



REQUEST FOR PROPOSALS (RFP)

June 2026

Consultant Contract

Project Title: Model Local Government Cultural Resources Ordinance

Procurement Schedule

Schedule of Events	Date
Issue Request for Proposals	June 16, 2026
Question and Answer Period Ends	June 29, 2026
Pre-proposal Conference (virtual)	June 24, 2026, 10:30 am PST
Proposal Submission Deadline	June 30, 2026
Evaluate Proposals By	July 10, 2026
Conduct Interviews with Finalists, if required	July 1-6, 2026
Announce Apparent Successful Contractor	July 7, 2026
Hold Debriefing Conferences, if required	July 7-8, 2026
Negotiate and Sign Contract	July 9-10, 2026
Begin Contract Work	July 13, 2026
First Project Orientation Meeting	TBD

*The Department reserves the right to modify this schedule.
Changes will be posted on the Department’s website at www.dahp.wa.gov*

Procurement Contact

Marivic Quintanilla | Contracts & Grants Manager
Email: marivic.quintanilla@dahp.wa.gov | Phone: (360) 870-6383

All RFP materials must be emailed by June 30, 2026 at 11:59 pm PST to:
contracts@dahp.wa.gov and marivic.quintanilla@dahp.wa.gov



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1. STATEMENT OF WORK

1.1 PURPOSE

The purpose of this Contract is to develop a model local government ordinance for the protection of archaeology and cultural resources.

1.2 BACKGROUND

Funding is provided by the legislature for the Department of Archaeology and Historic Preservation (DAHP) to participate in the development of a model ordinance for archaeological and cultural resource protection in consultation with federally recognized Tribes and with participation from the Washington State Association of Counties, the Association of Cities, the Governor's Office of Indian Affairs, the Department of Commerce, the Department of Ecology, a statewide association representing homebuilders, a statewide association representing general business, and an environmental nonprofit focused on land use and housing. A report is due to the Legislature by June 1, 2027 ([Proviso Page 126](#)).

Model Ordinance Proviso-

\$175,000 of the general fund—state appropriation for fiscal year 2027 is provided solely for the department to develop a model ordinance that could be used by local governments to protect archaeological and cultural resources when development may impact places of importance to local history and federally recognized Indian tribes. The model ordinance must be developed in consultation with federally recognized Indian tribes and with participation from the Washington state association of counties, the association of Washington cities, the governor's office of Indian affairs, the department of commerce, the department of ecology, a statewide association representing home builders, a statewide association representing general business, and an environmental nonprofit focused on land use and housing. In developing the model ordinance, the department must identify minimum requirements that would demonstrate archaeological and cultural resources protection. In developing minimum requirements, the department must consider best practices from ordinances adopted by local jurisdictions with the express purpose of protecting archaeological and cultural resources. By June 1, 2027, the department must provide a report to the legislature that includes: The model ordinance; minimum requirements for a compliant ordinance; a list of tribes consulted; a list of stakeholders engaged; and a summary of key findings that informed the development of the ordinance.

1.3 WORK EXPECTATIONS

The Contractor shall provide all things necessary for and incidental to the following:



- 1.3.1 Review existing city and county cultural resource, historic preservation ordinances, and any local preservation plans.
- 1.3.2 Review existing ordinances and current DAHP cultural resource Data-Share Agreements to recommend improvements to compliment the model ordinance as some ordinances currently refer to archaeological data shared by DAHP.
- 1.3.3 The Contractor shall prepare a summary of cities and counties with an ordinance and data-share agreements and summarize each.
- 1.3.4 Develop a model ordinance. The Contractor shall meet with the following entities to gain perspectives and recommendations. This includes, but is not limited to:
 - 1.3.4.1 Tribal cultural resource staff;
 - 1.3.4.2 Tribal attorney;
 - 1.3.4.3 Tribal lobbyists;
 - 1.3.4.4 Association of Washington Cities and Washington Association of Counties;
 - 1.3.4.5 Building Industry Association of Washington;
 - 1.3.4.6 Governor's Office of Indian Affairs (GOIA);
 - 1.3.4.7 Washington State Department of Commerce;
 - 1.3.4.8 Washington State Department of Ecology;
 - 1.3.4.9 Forterra and/or other housing associations; and
 - 1.3.4.10 Association of Washington Business
- 1.3.5 Contractor shall meet on a regular basis at DAHP's request, which will include DAHP, Department of Ecology, Department of Commerce, and GOIA to devaluate the project's process.
- 1.3.6 Prepare a draft model ordinance based on statement from Department of Archaeology and Historic Preservation (DAHP), GOIA, Department of Commerce and Department of Ecology.
- 1.3.7 The draft model ordinance shall be provided to the entities listed in section 3.6 for review and approval.
- 1.3.8 Contactor shall provide DAHP with a one (1) page monthly progress report highlighting progress and/or challenges faced during that



month. This report shall include progress with feedback needed from DAHP.

- 1.3.9 Contractor shall submit a final report to DAHP for review and approval by May 18, 2027. It is due to the legislature by June 1, 2027.
- 1.3.10 The expectation shall be that DAHP will be interacting with the consultants on a regular basis but will still require more formal documentation starting August 1, 2026, and ending May 18, 2027.
- 1.3.11 The Contractor shall comply with all travel cost reimbursement rules and rates established by the Washington State Office of Financial Management (OFM). This includes but is not limited to the [State Administrative and Accounting Manual \(SAAM\) Chapter 10](#).
- 1.3.12 Only travel expenses that fully adhere to [OFM guidelines](#) shall be considered allowable and reimbursable under this Contract.
- 1.3.13 All travel expenses shall fully be accounted for and reimbursed separately outside the Deliverables Table in Section 4.
- 1.3.14 Contractor shall submit all receipts for travel cost reimbursement to DAHP for review and approval.

1.4 DELIVERABLES TABLE

Total Maximum Compensation for this Contract shall not exceed **\$155,000**. The Department reserves the right to withhold payment or funding, in whole or in part, if the Contractor's performance fails to meet the requirements, deliverables, or quality standards established under this Contract. Such withholding may continue until the Contractor remedies all deficiencies to the Department's satisfaction. The Department shall not be liable for any costs incurred by the Contractor during the period in which funding is withheld.

Rates Table 2026 - 2027		
Hour(s)	Rate	Total Maximum Compensation Per Month
Shall not exceed 70 hours per month	\$175 per hour	\$12,250



1.5 FUNDING

The DEPARTMENT has a set budget not to exceed \$155,000 for this project. Any Contract awarded as a result of this procurement is contingent upon the availability of funding.

1.6 PERIOD OF PERFORMANCE

The period of performance of contract resulting from this RFP is tentatively scheduled to begin by July 13, 2026 and to end by May 18, 2027. Amendments extending the period of performance, if any, shall be at the sole discretion of the Department.

1.7 DEFINITIONS

DEPARTMENT – The DEPARTMENT is the agency of the State of Washington that is issuing this RFP.

CONTRACTOR – The individual, project team, or company submitting a proposal in order to attain a contract with the DEPARTMENT.

PROPOSAL – A formal offer submitted in response to this solicitation.

REQUEST FOR PROPOSALS (RFP) - Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the contracting community to suggest various approaches to meet the need at a given price.

2. GENERAL INFORMATION FOR CONTRACTORS

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the DEPARTMENT for this procurement. All communication between the Contractor and the DEPARTMENT upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name: Marivic Quintanilla
Phone Number: (360) 870-6383
E-Mail address: marivic.quintanilla@dahp.wa.gov

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES



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2.3 PRE-PROPOSAL CONFERENCE

A pre-proposal conference is scheduled to be held virtually on Wednesday, June 24, 2026, from 10:30 am - 11:00 am PST . The session will be recorded for anyone who is unable to attend. Further information regarding call-in information will be posted on our website at www.dahp.wa.gov, or you can contact the RFP Coordinator directly for information. All prospective contractors are encouraged to attend; however, attendance is not mandatory. Written questions may be submitted in advance to the RFP Coordinator. The DEPARTMENT shall be bound only to written answers to questions. Any oral responses given at the pre-proposal conference shall be considered unofficial.

2.4 SUBMISSION OF PROPOSALS

Contractors are required to submit an electronic copy (PDF) of their proposal to the DEPARTMENT via email. The PDF must be compressed into a single PDF with the following naming convention: FIRMorCONSULTANTNAME_URC LGBTQ Historic Sites Survey RFP_Date.pdf and must be received by the DEPARTMENT **by 11:59 pm PST on Tuesday, June 30, 2026.**

The proposal is to be sent to the RFP Coordinator at the DEPARTMENT email address. See RFP Coordinator contact information (above) for DEPARTMENT email address. Late proposals will not be accepted and will be automatically disqualified from further consideration.

All proposals and any accompanying documentation become the property of the DEPARTMENT and will not be returned.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Director of the DEPARTMENT and the apparent



successful contractor; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 TO 42.17.340, "Public Records."

2.5 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). No preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving award of contract, and proposals will not be rejected or considered non-responsive on the basis of minority and women owned business participation.

2.6 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by the DEPARTMENT from the due date. A proposal that does not state sixty days for acceptance will not be rejected; however, any proposal that places an acceptance of less than sixty (60) days by the DEPARTMENT will be automatically disqualified from further consideration.

2.7 RESPONSIVENESS

The DEPARTMENT reserves the right at its sole discretion to waive minor administrative oversights.

2.8 MOST FAVORABLE TERMS

The DEPARTMENT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The DEPARTMENT does reserve the right to contact a contractor for clarification of its proposal.

2.9 COSTS TO PROPOSE, NO OBLIGATION TO CONTRACT, REJECTION OF PROPOSALS

The DEPARTMENT will not be liable for any costs incurred by the Contractor in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.



This RFP DOES NOT OBLIGATE the State of Washington or the DEPARTMENT to contract for services specified herein.

The DEPARTMENT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

3. PROPOSAL CONTENTS

Contractors are required to submit an electronic copy (PDF) of their proposal to the DEPARTMENT via email. The PDF must be compressed into a single PDF with the following naming convention: FIRMorCONSULTANTNAME_FY27 Model Local Ordinance_Date.pdf and must be received by the DEPARTMENT by **Tuesday, June 30, 2026 11:59 pm PST**.

Proposal submittals must include the following items to be considered complete and responsive to this request:

1. One-page cover letter summarizing the contractor's interest in the project and identifying the contact information of the project manager/key contact. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification number (UBI) are to be included if applicable.
2. Names, resumes (including an email address), and any other relevant qualifications of the project lead, the project manager/key contact (if different), and key personnel who will work on the project. It is highly desirable that the proposal include references for the principals and members of the project team (if any) of the Contractor.
3. Names of any sub-consultants (including key personnel and resumes) and a summary of their scope of services and their responsibility(ies) as part of the project team.
4. A statement of project approach that addresses how the consultant will accomplish the identified scope of work.
5. Identification of key stakeholder individuals and organizations.
6. A proposed schedule to complete the project (timeline including key milestones for deliverables after Notice to Proceed).
7. A project budget and fee schedule itemized by each work task/phase outline that identifies:
 - a. The standard hourly billing rate for personnel (or employee classification) anticipated to work on the Project
 - b. The number of hours worked per staff member
 - c. The percentage of total work completed by the prime consultant and any sub-consultant(s)
 - d. Any travel or miscellaneous expenses



- e. Total cost for all anticipated reimbursable expenses.
 - f. Reimbursable costs must not exceed \$155,000.
8. For the consultant and any sub-consultants: description of three (3) similar or related projects successfully completed. As necessary, include additional information demonstrating understanding and insights related to the project scope.

4. SCOPE OF WORK

Develop a Model Local Government Ordinance for Protection of Archaeological and Cultural Resources for the Washington State Department of Archaeology and Historic Preservation (DAHP) utilizing fiscal year 2027 State General Fund Appropriation (per the budget proviso) in DAHP's supplemental budget from the legislature. The required completion date is May 18, 2027.

- 4.1 Progress reports shall be submitted to the DEPARTMENT on a monthly basis throughout the duration of the project. Each report shall at minimum summarize progress in accomplishing each task, describe any problems encountered, and discuss any questions or unforeseen circumstances that may arise.

5. COST PROPOSAL

The maximum fee for this contract must be \$155,000 or less to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Contractor of least cost, but rather to the Contractor whose proposal best meets the requirements of this RFP. However, Contractors are encouraged to submit proposals which are consistent with State government efforts to conserve state resources.

6. EVALUATION AND CONTRACT AWARD

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the DEPARTMENT, which will determine the ranking of the proposals.

The DEPARTMENT, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.



7. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after announcement of the apparent successful contractor. The debriefing must be held within five business days of the request.

8. PROTEST PROCEDURE

Protesting of this procurement must be in writing and signed by the protesting party. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator. A protest can only be filed following attendance of a debriefing conference, and must be filed with the RFP coordinator within three business days of the date of attendance of the debriefing conference.

Only protests stipulating an issue of fact concerning the following subject shall be considered.

- A matter of bias, discrimination or conflict of interest on the part of the evaluator.
- Errors by the evaluator.
- Non-compliance with procedures described in the procurement document or DEPARTMENT policy.

Upon receipt of a protest, a protest review will be held by the DEPARTMENT. The DEPARTMENT director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision with five business days of receipt of the protest. If additional time is required, the protest party will be notified of the delay.

