



REQUEST FOR PROPOSALS

National Register of Historic Places Nomination

DEADLINE FOR SUBMISSION: 5:00 PM, FRIDAY NOVEMBER 1, 2019

The **Linn County Historic Preservation Commission** is soliciting proposals from qualified and experienced consultants for work required to prepare a nomination of the Wickiup Hill Natural Area to the National Register of Historic Places. The Wickiup Hill Natural Area has been previously evaluated and determined to be eligible for listing in the National Register but has not yet been nominated for listing. Wickiup is a 751-acre natural area along the Cedar River in Linn County. It does not contain historic buildings but does possess several previously identified archaeological sites including Native American burial mounds. It is possible, based on previous research, that Wickiup may qualify as an archaeological district. At least 19 sites have been recorded in the studied areas, with additional known sites yet to be recorded in the rest of the natural area. To date, the sites deemed eligible or potentially eligible for listing include the following:

13LN85 (prehistoric/historic open habitation site) - potentially eligible for National Register
13LN87 (prehistoric mounds) - potentially eligible for National Register; protected by Iowa law
13LN88 (prehistoric mounds) - potentially eligible for National Register; protected by Iowa law
13LN517 (Woodland open habitation) - eligible for National Register
13LN520 (Woodland open habitation) - potentially eligible for the National Register
13LN522 (prehistoric mounds) - potentially eligible for National Register; protected by Iowa law
13LN523 (prehistoric habitation) - potentially eligible for National Register
13LN525 (Woodland open habitation) - potentially eligible for National Register
13LN526 (Woodland open habitation/Historic site) - potentially eligible for National Register

1. Schedule (Dates and times subject to change at Linn County's discretion)

RFP Release	10/1/19
Vendor Questions Due by 5:00 p.m.	10/14/19
Proposals Due at Linn County by 5:00 p.m.	11/1/19
Notification of Vendor Selection no later than	11/22/19

2. Submittal Procedure

A total of ten (10) hard copies of the vendor's proposal (including original) **must be received no later than 5:00 p.m., Friday, November 1, 2019**. Proposals must be typewritten. The proposal must be signed by the individual(s) legally authorized to bind the proposer. The envelope(s) should clearly identify the Vendor submitting the proposal, and shall be marked "**Proposal for National Register Nomination.**" Proposals may be mailed or hand-delivered to the following address:



Linn County Public Service Center
Planning & Development Department
935 2nd Street SW
Cedar Rapids, IA 52404
Attn: Mike Tertinger – Linn County Historic Preservation Commission

An electronic version of the proposal may also be submitted via email, mailed on a flash drive, or shared via DropBox or Google Docs. 10 hard copies must still be submitted. Electronic submittals must be ONE file in pdf format with certified electronic signature of the individual(s) legally authorized to bind the proposer. Electronic submittals shall have the subject line “**Proposal for National Register Nomination**” and shall include the Vendor’s name in the subject line. Flash drives submitted to Linn County will not be returned to the applicant. Electronic submittals may be sent to the following email address:

mike.tertinger@linncounty.org

Late proposals will not be considered. Linn County is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the County, or any other means of delivery employed by the Vendor. Submitted proposals become property of Linn County.

Linn County reserves the right to withdraw or amend this RFP at any time when, in the sole discretion of Linn County, such action is considered to be in the best interests of Linn County. Linn County further reserves the right to waive irregularities and informalities in a proposal received or in the bidding process, to accept other than the lowest cost proposal(s) and to reject any or all proposals.

3. Negotiation and Clarification

- 3.1. It is the Vendor’s responsibility to seek clarification of any ambiguities or other issues regarding this RFP that are not fully understood. Linn County may respond orally to questions about minor matters that affect only the inquirer. Responses to questions that may affect vendors other than, or in addition to, the inquirer must be submitted in writing and directed to Mike Tertinger at mike.tertinger@linncounty.org or plan_dev@linncounty.org by the posted deadline for questions. Written questions and their responses will be emailed to all interested vendors by October 21, 2019 and posted to Linn County’s website at: <https://www.linncounty.org/137/Historic-Preservation>
- 3.2. Linn County reserves the right to award a contract based on the initial proposal(s) received, without engaging in discussions or negotiations with vendor(s). Accordingly, Vendor should submit its initial offer on the most favorable terms possible to Linn County. Linn County may, but is not obligated to, seek clarification of a proposal. Linn County may, but is not obligated to, conduct negotiations with one or more vendors whose proposals are competitive or may best meet the needs of Linn County.



4. Proposal Consideration

Proposals will be reviewed by the Linn County Historic Preservation Commission, which will submit its recommendation for the selection of a vendor to the Linn County Board of Supervisors. The Board of Supervisors will issue a final decision. After contract award, the proposals will be considered public record. Vendors may be contacted during the review process to clarify items in their proposals.

5. Scope of Work

- 5.1 A successful vendor will prepare clear and adequate documentation of the district (Wickiup Hill Natural Area) and complete all forms and paperwork required for state review and nomination to the National Register of Historic Places. The proposal must explain how the consultant will accomplish this work and demonstrate the ability to complete the work successfully and on time.
- 5.2 The vendor (nomination preparer) shall be responsible for all research, documentation, writing, revisions, technical materials and other work required of the nomination process.
- 5.3 The Linn County Historic Preservation Commission requests that bids for this project meet the submission deadline for Round #1 of the 2021 (Dec 1, 2020) State Historic Preservation Office Review Schedule for National Register Nominations. However, the Commission will consider bids that meet the timeline for Round #2.
- 5.4 The Linn County Historic Preservation Commission prefers that the selected vendor be present at the SNRC review meeting or be available for questions via phone or other electronic means.
- 5.5 A successful vendor will include in their scope of work a means of utilizing any available technology to better disseminate the nomination material to the general public. (Methods may include but are not limited to ESRI Story Maps, mobile applications, or other digital audio/visual/mapping techniques.)

6. Submission Requirements

Proposals must contain the following items in order to be considered. Vendors may add other information they consider relevant. Failure to provide any requested information in this RFP may be cause for rejection of the Proposal.

- Vendor name, address and telephone number
- Name, title, telephone number and email address of the contact person
- Explanation of how consultant will accomplish the Scope of Work
- A timeline for completing the project
- Project budget - the professional fee including any expenses incurred (total cost of the project)
- Examples of the consultant's successful nomination(s) to the National Register of Historic Places



- A statement of professional experience with similar projects
- A minimum of three references for similar projects

7. Selection Criteria

The selected proposal will be the proposal that best meets the needs of Linn County. Proposals will be evaluated on the following criteria:

- 7.1 Understanding of the project and scope of work
- 7.2 Experience in completing similar projects; reputation; organization; skills and overall qualifications
- 7.3 Ability to meet SNRC (review) deadlines
- 7.4 Quality of references
- 7.5 Completeness of the proposal
- 7.6 Total cost to Linn County for required products and services
- 7.7 Innovative approaches to utilizing technology for means of presenting nomination material to the general public.

These factors will be weighed in any manner deemed appropriate by Linn County and the contract will be awarded to the vendor whose proposal is in the best interest of Linn County. Linn County may interview some or all of the vendors to determine each vendor's commitment to the proposed relationship and the quality of services offered. However, Linn County reserves the right to enter into a contract without further evaluation. Therefore, it is important that proposals be as complete as possible.

Linn County reserves the right to accept a proposal other than the lowest priced proposal or to reject, in whole or in part, any or all proposals for any reason.

8. Limitation of Linn County's Liability for this RFP

Issuance of this RFP and any actions taken hereunder shall not create a duty on the part of Linn County to pay any costs incurred by Vendor in connection with, or resulting from, this RFP. This includes, but is not limited to, the preparation or submission of Proposals, or responses to inquiries from Linn County related to this RFP or Vendor's Proposal; or anticipation of a contract or otherwise with respect to this RFP or Vendor's Proposal.

Linn County anticipates a decision will be announced on or before November 22, 2019. All bidders will be notified regarding the results of the selection process.



CONTRACT WITH CONSULTANT

A CONTRACT FOR CONSULTING SERVICES
TO PREPARE AND SUBMIT A NOMINATION OF THE
WICKIUP HILL NATURAL AREA
TO THE NATIONAL REGISTER OF HISTORIC PLACES

This agreement, entered into this ____ day of _____ 2019, by and between Linn County, Iowa, hereinafter referred to as the COMMISSION and _____ referred to as CONTRACTOR; witnesseth:

In order to accomplish the objective of nominating the Wickiup Hill Natural Area to the National Register of Historic Places, the COMMISSION and the CONTRACTOR agree as follows:

1. The COMMISSION will pay the CONTRACTOR an amount not to exceed \$15,000 for services and expense reimbursement under this contract.
2. The CONTRACTOR agrees to perform all work required for state review and nomination to the National Register of Historic Places, including, but not necessarily limited to, research, documentation, writing, revisions, and technical materials required of the nominating process.
3. The terms of this agreement shall begin upon the execution of this contract by the Chief Elected Official (Chair of the Linn County Board of Supervisors) and shall terminate at the completion of the nomination process.
4. The COMMISSION may terminate this agreement at any time by giving notice by certified mail to the CONTRACTOR. In that event, equitable adjustment shall be made for all work completed prior to termination as certified by the CONTRACTOR.
5. The CONTRACTOR may terminate this agreement by giving a 21-day notice by certified mail to the COMMISSION. In that event, equitable adjustment shall be made for all work completed prior to termination as certified by the CONTRACTOR.
6. Reproduction and use of the reports and documentation produced from this agreement shall be at the discretion of the COMMISSION.



7. The COMMISSION retains sole ownership of any and all content created by CONTRACTOR including digital media, computer programs (including supporting data), and all other intellectual property generated under this agreement.
8. The CONTRACTOR'S obligation and duties under this Contract shall not be assigned without the permission of the COMMISSION.
9. In performing the functions set forth in this agreement, it is understood and agreed that the CONTRACTOR is an independent CONTRACTOR and that all work performed hereunder shall be conducted in a professional and satisfactory manner. In as such as CONTRACTOR is an independent contractor and not employed by the COMMISSION and/or Linn County, CONTRACTOR agrees that they are not entitled to unemployment compensation, worker's compensation, insurance, and any other employment related fringe benefits.
10. The CONTRACTOR shall hold harmless the COMMISSION for any injury or damage caused by the acts or omissions of the CONTRACTOR on employees or agents and the CONTRACTOR agrees to indemnify the COMMISSION for any such injury or damages.
11. Any disputes that arise between the COMMISSION and the CONTRACTOR would be governed by Iowa law and be litigated in Linn County.
12. This is the entire agreement between the COMMISSION and the CONTRACTOR.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED THIS _____ DAY OF _____, 2019.

CONTRACTOR

Stacy Walker, Chair, Linn County Board of Supervisors
CHIEF ELECTED OFFICIAL