



# **FEASIBILITY STUDY AND NATIONAL REGISTER OF HISTORIC PLACES**

## **STOUT'S HOTEL**

### **REQUEST FOR PROPOSAL**

**Town of Gila Bend, Arizona  
644 West Pima Street P.O Box A,  
Gila Bend, Arizona 85340**

[grants@gilabendaz.org](mailto:grants@gilabendaz.org)

**623.606.7977**

## **RFP TIMELINE**

<b>ISSUE DATE:</b>	<b>Wednesday October 27, 2017</b>
<b>PROSPOSAL DUE DATE:</b>	<b>Tuesday, November 21, 2017</b>
<b>SUBMIT PROPOSAL TO:</b>	<b>Attention: Beverly Turner 644 West Pima Street P.O. Box A, Gila Bend, Arizona 85337</b>
<b>ELETRONIC SUBMITTAL:</b>	<b>To: <a href="mailto:grants@gilabendaz.org">grants@gilabendaz.org</a> Cc: <a href="mailto:bturner@gilabendaz.org">bturner@gilabendaz.org</a></b>
<b>QUESTIONS (November 7, 2017):</b>	<b>To: <a href="mailto:jgaskins@gilabendaz.org">jgaskins@gilabendaz.org</a></b>

### **I. NOTICE OF REQUEST FOR PROPOSAL**

#### **1. Invitation**

Notice is hereby given that sealed proposals will be received before 3:00 p.m. MST on Tuesday, November 21, 2017 at Gila Bend Town Hall located on 644 West Pima Street, P.O. Box A Gila Bend, Arizona 85337, Attention Beverly Turner, Town Clerk.

#### **2. Introduction**

The Town of Gila Bend, through its grant agreement with U.S Department of Agriculture, is soliciting proposals from professionally qualified individuals or teams for Stout's Hotel Feasibility Study to include the completion of a National Registrar of Historic Places nomination for Stout's Hotel.

The Town of Gila Bend completed a Historic Resource Survey in agreement with Arizona State Historic Preservation Office (AZ SHPO) in 1999. The survey identified that three individually eligible projects that would qualify for historic preservation designation. The Town completed the Stout's Hotel Building Condition Assessment in 2012 and is now poised for a Feasibility Study and the completion of the National Register Nomination Form. A copy of the existing reports and related documents can be obtained by email request to the Town's Grant Professional at [grants@gilabendaz.org](mailto:grants@gilabendaz.org).

#### **3. Project Description**

The Town of Gila Bend, Arizona is seeking written proposals for qualified firms or individuals to complete a Feasibility Study which includes Stout's Hotel

building evaluation by an architect experienced in historic renovations and with assistance of a structural engineer. The evaluation will look at the historic value of the building, calculate the square footage of the building and its interior rooms, and provide an overall opinion of the structural integrity of the building. The consultant will work with Town staff to evaluate potential uses of the property based on the needs of the community, the Town administrative staff, and other factors that might determine how the property can best be repurposed. The deliverables will also include the completion of the National Register of Historic Places nomination application for Stout's Hotel. A draft nomination application shall be referenced along with previously completed Historic Resource Survey and Stout's Hotel Building Condition Assessment. Additional documents and staff support shall be made available upon request.

## Project History

Stout's Hotel is *located* on Pima Street/ Highway 85, one block north of the railroad tracks. The *site's setting* is mostly hardscape sidewalks and paving at the north and east sides of the property, dirt, native and non-native vegetation at the south side of the property Stout's Hotel is a two-story Spanish Colonial Revival *style* rectangular building *constructed* of cast in place concrete exterior walls, columns and a concrete beam/girder slab floor system along with a conventional wood framed roof. The building's *size* is approximately seventy-five feet high, seventy-five feet wide and seventy-five feet deep. *Noteworthy features* are the architectural features and Prohibition time-period access points for the below ground tunnel systems. The properties historic integrity has been compromised by fires, water damage and neglected maintenance. The hotel's lobby and some second-floor room areas have structurally secure framing that can be salvaged. Interior features such as tile work and wall textures are prominent historical reference points. The selected consultant will be tasked with identifying a plan of action for preservation as a second report titled Implementation Plan Outline. This plan shall outline the appropriate steps for preserving the site to renovations, repairs and reuse.

Stout's Hotel was named after its owner, Albert H. Stout. The hotel originally faced Murphy Street facing the railroad station grounds. Stout's Hotel was remodeled by architect Henry Trost, who designed a new addition and entry facing the newly constructed Highway 80 (now known as Old US Highway 80). Trost & Trost was a well-known firm in El Paso, Texas. They designed and built hundreds of buildings to include the Spanish Colonial Revival style Stout's Hotel building. The project was completed in 1923. Several original hotel patron registration logs have been acquired. Significant persons of importance may have stayed at the hotel. If identified, these persons shall be included in the nomination application. The Feasibility Study shall include a list of person and relevant information to be used as marketing materials for the Town's museum, tourism and economic advancements.

Stout's Hotel is believed to have had a front façade remodel when Highway 80 was expanded in 1956. The popularity of automobiles increased travel. Hot temperatures made Gila Bend a perfect rest stop for overnight stays. The construction of Interstate 8 provided a quick pass-through option for travelers which hindered the town's growth. To improve economic development in the rural town of Gila Bend is seeking professional input related to potential uses for the property. Town Staff are interested in accommodating a small business

incubator for Arts, Culture, and Tourism on the first floor and Town Hall/Office Space on the second floor. The selected consultant shall consider all potential reuse options for the hotel along with potential jobs creation and use sustainability.

## **II. SCOPE OF WORK**

1. Review existing documents, historical research, publications, and architectural traditions relate to the Town of Gila Bend.
2. Revise existing document and revise and/or update documents to include the draft nomination application to include appropriate language, description of significance, narrative justification, boundaries, photographs, mapping, bibliographical reference and supporting documentation to ensure nomination approval. While minor changes may occur as preparation of the nomination proceeds, the efforts of this task will determine the overall extent of the historic building to be nominated for listing in the National Register of Historic Places.
3. Conduct a minimum of one public meetings in Gila Bend to inform owners and interested residents about the goals and scope of the nomination.
4. Prepare draft Feasibility Study and revise the National Register Nomination: One (1) hard copy and one (1) digital copy (Microsoft Office Word format) of a fully edited draft documents with all supporting materials (in appropriate formats). The draft report shall be submitted to Arizona State Historic Preservation Office for review by the Historic Sites Review Committee and the selected consultant shall revise the final nomination based on the combined comments from SHPO and the HSRC. If the nomination is not accepted by Washington, the consultant shall agree to make additional revisions for the Keeper of the National Register.

The Feasibility Study shall include a general summary outlining the necessary steps toward site preservation, renovations and any other requirements that will allow Stout's Hotel to become operational. Items shall include but are not limited to the following:

- a. Provide engineer and architectural reports addressing structural integrity, utilities, and other relevant construction needs.
- b. List of significant persons that stayed at the hotel along with information of that person's significance and any suggestions for

marketing the persons as a part of the town’s economic development of arts, culture, and tourism. This shall include new jobs in tourism that may be created because of the new public/private partnerships at Stout’s Hotel.

- c. List of funding resources, grants and donations to support any costs associated with repairs, renovations, and reuse proposal.
  - d. Summary of return on investment and/or sustainability plan as it relates to the building’s proposed reuses.
  - e. Summary task list in chronological order for the site to be completely renovated and in compliance for the proposed reuse. This shall include conceptual renderings of the interior, exterior and surrounding areas.
5. Prepare Final National Register Nomination: Submit three (3) hard copies and one (1) digital copy (Microsoft Office Word format) This final nomination form and all accompanying materials (in appropriate formats).
  6. Prepare two (2) sets of addresses one in excel format and the other as mailing labels for all current property owners within the proposed National Register nomination site at the time of submission for use by the National Historic Preservation in nomination-related correspondence. To ensure that most accurate and current contact information, these labels will be prepared and submitted between submittals of the final nomination form and the last public meeting.
  7. Submit final documentation Feasibility Study and Final Nomination Form to Gila Bend with updated revisions for Town staff and SHPO.

Status reports to accompany quarterly invoicing: Invoices shall be accompanied by a written status report of work completed during the invoicing period. This is especially crucial to ensure that milestones are met and the final product is delivered in appropriately.

<b>Invoice</b>	<b>Due Date</b>	<b>Product</b>
1 <sup>st</sup> Invoice 25% with Status Report	November	Documentation of the consultant selection process and a draft of the consultant contract prior to signature submitted to SHPO or review and approval.
	December	Consultant Scope of Work Task 1 and 2.
	December	First public meeting held to present the goals and scope of the nomination process Task 3
	January	Consultant Scope of Work Task 4 and 5

2 <sup>nd</sup> Invoice 50% with Status Report	February	Submit to SHPO draft nomination in hard copy and digital TIF images in color, draft maps and addresses of property owners identified as contributing properties.
	February	Submit Draft Feasibility Study to Town of Gila Bend
3 <sup>rd</sup> Invoice 75% with Status Report	February	Conduct second Public Meeting (if necessary)
	March	Consultant Scope of Work Task 6 and 7
	March	Submit to SHPO revised historic nomination incorporating SHPO and Gila Bend Staff comments and additional documentation.
4 <sup>th</sup> Invoice 90% with Status Report	March	Final documentation submitted to National Office of Preservation.
	March	Submit final invoice for remaining 10% to Town of Gila Bend.

**III. Project Budget**

Not to exceed \$30,000

**IV. Qualifications**

Given the scope of work, the existing documents and staff in-kind/resources, a multi-disciplinary team approach to preparing the nomination is preferred but not required. The successful applicant/team will meet or exceed the professional qualifications listed in 36 CFR 61, Secretary of the Interior’s Stands for Archaeology and Historic Preservation; Professional Qualifications Standards. The successful applicant/team will have appropriate credential related to historic architect and/or structural engineer, thorough knowledge of Arizona archaeology, and all National Register of Historic Places guidelines appropriate for this project. The applicant/team should have successfully completed at least one (1) National Register nomination for a historic place listed in the National Register of Historic Places preferably in Arizona. Team applicants that can demonstrate previous successful collaborative efforts on similar projects are also preferred. Applicants will have the capacity and ability to complete the project in the required time frame.

Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the Respondent’s ability to meet the requirements of the RFP. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirement, and an understanding of the Town’s needs.

**V. Bid Submission Requirements**

1. Proposal must be received on Tuesday, November 21, 2017 by 3:00 p.m. MST a Gila Bend Town Hall located at 644 West Pima Street P.O. Box A, Gila Bend, Arizona, Attention: Beverly Turner, Town Clerk.
2. Responses shall be a maximum of twenty (20) printed pages, the cover, table of contents, divider sheets, work examples, do not count as printed pages.
3. Cover Letter: A maximum one-page letter stating the respondent's interest in being considered for the project
4. Executive Summary: A maximum three-page summary of the respondent's ability to complete this project based on background experience.
5. Company Background: An introduction to the respondent's background, including number of years active in company field, education, and number and type of projects completed for all personnel that will be assigned to this project. This should include experience successfully nominating historic properties to the National Register of Historic Places.
6. Company Experience: A list of projects the respondent has completed within the last five years that are like the project request in this RFP. Include company name, address, person(s) to contact, telephone number, a brief description of the projects completed, and date completed for reference.
7. Response to Scope of Services: The response should include statement of how the applicant/team experience meets the expectations of this project, and a narrative on how the scope will be accomplished. Describe the schedule of events necessary to complete the project clearly defining the roles of an involved personnel. Outline familiarity with the project and identify critical or unique issues approaches used elsewhere. Outline a communication process and explain timelines, deadlines, and required public meetings. Include a cost summary with estimated hours and cost for each task and total cost to complete the project.
8. Submit a certificate:
  - a. Good Standing with Arizona Corporation Commission
  - b. Acknowledge the ability to provide a Certificate of Insurance for Comprehensive General Liability Workman's Compensation prior to starting the project if awarded.
  - c. Acknowledge the ability to follow Arizona SHPO requirements.



- d. Agreement to prepare the document in accordance with the National Register (36 CFR 61, Appendix A, professional qualifications and associated Bulletins.

**VI. Evaluation**

All proposals will be evaluated on the matrix scale noted below:

<b>Section Number</b>	<b>Titled Sections</b>	<b>Weight</b>
Section One	Cover Letter	10%
Section Two	Executive Summary	10%
Section Three	Company Background	20%
Section Four	Company Experience	30%
Section Five	Response to Scope of Services	30%
Section Six	Sample Document(s)	10%
Section Seven	Resume(s), Certifications, etc.	10%
Bonus Points	Small Businesses (Minority, Women, Disability, and Veteran Owned Businesses)	5 points

Funding for this project is made available through USDA Rural Business Development Grant. Awarding the contract is contingent upon obligation of the Federal Funds. All questions on the project or proposal should be submitted to Janeen K. Gaskins at [jgaskins@gilabendaz.org](mailto:jgaskins@gilabendaz.org) and copied to Beverly Turner at [bturner@gilabendaz.org](mailto:bturner@gilabendaz.org) at least two working days prior to the submittal deadline. The Town of Gila Bend reserves the right to waive any informality in or to reject any or all proposals.

**TOWN OF GILA BEND  
REQUEST FOR PROPOSAL SUBMISSION FORM  
RFP #**

Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email\_\_\_\_\_

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS. SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT THE TOWN'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFP is a solicitation for interest and is not a contract or an offer to contract; (2) the submission of Responses by Respondent in response to this RFP will not create a contract between the Town and Respondent; (3) Neither the Town or the Council, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the Town will be awarded under this RFP; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.

By signature hereon, Respondent offers and agrees to furnish to the Town all the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein. submitted Responses.

By signature hereon, Respondent represents and warrants that: Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP; Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Respondent affirms that it has not violated any of the noted No-Lobbying provisions or specification contained in this RFP.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the Town and the Council, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the

execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

By signature hereon, Respondent affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of the Town or partner organizations regarding the

Submitted and certified this \_\_\_ day of \_\_\_\_\_.

BY:

Signature Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_