2) regional transportation districts.

1.3 Minimum Qualifications

The successful applicant must be either a 501©3, a government agency or Public Development Authority in the State of Washington. To utilize federal funds, applicants must be registered in the Central Contractor Registration (CCR) at <https://www.bpn.gov/ccr/default.aspx>. Applicants must have a DUNS number (<http://www.dnb.com/>) to register in the CCR. The applicant must have adequate experience in the fields of historic preservation and/or archaeological planning. Experience in transportation enhancement projects is encouraged

2. General Information for Applicants

The grants are being disbursed through the Washington Department of Transportation. Up to \$500,000 in transportation enhancement projects may be funded. Projects may have subconsultants. Subconsultants must be selected through a competitive process. This process should occur after the award and must follow the appropriate federal competitive guidelines. The grant recipient should work with WSDOT to ensure compliance with federal regulations.

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the DEPARTMENT for this procurement. All communication between the Contractor and the DEPARTMENT upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name: Dr. Allyson Brooks  
Address: See page one RFP heading.  
Phone Number: 360-586-3066  
Fax Number: 360-586-3067  
E-Mail address: [allyson.brooks@dahp.wa.gov](mailto:allyson.brooks@dahp.wa.gov)

## 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	April 16, 2012
Question and answer period	April 30-May 21, 2012
Proposals due	May 31, 2012
Evaluate proposals	June 4-19, 2012
Conduct interviews with finalists, if required	TBD
Announce grants selected for funding	June 25, 2012
Negotiate contract	June 26-28, 2012
Begin contract work	July 30, 2012 – note: start date will be dependent on completion of contract and appropriate document with WSDOT.
Contract work completed	TBD

## 2.4 SUBMISSION OF PROPOSALS

Applicants are required to submit 6 copies of their proposal. The proposal, whether mailed or hand delivered, must arrive at the DEPARTMENT no later than 4:30 pm, local time, on March 31, 2011.

The proposal is to be sent to the RFP Coordinator at the DEPARTMENT address. See RFP page one heading for DEPARTMENT address. Late proposals will not be accepted and will be automatically disqualified from further consideration.

All proposals and any accompanying documentation become the property of the DEPARTMENT and will not be returned.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Director of the DEPARTMENT and the apparent successful contractor; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 TO 42.17.340, "Public Records."

Applicants mailing proposals should allow mail delivery time to ensure timely receipt of their proposal by the RFP Coordinator. Consultants assume the risk for the method of delivery chosen.

## 2.5 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by the DEPARTMENT from the due date. A proposal that does not state sixty days for acceptance will not be rejected; however, any proposal that places an acceptance of less than sixty (60) days by the DEPARTMENT will be automatically disqualified from further consideration

## 2.6 RESPONSIVENESS

The DEPARTMENT reserves the right at its sole discretion to waive minor administrative oversights.

## 2.7 MOST FAVORABLE TERMS

The DEPARTMENT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Applicant can propose. There will be no best and final offer procedure. The DEPARTMENT does reserve the right to contact a applicant for clarification of its proposal.

## 2.8 COSTS TO PROPOSE, NO BLIGATION TO CONTRACT, REJECTION OF PROPOSALS

The DEPARTMENT will not be liable for any costs incurred by the Applicant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

This RFP DOES NOT OBLIGATE the State of Washington or the DEPARTMENT to contract for services specified herein.

The DEPARTMENT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

No work may start on any grant award until the Federal Highway Administration has authorized the project to proceed. Any work conducted prior to FHWA authorization will not be reimbursed.

## 3. THRESHOLD REQUIREMENTS

Proposals are requested to be submitted on eight and one-half by eleven (8 ½ x 11) inch paper, with tabs separating the major sections of the proposal.

Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written is to be included.

Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification number (UBI) is to be included.

It is highly desirable that the proposal include references for the principals of the Applicant.

The proposed project must cover resources in a minimum of two regional transportation areas (<http://www.wsdot.wa.gov/map.htm>).

#### 4. APPLICATION REQUIREMENTS

Grant Applications should include:

- 4.1 **Project Description** outlining the specific aims and goals of the project as well as the affected transportation regional areas and the total grant amount requested.
- 4.2 **Benefit Description** describing how the project meets the goals of the grant program.
- 4.3 A detailed **Budget** indicating the total grant amount requested costs and deliverables. If other sources of funding are being used, they should be identified.
- 4.4 **Timeline** indicating major project dates, deliverable schedule and a project completion date.

#### 5. SCOPE OF WORK

Projects must be involved historic preservation or archaeological planning using cultural resources in two or more regional transportation district. A variety of projects can accomplish this task. Proposals should include a proposed scope of work and link this scope to the goals of the grant. Example projects include, but are not limited to:

- Inventory of archaeological resources covering two or more regional transportation planning areas.
- Interpretive displays or exhibits covering archaeological resources in two or more regional transportation planning areas.
- Digitization of archaeological resource documents covering two or more regional transportation planning areas.
- Archaeological context documents covering two or more regional transportation planning areas.
- Inventory of linear transportation features covering two or more regional transportation planning areas.
- Context document for historic bridges covering two or more regional transportation areas.

- WEB related public education/tourism projects related to historic transportation resources in two or more regional planning areas.
- Digitization of historic resource documents covering two or more regional transportation areas.
- Statewide context documents for historic transportation resources (e.g. railroad hotels, etc.)
- Interpretive displays or exhibits covering transportation related historic resources in two or more regional transportation planning areas.

## 6. COST PROPOSAL

- 6.1 The maximum fee for this contract must not exceed \$500,000 or less to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Applicant(s) of least cost, but rather to the Applicant(s) whose proposal best meets the requirements of this RFP. However, Applicants are encouraged to submit proposals which are consistent with State government efforts to conserve state resources.

## 7. EVALUATION AND CONTRACT AWARD

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the DEPARTMENT, which will determine the ranking of the proposals.

The DEPARTMENT, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

## 8. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after announcement of the apparent successful contractor. The debriefing must be held within five business days of the request.

## 9. PROTEST PROCEDURE

Protesting of this procurement must be in writing and signed by the protesting party. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the corrective action being requested should also be included.

All protests shall be addressed to the RFP Coordinator. A protest can only be filed following attendance of a debriefing conference, and must be filed with the RFP coordinator within three business days of the date of attendance of the debriefing conference.

Only protests stipulating an issue of fact concerning the following subject shall be considered.

- A matter of bias, discrimination or conflict of interest on the part of the evaluator.
- Errors by the evaluator.
- Non-compliance with procedures described in the procurement document or DEPARTMENT policy.

Upon receipt of a protest, a protest review will be held by the DEPARTMENT. The DEPARTMENT director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision with five business days of receipt of the protest. If additional time is required, the protest party will be notified of the delay.