

City of Pullman  
Request for Statements of Qualifications  
Digital Walking Tour Project

I. Introduction

The City of Pullman, Washington requests statements of qualifications from private consultants to collect information regarding certain historic resources in and around downtown Pullman, enter this data into the Clio - Discover Nearby History and Walking Tours application (“Clio”), and create an historic downtown walking tour(s) on said app.

II. Background

The City of Pullman (2017 population: 33,280) adopted its Certified Local Government (CLG) ordinance in 2010, which established an Historic Preservation Commission (HPC). One of the goals adopted by the HPC for 2017 was a standing goal of “Pursue a CLG grant”. The project chosen for this year’s grant cycle was to create a digital walking tour based upon the walking tour brochure created in 2014 and currently administered by the Chamber of Commerce. The grant application was approved by the Department of Archaeology and Historic Preservation (DAHP). The HPC is therefore moving forward with plans to use Clio to store and disseminate this information.

III. Scope of Work

This work will be carried out for the city planning department under the general direction of the planning director. The main purpose of the project is to create a walking tour(s) on Clio.

The consultant will first collect materials and information to be included in the entries for Clio, using a combination of sources including historic materials (such as those found in the WISAARD database or the Whitman County Historical Society archives), background data collected for the walking tour brochure, and field observations. The consultant will also take representative photographs of said resources. The consultant will then draft entries for Clio describing the historic resources to be uploaded. The consultant will produce a report, to be provided to DAHP, regarding their progress to date. The consultant will evaluate resource entries for potential walking tour routes. Once the possible routes have been established, the consultant will collaborate with staff and the HPC to review entries submitted to Clio, including resource materials and tour route alternatives, for interest and ease of use. Entries and routes may be amended at this point to improve content and flow, and the consultant will add these entries and routes to the Clio online database. The consultant will then prepare a second progress report for DAHP describing their work thus far.

The project then moves into a marketing phase, once the tour entries and routes have been approved by the HPC and DAHP. The consultant, working with the HPC, will create a short marketing plan detailing how they would inform the public about the Clio History app and the material pertaining to Pullman. The plan will include, at a minimum, an enumeration of marketing resources to be utilized (for example, postings to the City’s social media or a mention in the Community Update) and examples of any marketing materials as well. The consultant and planning staff will then monitor any feedback provided regarding Clio and the

Pullman content. After this brief monitoring period, the consultant will use any feedback provided to update or correct the online data. Finally, the consultant will draft a final report to be provided to DAHP upon the project's completion.

#### IV. Project Timing and Budget

Statements of qualifications will be accepted until 5:00 p.m. Pacific Daylight Time (PDT) on October 27, 2017. A short list of consultants will be developed from the statements of qualifications, and interviews/presentations will be scheduled as soon as practicable, probably in November. A consultant agreement is expected to be negotiated and executed by November 2017. The city desires to have a draft final report completed by the consultant by April 2018. The total amount of grant funds allocated for consulting services on this project is \$5,250.

A cost-reimbursable agreement with a "not-to-exceed" provision is anticipated. The City of Pullman's Standard Professional Services Agreement will be the contract document for this work. A copy of said agreement form is available for review upon request from the planning department.

#### V. Statement Requirements

The statement of qualifications must include, at a minimum, the following information:

- a) the names and qualifications of the key personnel who would be assigned to this project, including a description of the person who would be primarily responsible for this project;
- b) a brief narrative of your understanding of this type of project and your proposed approach to completing the project under consideration;
- c) a list of projects similar to this project that you or, if applicable, your firm has completed in the recent past and a list of similar projects the key personnel has recently completed, including references for each of these lists;
- d) the name, title, address, and telephone number of individuals with authority to negotiate and execute contracts and who may be contacted during the evaluation process.

Statements shall be limited to ten pages in length plus résumés. The statements shall be developed from the consultants' understanding of and experience with this type of work and the information provided herein.

#### VI. Selection Criteria

The short list of consultants selected for interviews/presentations will be made from the statements of qualifications that are submitted, based on the following:

- a) understanding of this type of project and proposed approach to completing the project under consideration (30%);

- b) key personnel qualifications and experience (30%);
- c) completeness and adequacy of the statement of qualifications (30%);
- d) reviewer discretion (10%).

#### VII. Submission Requirements

To be considered for this project, an electronic copy of the statement of qualifications must be received at the office of the planning department, City of Pullman, no later than 5:00 p.m. PDT on October 27, 2017. The planning department will acknowledge receipt of all statements. The statement must be submitted in portable document format (PDF) to planning director Pete Dickinson by means of the following email address:

[pete.dickinson@pullman-wa.gov](mailto:pete.dickinson@pullman-wa.gov)

#### VIII. Special Conditions

The following special conditions shall apply to this process:

- A. General Terms. This Request for Statements of Qualifications does not commit the city to enter into an agreement, to pay any costs incurred in the presentation of the statement of qualifications or subsequent negotiations, or to contract for the project. All information furnished in this Request for Statements of Qualifications was gathered from sources deemed to be reliable. No representation or warranty is intended as to the accuracy or completeness of the information contained herein and the city reserves the right to alter or cancel this Request for Statements of Qualifications.
- B. Reservation of Rights by the City. The issuance of this Request for Statements of Qualifications does not constitute an agreement by the city that any professional services agreement will actually be entered into by the city. The city expressly reserves the right to:
  - Waive any immaterial defect or informality in any statement of qualifications or procedure.
  - Reject any or all statements of qualifications.
  - Reissue the Request for Statements of Qualifications.
  - Invite additional respondents to the Request for Statements of Qualifications.
  - Complete the services contemplated by this Request for Statements of Qualifications by any other means.
  - Request additional information and data from any or all respondents.
  - Extend the date for submission of statements of qualifications.
  - Supplement, amend, or otherwise modify the Request for Statements of

Qualifications and cancel this request with or without the substitution of another Request for Statements of Qualifications.

- C. Negotiation Rights. Final terms of any agreement will be agreed upon during negotiations. Negotiations may be terminated for failure to reach mutually acceptable terms.
- D. Right to Disqualify. The city reserves the right to disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data. Further, the city reserves the right to disqualify any respondent on the basis of any real or apparent conflict of interest. By responding to this Request for Statements of Qualifications, the respondent agrees that any finding by the city of any fact in dispute related to this Request for Statements of Qualifications or the responses thereto shall be final and conclusive except as provided herein.
- E. Preparation Costs. Each respondent will be responsible for all costs incurred in preparing a response to this Request for Statements of Qualifications. All materials and documents submitted by the respondents in response to this Request for Statements of Qualifications will become the property of the city and will not be returned. As such, they constitute public records that may be delivered to a person making an appropriate request for public records. The selected respondent will be responsible for all costs incurred by it during negotiations.
- F. Affirmative Action Requirements. Respondent, by submission of a response, agrees to not discriminate against any worker, employee, subcontractor, or any member of the public because of race, creed, color, religion, sex, age, marital status, national origin, sensory or physical handicap, or otherwise commit an unfair employment practice and further agrees to comply with all federal, state, and city equal employment opportunity requirements.

IX. Inquiries

Please direct any questions about this Request for Statements of Qualifications to planning director Pete Dickinson by phone at (509) 338-3279; by postal mail at 325 SE Paradise Street, Pullman, WA 99163; or by email at [pete.dickinson@pullman-wa.gov](mailto:pete.dickinson@pullman-wa.gov).