

**VIRGINIA DEPARTMENT OF HISTORIC RESOURCES**  
**REQUEST FOR PROPOSALS FOR DHR REGIONAL OFFICE**

**DEADLINE FOR RECEIPT: 4:00 p.m., September 25, 2009**

**INTRODUCTION**

The Virginia Department of Historic Resources (DHR) intends to relocate its regional office for **Southwest** Virginia from its current location in Roanoke City, Virginia, to a new location in Roanoke City or elsewhere that is central to its service region. DHR is specifically looking for proposed new locations that are situated within a radius of approximately 50 miles of our current Roanoke City location and that are available for DHR occupancy by no later than December 11, 2009. We are looking for partners who can best strengthen our ability to meet the needs of numerous citizens, agencies, and groups within a defined service area of 13 cities and 27 counties in a timely, cost-effective, and efficient manner. We will enter into a cooperative agreement with the successful offeror, wherein we will provide professional staffing, central office support, appropriate supervision, equipment, and a portion of the operating costs for the new regional office. Partners will be expected to provide office space, program facilities, and other necessary support, and to share in some operating costs. For a map of the Southwest Virginia service region, together with DHR's other service regions, use the following link: [www.dhr.virginia.gov](http://www.dhr.virginia.gov) and click Regional Offices.

We intend to select the location of our new regional office based on proposals received from public entities interested in hosting such an office that are situated centrally to the service region. Private organizations wishing to apply should work through a public entity in the proposed region to submit the application. Conversely, public entities should demonstrate in their application the interest and involvement of appropriate private organizations within the proposed region. Partners must be able to demonstrate strong local government and grassroots support for a regional office, their ability to host a regional office, and their interest in working cooperatively with local and regional groups.

The program emphasis for the new regional office will depend in part on the needs of the selected locale. Regional office staff, with the guidance and assistance of the DHR staff in Richmond, will assist communities in identifying and recognizing historic resources as assets in economic development, tourism, education, and community building; produce survey and technical reports; provide technical assistance to local governments, architectural review boards, heritage organizations, local school divisions, private businesses, and property owners; and assist local governments and planning district commissions in taking stock of the economic, educational, and cultural potential of existing resources to meet current and future community needs.

**Background:**

Twenty-one years ago, DHR solicited proposals for a pilot regional office. We determined that a partnership with the City of Roanoke offered the best potential for realizing the wide range of benefits that result from establishment of regional offices. Hosted by the City of Roanoke and supported by a strong alliance of private citizens and groups, DHR's Roanoke Regional Preservation Office has proven its ability to respond promptly to requests for assistance from local governments and citizens and to provide services to the citizens and communities of Southwest Virginia and Lower Piedmont. Because the current building in which it is located is being sold by the City of Roanoke, the Roanoke Regional Preservation Office is obligated to seek new office space. Based on the success of the Roanoke Office, in 1995-96 DHR established three additional regional offices in order to provide the same level of direct

preservation services in every other region of Virginia, including the Shenandoah Valley, Northern Virginia, Tidewater Virginia, Central Virginia and Southside Virginia. The staff of each office has generally consisted of three full-time professionals: an office director with professional skills as a historian, architectural historian or archaeologist, an archaeologist, and an architectural historian or preservation planner. Since 2008, the Roanoke Office has also included office space for the DHR State Archaeologist. The success of DHR's regional offices demonstrates that our effectiveness as a state agency depends largely upon our ability to deal immediately with citizens, agencies, and organizations that manage or affect historic resources. This RFP is intended to facilitate the relocation of our regional office for Southwest Virginia--which currently is based in Roanoke City--to a new location that is central to the service region, and within a radius of approximately 50 miles of our current location, by no later than December 11, 2009. The level of funding provided by DHR for the new office assumes there will be substantial assistance coming from the host locale. This assistance is discussed further below. The level and kind of assistance offered will be taken carefully into account in selecting the location of the new regional office.

### **OBJECTIVES:**

Historic preservation happens because private citizens and local governments want it to happen. The purpose of the DHR's regional initiative is to place DHR's talented staff where they can better support the work of local governments and citizens in the host region. In doing so, we believe we will be able to deliver services more timely, efficiently, and effectively.

Regional staff will:

- Help individuals and localities identify and recognize historic resources as existing and potential economic, cultural, and educational assets by developing, implementing, and monitoring an on-going regional heritage conservation effort that records, evaluates, and promotes active use of historic buildings, structures, districts, archaeological sites, and objects as living parts of community life.
- Help individuals and localities identify, gather, assess, manage, and share information on the full range of historic resources.
- Assist localities and planning districts in relating historic resources to broader community goals and priorities, including economic development, community revitalization, job creation, attraction of investment, tourism, community building, heritage education, transportation, conservation, recreation, resource identification, and resource stewardship.
- Assist developers and private property owners to qualify for tax and other incentives that reward good stewardship of historic resources.
- Assist heritage organizations, commissions, architectural review boards, and tourism offices in program, resource, and organizational development.
- Assist local school divisions, teachers, and students in teaching and learning with historic places.
- Conduct field investigations and training workshops for property owners, local governments, heritage organizations, students, and educators.

- Serve as a clearinghouse for general information on heritage conservation and DHR responsibilities and activities.
- Foster regular exchange of technical and planning information within the region through periodic meetings, workshops, and newsletters.

### **SUPPORT PROVIDED BY DHR:**

DHR will provide professional staffing, central office support, and supervision for the office. DHR will also provide computer equipment, office equipment such as desks, chairs, file cabinets and filing cabinets, telephones and FAX, two vehicles, and a portion of the office's operating costs.

### **RESOURCES REQUESTED FROM APPLICANT:**

Applicants should plan to supplement DHR support by providing office space for four to five people (DHR staff, an intern, and volunteers), public reception area, storage space, small meetings, equipment use and other essential support. Please make clear if the proposal includes utilities. Total space needed by regional office is estimated to be 2,000 – 2,500 square feet. Current needs include office space for four full time staff members; one additional office for public access to DHR's Web-based Data Sharing System, space for supplies and equipment storage; regional office library and archival files space; a handicapped accessible meeting room, and an archaeological laboratory. Applicants may choose to appropriate funds to underwrite facility(ies), equipment, and operating costs for the office or may choose to make available for DHR staff use existing facility(ies), equipment, supplies, etc.

### **SELECTION CONSIDERATION:**

We are looking for partners who can best strengthen DHR's ability to meet the needs of citizens, agencies, and groups on the local and regional level in a timely, cost-effective and efficient manner.

Applications will be evaluated based on the following criteria:

#### **Demonstrated Financial/Operations/Resource Support**

- Does the proposal include adequate office, storage space, meeting space, reception area, and an archaeological laboratory? What is the actual space offered for these functions? Is the space adequate for public reception, small meetings, office space, files, and storage? Are other facilities available for DHR use? Is there secure free vehicle parking for DHR staff, for vehicle assigned to the office, and for visitors?
- What direct financial support is offered? Does the proposal make provision to underwrite facility, equipment, and/or operating costs? Does it provide for office set up (utilities, wiring, repairs, painting, etc.) and continuing cost of office space use and utilities? Does the proposal include customary care and maintenance for the facility(ies)?
- Does the proposal make available for DHR use of the following:  
Handicapped access to large meeting space for regional meetings? Office supplies? Curation facilities and laboratory space? Public reception? Public reception services? Administrative support? Clerical support? Access to interns and volunteers? Access to Local Area Network, GIS/Internet and other information networks? Janitorial services? Local support for office publications, including

design and production assistance? Use of large copier for large copying jobs? Use of vehicle? Other support?

- What local resources would be directly/indirectly available to the center? What existing local programs would enhance and be enhanced by the work of the regional office.
- Are the funding, facility and support available for DHR relocation by December 11, 2009? What is the term of the proposed agreement? Is it at least two years? Is it three years or longer?

### Strategic Location

- Does the location facilitate easy access to major transportation arteries and to the major population centers of the region?
- Is the location central to the communities of the service region? Is it situated within a radius of approximately 50 miles of the office's current Roanoke City location?
- Will DHR's presence at the new location demonstrate the community benefits of historic preservation?

### Demonstrated Local/Regional Support

- Does the proposal demonstrate an ability and commitment to serving the region surrounding the proposed location?
- Is there clear evidence of broad-based local/regional support or interest among local governments, legislators, business, and grass roots preservation/heritage groups for a regional office in this region and at this location? Is that interest demonstrated by resolutions or letters of support from local governments, legislators, business, and grass roots organizations? Other evidence?
- Is that support demonstrated through the financial, operational, and other resources offered by prospective partners?

### **NATURE OF AGREEMENT:**

Selected applicant and DHR will negotiate a Lease Agreement specifying obligations of both parties for an initial period expiring no sooner than on December 11, 2011. It is DHR's intention, should both parties be willing and able, that the arrangement continue beyond this term.

### **TIMETABLE:**

All proposals must be received no later than 4:00 p.m. on Friday September 25, 2009. Necessary site visits to proposed site locations will be completed by October 30, 2009. Upon evaluation of proposals, DHR intends to open the new office by December 11, 2009.

## **APPLICATION:**

All proposals must contain the following:

1. Proposal coversheet.
2. Statement of what the applicant is willing to contribute. Please relate statement directly to evaluation questions listed on pages 3-4.
3. Detailed, graphic description of proposed regional office facility. Please include interior and exterior photographs and floor plan and estimated area of facility in staff for DHR use.  
Note: Estimated total space needed for the office is 2000 – 2,500 square feet.
4. Information on any special benefits offered by proposed location and sponsoring organization. Please relate this information directly to evaluation questions listed on pages 3-5.
5. Statement of applicant's priorities and needs. Please explain how the location of a DHR field office in your community can better assist these needs as it carries out its regional mission.
6. Estimated date of availability of funding, facility, and support by host.
7. Resumes of staff, specialists, and other persons willing or able to cooperate with and support the mission of the new regional office.
8. Evidence of broad-based local/regional support or interest among local governments, legislators, business, and grassroots preservation/heritage groups for a regional office in this region and at this location. Please attach copies of letters, resolutions, etc.

**DEPARTMENT OF HISTORIC RESOURCES  
REGIONAL OFFICE PROPOSAL**

Proposal Cover Sheet

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Applicant Contact:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_ (     ) \_\_\_\_\_

**Authorized Applicant Signature:**

**Name (print):** \_\_\_\_\_

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

**I certify that the information in this proposal is accurate to the best of my knowledge and that I am authorized to make this proposal.**

---

<b>Signature</b>	<b>Date</b>
------------------	-------------

**Five (5) copies of each application should be delivered (in person or by mail) by 4:00 p.m. on Friday, September 25, 2009 to:**

**Jennifer L. Mayton, Fiscal Manager  
Virginia Department of Historic Resources  
10 Courthouse Ave.  
Petersburg, VA 23803  
(804) 862-6408**