

NOTICE OF REQUEST FOR PROPOSALS
Washington County – Class II HALS Documentation

REQUEST FOR PROPOSAL

Washington County, through its HCP Administrator's Office, is seeking proposals from qualified firms for professional services to complete a Level II Historic American Landscape Survey (HALS) documentation of Civilian Conservation Corps (CCC) erosion control dikes in Long Valley, on BLM managed lands. This project is referred to as the Washington Fields Project (see attached map)

Background: The Washington Fields Project consists of a complex of approximately 90 soil erosion features of four basic types that were constructed between 1937 and 1938 by Company 585 of the Civilian Conservation Corps (CCC), located in Leeds, Utah. The BLM St. George Field Office (SGFO) and Washington County are cooperating on the project and require assistance for the collection, evaluation and documentation of the features as mitigation for transferring the property out of public ownership.

This CCC erosion control complex is located on public lands managed by the Bureau of Land Management's (BLM) St. George Field Office, on the west side of a narrow valley on the lower eastern slopes and along the base of Washington Dome, approximately 5 miles east of St. George, Utah. This tract of land is proposed to be transferred from federal management into private ownership and potentially developed as residential housing. A majority of the CCC erosion control complex, which has previously been recorded as two historic period archeological sites (42 WS 3998 and 42WS 5360), would be damaged or destroyed by that development. Through consultations under section 106 of National Historic Preservation Act between BLM and the Utah State Historic Preservation Officer (USHP), this CCC erosion control complex has been determined to be eligible for inclusion to the National Register of Historic Places. The BLM, after consulting with USHP and other interested parties has determined that data recovery through the preparation of HALS Level II documentation for the entire CCC erosion control complex and the development of public education/interpretation panels to be displayed at the Leeds CCC Camp will be completed as treatments to lessen adverse effects to this historic property.

The acquired data will be used for compliance with relevant federal laws including the Federal Policy and Management Act (FLPMA), the National Environmental Policy Act (NEPA), and the National Historic Preservation Act (NHPA).

SUBMITTAL PROCEDURE / TIMELINE

Proposals submitted must bear the title *Washington County – Class II HALS*

Proposals must be received no later than 9:00 a.m. on **Monday, June 13, 2016**. All proposals must be delivered to Washington County by mail (Washington County HCP, Attn: Lacey McIntyre, 10 North 100 East, St. George, UT 84770), **email** (Lacey.McIntyre@washco.utah.gov), fax (435) 634-5758 or hand delivery.

Proposal questions should be referred to Robert Sandberg at Robert.Sandberg@washco.utah.gov or (435) 634-5759.

PROPOSAL REQUIREMENTS

Proposal must include the following elements:

1. *Scope of services*. Provide your firm's understanding of the scope of services required for the project, plus any refinements (additions, subtractions, changes, suggestions) your firm feels are necessary.
The scope of services shall cover all the elements necessary for completion of the Class II HALS Documentation. These include but are not limited to:
 - a. Documentation of CCC erosion control complex known as the Washington Fields Project, to HALS Level II standards (See Attachment 1)
 - b. Possession of current applicable licenses and/or certification.
 - c. Following the proper safety procedures for any equipment or machinery used.
 - d. An estimated timeline and number of units (acres) completed per day of work.
 - e. Type and amount of personnel, equipment or methods available for use in completing the project.
2. *Fee Schedule*. Proposals must include a total cost of all services to be provided by your firm. Please provide a breakdown and subtotals of necessary services where appropriate i.e., cost per unit (hour, day, acre, job, etc.) including transportation or set-up fees. Also include any discounts or donations your firm is providing to the project.
3. *Sub-contractors*. Include a list of any sub-contractors that may be assigned to the project. The County reserves the right to approve all sub-contractors used on the project.
4. *Work Products*. Provide a statement of products completed i.e., acres or area completed.
5. *Certification of Legal Work Status*. Washington County requires any consultant, contractor, sub-contractor, or other entity doing work for the county, to certify that all employees may legally work in the United States.

Scope of Work: Documentation to HALS Level II standards will consist of:

1. Historical Narrative, developed using archival research previously conducted by others, including:
 - A. IMACS site forms for 42WS 3998, prepared by Montgomery Archeological Consultants (Kinnear-Ferris (2000) and for 42 WS 5360, prepared by William Self and Associates (Stavish 2010), updated and re-assessed in 2012 (Damp 2012); on file Utah

Division of State History, Antiquities Section, Salt Lake City, Utah and with BLM, St. George Field Office, St. George, Utah;

B. Shamo, Michael Lyle (2012) “A Project of Interest”: The Civilian Conservation Corps’ Washington Field Project, 1937-1938”; on file Utah Division of State History, Antiquities Section, Salt Lake City, Utah and with BLM, St. George Field Office, St. George, Utah;

C. Harper, Christopher, Heidi Roberts, Suzanne B. Eskenazi, and Gregory Seymour (2009) “Battling the Elements: Results of Data Recovery Efforts at Civilian Conservation Corps Site 42WS 3118, Washington County, Utah. Utah State Project No. U-09-HQ-00096b; HRA Archeological Report 08-06, HRA Conservation Archeology, Las Vegas, Nevada; on file Utah Division of State History, Antiquities Section, Salt Lake City, Utah and with BLM, St. George Field Office, St. George, Utah;

2. Historical Report

A. Measured Drawings, including a base map and drawing sheets with cover sheet; period development plans; existing conditions (topography , soils, vegetation, water, drainages) and photo key map (viewpoints and views).

B. Photographs, including archival/ repeat photos as available.

C. Transmittal of final documentation to HALs staff.

D. Deliverables will consist of five hard copy and digital versions of the final HALs documentation

EVALUATION CRITERIA

A contract will be awarded from this solicitation to the responsible offeror(s) whose offer conforming to this solicitation will be most advantageous to the County after considering the factors listed below. The County reserves the right to make an award to other than the lowest price offer, if the technical submission is superior to others or the submission indicating a reduced performance risk, warrants paying a premium.

1. The firm’s understanding of the project’s scope of services including completeness, originality, conciseness, and clarity of the response to this RFP.

2. Responsibility Requirement: Offers will be considered only from offerors who are regularly established in the business called for, who are financially responsible, and have the necessary equipment and personnel to furnish the service required under this Contract.

3. Technical Capability: Vendors will submit a description of their technical capacity in sufficient detail to evaluate experience and proficiency in completing HALS Level II documentation for the entire CCC erosion control complex, as described above. Technical capability will be evaluated by the offeror's demonstrated experience and proficiency in completing HALS Level II documentation, the general work plan, and quality control measures. This shall include resumes of key personnel, list of staffing for this project, and provide a timeline plan to ensure performance will begin on time and be completed satisfactorily through a well-thought out plan of action to accomplish the task.

4. Relevant Past Experience: Vendor will provide three past performance examples, including recent and relevant contracts of similar size, scope, and complexity, and provide the names and contact information for these projects. Past performance evaluation will focus on the Timeliness, Quality of the Product, and Customer Service.

5. Cost of the project and/or components.

6. Timeframe for project completion.

OTHER INFORMATION

Specifications for the HALS Documentation may be downloaded from the Red Cliffs Desert Reserve website @ <http://www.redcliffsdesertreserve.com> OR obtained on or after Friday, May 20, 2016, from the Red Cliffs Desert Reserve Visitor Center, 10 North 100 East, St. George, Utah 84770. There will be a charge of \$5.00 per printed specifications.

Bids will be opened publicly at 9:05 a.m., Monday, June 13, 2016, in the Conference Room of the Washington County Administration Building, 197 East Tabernacle, St. George, Utah.

After Notice of Award and prior to commencement of work, the contractor has five (5) calendar days to sign the contract with the County, and comply with all contractual prerequisites. Failure to sign the contract and meet the contractual prerequisites within five (5) calendar days of the Notice of Award will result in possible loss of bid.

Proposals that contain irregularities of any kind may be rejected as informal or incomplete. If, however, the County deems it to be in the best interest of the County, the County reserves the right to reject any and all bids, to waive any informalities or minor defects in any bids.

All proposals submitted shall remain the property of the County, be classified as public documents, and will be retained or disposed of as appropriate.