



Sublette County, Wyoming

Historic Preservation Board

Honor the Past, Enrich the Future

January 22, 2016

Request for Proposals: Cora Townsite National Register Historic District Nomination

I. Summary

The Sublette County Historic Preservation Board (SCHPB) is hereby soliciting proposals from qualified consultant or consulting team to complete a national register historic district nomination for the Cora Townsite (48su428).

II. Background: The primary goal is a National Register listing as a district for the seven buildings that make up the current town of Cora. Originally founded in 1891, the town moved a couple times before finally settling at its current location in 1921. The buildings were moved with the town and the remaining seven buildings at the townsite were all constructed by hand by European emigrants around 1900. None were moved since 1921, the beginning of the period of significance. Although privately owned, the old store and post office building has been the rural community gathering spot for more than a century. The buildings constitute the entire town, but also serve a much broader rural community of several hundred people. While the Cora Mercantile mostly serviced ranchers in the area, it also supplied the early Tie Hacks in Kendall and tourists/hunters throughout the twentieth century. The craftsmanship on the original buildings is also significant. All of the buildings were constructed by hand with only axes by early European immigrants to the area.

III. Scope of Services and Desired Outcomes

The SCHPB wishes to retain a historic preservation consultant to complete the Cora Townsite National Register Historic District Nomination. The contract product is a complete nomination form, accepted by the SCHPB, the Wyoming State Historic Preservation Office (SHPO), and the Wyoming State National Register Review Board (WYSRB). The nomination shall include all photographs, maps and other supplementary information. The contractor shall make any revisions suggested by SCHPB, SHPO staff, WYSRB and necessary for submittal to the National Park Service for listing in the National Register.

The Cora Townsite is located in Sublette County, Wyoming, Township 34 North, Range 110 West, Section 3, SW1/4 SW1/4, Lot 1 of Ludwig Lot Division, and is privately owned by Joanne Ludwig, who fully supports a National Register nomination. The district under consideration consists of seven buildings all dating to early 1900s. This includes the original Cora Store (48su6050), traditionally called the Cora Mercantile that also housed the Post Office and a bar.

It continues to be used as the Cora Post Office today. Half of the building is currently the home of the building's owner. There are two cabins east of the store/house, one currently empty and



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the other is used as housing. To the west of the Post Office are three additional buildings currently used for storage. Their traditional uses were also storage/shop, ice house, and tack shed. There is also on the far west end an old garage. Appropriate site forms will need to be updated and created including obtaining Smithsonian numbers for 6 of the buildings. All of the buildings are in good condition with the exception of the garage. The boundaries of this nomination will only include the current townsite and none of the previous building locations such as site 48su900.

The consultant will conduct a Class I (existing data) literature search through SHPO and other pertinent records and will reconcile any past determinations of eligibility. SCHPB is aware that the district nomination may include both contributing and noncontributing elements of the overall district and building complex.

The consultant shall present the nomination at a public meeting of the SCHPB when the nomination is reviewed at the local level and at a WYSRB meeting when the nomination is reviewed at the state level.

The National Register Nomination Forms must be written in accordance with the requirements of the National Register of Historic Places Program. The National Register nomination documents should include the following:

1. Completed forms.
2. Required photographs and maps to complete the nomination.

IV. Cost and Project Proposal

Respondents are encouraged to submit a flat-fee cost proposal that includes 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. No activities other than the completion of the National Register nomination shall be considered.

The selection of a consultant shall 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.



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V. Schedule

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

RFP issued: January 22, 2016

All responses due by February 19, 2016

Complete Draft Nomination: March 1, 2017. A complete draft nomination must be submitted by March 1, 2017 to allow time for SCHPB and WYSRB public meeting reviews and appropriate modification before project completion. Prior preliminary drafts to SCHPB and SHPO for comment are encouraged. Detailed schedule will be defined in a Contract for Services.

Final Nomination: September 30, 2017. Due to grant constraints, all services must be complete and final nomination must be submitted by September 30, 2017. 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 nominations to the National Register;
- 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 hardcopy or email:

Sublette County Historic Preservation Board
c/o Clint Gilchrist
PO Box 662
Pinedale, WY 82941
clint@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 (clint@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.

