



**MAIN STREET**

**Wyoming Main Street Program**  
214 W. 15<sup>th</sup> Street  
Cheyenne, WY 82002  
(307) 777 - 2934

**REQUEST FOR PROFESSIONAL QUALIFICATIONS FOR  
HISTORIC ARCHITECTURAL CONTRACT SERVICES**

**TABLE OF CONTENTS**

<b>RFQ Section</b>	<b>Page</b>
1.0 Overview .....	1
2.0 Professional Qualifications .....	2
3.0 Scope of Work for the Historic Architecture Assistance Fund.....	2
4.0 Responding to this Request for Qualifications .....	3
5.0 Evaluation of Responses .....	4
6.0 Communications Regarding this RFQ .....	4
7.0 Schedule .....	4
8.0 Acceptance or Rejection .....	4
9.0 Contract.....	5

**1.0 OVERVIEW**

The Wyoming Business Council’s Wyoming Main Street Program (WBC-MS) seeks to identify design professionals with the requisite expertise to accurately identify and evaluate significant defects, deficiencies, and items of deferred maintenance (individually and collectively) on historic structures as needed through the state of Wyoming. The WBC-MS has partnered with the State Historic Preservation Office (SHPO) to provide funding for such architectural assistance through the Historic Architecture Assistance Fund (HAAF). Through a competitive grant process, WBC-MS disburse HAAF funds statewide to successful grant seekers wishing to assess the condition of and establish accurate budgets for the rehabilitation of their historic structures.

To date over \$600,000 has been disbursed to hundreds of projects statewide. Grants are awarded during 2 grant cycles per year, and grant amounts vary based on the applicant’s perceived requirements and scope of work. Grant amounts range from \$2,500-\$10,000 and may include matching funds provided by the applicant.

The program will secure the services of architects experienced with historic rehabilitation and preservation projects to provide architectural review and expertise as needed in the state’s Main Street Communities and beyond.

Respondents must provide evidence of specific project experience in the evaluation, restoration and rehabilitation of historic structures according to the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

If the respondent is selected, they will be eligible to submit a proposal for each HAAF project that is awarded through the end of 2020. Projects will vary and will be statewide.

## **2.0 PROFESSIONAL QUALIFICATIONS**

- The architect must have a professional degree in architecture OR a state license to practice architecture.
- The architect must meet, and provide evidence thereof, the Secretary of the Interior's Professional Qualification Standards for Historic Architecture, and have experience designing and managing projects that meet the Secretary of the Interior Standards for rehabilitation, preservation, and restoration of historic properties.
- The architect must have historic preservation experience, specifically preparing specifications and plans for historic properties.
- Since most HAAF projects involve some component of structural engineering, the design team's structural engineer must be licensed to practice in the state of Wyoming and should also have experience working with historic structures.

## **3.0 SCOPE OF WORK FOR THE HISTORIC ARCHITECTURE ASSISTANCE FUND**

Architects working under the Historic Architecture Assistance Fund will be asked to complete architectural assessments on structures around the state. Such structures will be selected through a competitive application process administered by WBC-MS.

Architectural assessments are expected to focus on historic preservation and shall include but are not limited to:

- A site visit to the historic structure with the property owner or representative
- Architectural assessment of structural and building conditions
- Recommend treatments for structural and architectural repair, to include and reference the Secretary of the Interior's Standards for Rehabilitation
- Prioritization of repairs
- Cost estimates for suggested repairs as can best be represented

Additionally,

- These assessments may be conducted in emergency situations, such as following fire or flood.
- The architect will not have a conflict of interest in the projects on which they are requested to consult.
- Architects shall respond to requests for services in a timely manner, including submitting a final structural assessment in 120 days or less. In cases of emergency structural assessments, the turnaround will be 2 weeks. Architects can appeal for an extension if weather or other circumstances render the 120 period impossible. Architects will not be responsible for projects where the property cannot be accessed due to the fault of the property owner.

## **4.0 RESPONDING TO THIS REQUEST FOR QUALIFICATIONS**

Respondents will submit the following information:

- Contact information (name of firm, address, etc., contact name for this RFQ, Employer Identification Number, if applicable)
- Signature of an authorized representative with the signer's name and legal title typed below the signature line
- Brief biography of principal(s), be sure to identify historic preservation projects
- Statement of interest (no more than 1 page)
- Provide hourly billing rates for the following:
  - Principal
  - Junior Staff
  - Secretarial
  - Technical/drafting support
  - Site visits (no report)
  - Conditions Assessments (including report)
  - Schematic Design Services:
  - Travel costs
  - Consultation via telephone
- List of references
  - Respondent shall submit no fewer than three and no more than five references for work from 2016 to present on historic preservation projects with similar scopes, project approaches, and/or specific components of work as the HAAF projects.
  - The reference list must include the following: client name, project name, point of contact, phone number, email address)
    - The respondent is responsible for verifying that information is accurate prior to submission.
- List of staff with historic preservation experience

All materials must be submitted via mail or electronic mail.

- Responses via mail should include 1 copy of all of the appropriate materials and be submitted in a clearly-marked, sealed envelope.
- Responses via email should include 1 copy of all of the appropriate materials in a single PDF file.

Responses are to be postmarked no later than 5pm on June 1, 2020.

Linda Klinck,  
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 Wyoming Business Council  
 214 W. 15<sup>th</sup> Street  
 Cheyenne, WY 82002-0240  
 307-777-2934  
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## **5.0 EVALUATION OF RESPONSES**

Respondents will be evaluated on their professional qualifications, including experience with historic preservation projects.

## **6.0 COMMUNICATIONS REGARDING THIS RFQ**

All communications with regard to this Request for Qualifications will be coordinated through the Wyoming Business Council, Main Street office. Questions and requests for clarification on this Request for Qualifications may be submitted prior to 5:00 PM on May 15, 2020.

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A respondent may modify their response by resubmitting in full at any time prior to the closing date and time for receipt of responses.

A respondent may withdraw a response by written request to the Wyoming Business Council-Main Street prior to the closing date and time for receipt of responses.

## **7.0 SCHEDULE**

<b>ACTIVITY</b>	<b>DATE</b>
Issue Request for Qualifications	May 8, 2020
Deadline for written inquiries	May 15, 2020
Responses due	June 1, 2020
References contacted	June 22-26, 2020
Selections Committee meets	June 29-30, 2020
Selections completed	July 1, 2020

## **8.0 ACCEPTANCE OR REJECTION**

Once responses from responding companies have been reviewed and scored based on the evaluation criteria discussed above, and any oral interviews have been completed with any adjustments made to the initial scoring, the Selection Committee will advise the WBC-MS and SHPO offices of its recommendations for selection of architects or firms.

The WBC-MS and SHPO will make the final decision on prequalified architects or firms and will notify those individuals or firms of their potential prequalification. Upon selection, the respondent will be eligible to receive requests for proposal for each project awarded in the HAAF program.

The WBC-MS and SHPO reserve the right to accept or reject any or all responses or part of a response; to waive any informalities or technicalities; clarify any ambiguities in responses; modify any criteria in this Request for Qualifications; and unless otherwise specified, to accept any item in a response.

## **9.0 CONTRACT**

The WBC-MS and SHPO intend to select a group of architects for prequalification to participate in architectural services for the Historic Architecture Assistance Fund. Successful architects or firms will be eligible to submit proposals for Historic Architecture Assistance Fund projects.

This is not a Request for Proposal. Neither the State of Wyoming nor the Wyoming Business Council are obligated to award any contract.

No contract shall be considered to have been entered into by the Wyoming Business Council until all statutorily required signatures and certifications have been rendered and a written contract has been signed by the successful responding architect or firm.

The Wyoming Business Council reserves the right to reject any or all submittals, including without limitation, if they are, in its sole discretion, judged unacceptable, non-responsive, non-conforming, conditional, to waive any technical or formal defect therein, to accept or reject any part of any submittal, to reject or disapprove of any consulting.