



**REQUEST FOR PROPOSAL (RFP)  
For Professional Consulting Services  
To Develop The  
Sheridan County Historic Preservation Plan**

Prepared by  
Sheridan County  
March 12, 2021

Sheridan County, on behalf of the Historic Preservation Commission, will accept proposals from individuals and/or organizations specializing in Historic Preservation. Proposals should be addressed to:

Contact: Renee Obermueller, Sheridan County, Administrative Director  
Address: 224 South Main Street – Suite B1 – Sheridan, Wyoming 82801-4855  
Phone: 307-674-2900  
E-mail: [bocc@sheridancounty.com](mailto:bocc@sheridancounty.com)

Proposals received after the deadline of **2:00 PM (MST), April 12, 2021** will not be considered.



## Project Description:

The Sheridan County Historic Preservation Commission (SCHPC) seeks proposals from qualified consultants to draft and facilitate public participation to develop a county-wide preservation plan for Sheridan County, Wyoming. The historic preservation plan will serve as a guide for preservation decision-making over the next 10-15 years.

## Project Purpose:

The Sheridan County Preservation Plan project was selected by the SCHPC to establish a vision, priorities, and goals for the preservation of historic and cultural resources in Sheridan County. The plan will establish guidelines for the SCHPC:

1. to identify, evaluate, register, and treat sites, buildings, places, and intangible cultural heritage within the community.
2. communicate and work with Sheridan County community members and community stakeholders concerning historic preservation projects.

The plan will involve the public and elected officials, offer strength to future grant applications, and will serve as a proactive plan for historic preservation efforts.

## General Background

Sheridan County consists of the City of Sheridan; the incorporated townships of Dayton, Ranchester, and Clearmont; the unincorporated communities of Arvada, Story, and Big Horn; and the rural centers of Banner, Beckton, Leiter, Parkman, Ucross, Ulm, Wolf, and Wyarano. Sheridan County's population is approximately 30,485. Sheridan County is located on one of the major routes to Yellowstone and Grand Tetons Nation Parks to the west and to the Black Hills to the east.

Sheridan County is rich in human history, from the Paleoindian Period to the historic, as well, as one of the last major battlegrounds in the Indian Wars of the late 1800s. Numerous battleground sites, historic trails, and military outpost featuring interpretive information for visitors are located throughout the county.

Historic Preservation is a priority of Sheridan County government, residents, and stakeholders. The SCHPC was originally established in 1993 and reinstated in 2019 to fulfill the preservation goals set forth by the county in the 2020 Sheridan County Comprehensive Plan, which affirms: "Sheridan County will identify and preserve historic and cultural resources and maintain their legacy."

The plan-further requires that Sheridan County shall...

- A. Reinforce efforts to preserve urban and rural historic and cultural resources. The-county will continue to reinforce and maintain the County's historic and cultural legacy by building on historic preservation efforts occurring in the City of Sheridan, Sheridan Historic Preservation Commission work to heighten awareness and ensure preservation of Sheridan County's diverse historic and cultural heritage throughout the county. Preservation efforts could target communities and surrounding areas, such as old barns, cabins, remnant segments of trails, archeological sites, and old mining communities.



- B. Prepare a Historic Preservation Plan. Support the Historic Preservation Commission in its efforts to create a long-range historic preservation plan so that the most effective preservation tools are available with emphasis on incentives and coordination with other agencies and land trusts.
- C. Avoid development impacts on archaeological and historical resources. Identify sensitive archaeological and historical resources in the county's unincorporated areas. To the extent possible, direct development away from significant archeological and historic sites or use clustered site design that account for and avoid these resources. The county will use incentives to promote preservation.

## Scope of Work

The SCHPC will use its Certified Local Government Grant and funding from Sheridan County to hire a consultant to produce a preservation plan for Sheridan County. SCHPC members will collaborate with the consultant through each phase of the project to ensure the commission and county stakeholders are included in the plan's development.

The consultant will help distribute the workload of developing the preservation plan and will develop a professional document that will serve as a resource for SCHPC. The consultant will meet with SCHPC members to aid in the planning process. The consultant will conduct all public meetings within Sheridan County and will collect local input. A survey could also be distributed to citizens for input or given COVID uncertainties may still be present this summer, SCHPC will consider possible web conferences for public meetings. Approximately four meetings will be hosted across Sheridan County for residents to attend and provide input on the planning document. Input from the public meetings and the survey will be organized for inclusion into the preservation plan by the consultant. The SCHPC members will review the data and the consultant will draft the preservation plan. The drafts will go through two review and revision processes with continued input from SCHPC members. A draft of the preservation plan will be posted to the SCHPC webpage for public review and comment for at least 30 days before the preservation plan is finalized. The final preservation plan will be approved by a legal quorum of the SCHPC then sent to the Wyoming State Historic Preservation Office for review before the plan is finalized.

The SCHPC welcomes innovation and creativity from consultant on any of the following task:

- A. Data Collection and Analysis
- B. Stakeholder Meetings
- C. Public Engagement Initiatives
- D. Plan Composition, Draft Plan Presentation/Revisions
- E. Plan Adoption



## Project Budget

The Certified Local Government Grant and funding from Sheridan County has been approved and total project costs must not exceed \$15,700.00

## Project Timeline

March 12, 2021	RFP posted.
April 12, 2021	Proposals due.
May 7, 2021	SCHPC Selects a consultant. SHPO approves consultant selection.
June 2021	SCHPC and consultant to define goals of preservation plan, outline public involvement and timeline for finalizing preservation plan drafts.
July–October 2021	Coordinate local planning efforts for public/community organization input. <ul style="list-style-type: none"><li>• Survey or questionnaire/online marketing or social media</li><li>• Public meetings for four locations throughout the county:<ul style="list-style-type: none"><li>○ City of Sheridan</li><li>○ Town of Clearmont</li><li>○ Town of Dayton</li><li>○ Town of Ranchester</li></ul></li></ul>
October 2021	Consultant to incorporate public input into draft planning document.
November 2021	SCHPC review of rough draft version – open discussion and revisions at meeting.
December 2021	Consultant revises document and draft is posted for public comment on the Sheridan County Website with Public Notice in Newspaper.
January 2022	SCHPC board review of public comments and consultant’s draft document – discussion and revisions at meeting.
February 2022	Final document submitted to county by consultant.



## Qualification/Experience

The successful consultant will demonstrate necessary experience and knowledge to provide the expertise to achieve the scope of work described in this RFP. Consultants should possess a working background with community perspectives and offer creative solutions toward the inclusion of diversity within the Sheridan County historic preservation plan. The firm shall demonstrate its expertise and experience in all areas of historic preservation including but not limited to design guidelines, preservation commission processes and procedures, land use and preservation law; compliance with federal and state preservation law and regulations; urban design; preservation financial incentives; economic and real estate market analysis, strategic planning, city planning, preservation architecture, design guidelines, zoning and land-use planning, and stakeholder engagement.

Qualified firms shall demonstrate proven history of experience in the development of preservation plans within rural communities addressing historic preservation, revitalization, and development strategies, and implementation of historic preservation programs. The consultant will engage key-stakeholders, decision makers, community leaders, and SCHP staff to develop a substantive and informative document. The consultant will work with the parties to develop task oriented and prioritized short and long-term goals and objectives to consider current and future growth of the program. Issues that will need to be addressed include but are not limited to: suggested ordinance revisions; suggestions for community outreach and education; anticipated increases in the number of historic districts; the creation of conservation districts; and the role and duties of city staff and SCHPC.

## Proposal Submission

Respondents must submit a written proposal that includes:

- A. **Firm Profile:** a brief history of the firm and relevant details.
- B. **Team:** Identification of the individual or individuals in the firm/firms who will work on the project. This information should include a list of each person's relevant experience and/or qualifications.
- C. **Experience/Examples:** Examples of previous work and relevancy to this project.
- D. **Services Offered:** A description of the range of services and list of products or deliverables to be provided. This should include a description of what work will be performed directly by the lead consultant and affiliated team members.
- E. **Work Scope:** A scope of work to complete the project based on this RFP.
- F. **Budget/Cost:** Cost for the project, including hourly rates and a not-to exceed total budget. The proposal should include alternative line-items based on the alterations/reductions in scope.
- G. **Schedule:** A schedule for the project, in month-long increments, including deadlines for completion of each phase, dates for public outreach initiatives, and deadlines for draft plans and presentations.

One electronic copy in a Portable Document Format (PDF) of the Proposal marked "Proposal Enclosed-Sheridan County Historic Preservation Plan", must be received no later than Monday, **April 12, 2021** at 2:00 p.m. at the following address (late proposals cannot be accepted):

224 South Main Street – Suite B1 – Sheridan, Wyoming 82801-4855  
Phone: 307-674-2900 – Fax: 307-674-2909



Attention: Renee Obermueller  
Sheridan County  
224 S. Main Street, Suite B1  
Sheridan, WY 82801  
[bocc@sheridancounty.com](mailto:bocc@sheridancounty.com)

## Selection Criteria:

Following is a list of attributes that the SCHPC envisions considering in consultant selection:

- A. 30 Points- Qualifications and experience in creating historic preservation plans,
- B. 20 Points- Detailed proposal of services and specific cost for each phase.
- C. 20 Points- Ability of consultant to meet expected project completion schedule.
- D. 30 Points- Ability to understand existing conditions/local context, including facilitation experience with highly engaged citizens in a changing community.

## Miscellaneous:

The SCHPC reserves the right to accept or reject any and all proposals submitted. Notwithstanding anything to the contrary in this document unless the contrary provision refers specifically to this provision. The SCHPC reserves the right to negotiate changes of any nature with any applicant with respect to any term, condition, or provision in this document and/or in any proposals whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it.