

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  
Historic Vessel Documentation Training and Interpretation

1. INTRODUCTION

The DEPARTMENT of Archaeology and Historic Preservation is looking for a consultant to develop historic vessel preservation expertise through facilitating Historic American Engineering Record (HAER) training with the National Park Service, document historic vessels in the State and provide for the interpretation of this documentation.

1.1 PERIOD OF CONTRACT

The start date of contract will be July 27, 2010 with an end date of June 30, 2011.

1.2 OBJECTIVE

The DEPARTMENT seeks to attain qualified persons to coordinate HAER training and the documentation of historic vessels, as well as provide for a strong interpretive program of the documented vessels.

1.3 MINIMUM QUALIFICATIONS

The successful applicant must be licensed to do business in the State of Washington. The applicant must have experience in the application of the *Secretary of Interior's Standards* for the identification and evaluation of historic properties and the National Park Service's *Guidelines for Restoring Historic Ships*. Previous experience in the identification and evaluation of maritime related historic properties is highly desirable.

2. GENERAL INFORMATION FOR CONSULTANTS

The Department of Archaeology and Historic Preservation has received a Preserve America Grant to help increase historic preservation training in the state and document the historic resources of Washington's maritime heritage.

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: Aaron Cole  
Address: See page one RFP heading.  
Phone Number: 360-586-3068  
Fax Number: 360-586-3067

E-Mail address: [aaron.cole@dahp.wa.gov](mailto:aaron.cole@dahp.wa.gov)

## 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	June	10, 2010
Question and answer period	June	21-23, 2010
Proposals due	July	8, 2010
Evaluate proposals	July	13, 2010
Conduct interviews with finalists, if required	July	15, 2010
Announce "apparent Successful Contractor"	July	19, 2010
Debriefing conference request deadline	July	21, 2010
Negotiate contract	July	26, 2010
Begin contract work	July	27, 2010

## 2.3 SUBMISSION OF PROPOSALS

Contractors are required to submit 6 physical copies and one electronic copy of their proposal. The proposal, whether mailed or hand delivered, must arrive at the DEPARTMENT no later than 4:30 pm, local time, on July 8, 2010.

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."

Consultants 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.

## 2.4 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.

## 2.5 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 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.

## 2.8 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

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.

Electronic proposals should be submitted on a CD-ROM in Portable Document Format (.pdf).

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 Contractor.

## 4. SCOPE OF WORK

The successful applicant will:

- 4.1 Organize the attendance of up to twelve (12) museum professionals from across the state on Historic American Engineering Record documentation of historic vessels training by the National Park Service.
- 4.2 Document no fewer than ten historic vessels in the state.- This documentation must meet HAER standards.
- 4.3 Use the created documentation for interpretative purposes.
- 4.4 Meet expected travel needs to comply with Washington State travel rates.

## 5. COST PROPOSAL

- 5.1 The maximum fee for this contract must be \$40,000.00 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.