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Request for Proposals Kanab City Reconnaissance Level Survey

Introduction

In conjunction with a grant provided by the State Historic Preservation Office, Kanab City is seeking a qualified historical research consultant to perform a standard Reconnaissance Level Survey (LS in the City's core and a selective RLS outside of this area. This project completion deadline is June 30, 2012.

Administrative Guidance

The information provided herein is intended to assist prospective offerors in the preparation of proposals necessary to properly respond to this Request for Proposal (RFP). The RFP is designed to provide interested offerors with sufficient basic information to submit a proposal that will meet minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications relative to service capability under any agreement.

Scope of Project

The Kanab City 2012 RLS will be conducted primarily in the "main" section of Kanab City, consisting of the buildings from 400W-475E and 600N-800S, excluding the following subdivisions: La Estancia, Cottonwood, Red Shadow.

For the requirements and standard operating procedures of the RLS, please consult the document titled "Reconnaissance Level Survey – Standard Operating Procedures - Utah State Historic Preservation Office – Revised February 2011", which can be found at:

http://history.utah.gov/state_historic_preservation_office/compliance_historic_structures/documents/106%20RLS%20PACK2011.pdf.

The Kanab City 2012 RLS should follow the guidelines as outlined in the above referenced document, with the exception that properties identified as "eligible" should retain most of their original appearance and be at least **45** years old (see A.2 of document).

– A Western Classic –

Response Date

Six copies of the proposal must be received at the Office of the Kanab City Manager, 76 N. Main Street, Kanab, UT 84302.

The Deadline for receipt of proposals is January 30th at 4:30 p.m.

Any proposal may be withdrawn or modified prior to acceptance.

Please refer any questions to Duane Huffman, City Manager.

Evaluation Criteria

Each offeror must be willing to meet the Utah State Historic Preservation Office (referenced above) and be able to complete an acceptable contract with the City.

All proposals will be carefully considered by the Kanab City Heritage and Historic Preservation Board and will be rated on the following criteria:

1. Demonstrated ability to conduct the Kanab City 2012 RLS as described in the scope section of this request, which includes research design completed prior to survey, properly marked survey map, copy of USGS map showing location, completed survey forms & data entry into Preservation Pro, properly labeled photo sheets and archival CD with photo images, final report, and completed cover sheet. There should be one copy of all of these items submitted to the city and one copy to the Utah SHPO. (20 points)
2. Promptness of proposed schedule. (15 points)
3. Bid price per building. (30 points)

Total points possible = 65

The City may award a contract based on the proposals received without further discussion of such proposals.

THE CITY ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY THE CITY OR ANY PANEL OF JUDGES TO BE USED, TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.