



Sublette County, Wyoming

# Historic Preservation Board

Honor the Past, Enrich the Future

January 31, 2024

**Request for Proposals:** Emerson School National Register Nomination

## I. Summary

The Sublette County Historic Preservation Board (SCHPB) is soliciting proposals from qualified consultant or consulting team to complete a National Register nomination for the Emerson School in Sublette County, Wyoming.

**II. Background:** The primary goal is a National Register listing for the Emerson School located principally in T31N, R106W, Sec 32 NWNE (42 37 05N, 109 30 20.25W), on .55 acres of land owned by the Sublette County Historical Society (SCHS). The site was first recorded in 1986 as site 48SU958 for the Sublette County CLG. It has been determined by the Wyoming SHPO to be eligible for the National Register.

The Emerson School, a one-room log affair, was constructed about 1909 and operated in its current location on the old Zembo Ranch from 1914 through 1959, a period of 45 years. As such, it was one of the County's longer and later operating one-room schools. It is highly unusual in that it both retains integrity of location and is accessible to the public, having been donated to the Sublette County Historical Society in 2020. Physically it is in excellent condition, its interior furnished with period furniture and books.

What is now Sublette County once had scores of similar one-room rural schoolhouses serving nearby ranching families, but today nearly all have collapsed, disappeared, or lie on private land, some still serving as storage sheds at ranchsteads. Otherwise, one of these historic schools (Sommers-Price) has been moved to a local Museum. Thus, the Emerson School's combination of 1) locational integrity, 2) physical integrity inside and out, and 3) public accessibility is unique.

Yet another highlight about the Emerson School, the place and its operation was recently the subject of a half-hour long documentary film (<https://vimeo.com/837214593>). In creating material for the piece, filmmaker Brooks Mitchell interviewed four former students, a former teacher and a local historian. Key clips from these interviews were integrated into the final documentary, but the six un-edited circa hour-long video interview have been provided to SCHS in digital form. These interviews comprise "new" material concerning the history of this rural schoolhouse.



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Located 20 miles southeast of Boulder, Wyoming, the remote Emerson School was administered by Fremont County until 1923 when Sublette County was formed. Records indicate that the school accommodated between one and eighteen students in its single room in any given year. A total of thirty-four teachers and 64 different students have been identified as associated with the institution over the decades. In addition to being a classroom for first through eighth grade education activities, the Emerson schoolhouse was also utilized by local residents as a community center, being the site of dances, community meetings and religious education (Sunday school).

The history of this school has been remarkably thoroughly researched, documented and recounted already, but findings have not been consolidated. Yet, examination of original sources will undoubtedly yield further insights regarding the history of this school and the rural community it served.

In addition to the documentary and complete video interviews, research documents including photographs, student lists and teachers have been compiled by previous owner Claire Faler and added to by SCHS. This material as well as the original site form, the 1974 book *Sublette Schools Days*, a 1988 *Historical Overview of Education in Sublette County Wyoming*, and other documents provide an extensive base of materials to develop the nomination. Digital copies of these materials are available for review upon request.

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

The SCHPB wishes to retain a professional historic preservation consultant to develop a National Register nomination for the Emerson School.

Tasks will include:

- Compile history of the site within the context of Wyoming and Sublette County rural schools.
- Survey, map and evaluate the significance of the site's building, structures and features.
- Evaluate significance under Criteria A and C.
- Create draft nomination for review by SCHPB, SHPO, and the owner.
- Revise as needed and submit final nomination to SCHPB and SHPO
- Defend nomination at Wyoming State Review Board (WYSRB)
- Update the site form for 48SU958 in WyoTRACK

The Sublette County Historical Society (SCHS) supports nomination to the National Register. The boundaries of the nomination property are defined as the fenced area of about .36 acres



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including the schoolhouse building, outhouse, water pump, and any associated features considered significant.

The National Register Nomination Forms must be written in accordance with the requirements of the National Register of Historic Places Program including all photographs, maps and other supplementary information necessary for submittal to the National Park Service for listing in the National Register.

#### **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.

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.

#### **V. Schedule**

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

**RFP issued: January 31, 2024**

**Proposals due by: March 18, 2024**

**Contractor Hired: by April 1, 2024.** Because of special grant deadlines, field work will need to be completed in the summer/fall of 2024.

**Complete Draft Nomination: January 15, 2025.** A complete draft nomination must be submitted by January 15, 2025 to allow time for SCHPB and the Wyoming State Review Board (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.



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**Wyoming State National Register Review Board Meeting: Anticipated in early June 2025.** Nomination will have to be completed and made available 45 days in advance of the meeting.

**Final Nomination: August 30, 2025.** Due to grant constraints, all services must be complete and final nomination must be submitted by August 30, 2025. 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 National Register nominations;
- 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.

## VII. Proposal Requirements

Submit the project proposal to via hardcopy or email:

**Sublette County Historic Preservation Board**  
**c/o Clint Gilchrist**  
**PO Box 909**  
**Pinedale, WY 82941**  
**clint@sublette.com**

The project proposal shall include:

- Name and address of consultant and designated lead contact.



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- 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).

## **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.



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## **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](mailto: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.





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Late 1920s



2023

