



Parks and Rec.

31-2318-CR

RFP-CULTURAL RESOURCES SERVICES

Lewis County

1. Introduction

1.1. Summary

Lewis County Parks and Recreation is seeking separate sealed proposals for Cultural Resource Services for the SWW Fairground Waterline Rehabilitation Project.

Lewis County Parks and Recreation is accepting proposals in response to this Request for Proposal (RFP) in order to find a qualified service provider for the above project.

The objective of this Request for Proposal is to contract with a service provider that will provide the best overall value to Lewis County. While price is a significant factor, other criteria will also form the basis of our award decision, as more fully described in the Proposal Evaluation and Contractor Selection section of this RFP below.

The project/program may include, but is not limited to:

- Cultural Resources Review
- Professional Archaeological Survey and Report in the areas of ground disturbance
- Development of a Monitoring Plan and Construction Monitoring

Throughout this project there will be a need to maintain quality control and management of cost and expenses. The selected service provider will be expected to ensure that all applicable federal, state and local laws and regulations are followed. The project will require the selected service provider to work closely with the Lewis County staff, DAHP, Tribes and contractor personnel throughout the project.

1.2. Background

On March 11, 2021, the American Rescue Plan Act (“ARPA”) was signed into law and established the Coronavirus State and Local Fiscal Recovery Fund (“SLFRF”) program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

In 2022, the Lewis County Board of County Commissioners allocated \$1,000,000.00 in Federal ARPA funding to the Parks and Recreation Department for the Southwest Washington Fairgrounds Waterline Rehabilitation Project.

1.3. Contact Information

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Capital Manager

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Department:

Parks and Rec.

Department Head:

BJ Kuykendall

Parks and Rec. Administrator

1.4. Timeline

Release Project Date	May 14, 2024
Pre-Proposal Meeting (Non-Mandatory)	May 22, 2024, 1:00pm SWW Fair Office, 1909 S Gold St., Centralia WA 98531
Question Submission Deadline	May 28, 2024, 12:00pm
Proposal Submission Deadline	June 5, 2024, 2:00pm

2. Project Details**2.1. Important Instructions for Electronic Submittal**

Lewis County, Parks and Rec., is accepting electronic bid submissions. Bidders shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic bid.

2.2. Project Details

This project will include a Professional Cultural Resources survey of the proposed areas of ground disturbance and a report of the survey results, a cultural resources review and a Determination of Effect to be provided to DAHP and any interested tribal governments.

SCOPE OF WORK

A) Archaeological survey of the proposed project area. Consultant will review archeological records, project design and perform a professional survey in the areas of ground disturbance to identify any potential areas of concern or to identify any historical artifacts.

B) Project-Specific Monitoring Plan – The selected consultant is to review the Project plans and area in light of appropriate cultural resource documentation and prepare an Archaeological Monitoring Plan. This plan should determine the locations for and manner of monitoring in light of the project plans, area conditions, and methodology, taking into account what can be fruitfully monitored from utility plowing in such areas. The plan should contain or be accompanied by an

explanation of what monitoring should be required, in what areas, and by what personnel, based on a standard of practice acceptable in Washington State. At a minimum, this should consist of a brief description of the natural and cultural setting of the project, types of archaeological materials that might be encountered in light of the area and methodology, a description of the role of the archaeological monitor, an assessment of potential discovery of archaeological and/or human remains, and notification protocols and setbacks to be implemented upon the discovery of either. The project already has an inadvertent discovery plan, which the monitoring plan may incorporate or revise for consistency.

C) Construction Monitoring – If required, archaeological monitoring shall be conducted to the extent needed in accordance with the monitoring plan for project-related ground disturbing activities. This includes monitoring the relevant project-related ground disturbance, recording its progress, and coordinating with Lewis County staff or their designated counterparts at Contractor regarding the construction schedule. If archaeological materials are encountered, the selected consultant shall implement the protocols and procedures outlined in the monitoring and discovery plans. The selected consultant shall also provide training to contractor personnel on protocols and identifying potential artifacts.

D) Monitoring Reports – An archaeological monitoring report shall be prepared once construction monitoring is complete for a relevant portion of project work. This report shall include a project work description, methods, results of archaeological monitoring, and any technical recommendations.

2.3. Eligibility Criteria

Submitting firms shall be licensed, certified and have documented experience in performing, reporting and producing a Determination of Effect for review.

The minimum professional qualifications to be eligible this contract are as follows.

The monitoring plan must be prepared, or supervised and approved, by an archaeologist meeting the Secretary of the Interior's Professional Qualification Standards in Archaeology plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;
2. At least four months of supervised field and analytic experience in general North American archeology;
3. At least one year, combined, of full-time professional experience at a supervisory level in the study of archeological resources of the pre-European introduction/settlement and post-European introduction/settlement periods in North America.
4. Demonstrated ability to carry the scope of work to completion.

If required by the monitoring plan, the construction monitoring and reports must be undertaken or supervised by a similarly qualified professional. Or, if the monitoring plan so directs, the monitoring and reporting may be undertaken by other field personnel or the on-site workers pursuant to a job-site training session and protocol.

2.4. Applicant and Application Requirements

Interested consultants shall provide a statement of qualifications, experience and extent of involvement for the assigned personnel on similar projects, including include the project name, description and a reference's contact information for each similar project. Proposals should additionally address:

- the applicant's approach, strategy, and/or ability to understand, facilitate, and complete the tasks in the scope of work, above;
- any familiarity with utility installation or prior experience determining the appropriate method and intensity of monitoring for utility installation projects;
- availability and response times typically, including response times after contact as well as typical turnaround times for document preparation and revisions;
- a specific estimate for when work can begin on, and likely completion of, the monitoring plan herein;
- the applicant's UEI number from SAM.gov;
- a cost proposal for the services herein. Per ARPA regulations, total-cost proposals for the project will be preferred over time-and-expense proposals. However, in light of the construction monitoring being dependent on a not-yet-formulated monitoring plan, cost breakdowns are permissible. They must include hourly rates per Classification along with fixed fee and overhead, and they must propose a maximum contract compensation price for the scope of work; and
- the authority of the person submitting the proposal to commit the applicant.

Proposals should be no more than 10 pages in length, double-sided if needed.

ADDITIONAL REQUIREMENTS

Applicants must be eligible to receive federal grant funds and not suspended, debarred, or otherwise on the Excluded Parties List System, as demonstrated by a Unique Entity ID number from SAM.gov registration. See <https://sam.gov> to register.

- If an applicant has registered with SAM to apply for a UEI number, but has not received it by the deadline for proposals, the applicant shall provide SAM registration documentation and attest via a form, which Lewis County will supply, that it is not debarred, suspended, or otherwise prohibited from receiving federal funds. However, delay in obtaining a UEI is a factor relevant to "availability and response time," below.

Applicants must submit a non-collusion statement, signed by a person authorized to bind the applicant, in substantially the following form:

I certify that accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line business or commerce, or with Lewis County or any employee or agent thereof.

Applicants will have to show proof of professional liability insurance by the time of contracting

The County may require any clarification or change it needs to understand the selected contractor's project approach.

The successful contractor must have Worker's Compensation Insurance covering work in Washington State. The successful contractor must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.

The County reserves the right to reject any or all proposals, and is not liable for any costs the contractor incurs while preparing or presenting the proposal.

The County may award a contract to the contractor whose proposal, in the opinion of the County, would be most advantageous to the County.

The selected contractor will be required to assume responsibility for all services outlined in the RFP, whether the contractor produces them.

This RFP does not commit the County to award a contract, nor to pay any costs incurred in the preparation of the response to the RFP. The County reserves the right to accept or reject any or all responses received as a result of this request or to cancel this RFP in part or in its entirety.

Failure of the Contractor to perform the scope of work identified or to meet the performance standards established by the resulting Contract include, may result in the following:

- a. The County's reduction or withholding of payment under the Contract,
- b. The County's right to require the Contractor to perform, at the Contractor's expense, any additional work necessary to perform the scope of work or to meet the performance standards established by the resulting Contract; and
- c. The County's rights, which Entity Name may assert individually or in combination, to declare a default of the resulting Contract, to terminate the resulting Contract, and to seek damages and other relief available under the resulting Contract or applicable law.

2.5. Decision Making Process

Proposals for this service will be reviewed by...

A selection committee comprised of the Parks and Rec Administrator, the Capital Facilities Manager, the Engineer and other County staff as required.

Lewis County, in its sole judgment, reserves the right to determine which proposals best meet the County's needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.

3. **Evaluation Phases**

3.1. Phase 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Detailed Description of the Proposed Program Approach	Points Based	15 (15% of Total)
2.	Staff and Organizational Experience	Points Based	15 (15% of Total)
3.	Pricing	Points Based	50 (50% of Total)
4.	Schedule and Availability	Points Based	20 (20% of Total)

3.2. Phase 1

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Pass/Fail Criteria Submission Deadline Date and Time met Proposal is complete and addresses all Submission Guidelines and Requirements listed in Section 4. Current UEI# (SAM.Gov) Proposal is signed and includes required attachments.	Pass / Fail	100 (100% of Total)

4. **Proposed Estimated Budget**

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Cultural Resources Review	1	Each		
2	Archaeological Survey of Project Area	1	Each		
3	Survey Reporting, Determination of Effect	1	Each		
4	Training (if required)	1	Each		
5	Construction Monitoring	1	Each		
TOTAL					

5. **Vendor Submissions**

5.1. Proposal Requirements*

Did you read through and confirm that you met all of the proposal requirements including the sections:

- A. Project Details
- B. Eligibility Criteria
- C. Applicant and Application Requirements
- D. Decision Making Process
- E. Proposed Estimated Budget

☐ Yes

☐ No

*Response required

5.2. Applicant General Information*

Please Upload a brief summary of your company including:

Name of Company

Address

Years in existence

Services Provided

*Response required

5.3. Name of the organization principal(s)*

*Response required

5.4. Contact name, phone number, and email address*

*Response required

5.5. Washington State Business License number*

*Response required

5.6. Proof of minimum required insurance*

Please see the attachment titled "Exhibit C: Insurance Coverage" for more information.

*Response required

5.7. Proposal Narrative Information and Budget

Please provide the following narrative information in Times New Roman 12 font. Application shall not exceed 10 pages.

Any pages (or narrative included in attachments) in excess of the page limit will not be reviewed by the committee members and will not be considered in the process.

5.7.1. *Non-Collusion Statement**

Please download the below documents, complete, and upload.

- Non-Collusion Statement For...

*Response required

5.7.2. *Please provide EUI# from SAM.gov**

*Response required

5.7.3. *Has the firm or any of its principals been suspended, debarred, or otherwise placed on the Excluded Parties List System for State or Federal contracts?*

☐ Yes

☐ No

5.7.4. *Anti Lobbying Certification, Bebarment Certification**

Please download the below documents, complete, and upload.

- CERTIFICATION REGARDING DEB...
- BYRD_Anti.docx

*Response required