

REQUEST FOR PROPOSALS

Petroglyph Survey and Recordation Project

Introduction

The Rapid City Historic Preservation Commission in conjunction with the State Historical Preservation Office, Office of History, is soliciting proposals for the survey and recordation of a petroglyph site located in Rapid City, South Dakota.

Project Scope and Specifications

The project entails the survey and recordation of a petroglyph site. Documentation will include a survey report that follows the stipulations set out in the "Guidelines for Cultural Resource Surveys and Survey Reports" available at: http://www.sdhistory.org/HP/R&C_Guidelines.pdf.

Project Direction

The consultant will confer with the staff of the State Historic Preservation Office concerning research and specific instructions prior to beginning the project.

Qualifications

Personnel responsible for preparing the documents must be qualified in history and/or archeology under provisions of 36 CFR 61 and be familiar with current guidelines.

Consultant should be able to demonstrate previous work in petroglyph/rock art survey, recordation, and analysis in the Black Hills region.

Products

Products will include two survey reports per the guidelines and an additional survey report and a copy ready format. Included in the reports will be a determination of eligibility for the National Register.

Time Frame

Bids and proposals should be submitted no later than August 8, 2008. The proposal should include a timeline for the work including dates for drafts and the final products. All products must be submitted by 15 April 2009.

Tentative Payment Schedule

Payment will be made upon completion of the project and acceptance by the Rapid City Historic Preservation Commission and State Historic Preservation Office.

Proposal

The proposal should include a resume with three references, if one is not on file with the State Historic Preservation Office.

Submit proposals to:
Rapid City Historic Preservation Commission
300 Sixth Street
Rapid City SD 57701

REJECTION RIGHTS

The City of Rapid City retains the right to reject all proposals and to re-solicit if deemed to be in their best interests.

Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposer.

COST OF PROPOSAL PREPARATION

No reimbursement will be made by the City of Rapid City or any other party to this agreement for any costs incurred prior to a formal notice to proceed under a contract.

PROPOSALS TO BE IN EFFECT

Each proposal shall state it is valid for a period of not less than forty five (45) days from the date of receipt.

PROHIBITED INTEREST

No member, officer, employee of the City, or member of its governing body or of a local public body having jurisdiction within the City's service area, during his or her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

TAXES

The contract amount submitted by the consultant shall take into consideration the fact that the City of Rapid City is exempt from all state taxation, including state sales tax.

NON-DISCRIMINATION/AMERICANS WITH DISABILITIES ACT

The successful consultant shall comply with the requirements of Title 49 CFR Part 21 and Title VI of the Civil Rights Act of 1964. The successful consultant shall submit upon request quarterly Title VI (civil rights) State of Contractor reports to the South Dakota Department of Transportation. The successful Consultant shall provide services in compliance with the Americans with Disabilities Act of 1990.

CONTRACT PROVISIONS AND ASSURANCES

The contract must be in compliance with federal, state and local requirements applicable to such contracts.

INSURANCE

Any and all agreements resulting from this request for proposals shall require the successful Consultant to provide and maintain professional liability insurance as well as worker's compensation, public liability and property damage insurance in compliance with all applicable State and Federal regulations and contracting provisions required by the Federal funding authority, including 49 CFR Part 31 or subsequent revisions of said federal regulations.