

**PORT OF WHITMAN COUNTY  
REQUEST FOR PROPOSAL FOR TEKOA INDUSTRIAL PARK  
CULTURAL RESOURCE SURVEY**

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**Background:**

The Port of Whitman County (Port) continues to pursue economic development opportunities through real estate development. The Port intends to construct building pads for an industrial park on approximately 15.6 acres of Port-owned land, ~2.5 miles northwest of Tekoa, WA. (Exhibit A) The Port has received an initial offer of financial aid for the project from the Washington State Department of Commerce Community Economic Revitalization Board (CERB).

**Statement of Need (Scope):**

This Request for Proposals (RFP) is intended to solicit proposals from professional consultants to complete an archaeological survey for the Project, as required by the Department of Archaeology and Historic Preservation (DAHP). (Exhibit B).

**Expected Completion Date:** August 31<sup>st</sup>, 2025.

The services expected to be delivered include, but are not limited to:

- Contact and coordinate pre-field research with the Coeur d'Alene tribal office, and any other Tribes deemed necessary, before fieldwork (Exhibit C)
- Conduct a Washington Information System for Architectural and Archeological Records Data (WISAARD) review of the entire project
- Create a Cultural Resource Plan (includes incorporating results into Inadvertent Discovery Plan and GIS work)

**Evaluation Criteria:**

Proposals will be evaluated on the following criteria:

- Key staff qualifications/experience
- Experience with WISAARD and Archaeological Surveys
- Quality of outline of project elements and proposed timeline for completion
- Ability to deliver the services as outlined in the statement of need
- An estimate of the total costs of the Project
- The proposed timeline

**Proposal Elements:**

Proposals must include submission of the following information:

- Company profile, including qualifications (background, experience, applicable business licenses)
- Company experience in performing similar services
- References for previous similar services
- Other information demonstrating the firm's capabilities and qualifications to perform the anticipated services
- Outline of project elements and timeline for completion of each
- An estimate of the total costs of the Project

**Contract:**

The Port may negotiate a contract with the firm it determines the most qualified, but the Port shall have no obligation to enter any such negotiations and, if it does so, the Port reserves the right to terminate the negotiations without obligation and not execute a contract for the services.

**Proposal Terms and Conditions:**

Proposals must be in writing and address each of the elements outlined in the Request for Proposal (RFP). **Submittals should be emailed to [gabe@portwhitman.com](mailto:gabe@portwhitman.com) by 2 p.m., Wednesday, May 21, 2025.** Proposals received after that date shall be considered subject to the acceptance of proposals received prior to the deadline. Proposals received after that date shall be considered subject to the acceptance of a prior received proposal. Faxed submissions will not be accepted.

All submissions become the property of the Port and will not be returned. All conditions contained in this RFP are considered accepted by the Proposer in any proposal submitted. The proposal pricing will remain in effect for at least ninety (90) days after the date of submission. Proposers shall submit signed proposals on company letterhead. Proposals by a partnership should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed in either case by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice president, or person authorized to legally bind the corporation to a contract. By signing the Proposal, the signer acknowledges that they are authorized and duly bound to execute the document on behalf of the Proposer and that their signature is binding upon the Proposer.

The Port reserves the right to request clarification of information submitted, and to request additional information to any submission. The Port reserves the right to reject any and all proposals or to waive any irregularity. The terms of any final contract will be established by negotiation. The Port of Whitman County is an Equal Opportunity and Affirmative Action Employer. Small, Minority- and Women-owned firms are encouraged to submit proposals.

## EXHIBIT A – MAPS OF PROPERTY AREA

Fig. 1: Approximate boundary area of Port-owned land

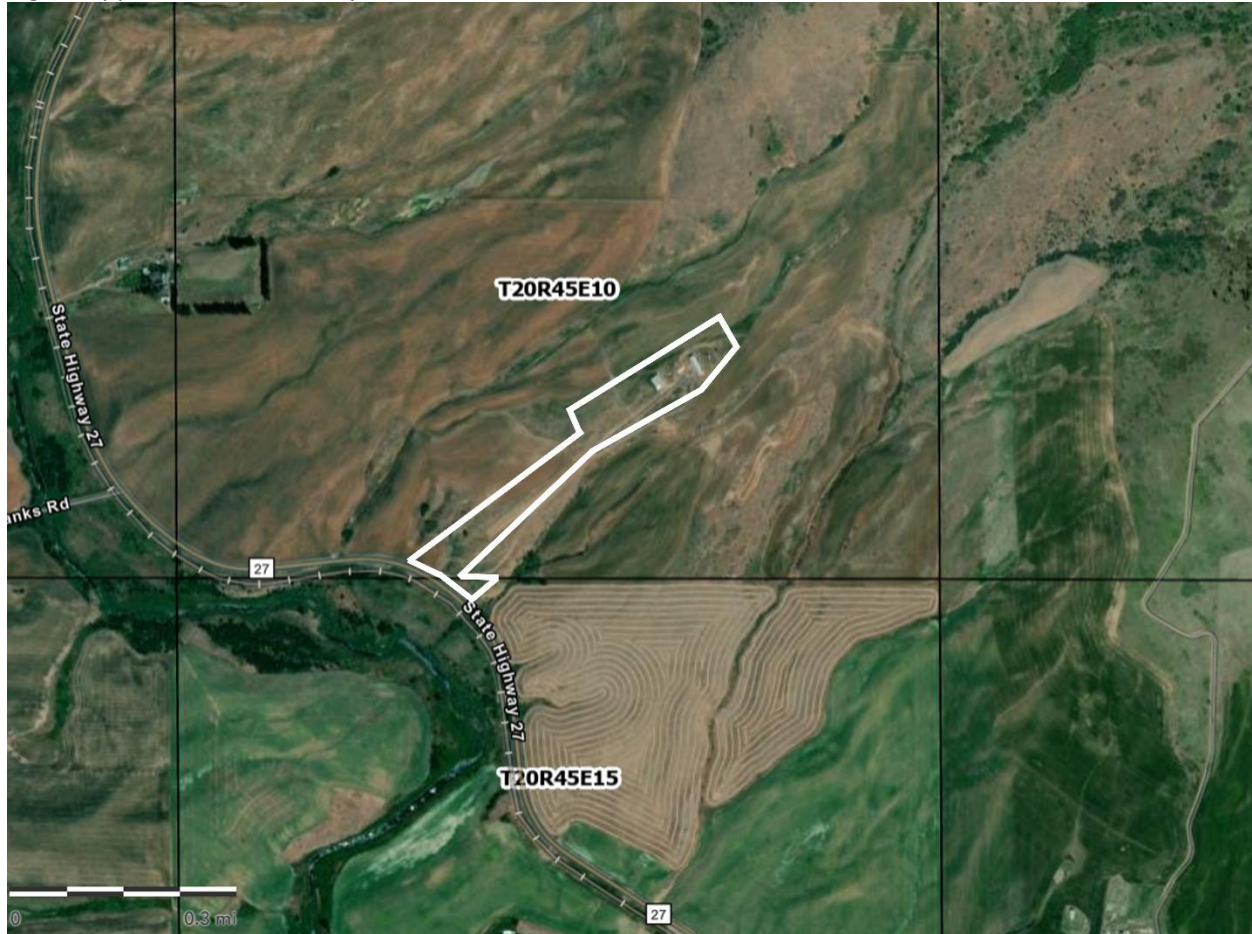
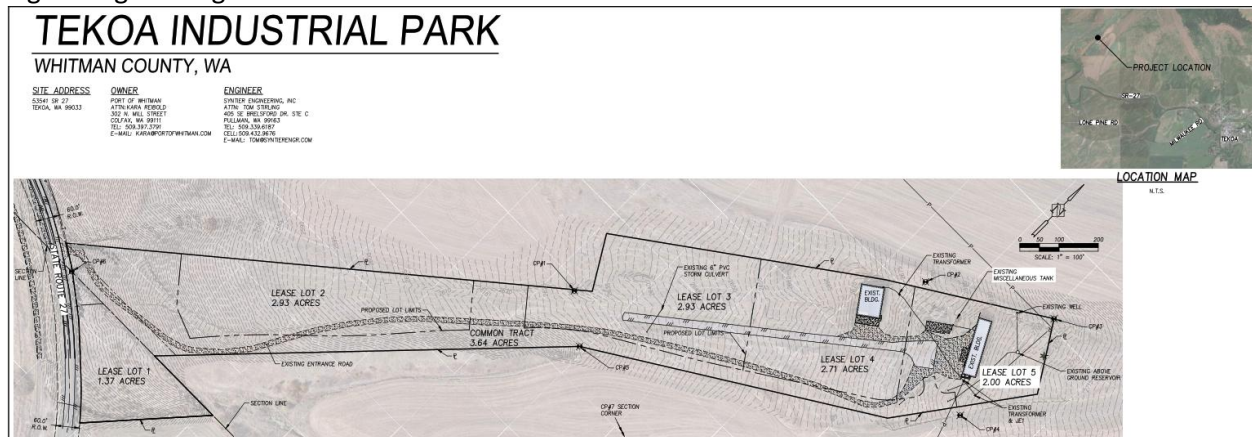


Fig. 2: Engineering Plat of Port-owned land



## EXHIBIT B – Department of Archaeology and Historic Preservation Response



Allyson Brooks Ph.D., Director  
State Historic Preservation Officer

April 21, 2025

Janéa Stark  
CERB  
Department of Commerce  
PO Box 42525  
Olympia, Washington 98504-8319

Re: Tekoa Industrial Park Project  
Log No.: 2025-04-02552-COMM

Dear Janéa Stark:

Thank you for contacting our department pursuant to Executive Order 21-02. We have reviewed the information you provided for the proposed *Tekoa Industrial Park Project*, Tekoa, Whitman County, Washington.

Given the area's landforms and environment that are sensitive for cultural resources, we request a professional archaeological survey for all ground disturbing activities.

Please provide any correspondence or comments from concerned tribes or other parties concerning cultural resource issues that you receive as you consult pursuant to Executive Order 21-02.

These comments are based on the information available at the time of this review and on behalf of the State Historic Preservation Officer. Should additional information become available, our assessment may be revised. Thank you for the opportunity to comment on this project and we look forward to receiving the survey report.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rob Whitlam', is written over a horizontal line.

Robert G. Whitlam, Ph.D.  
State Archaeologist  
(360) 890-2615  
email: [rob.whitlam@dahp.wa.gov](mailto:rob.whitlam@dahp.wa.gov)



## EXHIBIT C – Tribe Response(s)

### *1. Response from the Coeur d'Alene Tribe*

"I concur with DAHP's requirement that a cultural resource inventory and assessment is necessary. Given the proximity to the Reservation and the project location in the heart of Schitsu'umshulumkhw (Coeur d'Alene lands) I recommend the CRM contractor contact this office PRIOR to fieldwo[r]k to perform pre-field research at our offices. This could save time, effort and costs and will inform the determination of effect."