

REQUEST FOR PROPOSALS

THIS IS NOT AN ORDER

ADVERTISED RFP 1415-031 Nevada State Prison Inventory, Evaluation and National Register Nomination

RELEASE DATE: July 15, 2014

Carson City invites qualified firms to submit proposals for Nevada State Prison Inventory, Evaluation and National Register Nomination. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals."

PROPOSALS shall be submitted to the **CARSON CITY FINANCE DEPARTMENT – PURCHASING AND CONTRACTS**, 201 N. Carson Street, Suite 3, Carson City, Nevada 89701, by no later than 2:00 p.m. on July 30, 2014.

RECOMMENDATION FOR AWARD will be made by the Community Development Department, based on the evaluation results of the City Review and Selection Committee. Once the committee has made a recommendation and a contract is negotiated, the results will be posted on the City's website www.carson.org/Index.aspx?page=998 and all respondents will be notified by fax of the Recommendation for Award to the successful respondent.

FINAL SELECTION will be made by the Carson City Community Development Department. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by Carson City shall be deemed final.

1 **INTRODUCTION** (General Information)

- 1.1 Carson City invites qualified firms to submit proposals for Nevada State Prison Inventory Evaluation and National Register Nomination. Proposals shall be submitted in accordance with the Documents and Requirements as set forth in the formal "Request for Proposals." The Contract that will result from this "Request for Proposals" will include what is indicated in Section 4 of this RFP.
- 1.2 A City Review and Selection Committee will evaluate the proposals submitted.
- 1.3 During evaluation, the City Review and Selection Committee reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Consulting Firm, or to allow corrections of errors or omissions. Oral interviews may be conducted by the City Review and Selection Committee for the Consultants who submit a Proposal and were short listed.
- 1.4 Submission of a proposal indicates acceptance by the Consulting Firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant contract between Carson City and the Firm selected.

PROVISIONS AND REQUIREMENTS

- 1.5 The use of the term "firm" refers to Consultant Firms with certified personnel, doing business in the United States and duly registered in the State of Nevada with business license paid to the City and County of Carson City after selection of the firm. With this type of project, the City may accept one or more firms teaming up for joint venture with a Nevada-based firm to prepare the required services, but the City will recognize such a consortium as a single entity only with one juridical personality.
- 1.6 There is no expressed or implied intent or obligation for Carson City to reimburse responding firms for any expenses incurred in preparing proposals, as well as, travel expenses during interviews in response to this Request for Proposals.
- 1.7 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

2 CARSON CITY CONTACT PERSON:

- 2.1 Until the receipt and opening of proposals, the proposers' principal contact with Carson City will be as listed below. All questions are to be submitted in writing and potential Proposers will receive copies of all questions and answers except for the questions that are considered proprietary. Questions will only be received through 12:00 p.m. on July 21, 2014.

Kim Belt
Purchasing and Contracts Manager
Carson Finance Department – Purchasing and Contracts
201 N. Carson Street, Suite 3
Carson City, NV 89701
775-283-7137
e-mail: KBelt@carson.org
FAX: 775-887-2107

- 2.2 All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other City staff or City officials may be disqualified for doing so.

3 BACKGROUND INFORMATION:

Introduction: In 2013 the State of Nevada de-commissioned the Nevada State Prison in Carson City. Pursuant to Assembly Bill 356, a steering committee was convened to "...develop recommendations for the preservation, development, and use of the Nevada State Prison as a historical, educational, and scientific resource for the State of Nevada...". The process of compiling a National Register Nomination and desired listing of the prison on the National Register of Historic Places is scheduled to be presented to the 2015 Legislature along with the steering committee report. As part of Section 106 compliance related to a previous federally-funded project, the Nevada Department of Transportation compiled a preliminary National Register nomination. That nomination lacked specific inventory and evaluations of potential contributing properties within the Nevada State Prison boundary. Portions of the nomination have been revised but additional information is required to produce a final document.

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4 SCOPE OF WORK:

- 4.1 The scope of work for the Nevada State Prison Inventory, Evaluation and National Register Nomination will cover the following:

This project seeks to support the completion of a National Register of Historic Places Nomination for the Nevada State Prison. The inventory will include photographic and architectural documentation and eligibility assessments of 25 pre-1970 buildings and structures within the Nevada State Prison complex in support of the Nevada Department of Transportation nomination currently underway. Documentation may include historic photographs and as-built floor plans as available. Funding will also provide for an update and review of the Nevada State Prison historic context and significance statements related to the National Register Nomination discussion, along with a discussion as to why the non-contributing resources were not recorded. A comprehensive inventory of the prison property will provide the background necessary to complete a future Historic Structures Report.

Report Procedures and Deliverables:

The contractor will prepare a brief inventory report, 25 ARA forms for the contributing resources, and maps and photographs documenting the inventory location, context, methods, results and District. The contractor will also be responsible for compiling and editing the National Register Nomination for submission to SHPO by October 2014.

One copy of a draft report will be due 60 days after work is completed and provided to the Grant Manager. Upon review of the draft report (approximately 30 days, unless other arrangements are made), comments will be submitted to the contractor via electronic and hard copy mail. Within 30 days the contractor will address comments.

Final deliverables will be as follows:

- Nevada State Prison (NSP) National Register Nomination
- 25 ARA forms for the contributing resources
- National register eligibility justification, both individual and district level.
- Three current photographs per resource
- Maps of all recorded resources

Carson City will provide:

- To the successful contractor, draft ARA forms for each of the 25 required resources within the proposed Nevada State Prison Historic District, a PDF map of the district

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boundary, and two shapefiles for the Quarry Walls and the buildings/structures/sites.

Attachments are as follows:

A-1 Scope of Work.

A-2. Spreadsheet listing all of the resources within the Nevada State Prison Historic District

B. Maps of the project area, district boundary, and location of resources

The following additional information documents are available for review through the

Carson City Planning Division:

1. Two sample ARA forms for the Nevada State Prison

2. Nevada State Prison National Register of Historic Places Nomination to date

- 4.2 Guaranteed payment: The City shall pay the Contractor a guaranteed minimum payment to be specified in the contract.

5 RFP REQUIREMENTS:

5.1 Submission of RFP Proposals:

5.1.1 A master copy (so marked) of the Proposal and three (3) copies to include a title page showing the RFP subject; the firm's name, address, telephone number and fax number of a contact person. The Proposal must be received on or before the date and time set for receipt of proposals.

Proposals shall be clear, straightforward, and not exceed 30 pages in length not including company brochures. Company brochures are provided as attachments to the 30 pages referenced above.

5.1.3 Proposals shall contain the following information:

5.1.3.1 A Statement of Project Understanding

5.1.3.2 Project Approach

5.1.3.3 Schedule / Time Lines for Completion of project

5.1.3.4 Key Personnel Information:

- a. Key Staff, including Project Manager information
- b. Relevant Experience
- c. Demonstrated Commitment and availability to the project
- d. Accessibility to Carson City Staff

PROVISIONS AND REQUIREMENTS

5.1.3.5 Proposers shall send their completed Proposals to the following person at the address indicated. Further, they should indicate the RFP number and Firm Name on the outside of the sealed Proposal Package to:

Kim Belt, Purchasing and Contracts Manager
Carson City Finance Department – Purchasing and Contracts
201 N. Carson Street, Suite 3
Carson City, Nevada 89701

6 EVALUATION OF PROPOSALS:

- 6.1 Proposals submitted will be evaluated by the City Review and Selection Committee.
- 6.2 The Committee may call for **oral interviews**. The City reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether or not said proposal is selected.
- 6.3 **The following categories will be evaluated in the selection process (see Exhibit E):**
- Understanding: Proposer demonstrates a thorough understanding of the scope of the project, and its role and responsibilities within the program
 - Experience: Proposer demonstrates experience with similar projects, and has an excellent performance record
 - Technical Capacity: Proposer demonstrates that the knowledge, skills and abilities to perform the specifications of the RFP exist within its organization
 - Presentation: Proposal is organized and responsive to all requirements of the RFP, and proposer exhibits confidence regarding the proposed project

7 RIGHT TO REJECT PROPOSALS:

- 7.1 Submission of proposal indicates acceptance by the Consulting Firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.
- 7.2 Carson City reserves the right to reject any or all proposals and to award to the proposer the City deems most qualified and whose award of the contract will accrue to the best interests of the City.
- 7.3 **Late proposals will not be accepted.** Prospective proposers are held responsible that their proposals arrive at the Carson City Finance Department - Purchasing and Contracts on or before the designated time and date.

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8 WITHDRAWAL OF PROPOSALS:

- 8.1 Requests to withdraw proposals received after the date and time set for opening and acknowledging proposals will not be considered.

9 CONTRACT TERMINATION:

- 9.1 Carson City reserves the right to terminate the contract if the Consultant does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited, to the following:

- 9.1.1 Failure to provide sufficient personnel as identified in the RFP.

- 9.1.2 Failure to provide the principal Team as submitted.

- 9.1.3 Substitution of the Team or other identified personnel without prior approval of Carson City.

10 OBJECTION BY UNSUCCESSFUL PROPOSER:

- 10.1 Any unsuccessful Proposer may file an objection to the City regarding the selection of the City Review and Selection Committee by following the procedure outlined in Paragraph 11.2 below. Information on the results of the Committee's evaluation may be obtained upon request and will be emailed to each respondent.

- 10.2 Any objection shall be written and submitted to the Finance Department – Purchasing and Contracts before the recommendation shall be scheduled to be heard by the Board of Supervisors. The objection will be placed on the next available Board of Supervisors meeting agenda.

***** END OF DOCUMENT *****

ATTACHMENT A-1

SCOPE OF WORK

Project Title: Nevada State Prison Inventory, Evaluation and National Register of Historic Places Nomination Management in Carson City, Nevada using National Park Service (NPS) funds (HPF #P14AS00012-1).

This project will support the completion of the following:

- Under the direction of a qualified architectural historian, facilitate the completion of the Nevada State Prison National Register of Historic Places Nomination.
- Architectural survey of the Nevada State Prison, completed by a qualified architectural historian, to include:
 - Architectural Resource Assessment (ARA) forms for 25 key buildings, structures and District (**survey resource list as finalized in consultation with SHPO is included as Attachment A-2**).
 - National Register eligibility justification, both individual and district level.
 - At least three current photographs per resource
 - Appropriate maps of all recorded resources

State Historic Preservation Office (SHPO) and NPS Project Stipulations:

1. **If work is to be contracted out, that contract shall copy and use the exact language as set forth in the project objectives and funding agreement from the Scope of Work.**
2. All work will conform with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation unless otherwise approved by the SHPO.
2. All completed work must conform with visual and/or written specifications submitted to and approved by the SHPO before work begins. (**For Development projects only**)
3. If any changes are made to the project, the subgrantee must submit updated visual and/or written specifications for the proposed work before any work commences and for written approval from the SHPO.
4. The subgrantee shall provide the SHPO with calendar quarterly updates on project progress;
5. The subgrantee will provide the SHPO with full access to all documents necessary for a comprehensive audit. Should the SHPO find costs that are not allowed by State accounting practices or that are outside the terms of this agreement; the applicant/grantee will refund the amount to the SHPO.

STATEMENT OF WORK

This project seeks to support the completion of a National Register of Historic Places Nomination for the Nevada State Prison. The inventory will include photographic and architectural documentation and eligibility assessments of 25 pre-1970 buildings and structures within the Nevada State Prison complex in support of the Nevada Department of Transportation nomination currently underway. Documentation may include historic photographs and as-built floor plans as available. Funding will also provide for an update and review of the Nevada State Prison historic context and significance statements related to the National Register Nomination discussion, along with a discussion as to why the non-contributing resources were not recorded. A comprehensive inventory of the prison property will provide the background necessary to complete a future Historic Structures Report.

Background

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Attachments are as follows:

- A-2. Spreadsheet listing all of the resources within the Nevada State Prison Historic District
- B. Maps of the project area, district boundary, and location of resources

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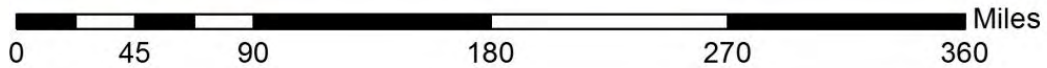
Please contact the Planning Division at 775-887-2180 for the additional information.

Attachment A-2

Tally	Preliminary Map ID #	Name	Type	Built	Contributing?
1	1	Butcher Shop	Building	c. 1868	contributing
2	2	Old 5th St Guard Tower	Building	c. 1868, 1911-1925	contributing
3	3	Warden's House	Building	1920s, 1951- 1952	contributing
4	6	Administrative Building & Hospital Wing	Building	1920-1925	contributing
5	8	Cell Block A	Building	1920-1925	contributing
6	13	Dog Kennel	Building	post 1942	contributing
7	14	Storage and Maintenance Office	Building	1952	contributing
8	16	Electrical Shop	Building	post 1907, pre 1942	contributing
9	51	Cell Block B	Building	1947-1950	contributing
10	24	License Plate Factory	Building	1959	contributing
11	25	Boiler Room	Building	1958	contributing
12	39	Cottage 1	Building	1953	contributing
13	40	Cottage 2	Building	1953	contributing
14	41	Cottage 3	Building	1953	contributing
15	42	Cottage 4	Building	1953	contributing
16	43	Cottage 5	Building	1953	contributing
17	44	Cottage 6	Building	1955	contributing
18	48	Property Warehouse/Old Armory	Building	1950	contributing
19	7	Prison Yard	Site	1920-1925	contributing
20	20	Greenhouse	Site	1957	contributing
21	50	Old Prison Burial Grounds	Site	1870-1880s	contributing
22	54	Tunnel	Site	pre 1942	contributing
23	53	Quarry Walls (includes two man-made caves)	Site	c 1907	contributing
24	4	Old Pump House	Structure	1925-1930	contributing
25		Nevada State Prison Historic District	District		

Attachment B

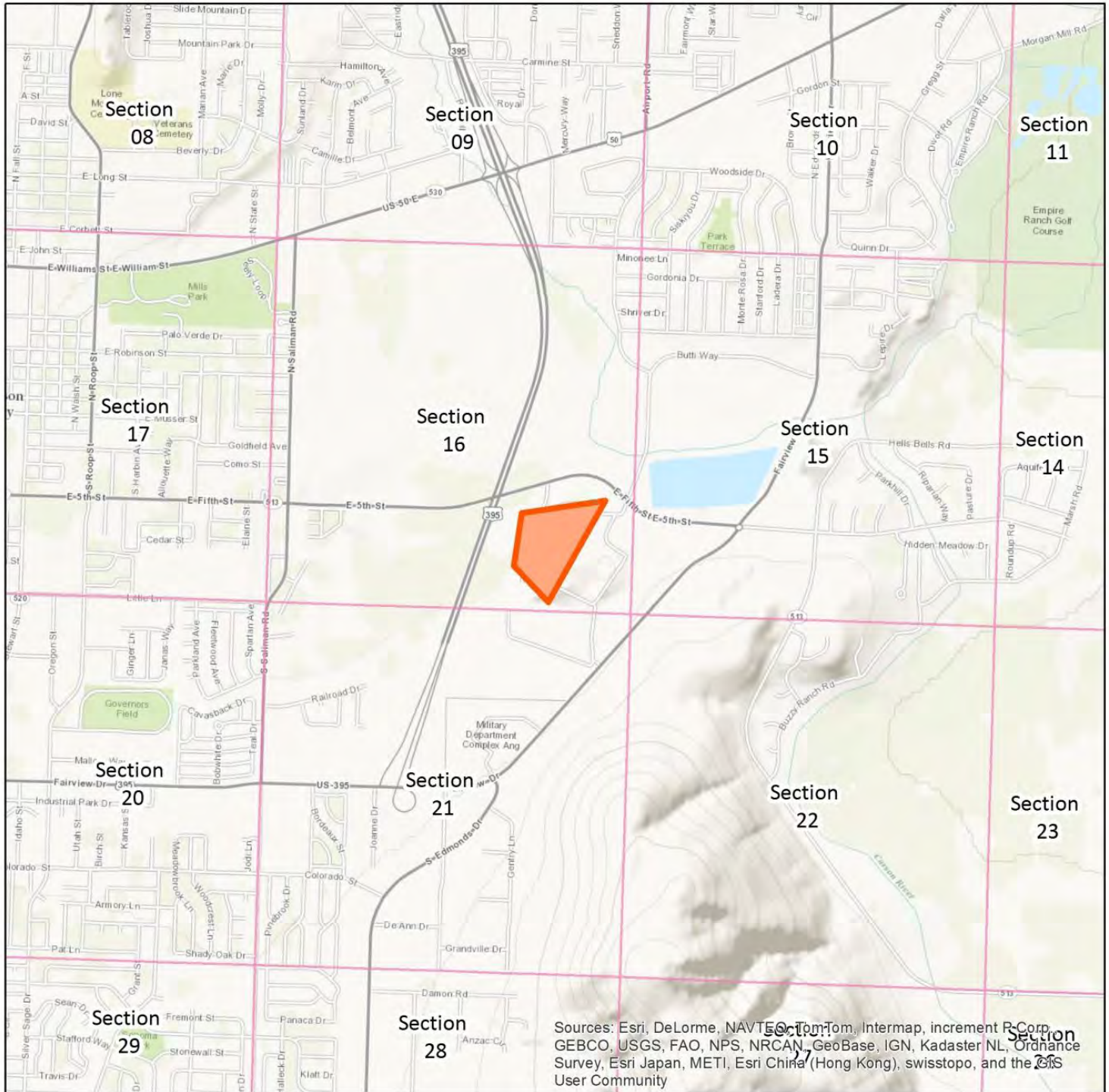
Nevada State Prison Carson City, Carson City County, Nevada



Map for informational purposes only. May 2014.

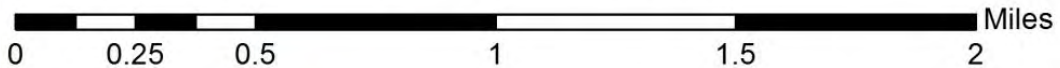
Attachment B


Nevada State Prison Carson City, Carson City County, Nevada



USGS 7.5 Minute Topo Map, Carson City Quadrangle
T15N, R 20E, Sections 15

1:24,000

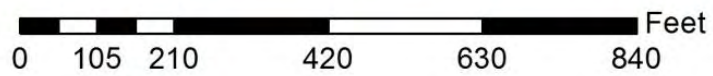
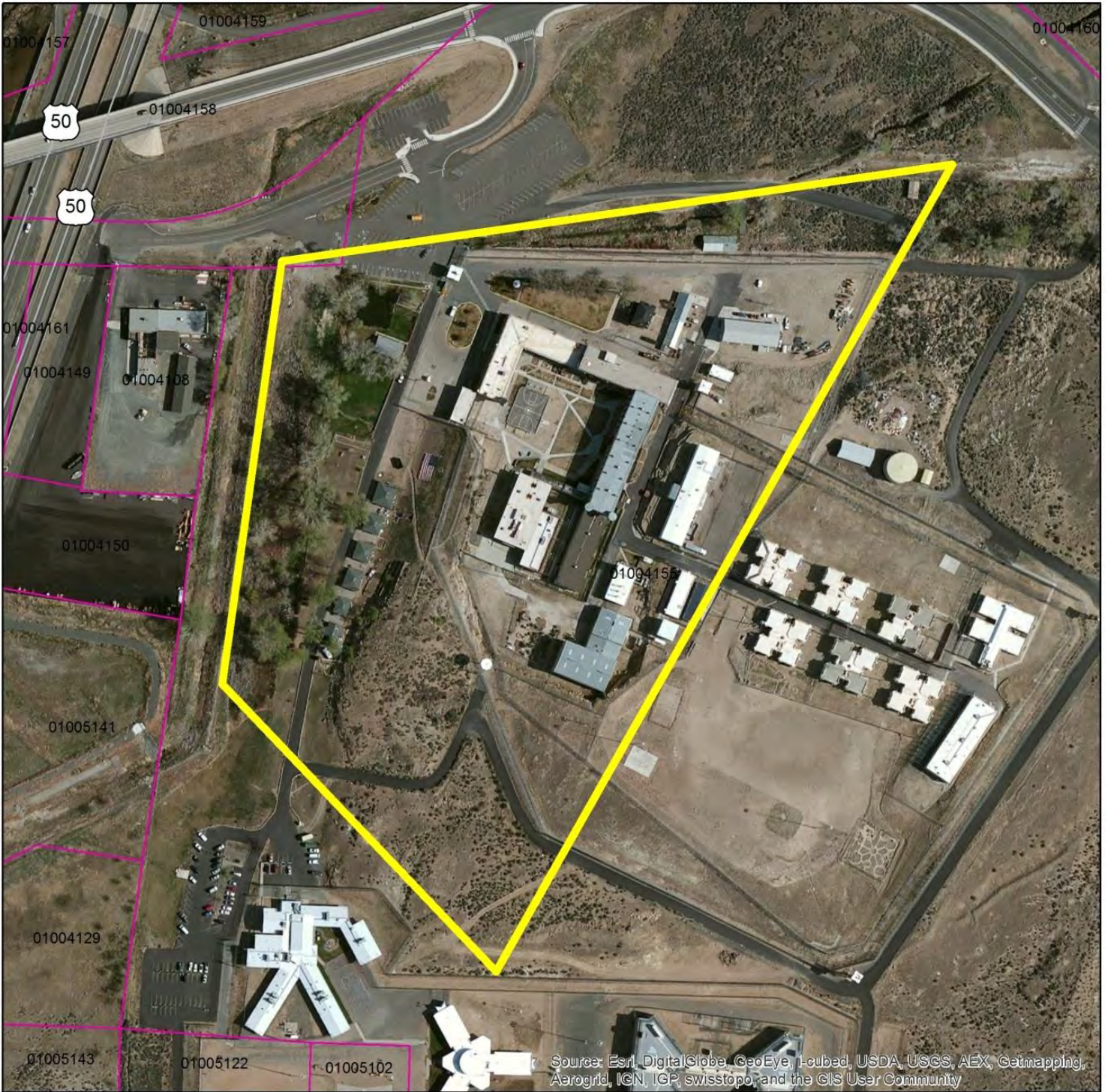


 Nevada State Prison Inventory Boundary

Map for informational purposes only. May 2014.

Attachment B

Nevada State Prison Carson City, Carson City County, Nevada



1:3,000

-  Parcels
-  Nevada State Prison Inventory Boundary

Map for informational purposes only.

Nevada State Prison Carson City, Carson City County, Nevada



-  Quarry Walls
-  Resources
-  Nevada State Prison Historic District

Map for informational purposes only. May 2014.



Source: Esri, DigitalGlobe, GeoEye, i-cubed, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, and the GIS User Community

Legend

- Study Area Blocks
- 3
 - 1
 - 4
 - 2

