



Revised Request for Proposals (RFP)

Cultural Resource Survey for Priest Point Park

Project Summary:

The City of Olympia seeks the services of a qualified consultant to conduct a reconnaissance-level cultural resource survey for Priest Point Park. The budget cap for this project is **\$23,000.00**.

Project Background:

Priest Point was established as a City park in 1905 but its story as an important gathering place for multiple tribes is known to long predate this local designation. Located along the shores of Budd Inlet, the park is over 250 acres of mostly undeveloped land, including two fish-bearing streams. This much-loved park was listed on the Olympia Heritage Register in 1987 for its historical significance. DAHP's WISAARD shows that there is a very high risk of uncovering archaeology within the entire park, but thus far there are only five recorded sites and one survey identified in the database. With the recent exposure of cultural resources in the park due to erosion and capital improvements, the City recognizes the need for a professional study to provide foundational knowledge to help guide its long-term stewardship of this jewel of a public park and cultural landscape.

Project Scope:

This survey will cover the full geographical extent of the 250-acre park. Because protection of the park's limited number of standing buildings and structures is already addressed under the local register designation, the focus of this survey will be on pre-contact and other tribal cultural resources; while not anticipated, any substantial historical archaeological resources encountered will also be addressed.

Research methods will include: desk-based analysis of maps, historical documents, and previous surveys; technical and verbal coordination with Tribal Historic Preservation Officers (THPOs) or delegated cultural resources representatives; and pedestrian survey of the park with a limited number of shovel probes.

Additional considerations:

- This project has been initiated to support City's management of the park and is not associated with any formal regulatory processes. It is currently anticipated that a future project will involve the development of a cultural resource management plan following the completion of this survey project; should funding be secured, this second phase would be addressed in a new RFP.
- The bulk of the funding for this project comes from a Certified Local Government grant provided by the Department of Archaeology and Historic Preservation (DAHP). Written project deliverables must meet DAHP requirements.
- Multiple tribes have an interest in Priest Point Park. Demonstrated experience working with the Tribal Historic Preservation Officers (THPOs) of the Nisqually Indian Tribe, Squaxin Island Tribe, and other regional tribes is strongly preferred.
- The City's Historic Preservation Officer will make initial contact with the THPOs of the Squaxin Island Tribe and Nisqually Indian Tribe to initiate consultation and help coordinate tribal communication on the project.
- City staff dedicated to providing background information and other project support include the Historic Preservation Officer, the Parks Stewardship Supervisor, and a GIS specialist. Olympia Heritage Commissioners who meet relevant U.S. Secretary of the Interior's Professional Qualification Standards (SOI Standards) are also available.
- Lead technical member(s) of the project team must meet the SOI Standards for archaeologist. A professional archaeologist must be present in the field at all times to supervise and support crew members who do not meet the SOI Standards for archaeologist.

Project Deliverables:

- One comprehensive, illustrated report which includes a description of research methods, context, maps, analysis with justification, summary table of all potentially significant features surveyed with NRHP eligibility recommendations, and recommended next steps for the City's use of the survey's data;
- DAHP WISAARD site forms (estimated at 10-20); and
- Two presentations at regular Heritage Commission meetings, the first serving as project kick-off and the final meeting being a presentation of findings.

Estimated Project Timeline:

WORK TO BE ACCOMPLISHED	Estimated Start Date	Estimated Completion Date
Consultant selection and contracting	February 26, 2018	March 28, 2018
Project kick-off at Olympia Heritage Commission meeting		March 28, 2018
Field and desk-based research; report drafting	March 29, 2018	May 15, 2018
Submittal of complete first draft of report		May 15, 2018
Report editing	June 1, 2018	June 29, 2018
Submittal of complete second draft of report & draft site forms		June 29, 2018
Edit deliverables (as needed)	July 15, 2018	August 10, 2018
Final submission of written deliverables		August 10, 2018
Final presentation at Olympia Heritage Commission meeting		August 22, 2018

Proposal Submission (*maximum of 8 pages total*):

- **Introductory letter** – including a summary of the lead technical team and their roles on the project, demonstration of project understanding and approach, and indication that, if selected, the firm will sign the City's Professional Services Agreement (template attached) [*limited to 2 pages*];
- **List with brief descriptions of example projects** – illustrating your firm's experience with similar work [*limited to 2 pages*];
- **Bios** – for all lead technical members of the project team [*1 to 2 pages*];
- **Breakdown of estimated project budget** – for no more than \$23,000.00 [*limited to 1 page*]; and
- **References** – a minimum of three names and contact details [*limited to 1 page*].

Please submit all materials **electronically** by **12:00 pm on Monday, February 26, 2018** to:

Michelle Sadlier, Historic Preservation Officer
 Email: msadlier@ci.olympia.wa.us | Phone: 360.753.8031

Proposal Timeline:

- By 12:00 pm, February 20, 2018: Questions about RFP and project accepted by email
- By 12:00 pm, February 22, 2018: Response to all questions sent to all invited consultants
- By 12:00 pm, February 26, 2018: Proposal submissions due by email
- By 12:00 pm, March 5, 2018: Submitting consultants notified whether selected as finalists
- Week of March 5, 2018: Interviews of finalists (if needed)