

2021 Three Year On-Call for Statewide Cultural Resource Services Request for Proposal Iowa Department of Transportation

Introduction

The Iowa Department of Transportation's Location and Environment Bureau is interested in one new contract with archaeological/historical consultant to provide services for compliance with Section 106 of the National Historic Preservation Act and state code for transportation projects across Iowa. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

This contract is for firms who wish to be considered for entering into a single, three year, on-call contract for providing one or more of the following services in connection with transportation improvement projects: the performance of archaeological and historic /architectural resource surveys for identification, evaluation, mitigation, and documentation of National Register eligible properties in order to comply with Section 106 of the National Historic Preservation Act and Code of Iowa.

Project Scope

Services required under the contract include but may not be limited to:

- 1) Preliminary surveys to identify prehistoric or historic sites, structures, districts, and other properties potentially eligible for the National Register of Historic Places, and
- 2) Testing or evaluation of properties to determine eligibility for listing on the National Register of Historic Places and establish limits/define characteristics, and
- 3) Fieldwork results captured in spatial GIS files and reports available electronically, and
- 4) Preparation of research designs/data recovery plans or historic recordation plans or other mitigation strategies for eligible sites that cannot be avoided by transportation projects, and
- 5) Performance of mitigation work as directed, and
- 6) Preparation of Memorandums of Agreement, documentation records or other information used in fulfilling Section 106 requirements.

Contract Information

The Location and Environment Bureau is proposing one new contract for archaeological and historical surveys, testing, and mitigation services which will replace current contracts expiring in the summer of 2018. The contract will be a three year on-call contract. Each project assignment under the contract will require submittal of a scope and budget for the work.

General Requirements

The firm (prime or sub-consultant) performing work in any of the following categories self-identify as qualified and shall remain pre-qualified for the duration of the contract: 352, Comprehensive Archaeological Services and work category 363, Comprehensive Historical and Architectural Services, as defined in the department's Policy and Procedure Manual, Policy No. 300.04. Failure to remain prequalified during the contract may result in cancellation of any remaining portion of the contract.

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract is not expected to involve federal-aid highway funds. When a DBE goal is not established, the Iowa DOT still encourages the spirit of the program to be incorporated in the proposed contracts whenever possible. A list of certified DBE firms may be found at <https://secure.iowadot.gov/DBE/Home/Index/>. A list of TSB firms may be found at <https://iowaeda.microsoftportals.com/tsb-search/>.

Selection Information

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

- ☐ 40% - staff qualifications – experience of PIs in Iowa, technical experience with various levels of archaeological and historical surveys, evaluations, and mitigations
- ☐ 25% - firm's experience managing large cultural investigations and meeting schedules
- ☐ 25% - staff and firm's knowledge of Iowa archaeology, history, architecture
- ☐ 10% - knowledge of federal and state regulations, ability to work with the Iowa DOT, other government officials especially the Iowa State Historic Preservation Officer, American Indian tribes and the Public

The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate.

Proposal Requirements

Please provide the following information in the order listed:

1. Include your firm's approach to addressing the identified tasks, your understanding of the project's scope, key issues and relevancy to Iowa's transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
2. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge of each major work task. This information should include the identification of similar projects managed or participated in by this individual. The selection of a contract manager and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
3. Include experience and qualifications for any sub-consultants to be used and work they will perform.
4. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
5. Include detailed project experience regarding the firm's ability to collect, analyze and produce geospatial data as related to the cultural resources documented in various investigations.
6. The location of the office where the majority of work will be performed.
7. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5" x 11" pages. The proposal must be limited to 20 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, etc. The maximum size limit of a **proposal is 7 megabytes**.

On the cover page of the proposal, please include title of the RFP for which the proposal is submitted and the email address of the person who should receive the results of the selection. Inclusion of promotional literature of a general nature will not be considered in the selection process.

The electronic proposal must be submitted via email to Jacqui.DiGiacinto@iowadot.us. An email will be sent confirming receipt of the proposal.

For a firm to be considered, their proposal must be received by 1:00 pm on October 25, 2021.

Any technical questions or questions regarding this RFP shall be submitted via email to Jacqui.DiGiacinto@iowadot.us. Any questions about this RFP must be received by noon on October 18, 2021.

Any proposal not complying with all requirements stated in the RFP may not be accepted.

Public Records Law

The Iowa DOT will treat all information submitted by a as open record following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Statement of Non-Discrimination

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 515-239-1693. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.