

**STATE OF SOUTH DAKOTA  
DEPARTMENT OF EDUCATION  
SOUTH DAKOTA STATE HISTORICAL SOCIETY – STATE HISTORIC PRESERVATION OFFICE  
900 GOVERNORS DRIVE  
PIERRE, SOUTH DAKOTA 57501-2217**

**ELEVEN NATIONAL REGISTER OF HISTORIC PLACES NOMINATIONS (IN THREE PIECES),  
SOUTH DAKOTA**

**PROPOSALS ARE DUE NO LATER THAN JUNE 11, 2015**

RFP #265	BUYER: Liz Almlie, State Historic Preservation Office	EMAIL: liz.almlie@state.sd.us
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**READ CAREFULLY**

FIRM NAME: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TYPE OR PRINT NAME: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

ZIP (9 DIGIT): \_\_\_\_\_ FAX NO: \_\_\_\_\_

FEDERAL TAX ID#: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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PRIMARY CONTACT INFORMATION

CONTACT NAME: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

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## 1.0 GENERAL INFORMATION

### 1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The South Dakota State Historic Preservation Office (SHPO) is soliciting proposals for the completion of nominations to the National Register of Historic Places (NRHP) for eleven places in South Dakota. The nominations are grouped in three pieces based on regional location. **Proposals may be submitted for one, two, or all three pieces. The proposal must identify which of the pieces are included.**

National Register nominations serve as permanent public records that compile in-depth research and documentation for historic properties. The SHPO, local communities, and national constituencies use the information as a resource for education, research, and planning to ensure the preservation and wise use of the state's cultural resources. National Register listing is further an eligibility requirement for several state and federal funding opportunities for historic preservation. Funding Agency is National Park Service for Historic Preservation Fund Grants-In-Aid. CFDA #15.904.

The contractor will use the current nomination form 10-900 (and 10-900a as applicable) found here <http://www.nps.gov/nr/publications/forms.htm> in accordance with the National Register Bulletin 16A "How to Complete the National Register Registration Form," updated photograph policy, digital submission policy, and other applicable guidance found here <http://www.nps.gov/nr/publications/index.htm>

Background:

Preliminary assessments of eligibility for each property have previously been made by the SHPO. The South Dakota SHPO will provide preliminary forms as submitted by property owners, any existing research files, and files on other properties for comparison. Suggested National Register criteria are listed with each property.

Piece 1:

#### **Sturgis Waterworks, Sturgis, Meade County (*New nomination*)**

The 1891 Sturgis Water Works buildings were built 1890s-1930s. They are log, wood and stone buildings including 2 cabins, 1 barn, 1 icehouse and 1 cookhouse. They are all associated with the waterworks. It is potentially eligible under Criterion A under Exploration/Settlement for the role some of the early 1890s structures played in the development of Sturgis. It is also potentially eligible under Criterion C for its vernacular Architecture.

#### **Herman Park Bandshell, Belle Fourche, Butte County, BU0000076 (*New nomination*)**

The Herman Park Bandshell is located in Belle Fourche in Butte County. It was built in circa 1944. It is a brick and wood structure. It is potentially eligible under Criterion A for Entertainment/Recreation for the leisure role it played for the citizens of Belle Fourche. It is also potentially eligible under Criterion C for Architecture.

#### **Rapid City Masonic Building, 618 Kansas City St., Rapid City, Pennington County, PN0000233 (*New nomination*)**

The Rapid City Masonic Building is located in Rapid City, Pennington County. It is a two-story masonry building with reserved Neoclassical elements. The Pennington County Courthouse and Presidents Building in downtown Rapid City are the only other two known Neoclassical buildings in the city. The Rapid City Masonic Building is potentially eligible under Criterion A under Social History for the benevolent role the masons have played in Rapid City. It is also potentially eligible under Criterion C for Architecture.

#### **Petrified Wood Park, Lemmon, Perkins County, PE0000043 (*\*\*Nomination update*)**

The Lemmon Petrified Park was listed in 1977 under Commerce and Social/Humanitarian significance. It was started in 1928 to put unemployed men to work and to build a unique attraction.

This amendment will look to expand the area of significance under Criterion A to explore its contribution as folk art. The amendment will also look at increasing its level of significance to statewide under a folk art context. SHPO will provide original nomination and current research files.

Piece 2:

**Happy Times Carousel aka C.W. Parker Amusement Co. Carousel No. 825, corner of Ninth Ave. S. and Court St., Faulkton, Faulk County (*New nomination*)**

Located in Happy Times Park at the northeast corner of Ninth Ave. S. and Court St. in Faulkton, South Dakota, the C.W. Parker Amusement Co. Carousel No. 825 is an operable example of a metal portable carousel used for travel to carnivals. The carousel was manufactured in Leavenworth, KS c.1950, near the end of the Parker Amusement Company's existence. In 1981, all of the pieces of the carousel were sold at auction in Edgemont, SD, purchased by Bob Ketterling, repaired, and installed it at Faulkton, named the "Carousel City" in 1988. The City purchased the carousel in 1990. C. W. Parker Amusement Co. Carousel No. 825 is significant under Criterion A for its association with trends in American recreation and culture. It is also significant under Criterion C as a fine example of a mid-twentieth century portable classic metal carousel produced by the C. W. Parker Amusement Company. Copies of existing research and written text for Section 7 will be provided by SHPO.

**Art B. Thomas Carousel, Prairie Village, Madison, Lake County, LK0000262 (*New nomination*)**

The Art B. Thomas Carousel at Prairie Village is a wooden carousel built c.1900 by the Hershell-Spillman company for traveling carnivals. It was brought to Prairie Village in 1966, shortly after the historical village was established. An inspection report with restoration recommendations was recently completed by Carousel Works of Mansfield, OH. The carousel is potentially eligible under Criteria A for Entertainment/Recreation and C for Architecture in terms of design and craftsmanship.

**Warming House, Dell Rapids, Minnehaha County, MH00002293 (*New nomination*)**

The warming house in Dell Rapids is located on the Big Sioux River west of the city park and was built about 1920 to serve ice skaters on the river. The structure is built of Sioux quartzite stone with a wood hip roof and a fireplace in the northwest corner. The quartzite stone quarry was a major historic industry in Dell Rapids. The warming house is potentially eligible under Criteria A for Entertainment/Recreation.

Piece 3:

**The McWhorter House, 426 N. Broadway, Miller, Hand County (*New nomination*)**

The two-story, wood-frame, Queen Anne style, McWhorter House was built in 1906 for Dr. Port and Helen McWhorter. The house was used for first-floor medical offices and upper floor residence, as a public school dormitory c.1938, and as a museum in 1989. The McWhorter House is eligible under Criterion A for its association with the health/medical history of Miller, and under Criterion C as an excellent local example of early twentieth century Queen Anne (cross gable, free classic) architecture. Recommended sample nomination: *Hall, John L. Residence aka Peeke, Dr. Alonzo Clinic, Volga (Brookings Co.) SD, Listed 2010.*

**Samuel Mortimer Cabin, 20247 Oakwood Dr., Oakwood Lakes State Park, Bruce vicinity, Brookings County (*New nomination*)**

The log and stone Samuel "Ol' Spot" Mortimer cabin (c.1870) stands on the north border of the Oakwood chain of lakes within Oakwood Lakes State Park. It is believed to be one of the oldest buildings still standing in east-central South Dakota. Samuel Mortimer, a trapper, came to Oakwood from the Fort Thompson Indian agency in 1870 and built this cabin on a tract of timber next to the lake. Oakwood became a state park in 1945 and the cabin is figured centrally into their interpretation of the early history of the area. The Samuel Mortimer Cabin is eligible under Criterion A for its local significance in the area of exploration/settlement and under Criterion C as a rare local example of log cabin architecture.

**202 Flower Street, Raymond, Clark County (New nomination)**

202 Flower Street is eligible under Criterion C as a good local example of a brick two-part vernacular commercial block constructed in Raymond, SD in the early twentieth early century (1911). It is the most intact brick two-part commercial block remaining in Raymond. The building was originally a bank, telephone office, and mercantile with offices and apartments on the upper floor. In 1964, it became an American Legion and Masonic Lodge.

**Arlington Masonic Temple, 222 S. Main Street, Arlington, Kingsbury County (New nomination)**

The Arlington Masonic Temple was built in 1908. It is a gable-front, wood-frame masonic building with an interior loft. The Arlington Masonic Temple is eligible for the National Register under Criterion A for its local significance in the area of social history related to the history of local masonic organizations. It is also eligible for the National Register under Criterion C as an excellent local vernacular interpretation of Queen Anne and ecclesiastical architecture.

**1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER**

The South Dakota State Historic Preservation Office (SHPO) is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Education. The reference number for the transaction is RFP #265. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

**1.3 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)**

RFP Publication	4/20/2015
Deadline for Submission of Written Inquiries	5/4/2015 5:00PM CT
Responses to Offeror Questions	5/8/2015 5:00PM CT
Proposal Submission	6/11/2015 5:00PM CT
Anticipated Award Decision/Contract Negotiation	6/25/2015

**1.4 SUBMITTING YOUR PROPOSAL**

All proposals must be completed and received in the SHPO by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

One original printed copy and one digital PDF or Microsoft Word copy saved on a CD-R shall be submitted.

All proposals must be signed, in ink, by an officer of the responder, legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title. The words "Sealed Proposal Enclosed" must be prominently denoted on the outside of the shipping container. **Proposals must be addressed and labeled as follows:**

**REQUEST FOR PROPOSAL #265**  
**PROPOSAL DUE JUNE 11, 2015**  
**BUYER LIZ ALMLIE**  
STATE HISTORIC PRESERVATION OFFICE  
900 GOVERNORS DRIVE  
PIERRE SD 57501-2217

All capital letters and no punctuation are used in the address. The SHPO address as displayed should be the only information in the address field.

No proposal shall be accepted from, or no contract or purchase order shall be awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

**1.5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

**1.6 NON-DISCRIMINATION STATEMENT**

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

**1.7 MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

**1.8 OFFEROR INQUIRIES**

Offerors may make written or email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Email inquiries must be sent to Liz Almlie at [liz.almli@state.sd.us](mailto:liz.almli@state.sd.us) with the subject line "RFP #265". Inquires may also be faxed to 605.773.6041. If inquiries are submitted by mail the envelope should be addressed to: Attn: Liz Almlie, South Dakota SHPO, 900 Governors Drive, Pierre, SD 57501-2217. Be sure to reference the RFP number in your letter.

The SHPO prefers to respond to offeror's inquiries (if required) via e-mail. If an offeror does not indicate an email address, the State's response will be sent via fax. If no fax number is provided, the State will mail the response to the offeror. All offerors will be informed of any inquiries and the State's response. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

**1.9 PROPRIETARY INFORMATION**

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be

reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

**1.10 LENGTH OF CONTRACT**

All final products must be submitted by 30 June, 2016.

**1.11 GOVERNING LAW**

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

**1.12 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)**

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the State's request. The State reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

**2.0 STANDARD CONTRACT TERMS AND CONDITIONS**

Any contract or agreement resulting from this RFP may include the State's standard terms and conditions as listed below, along with any additional terms and conditions as negotiated by the parties:

- 2.1 The Contractor's services under this Agreement shall commence on \_\_\_\_\_ and end on \_\_\_\_\_, unless sooner terminated pursuant to the terms hereof.
- 2.2 The Contractor will/will not use State equipment, supplies or facilities.
- 2.3 The State will make payment for services upon satisfactory completion of the services. The TOTAL CONTRACT AMOUNT is an amount not to exceed \$ \_\_\_\_\_. The State will not pay Contractor's expenses as a separate item. Payment will be made pursuant to itemized invoices submitted with a signed state voucher.
- 2.4 The Contractor agrees to indemnify and hold the State of South Dakota, its officers, agents and employees, harmless from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section does not require the Contractor to be responsible for or defend against claims or damages arising solely from errors or omissions of the State, its officers, agents or employees.
- 2.5 The Contractor, at all times during the term of this Agreement, shall obtain and maintain in force insurance coverage of the types and with the limits as follows:

A. Commercial General Liability Insurance:

The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each occurrence. If such insurance contains a general aggregate limit it shall apply separately to this Agreement or be no less than two times the occurrence limit.

B. Business Automobile Liability Insurance:

The Contractor shall maintain business automobile liability insurance or equivalent form with a limit of not less than \$1,000,000.00 for each accident. Such insurance shall include coverage for owned, hired and non-owned vehicles.

C. Worker's Compensation Insurance:

The Contractor shall procure and maintain workers' compensation and employers' liability insurance as required by South Dakota law.

Contractor shall furnish copies of insurance policies if requested by the State.

- 2.6** While performing services hereunder, the Contractor is an independent contractor and not an officer, agent, or employee of the State of South Dakota.
- 2.7** Contractor agrees to report to the State any event encountered in the course of performance of this Agreement which results in injury to the person or property of third parties, or which may otherwise subject Contractor or the State to liability. Contractor shall report any such event to the State immediately upon discovery.
- Contractor's obligation under this section shall only be to report the occurrence of any event to the State and to make any other report provided for by their duties or applicable law. Contractor's obligation to report shall not require disclosure of any information subject to privilege or confidentiality under law (e.g., attorney-client communications). Reporting to the State under this section shall not excuse or satisfy any obligation of Contractor to report any event to law enforcement or other entities under the requirements of any applicable law.
- 2.8** This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Contractor breaches any of the terms or conditions hereof, this Agreement may be terminated by the State at any time with or without notice. If termination for such a default is effected by the State, any payments due to Contractor at the time of termination may be adjusted to cover any additional costs to the State because of Contractor's default. Upon termination the State may take over the work and may award another party an agreement to complete the work under this Agreement. If after the State terminates for a default by Contractor it is determined that Contractor was not at fault, then the Contractor shall be paid for eligible services rendered and expenses incurred up to the date of termination.
- 2.9** This Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of law or federal funds reductions, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.
- 2.10** This Agreement may not be assigned without the express prior written consent of the State. This Agreement may not be amended except in writing, which writing shall be expressly identified as a part hereof, and be signed by an authorized representative of each of the parties hereto.

- 2.11 This Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota. Any lawsuit pertaining to or affecting this Agreement shall be venued in Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.
- 2.12 The Contractor will comply with all federal, state and local laws, regulations, ordinances, guidelines, permits and requirements applicable to providing services pursuant to this Agreement, and will be solely responsible for obtaining current information on such requirements.
- 2.13 The Contractor may not use subcontractors to perform the services described herein without the express prior written consent of the State. The Contractor will include provisions in its subcontracts requiring its subcontractors to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Contractor will cause its subcontractors, agents, and employees to comply, with applicable federal, state and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance.
- 2.14 Contractor hereby acknowledges and agrees that all reports, plans, specifications, technical data, miscellaneous drawings, software system programs and documentation, procedures, or files, operating instructions and procedures, source code(s) and documentation, including those necessary to upgrade and maintain the software program, and all information contained therein provided to the State by the Contractor in connection with its performance of services under this Agreement shall belong to and is the property of the State and will not be used in any way by the Contractor without the written consent of the State. Papers, reports, forms, software programs, source code(s) and other material which are a part of the work under this Agreement will not be copyrighted without written approval of the State.
- 2.15 The Contractor certifies that neither Contractor nor its principals are presently debarred, suspended, proposed for debarment or suspension, or declared ineligible from participating in transactions by the federal government or any state or local government department or agency. Contractor further agrees that it will immediately notify the State if during the term of this Agreement Contractor or its principals become subject to debarment, suspension or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.
- 2.16 Any notice or other communication required under this Agreement shall be in writing and sent to the address set forth above. Notices shall be given by and to \_\_\_\_\_ on behalf of the State, and by \_\_\_\_\_, on behalf of the Contractor, or such authorized designees as either party may from time to time designate in writing. Notices or communications to or between the parties shall be deemed to have been delivered when mailed by first class mail, provided that notice of default or termination shall be sent by registered or certified mail, or, if personally delivered, when received by such party.
- 2.17 In the event that any court of competent jurisdiction shall hold any provision of this Agreement unenforceable or invalid, such holding shall not invalidate or render unenforceable any other provision hereof.
- 2.18 All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

### 3.0 SCOPE OF WORK

#### 3.1 Project Components

- 3.1.1 **Research and Preparation** – The contractor will conduct research on the properties for nomination to the National Register of Historic Places, including information contained within the

South Dakota SHPO files and the South Dakota State Archives. All survey forms, preliminary assessment forms, and other relevant information at the SHPO office will be made available to the contractor by SHPO. Resources kept by any relevant local repositories, such as a local historical society, courthouse, or library, may also be useful. If insurmountable issues arise with any of the properties, alternatives will be considered by SHPO and discussed with the contractor for substitution.

3.1.2 **Fieldwork and Data Entry Requirements** – The contractor will complete fieldwork and data entry for the nominations as follows:

3.1.2.1 **Site Visit** – The contractor will visit each property to conduct on-site documentation of the property’s materials, design, and setting. SHPO will help facilitate local contacts.

Survey forms – For all structures as needed, the contractor will create or update the SHPO structure forms for the property in the online survey database (<http://history.sd.gov/Preservation/OtherServices/HistoricSitesSurvey.aspx>). SHPO will provide SHPO ID numbers for new entries.

3.1.2.2 **Digital Photograph Requirements** – Each nominated property requires at least one photograph of each elevation of the building/structure, as well as photographs of the setting of the property, historically significant interior spaces, and characteristic design features. Photographs must follow the NPS policy requirements for best photo documentation at a minimum 6 megapixels or greater (2000 x 3000 pixel image) at 300dpi, taken in RAW or FINE JPEG format settings. Photos will be submitted as JPEG files, but need to be large enough to allow eventual digital conversion to TIFF files. Current NPS photo guidelines can be found at: <http://www.nps.gov/nr/publications/bulletins/photopolicy/index.htm>.

3.1.2.3 **Mapping Requirements** - A sketch map of the site or lot will be completed for each nominated property. Sketch map guidance is provided by the National Park Service in the National Register Bulletin 16A “How to Complete the National Register Registration Form.”

A UTM coordinate pair is required for each nominated property. The contractor will collect UTM coordinates using a GPS receiver or other method in the North American Datum of 1983 Zone 13 or 14 projection as applicable. The contractor will verify existing coordinates via the SHPO online database (<http://arcgis.sd.gov/server/dtsd/shpoCRGRID/>) and update the coordinates within the survey forms as needed.

3.1.3 **Nomination Forms** – The contractor will write all sections of the National Register nomination form for each of the new nominations or nomination update. Footnotes and bibliography shall be used to cite research sources and formatted according to the Chicago Manual of Style. The contractor shall be noted as author of the nomination. The contractor will use the current nomination form 10-900 (and 10-900a as applicable) found here <http://www.nps.gov/nr/publications/forms.htm> and complete the form in accordance with the National Register Bulletin 16A “How to Complete the National Register Registration Form,” updated photograph policy, digital submission policy, and other applicable guidance found here <http://www.nps.gov/nr/publications/index.htm>.

**NOTE:** SHPO will send all applicable notifications to property owners and local government officials, and will present nominations to the State Review Board. The State Review Board meetings are public meetings that the contractor is welcome to attend, but the cost of attendance falls outside the parameters of this scope of work.

**3.2 Products** – All final products must be submitted by June 30, 2016. Digital materials may be submitted on CD-R or USB drive.

3.2.1 Cover Letter.

3.2.2 Nomination Forms – As mentioned above, each shall have completed nomination forms 10-900 (and 10-900A as applicable). Forms shall be submitted to SHPO as Word file documents (.doc or .docx) and as one printed copy for each property.

3.2.3 Photographs – Digital photographs from the site visit must be submitted large JPEG files according to resolution specifications noted above. The contractor will name the photographs exactly as follows: the SD SHPO ID number (no hyphens) followed by an underscore, a property name, and the number of the image. The property name may include a surname, such as “Smith House”. For example: DA00000123\_SmithHouse1.jpg.

3.2.4 Maps – Accompanying maps will be submitted with the nomination. Maps will be submitted as printed copies and as digital files preferred in JPEG or PDF file formats. Contact SHPO for approval of any other formats.

- Sketch plan of the property, keyed to photographs
- Aerial/topographic map with the nominated boundary marked and UTM locations noted, using ArcMap, ArcGIS Explorer, or other NPS-accepted program. Note NPS guidance at:  
[http://www.nps.gov/nr/publications/bulletins/GIS\\_maps/GIS\\_Guidance\\_2013\\_05\\_15.pdf](http://www.nps.gov/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf).

3.2.5 Research – Hard copies of printed or copied research, especially locally-held or unpublished materials, shall be submitted to SHPO for filing. On the copies, note the holding institution and other source information that is not already visible in the material being copied.

**3.3 Project and Payment Schedule** – This schedule is tentative. Alternative project schedules may be proposed. However, the end date of the project schedule must remain as listed below. Payments will be made in four stages, shown as percentages of the total project amount below:

3.3.1 Research and initialization of project by 10 July, 2015, 15%

3.3.2 Upon submission of updated survey forms and photographs by 11 September, 2015, 15%

3.3.3 Upon submission of the draft nomination by 31 March, 2016, 45%

3.3.4. Upon submission and approval of all final products by 30 June, 2016, 25%

**3.4 Project Direction** – Project manager for the SHPO will be Liz Almlie, Historic Preservation Specialist. The contractor will confer with the project manager concerning any questions prior to and during the project including review of nomination information and existing survey forms. Upon submission, the SHPO staff will review and provide comments on the draft survey report within 60 days.

**3.5 Reporting Requirements** - The contractor will provide a monthly progress report via email to the SHPO project manager during the duration of the project.

#### **4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS**

- 4.1 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.
- 4.2 **Offeror's Contacts:** Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.
- 4.3 The offeror may be required to submit a copy of their most recent audited financial statements upon the State's request.
- 4.4 Provide the following information related to at least three previous and current service/contracts, performed by the offeror's organization, which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired or not renewed in the past three years.
- a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
  - b. Dates of the service/contract; and
  - c. A brief, written description of the specific prior services performed and requirements thereof.

#### **5.0 PROPOSAL RESPONSE FORMAT**

- 5.1 One original printed copy shall be submitted.
- 5.1.1 In addition, the offeror should provide one (1) copy of their entire proposal, including all attachments, in Microsoft Word or PDF electronic format. Offerors may not send the electronically formatted copy of their proposal via email.
  - 5.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.
- 5.2 All proposals must be organized and tabbed with labels for the following headings:
- 5.2.1 **RFP Form.** The State's Request for Proposal form completed and signed.
  - 5.2.2 **Executive Summary.** The one- or two-page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate which of the three pieces are included in the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.

- 5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
- 5.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations.
- 5.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP. The response should identify each requirement being addressed as enumerated in the RFP.
- 5.2.3.3 An explanation of possible limitations or risks associated with the project.
- 5.2.3.4 A clear description of any options or alternatives proposed.
- 5.2.4 **Qualifications.** A description of the offeror's qualifications, experience, and capacity to meet the requirements of the RFP including resumes of all members of the project team who are to provide services to the contract. This should include a list of previous customers for similar work that includes client name, address, current telephone number, dates of project, and a description of work provided. The contractor must also demonstrate their qualifications in history and/or architectural history under the provisions of 36 CFR 61.
- 5.2.5 **Sample Product.** Provide a sample product prepared by the offeror from a project similar to that detailed in this RFP. If similar work has been conducted for the SHPO in the past 10 years, please reference the project and that a copy is on file with the SHPO.
- 5.2.6 **Cost Proposal.** Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered. This project will utilize federal funds from the United States Department of Interior, National Park Service. The cost proposal should include all applicable items, including
- Personnel costs (# of hours, per hour rate, etc.)
  - Costs of supplies and materials
  - Travel costs (if applicable)
  - Other costs (photography, printing, etc.) as needed
  - Total cost

## **6.0 PROPOSAL EVALUATION AND AWARD PROCESS**

- 6.1** After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria (shown with relative importance):
- 6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements (20%);
- 6.1.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project (20%);
- 6.1.3 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration (20%);
- 6.1.4 Availability to the project locale (10%);

- 6.1.5 Cost proposal (10%);
  - 6.1.6 Familiarity with the project locale (10%);
  - 6.1.7 Proposed project management techniques (5%); and
  - 6.1.8 Ability and proven history in handling special project constraints (5%).
- 6.2** Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.3** The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 6.4** The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 6.5 Award:** The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.
- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
  - 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.