



Allyson Brooks Ph.D., Director
State Historic Preservation Officer

REQUEST FOR PROPOSALS

May 2024

Consultant Contract

Project Title: Puget Sound LGBTQ Historic Sites Multiple Property Documentation
(Multiple Property Documentation and National Register Nomination(s) for Historic Properties Associated with LGBTQ History in Puget Sound)
Underrepresented Communities Grant

Procurement Schedule

Schedule of Events	Date
Issue Request for Proposals	May 6, 2024
Question and Answer Period Ends	June 5, 2024
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Announce Apparent Successful Contractor	June 25, 2024
Hold Debriefing Conferences, if req'd	June 26-July 1, 2024
Negotiate Contract	June 26-July 1, 2024
Begin Contract Work	July 3, 2024
First Project Orientation Meeting	TBD

*The Department reserves the right to modify this schedule.
Changes will be posted on the Department's website at www.dahp.wa.gov*

Procurement Contact

Maddie Levesque, Architectural Historian
maddie.levesque@dahp.wa.gov, (360) 819-7203(c)

All RFP materials must be emailed to the above contact.



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1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Department of Archaeology and Historic Preservation (DAHP), hereafter called “DEPARTMENT,” is initiating this Request for Proposal (RFP) to solicit proposals from firms or organizations interested in participating on a project to:

Conduct extensive research and public outreach to achieve the following:

- Create a Multiple Property Documentation Form 10-900b (MPDF) for LGBTQIA2S+ historic context in Puget Sound
- Prepare up to ten (10) intensive-level and 25-50 reconnaissance level Historic Property Inventory (HPI) forms for historic properties associated LGBTQ history in Puget Sound
- Prepare at least one (1) new or amended National Register nomination per National Register Criteria for Evaluation with assistance from DAHP staff and obtain owner permission for any property slated for nomination.

1.2 HISTORY

While the LGBTQ community's contributions to Washington State heritage can be found throughout the state, it is underrepresented in preservation practice, National Register listings, and historic property survey efforts. Of the over 93,000 historic properties listed in the National Register nationwide, only about 30 are categorized for their specific association with LGBTQ history. **Zero** resources are listed in the National Register with specific associations to queer history in Washington State, despite its rich and transformative history. This problem derives from limited historic preservation research and resources associated with LGBTQ history in Washington State. There has not been a single dedicated survey targeted to queer-associated historic properties in the state, except for preliminary survey work by the LGBTQ Commission and DAHP.

When there are overwhelming gaps of gender nonconforming and sexually diverse representation in the nation's historical interpretation through place-based histories, it creates an exclusionary atmosphere for the over 300,000 individuals who identify as LGBTQ in Washington State. Unless society becomes intentional about protecting and promoting the histories of underrepresented groups and communities, such as that of the queer community, their stories and perspectives risk being lost. The National Register, as part of the National Historic Preservation Act of 1966 is one of the most powerful tools to preserve historic sites and create education opportunities for the public. When LGBTQ sites are not adequately represented on the Register, queer spaces are denied access to these tools and identification or properties under environmental review processes goes undetected.

LGBTQIA2S+ people have been visible and politically active in Puget Sound for generations. Their activism has yielded pioneering civil rights victories for many individuals in the community. While documentation of queer individuals extends back into Washington's early history, traditional queer spaces did not come about until the 1930s. Most establishments serving gay or sexually curious clientele were in 'skid row,' known as Pioneer Square, and Downtown Seattle. The City of Seattle quickly became the growing epicenter of LGBTQ culture in Washington and throughout the Pacific Northwest, so many resources are found within this metro area. Queer people were often pushed into these neighborhoods of 'vice' and 'deviancy,'

which contained the majority of places the LGBTQ community could assemble without fear of being outed by employers or family. Bars like the Double Header, one of the oldest continuously operating gay bars in the United States, in Pioneer Square, and the Garden of Allah, the first gay-owned establishment serving gay and lesbian Seattleites, are among these early queer spaces.

Washington's first homophile organization, the Dorian Society, formed in Seattle in 1967, following in the footsteps of similar organizations in Los Angeles, San Francisco, and New York. In the 1970s and 1980s, the epicenter of queer culture in Puget Sound shifted from Pioneer Square to the new 'white flight' neighborhood of Capitol Hill. Political activism and collective organizing within the growingly diverse queer community of gay, lesbian, two-spirited, and gender-nonconforming folk thrived, bringing greater visibility for all.

In the 1970s, Queer Indigenous people began reorganizing around their Indigenous identities and cultures to reclaim traditions and respond to the erasure and racism many were facing within the Queer community. Their contributions to the LGBTQ rights movement, to gather Queer Indigenous peoples to both works to prevent further marginalization from the movement and to share and reclaim Two-Spirit teachings and ceremonies, is insurmountable.

The AIDS pandemic brought on a new level of fight for the queer community, focusing on unique communication challenges and creating new geographic space. Several local organizations metabolized within the gay community, such as the Chicken Soup Brigade, which assisted with housebound individuals infected with AIDS, and the Northwest AIDS Foundation, which focused on raising funds for educational campaigns and offering direct assistance to people as they moved through illness to death.

The LGBTQ Diaspora in Puget Sound

As the queer population in Seattle grew, additional centroids of the LGBTQ community materialized throughout Puget Sound in Tacoma, Bellingham, and Olympia. Historical cross-over occurred frequently between Seattle and Tacoma, with Seattleites traveling to Tacoma to assist in protests and organizational projects. While located in a relatively rural county, Bellingham was very much an urban setting, with a local university, Western Washington University, which housed a Women's Resource Center and an LGBT Resource Center. Contributions to Washington's queer history and culture include the Lesbian Coffeehouse meeting throughout the town, the Sean Humphrey House for gay men fighting aids, the drag chapter of the Imperial Sovereign Court of the Evergreen Empire, and "The L-Word" newspaper promoting lesbian happenings of Whatcom County. Olympia was a center for political action against LGBTQ discrimination led by the local community, supplemented by a breadth of support and social organizations throughout the city and county. Founding organizations such as the First Lesbian Community Meeting and the Gay Resource Center at Evergreen State College in the 1970s became important catalysts for a variety of protests, projects, and organizations benefitting not only the LGBTQ community, but the larger population of Olympia.

Each punch thrown at the LGBTQ community has resulted in a larger retaliation managed through collaboration and perseverance. Discovering tangible physical reflections of that identity will serve as a crucial identification tool by adding these resources to DAHP's WISAARD database used by all Washington to identify cultural resources for planning projects, Section 106 and our state's Governor's Executive Order 21-02 consultation, and ensure historic preservation is included as a crucial missing piece of environmental justice. Most reviews for proposed projects look only at the surface level of the built environment, relying heavily on what can be inferred by looking at the resource. By adding additional information to WISAARD, we guarantee that these crucial, often unnoticed LGBTQ sites will not be overlooked in the consultation

process or future environmental planning that could benefit from the addition of historically significant resources.

1.3 OBJECTIVE

The letting of a contract by the DEPARTMENT is to attain qualified consulting services who will successfully complete the identified deliverables and identify and reach out to stakeholders with interest in the project. The apparent successful proposer will create a Multiple Property Documentation Form 10-900b (MPDF) for LGBTQIA2S+ historic context in Puget Sound, prepare up to ten (10) intensive-level and 25-50 reconnaissance level Historic Property Inventory (HPI) forms for historic properties associated LGBTQ history in Puget Sound, prepare at least one (1) new or amended National Register nomination per National Register Criteria for Evaluation with assistance from DAHP staff, and obtain owner permission for any property slated for nomination.

1.4 MINIMUM QUALIFICATIONS

The contractor must include individuals or represent a team of individuals who meet the following qualifications:

1. Possess a thorough knowledge of and familiarity with LGBTQ history, particularly as it relates to Washington State;
2. Demonstrate ability to locate and successfully engage with Washington State's LGBTQ communities;
3. Successful experience completing National Register nominations and/or amendments;
4. Successful experience completing historic context statements and/or Multiple Property Documentations;
5. Demonstrated research and writing skills associated with LGBTQ history;
6. Demonstrate experience in conducting successful public outreach and using guidance obtained through stakeholder involvement to shape draft and final deliverables;
7. A thorough knowledge and extensive experience in applying the criteria for assessing eligibility of properties to the National Register of Historic Places;
8. A sufficient knowledge of and familiarity with identifying and evaluating Washington State's historic resources including the WISAARD database and survey procedures;
9. Include individuals on the project team who meet the National Park Service (NPS) Professional Qualification Standards as defined in Code of Federal Regulations, 36 CFR Part 61 (https://www.nps.gov/history/local-law/arch_stnds_9.htm) in the areas of expertise of History and/or Architectural History; and
10. Have sufficient experience with digital photography.

1.5 FUNDING

The DEPARTMENT has a set budget not to exceed \$75,000 for this project. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

1.6 PERIOD OF PERFORMANCE

The period of performance of contract resulting from this RFP is tentatively scheduled to begin by July 3, 2024 and to end by February 15, 2026. Amendments extending the period of performance, if any, shall be at the sole discretion of the DEPARTMENT.

1.7 DEFINITIONS

DEPARTMENT – The DEPARTMENT is the agency of the State of Washington that is issuing this RFP

CONTRACTOR – The individual, project team, or company submitting a proposal in order to attain a contract with the DEPARTMENT.

PROPOSAL – A formal offer submitted in response to this solicitation.

REQUEST FOR PROPOSALS (RFP) - Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the contracting community to suggest various approaches to meet the need at a given price.

2. GENERAL INFORMATION FOR CONTRACTORS

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: Maddie Levesque
 Phone Number: (360) 819-7203
 E-Mail address: Maddie.levesque@dahp.wa.gov

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

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2.3 PREPROPOSAL CONFERENCE

A pre-proposal conference is scheduled to be held virtually on Tuesday, May 14, 2024, from 11:00am-12:00pm PDT (<https://us06web.zoom.us/j/84021340679>). The session will be recorded for anyone who is unable to attend. Further information regarding call-in information will be posted on our website at www.dahp.wa.gov, or you can contact the RFP Coordinator directly for information. All prospective contractors are encouraged to attend; however, attendance is not mandatory. Written questions may be submitted in advance to the RFP Coordinator. The DEPARTMENT shall be bound only to written answers to questions. Any oral responses given at the pre-proposal conference shall be considered unofficial.

2.4 SUBMISSION OF PROPOSALS

Contractors are required to submit an electronic copy (PDF) of their proposal to the DEPARTMENT via email. The PDF must be compressed into a single PDF with the following naming convention: FIRMorCONSULTANTNAME_URC LGBTQ Historic Sites Survey RFP_Date.pdf and must be received by the DEPARTMENT **by 11:59 pm PDT on Thursday, June 6, 2024.**

The proposal is to be sent to the RFP Coordinator at the DEPARTMENT address. See RFP Coordinator contact information (above) 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."

2.5 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). No preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving award of contract, and proposals will not be rejected or considered non-responsive on the basis of minority and women owned business participation.

2.6 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.

2.7 RESPONSIVENESS

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

2.8 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 Contractor can propose. There will be no best and final offer procedure. The DEPARTMENT does reserve the right to contact a contractor for clarification of its proposal.

2.9 COSTS TO PROPOSE, NO OBLIGATION TO CONTRACT, REJECTION OF PROPOSALS

The DEPARTMENT will not be liable for any costs incurred by the Contractor 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.

3. PROPOSAL CONTENTS

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Proposal submittals must include the following items to be considered complete and responsive to this Request:

1. One-page cover letter summarizing the contractor's interest in the Project and identifying the contact information of the project manager/key contact. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification number (UBI) is to be included if applicable.
2. Names, resumes (including an email address), and any other relevant qualifications of the project lead, the project manager/key contact (if different), and key personnel who will work on the project. It is highly desirable that the proposal include references for the principals and members of the project team (if any) of the Contractor.
3. Names of any sub-consultants (including key personnel and resumes) and a summary of their scope of services and their responsibility(ies) as part of the project team.
4. A statement of project approach that addresses how the consultant will accomplish the identified scope of work.
5. Identification of key stakeholder individuals and organizations.
6. A proposed schedule to complete the Project (timeline including key milestones for deliverables after Notice to Proceed).
7. A project budget and fee schedule itemized by each work task/phase outline that identifies:

- a. The standard hourly billing rate for personnel (or employee classification) anticipated to work on the Project
 - b. The number of hours worked per staff member
 - c. The percentage of total work completed by the prime consultant and any sub-consultant(s)
 - d. Any travel or miscellaneous expenses
 - e. Total cost for all anticipated reimbursable expenses.
 - f. Reimbursable cost must not exceed \$75,000.
8. A proposed communications plan that includes details about outreach and engagement, methods of communicating the findings and deliverables of the project, and description of media and communication tools for engaging with the public such as development of GIS-based Storymaps, social media posts, in-person events, virtual events, hybrid events, videography, graphics, etc.
 9. For the consultant and any sub-consultants: description of three (3) similar or related projects successfully completed. As necessary, include additional information demonstrating understanding and insights related to the project scope.

4. SCOPE OF WORK

The apparent successful contractor shall in their proposal best describe how the following scope of work will be executed and performed by the contractor. Specific detailing of each element and project timeline is highly desirable.

- 4.1 Prepare and submit a Multiple Property Documentation Form 10-900b (MPDF) for LGBTQIA2S+ historic context in the Puget Sound.
- 4.2 Using the DEPARTMENT's online WISAARD database, complete a minimum of 25-50 reconnaissance-level Historic Property Inventory (HPI) forms and a minimum of ten intensive level HPI forms, of historic properties associated with the individuals identified in 4.1 above. Additional resources may be identified and documented based upon more in-depth research that leads to additional historic properties that have significance for associations with LGBTQ community members. Raw data for identifying sites, buildings, and resources pertaining to the historic context may result in a higher number than the minimum required amount of HPI forms. The HPIs shall be completed in accordance with the most recent edition of DAHP's *Washington State Standards for Cultural Resources Reporting* (<https://dahp.wa.gov/project-review/washington-state-standards-for-cultural-resource-reporting>).
- 4.3 Prepare and submit at least one new or amended nomination(s) to the National Register of Historic Places for a resource associated with the Multiple Property Documentation developed in 4.1 and identified as a result of inventory work conducted in 4.2 above. Owner permission for any property slated for nomination must be obtained, including submission of owner consent to National Park Service.
- 4.4 Assist in hosting bi-monthly LGBTQ Survey Advisory Group meetings made up of LGBTQ community members and stakeholders. These meeting will allow input from diverse, intersectional individuals within the community while also updating the Group on progress and discussing draft documents. Responsibilities include scheduling, formatting, and following-up on action items tasks.

- 4.5 At least two drafts of all products identified in 4.1 through 4.5 shall be provided to the DEPARTMENT for review and comment before receiving the DEPARTMENT's approval and acceptance as complete, though ongoing communication is expected. The DEPARTMENT has final discretion as to what constitutes a completed work product as identified above.
- 4.6 Progress reports shall be submitted to the DEPARTMENT on a monthly basis throughout the duration of the project. Each report shall at minimum summarize progress in accomplishing each task, describe any problems encountered, and discuss any questions or unforeseen circumstances that may arise.
- 4.7 Products of communication, such as social media posts, GIS-based storymaps, event flier/ advertisements/programs, etc.
- 4.8 All products identified in 4.1 through 4.7 shall be provided to the DEPARTMENT in electronic format and in a timely manner according to the project schedule.

Each of these deliverables must be completed before February 27, 2026.

5. COST PROPOSAL

The maximum fee for this contract must be \$75,000 or less to be considered responsive to this RFP.

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

6. 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.

7. 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.

8. 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.

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