



**Solicitation Information**  
**22 Jan 07**

**RFP # 7003122**

**TITLE: Cultural Resources Management Plan - URI**

**Submission Deadline: 16 February 07 @ 2:00 PM (Eastern Standard Time)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than **5 Feb 07 @ 12:00 Noon (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at**  
**[www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Vendors:

**Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.**

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

The Rhode Island Department of Administration, Division of Purchases, on behalf of the University of Rhode Island, is requesting Letters of Interest (LOI) from qualified organizations to provide a Campus-wide Cultural Resources Management Plan, in accordance with the terms of this solicitation and the State's General Conditions of Purchase, available at <http://www.purchasing.ri.gov/>.

The University of Rhode Island (URI) and the Office of Capital Projects' requests the preparation of a Campus-wide Cultural Resources Management Plan (CRMP). The CRMP will serve as a planning tool for the identification and management of historic and archaeological resources within the URI Kingston campus. It will be developed to supplement the University's planning objectives for the campus as described in the Campus Master Plan prepared by Goody Clancy and Associates in 1999. The CRMP must include an inventory of known cultural resources and archaeologically sensitive areas within the campus and must develop an Action Plan for the management of these resources for future growth and planning in accordance with the University's vision and goals as outlined in the Campus Master Plan. The University of Rhode Island's Kingston Campus Master Plan can be viewed online at <http://www.uri.edu/pspd/planserv.html>.

#### **INSTRUCTIONS AND NOTIFICATION TO OFFERORS:**

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

All costs associated with development or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered. *For the purpose of this solicitation, the "official" time clock is located in the Reception Area of the Division of Purchases, One Capitol Hill, Providence, Rhode Island.*

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of work. Joint venture and cooperative proposals will not be considered but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used, are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a business address, shall have the right to transact

business in the state until it shall have procured a Certificate of Authority to do so from the Secretary of State (401-222-3040). *This is a requirement only of the selected contractor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Letter of Interest will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released immediately.

The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site <http://www.mbe.ri.gov/>. To speak with an M.B.E. Officer, call (401) 574-8253.

**Equal Employment Opportunity (RIGL 28-5.1)**

**§ 28-5.1-1 Declaration of policy.** – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Letters of interest to provide the services covered by this Request, must be received by the Division of Purchases, on or before date & time listed on page one of this solicitation. Responses (an original plus five {5} copies) should be mailed or hand-delivered in a sealed envelope marked “LOI #7003122: Cultural Resources Management Plan ” to:

**RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A Cost Proposal / fee structure, proposed for this scope of services,
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDRom or Diskette). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

Technical Proposal should contain the following sections:

- **Executive Summary**

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.
- **Offeror's Organization and Staffing**

A description of staffing, including an organizational chart highlighting the persons or units(s) responsible for this project should be demonstrated.

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each, as well as resumes, curricula vitae, or statements of prior experience and qualifications.
- **Work plan/Approach Proposed**

This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. This section shall include a discussion and justification of the methods proposed for each task identified in the Scope of Work (above), and the technical issues that will or may be confronted at each stage of the project. The work plan description shall include a detailed proposed project schedule by task, a list of

tasks, activities and/or milestones that will be employed to administer the project, and the task assignments of staff members and level of effort for each linked to the Cost Proposal.

- Previous Experience and Background

This section shall include the following information:

- A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects,
- A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position, and
- The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Economic Development, and/or a subcontracting plan which addresses the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, call the MBE Officer at (401) 222-6670.
- Any other information the Offeror seems relevant to the evaluation process.

## **SCOPE OF SERVICES**

### **Task 1. Data Collection - Archival Research**

Contractor must review all cultural resources information contained in previous historic and archaeological survey reports on file at the Rhode Island Historical Preservation and Heritage Commission (RIHPHC) and at the URI Kingston Campus.

Specifically, the contractor must:

- Review archaeological site files, historic structure inventories, and National Register Nomination and documentation for sites, properties and districts within and surrounding the campus.
- Review all existing Campus Master Planning documents that have been prepared for the campus.
- Consult with the Office of Capital Projects and university library staff to review archived photographic, engineering, historical documentation, and GIS data related to the historic and modern period development of the campus landscape as divided into land use districts in the Campus Master Plan.
- Consult with representatives of the Narragansett Indian Tribal Historic Preservation Office (NITHPO) regarding any specific recommendations or concerns as part of the assessment of archaeological sensitivity within the Kingston Campus.

## **Task 2. Data Collection - Fieldwork**

The contractor must perform fieldwork to obtain information about existing campus conditions. The fieldwork must consist of a walkover/driveover to examine the current physical condition of previously identified archaeological sites and sensitive areas, and verify any inventoried historic structural resources, landscape resources, and their setting. Photography must be conducted to record the current appearance of the area and highlight specific key and representative resources.

## **Task 3. Data Analyses and Synthesis**

The contractor must analyze and synthesize existing information on cultural resources to identify opportunities and constraints and to form the basis for setting URI Kingston Campus goals and management strategies for cultural resources.

Specifically, the contractor must undertake the following:

- A synthesis of the historical and archaeological records for the Kingston area, detailing the chronology of Native American occupation from the earliest known sites thru the Contact Period, and into the settlement of Narragansett Indian Tribal lands in South Kingstown. The narrative history must rely upon the archaeological database, local and tribal histories, and oral history of the Narragansett Indians as provided by representatives of the NITHPO.
- A synthesis of local histories and university archives and records in the formulation of a historical narrative and chronology of the development of the URI campus cultural landscape. This historic overview must provide a capsulated timeline and interpretive context for buildings, structures, and cultural landscape features that are present within the campus.
- For archaeological resources, based on the results of the archival research, including previous cultural resource survey work, and the current field reconnaissance, the contractor must synthesize the information collected and prepare a tabular list and map showing the locations of recorded archaeological resources. An archaeological sensitivity map showing areas of expected zones of high, moderate, and low potential for significant and National Register eligible archaeological deposits must also be prepared.
- For above-ground resources, based on the results of the archival research and field reconnaissance, the contractor must synthesize the information collected and prepare a tabular list and map showing the location of known buildings, structures, and key cultural landscape features. Selected photographs of key and representative resources must be included. The inventory must call out known resources that are fifty (50) years old or older, as well as more recent resources that may possess the potential for exceptional significance. The contractor must

develop recommendations concerning the potential for any previously unsurveyed historic resources to be present on the campus.

- All mapping information must be developed using GIS baseline maps of the campus. Overlay maps must illustrate recorded archaeological site locations, archaeologically sensitive areas (high, moderate, low zones), and buildings, structures and landscapes that are potentially eligible for listing on the National Register of Historic Places.
- Analysis must be made of the need for additional identification and planning surveys in the future, including additional surveys to further document and evaluate any archaeological sites/sensitive areas as well as historic structures or cultural landscapes that are noted, but not yet included in state-wide inventories.
- In consultation with the URI Office of Capital Projects staff, the contractor must assist in identifying the types of activities that will and will not have the potential to impact cultural resources and in establishing goals for the management of these resources in the context of the University's vision and goals as outlined in the Campus Master Plan. Management goals for cultural resources must include recommendations for the treatment and preservation or evaluation of archaeological sensitive areas; and the need for additional survey and/or evaluation of the significance of buildings, structures, and key cultural landscape features.

#### **Task 4. Plan Preparation**

Upon completion of the data collection and analysis/synthesis, the contractor must prepare a cultural resources management plan that must include, but not be limited to, the following components:

- Purpose and Scope.
- Data Collection Methodology.
- Historic Overview and Native American Cultural Context.
- Inventory of Cultural Resources.
- Cultural Resource Map Overlays.
- Land and Building Uses Guide - Review of campus operations; review of existing and proposed capital projects; review of types of activities that will/will not impact cultural resources.
- Action Plan - CRMP integration into Campus Master Planning Process for capital projects; protection of cultural resources and mitigation of unavoidable adverse effects; unanticipated discoveries; public interpretation programs.

The RIHPHC and the URI Office of Capital Projects must be consulted regarding the specific format and content of the CRMP.

## **Project Schedule**

The contractor must submit an estimated timeline for the above scope which highlights key milestones within the project.

## **Qualifications (Evaluation Criteria):**

The respondent, as part of the LOI response, must demonstrate its qualifications to perform these services for the University of Rhode Island. Particular qualifications the University is looking for include:

- In-house resources which demonstrate an ability to react quickly to requests for services.
- A track record of successfully working with the Federal, State, and local historical commissions, as well as the local Native American organizations.
- Experience and knowledge of the potential issues in the South County, RI.

## **Cost**

The contractor must outline all costs associated with the above scope, including but not limited to:

### Personnel Rates

Hourly rates for each level of personnel involved in the study.

### Reimbursable Expenses

Reproduction - Copying, printing, & reporting  
Supplies - Archival Paper, Bags, and Flagging.

**All evaluation categories, including cost, are of equal importance.**

The ranked findings and selection recommendation will be submitted to the State's Architectural/ Engineering Consultant Services Selection Committee, and forwarded to the Director of Administration for final selection consideration.

## **Contact Information**

Questions concerning this solicitation may be e-mailed, in a Microsoft Word format, to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than the date & time indicated on page one of this solicitation. Please reference the LOI# on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested offerors to download the information.

The state may, at its sole option, elect to require a respondent(s) to make a presentation to state officials regarding clarification of the technical components of their response to this Request for Proposals.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

Notwithstanding the above, the state reserves the right to award on the basis of cost alone, to accept any, or all, offers, and to act in its best interest.

The ranked findings and selection recommendation will be submitted to the State's Architectural/ Engineering Consultant Services Selection Committee, and forwarded to the Director of Administration for final selection consideration.

**END**