



Sublette County, Wyoming

# Historic Preservation Board

Honor the Past, Enrich the Future

**May 1, 2020**

**Request for Proposals:** Historic Building Survey for Big Piney & Marbleton

## **I. Summary**

The Sublette County Historic Preservation Board (SCHPB) is soliciting proposals from a qualified consultant or consulting team to complete a historic building survey of pre-1940 structures in the towns Big Piney & Marbleton, in Sublette County, western Wyoming.

**II. Background:** The primary goal of this project is conduct architectural and historic surveys of all pre-1940 buildings remaining in the towns of Big Piney (population 524) & Marbleton (population 1058).

Big Piney's roots date back to 1879 when a post office of that name was established on the Swan Ranch establishing the earliest community in what is now Sublette County, Wyoming. The post office was moved 3 miles east to the current town location when Dan Budd relocated his ranch headquarters in 1887. In 1892, Budd erected a store with a second floor dance hall. By 1911, the first plat established building lots and a town. Just 1 mile north, the community of Marbleton was also platted and formed in 1910. Since that time the two towns have grown side by side and now share schools and post office, but still have separate town governments.

In the area of Sublette County's oldest community, there is a significant lack of documentation on historic structures for either community while. Only six buildings within the two communities have been previously surveyed with no listings on the National Register.

## **III. Scope of Services and Desired Outcomes**

SCHPB has conducted preliminary research and identified 58 buildings built before 1940 still in use in the towns of Big Piney & Marbleton. These include 5 commercial, 3 government, 4 church/lodge, and 46 residential. Of these, 6 have a site number and site form.

A professional historical consultant will be hired to compile an inventory/index of all 58 properties and any other pre-1940 buildings found during research summarizing at least site numbers, recordation status, NR eligibility, and brief summary. Consultant will either develop or update site forms with pictures for all structures for which access permission is given by the owner. Site surveys will be limited to building exterior except under very rare circumstances where interior documentation is considered necessary contingent on additional owner permission. Site forms will include a recommendation of National Register eligibility including evaluation of criteria A, B & C which will require historical research. SCHPB members can



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provide guidance on available research materials. Properties not granted access by the owner will be included in the inventory, but will not include a site visit nor site form. Depending on cost of selected proposal and available funds, some buildings from the 1950s and 1960s might be added to the survey.

SCHPB board members will initiate contact with building owners to solicit permissions on all properties, and help conduct historical research on buildings which can be added to the appropriate site forms. Potential consultants shall not contact building owners while developing their proposals. Only board members and consultants under contract should contact private property owners as part of this project. Consultant will not enter private property without first obtaining permission from the land owner for every visit.

The inventory and site forms must be written in accordance with the standards of the Wyoming State Historic Preservation Office (WYSHPO). Deliverables should include the following and will be provided in their entirety to both SCHPB and WYSHPO:

1. Inventory/Index list of all properties evaluated. Also, list properties considered but not surveyed due to lack of access.
2. Completed new or updated site forms for each property granted access in both digital and printed format to SCHPB including appropriate photos and maps on photo paper.
3. A letter summarizing project history, methodologies, basic findings, noteworthy properties, and general recommendations.

## **IV. Cost and Project Proposal**

Respondents are encouraged to submit a flat-fee cost proposal assuming survey of 58 properties, or a per-site proposal that includes a flat-fee overhead cost and per site survey cost. Depending on proposal cost and available budget, the number of surveyed properties could be increased or decreased during contract negotiations with the selected consultant. The number of properties to be surveyed could also change based on landowner permissions to access their property. The proposal should include all of the consultant's time, travel, project materials and all other expenses. This project is partially funded by a grant from the National Park Service through the Wyoming State Historic Preservation Office Certified Local Government program.

The project proposal shall describe an approach to the project and a timetable for intermediate and final submittals.



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The selection of a consultant will consider both the cost and project proposals, and the expertise and experience of the consultant(s), in order that SCHPB shall receive the highest quality products at a reasonable cost.

## V. Schedule

The following is the schedule for the issuance and response to this RFP:

**RFP issued: May 1, 2020**

**All responses due by May 24, 2020 (Extended to June 9, 2020)**

**Contract for Services & Project Start by June 30, 2020**

**Completed Historic Survey: September 1, 2021.** The historic survey, including inventory and site forms for each property, must be completed by September 1, 2021. Drafts of all site forms must be provided for review and comment prior to final completion. Detailed schedule will be defined in a Contract for Services.

## VI. Criteria for Selection

The criteria for selection of the potential successful candidate for this proposed Contract for Professional Consulting Services include, but are not limited to, the following:

- Experience and technical competence;
- Proposed work plan and schedule;
- Cost proposal;
- Successful and timely completion of prior projects;
- Years of experience in historic preservation, including historic district surveys;
- Capacity and ability to complete the projects in the time frames required above.

Upon initial selection, the SCHPB will negotiate with the top-rated firm. If a satisfactory contract with the top-rated firm cannot be negotiated, taking into account considerations including but not limited to price, qualifications, staffing and work product, the SCHPB will terminate negotiations with that firm and undertake negotiations with the next highest-rated firm.

The SCHPB reserves the right to establish further criteria for evaluation of submissions and to request additional submissions. The SCHPB further reserves the right to reject all or any portion of any team submitting a proposal.



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## VII. Proposal Requirements

Submit the project proposal to via email (preferred) or hardcopy to:

**Sublette County Historic Preservation Board**  
**c/o Clint Gilchrist**  
**PO Box 662**  
**Pinedale, WY 82941**  
**preservation@sublette.com**

The project proposal shall include:

- Name and address of consultant and designated lead contact.
- Written statement of the approach to this project, given its objectives and schedule.
- Cost proposal that states overall amount. Flat fee preferred.
- Name and position of person(s) who will be working on the project with curriculum vitae.
- Description of work to be performed by each team member.
- References for firm(s) and key personnel.
- Include copy of one example and list of similar projects developed by key personnel.

## VIII. Reservation of Rights

The SCHPB reserves the right to reject any or all responses for any reason at their sole discretion; to void this request and review process and/or terminate negotiations at any time; to select separate consultants for various components of the tasks proposed; to revise the scope of service and work plan and all other conditions or stipulations contained herein as convenient or necessary; to raise or lower available funds; to negotiate fees and billing rates; to establish further criteria for selection; to ask firms making responses to submit additional information or evidence of their qualifications and experience; to waive informalities in the responses; and to negotiate with submitter(s) as deemed beneficial to the interests of the SCHPB.

Allocation of necessary monies and the proposed contract(s) for consultant services will require subsequent approvals and are therefore not warranted to be let. The term of such contract will be the subject of negotiation between various parties including the selected consultant.

By obtaining a copy of this Request for Proposals (RFP) and/or submitting a response to this RFP, the respondent individually and collectively holds any board member of the SCHPB harmless from any and all claims and demands of whatever nature, and any and all loss, damage and liability, which may be asserted against or imposed upon employee or board member of the SCHPB as a result of issuing this RFP, conducting this selection process and subsequent negotiations, and letting proposed contract(s).



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## **IX. Non-Discrimination**

The winning Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105 et seq.), the Americans With Disabilities Act (ADA), 42 U.S.C. 12101, et seq., and the Age Discrimination Act of 1975. The winning Contractor shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin or disability in connection with the performance of the contract for this project.

## **X. Questions & Responses to this RFP**

All questions should be written and all respondents will receive written answers to all questions for which the SCHPB chooses to provide responses. Please submit any questions you have in writing via email to Clint Gilchrist ([preservation@sublette.com](mailto:preservation@sublette.com)). Responses will be returned in writing, via email, with answers copied to all consultants who are submitting proposals who indicate they plan to prepare a proposal. To receive such correspondence, please notify by email intention to prepare a proposal.