



REQUEST FOR PROPOSALS

Historic Preservation Workshops

The City of Wenatchee is seeking consultants with experience and knowledge in maintaining historic properties to create one to three Historic Preservation Workshops, in the City of Wenatchee, focused on topics that may include Architectural Styles and Details, Energy Efficiency, Window Restoration, Historically Appropriate Landscaping, Hands on Maintenance, etc.

Services needed: Create and conduct a historic preservation workshop(s) on the topics identified above or agreed to by the City in advance; Create handouts and other educational materials to support the workshop(s), and create an electronic bulletin (see NPS bulletins) to be included as part of a technical assistance database.

Project Description

The City of Wenatchee will conduct three or more Historic Preservation Workshops to educate the public on how to maintain and preserve historic properties and create a bulletin from the workshop to be included in a database of historic preservation technical assistance.

Project Schedule

Consultant selection is expected in March 2012 with workshops to take place between March and August 2012.

Project Budget

The project budget is a \$3,000 grant from Washington State Department of Archaeology and Historic Preservation; Federal pass-through grant. The grant agreement requires a minimum of three historic preservation workshops.

Submittal Requirements

Submittals shall provide the following information at a minimum:

- The suggested workshop topic(s) and approach for delivering the information to the workshop attendees.
- Identify the workshop length and what type of location needed to hold the workshop; e.g. warehouse, meeting room, etc.
- Identify materials provided and what, if any, are needed for participants.
- Describe how and in what format the workshop and related materials will be provided to the City.
- List presenters and provide resumes that highlight historic preservation credentials with appropriate references.
- Provide a budget that details all costs including estimated hours with hourly rate.
- Identify proposed dates and times for workshops.

Proposals will be evaluated based on the submittal requirements. Consultant selection may be made based on the submittals alone or interviews from a shortlist of submittals.

Please submit two hard copies & one electronic copy of the RFP to: Brian Frampton, Associate Planner, City of Wenatchee, 1350 McKittrick Street, Suite A, Wenatchee, WA 98801 or by email to bframpton@wenatcheewa.gov by 5:00PM, February 29, 2012.

Any questions regarding this RFP should be directed to Monica Libbey, Planning Manager, mllibey@wenatcheewa.gov or by phone (509) 888-3252.