



CANYON COUNTY COMMISSIONERS

Leslie Van Beek
District I

Brad Holton
District II

Zach Brooks
District III

1115 Albany ❖ Caldwell, Idaho 83605 ❖ Telephone: (208) 454-7507 ❖ Fax: (208) 454-7336

October 28, 2025

SENT VIA EMAIL

Idaho Historic Preservation Professional Consultants List
See Attachment A

**Re: *Solicitation of Interest ---
Rural Landscape and Agricultural Resources Survey (Phase III) Consultant***

Dear Potential Interested Contractors:

Canyon County is seeking to enter an independent contractor relationship with a qualified Professional Historic Preservation Consultant to complete phase III of a reconnaissance level survey of rural landscapes and agricultural resources in Canyon County, Idaho, in accordance with the Secretary of Interior's Standards for Evaluation and Identification. Phase III covers Canyon County west of US Route 95/Highway 26 to the City of Parma, and then west of US Route 95. The project is partially funded by a grant from the Idaho State Historical Preservation Office.

The project specifications we contemplate are described in Attachment B, attached hereto and incorporated by reference. In addition, a demonstrated ability to perform successfully under the terms and conditions of this procurement, consideration may also be given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Successful contractors must also:

- Maintain a significant local presence.
- Meet County requirements related to data security and confidentiality.
- Agree to and comply with Canyon County's standard independent contractor agreement, Attachment C, attached hereto and incorporated by reference.

Letters of interest must be directed to the Canyon County Board of County Commissioners via facsimile at (208) 454-7336 or email at bocc@canyoncounty.id.gov. Letters of interest must be identified with subject line "Rural Landscape and Agricultural Resources Survey (Phase III) Consultant," and be received by **Tuesday, November 18, 2025, at 9:00 a.m.**

Letters of interest must include the following:

- Cover letter.
- Proposer's resume.
- Reference list with contact information.

- Documentation of the proposer's familiarity and experience with similar projects to those identified in Attachment B.
- Description of how proposer would accomplish the project.
- Provide an anticipated project schedule including all tasks, major project milestones, and approximate number of weeks to complete each task and anticipated completion timeframe.
- Project Budget. To the best of the firm's ability, itemize costs for each task or phase. Final contract will be for a fixed price.
- Provide a statement of any conflict of interest for any individual or firm may have regarding the proposed services.
- Provide a written history to Canyon County detailing any judgment, claim or suit pending or outstanding against the contractor.

Objections to the Solicitation must be received by **Thursday, November 13, 2025, at 9:00 a.m.** Questions about the project must be directed to Nichole Schwend, Project Director, at (208) 454-6884, parks@canyoncounty.id.gov.

The County intends to use this solicitation of interest as an informal mechanism to initiate negotiation with prospective independent professional service contractors. This is not an invitation for bids or guarantee of employment for any purpose.

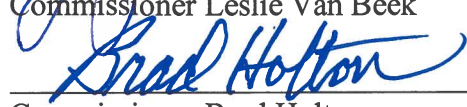
Thank you for your interest. We look forward to hearing from you.

Sincerely,

BOARD OF COUNTY COMMISSIONERS



Commissioner Leslie Van Beek



Commissioner Brad Holton



Commissioner Zach Brooks

Attachments

COMPANY NAME	EMAIL CONTACT
5/4 Architecture, LLC	ssardell@54arch.com
A.D. Preservation	annie.doyon@gmail.com
Adaptive Preservation, LLC	rebecca@adaptivepreservation.com
AECOM	kirk.ranzetta@aecom.com
AECOM	patience.stuart@aecom.com
Architectural History and Archaeology! LLC (AHA!)	ann@AHAexclamation.com
ARH Archaeology and Architectural History	jhauer@arharchaeology.com betsy.bradley1@gmail.com
Cardno, Inc.	alana.vidmar@cardno.com
Commonwealth Hertiage Group	wjohnson@chg-inc.com
Drayton Archaeology	sfa@draytonarchaeology.com
Gorman Preservation Associates	jennifer@gormanpreservation.com
Hagen Historical Consulting	deliahagen@yahoo.com
Hallam Historical Consulting, LLC	office@hallamhistorical.com
Hardlines Design Company	info@hardlinesdesign.com
Historical Research Associates, Inc.	cbeckner@hrassoc.com kburkhise@hrassoc.com hmilller@hrassoc.com nperrin@hrassoc.com
J-U-B Engineers, Inc.	sfreemuth@jub.com
Kautz Environmental Consultants, Inc.	zcampana@kecnv.com
Kirk Huffaker Preservation Strategies	kirk.preserve@gmail.com
Mead & Hunt	chad.moffett@meadhunt.com
Northwest Vernacular	spencer@nwvhp.com katie@nwchp.com
Painter Preservation	dianajpainter@gmail.com
PaleoWest	ldemerais@paleowest.com
PasTime Cultural Resource Management Services	juliebraunwilliams@gmail.com
Richaven Architecture & Preservation	brian@richaven.com
SWCA Environmental Consultants	aoliver@swca.com christina.olson@swca.com
TAG - Historical Research and Consulting	bpbauer@taghistory.com
Terracon	beth.valenzuela@terracon.com
Thomason and Associates - Preservation Planners	philip@thomasonandassociates.com
TRC Companies, INC	dprice@trccompanies.com
Western Cultural Resource Management, Inc.	smehls@ix.netcom.com

Part A: Proposed Project

Project Description

Complete a separate Part A: Project Description for each proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

The Canyon County Historic Preservation Commission (HPC) is seeking funding to pay for professionals to complete Phase 3 of a reconnaissance level survey of rural landscapes and agricultural resources in Canyon County. The survey would identify and record information about properties within the boundary area, and determine if they are eligible for listing on the National Register of Historic Places.

With funding from SHPO's CLG grants, Canyon County HPC has already completed Phases 1 and 2 of this project. Phase 1, funded in FY2019, covered the southern tip of Canyon County, including Melba. Phase 2 received funding in FY2021 and focused on Middleton and the surrounding area. (see attached map)

Phase 3 of this project would cover Canyon County west of US Route 95/Highway 26 to the City of Parma, and then west of US Route 95. Canyon County prides itself on its agricultural history and its rural nature. The rural areas of the county are experience rapid growth, threatening the historical nature of historic agricultural sites. It is important that we continue to complete these surveys as soon as possible, in order to record those resources and plan future preservation efforts.

This project meets goal 1 of the IHPP, "Ensure that decision makers...", as the survey will help to educate decision makers (like the Board of County Commissioners) of the resources that are threatened by continued development. It can also be used to educate the public on those resources and potentially increase advocacy efforts, or at least to amplify discussions on mitigation. This project also meets goal 3, "Ensure that historic preservation efforts...", as it is unlikely that the project could be completed without the financial support of a CLG grant.

This project also meets one of the four goals of the Canyon County Historic Preservation Plan, "Goal 1: Strengthen Preservation Efforts." Through county-wide opinion polls conducted at the creation of the plan, citizens indicated that support for preservation activities and identifying historic resources as a top priority for the Historic Preservation Commission.

Work will be completed by professional consultants per the Secretary of the Interior's Standards for Evaluation and Identification.

Final Products

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

The final product of this survey would be a detailed report that includes; survey methods, area and setting, historic overview, data summary, recommendations, maps and photos, and complete Idaho Historic Inventory forms - completed in accordance with SHPO standards.

The report will be used to inform the HPC, Canyon County employees and officials, the general public, and property owners of sites that could become new nominations to the National Register of Historic Places.

The survey report could also be used to inform a public-facing publication or StoryMap, which would summarize the history of the area and potentially highlight historic buildings.

Project: Rural Landscape & Agricultural Resources Survey - 3

Applicant: Canyon County HPC

Timetable

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

September 2025 - Draft and release Request for Proposal (RFP) and solicit a qualified professional consultant

October 2025 - Review proposals and select a qualified contracting consultant; refine scope of project

October 30, 2025 - Interim report #1 due to SHPO

November 2025 - Consultant begins survey

January, February, March 2026 - Monthly updates with consultant to see progress of the project

April 2026 - Interim report #2 due to SHPO

May 2026 - First draft of survey due

June 2026 - Comments on first draft due from Canyon County Parks Staff, Canyon County Historic Preservation Commission, and other parties.

August 2026 - Final draft of survey due.

September 2026 - Project completion and report, documents, and other materials due to SHPO

Key Staff/Personnel

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g. - "consultant," "architect," "building contractor," et cetera).

Canyon County Board of Commissioners (BOCC): Chief Elected Officials
Brad Holton
Zach Brooks
Leslie Van Beek

Canyon County Historic Preservation Commission: Responsible for advising the BOCC
George DeFord Jr.: Attorney
Nikki Gorrell: Anthropologist, College of Western Idaho
Bruce Poe: Architect
Vicki Stark: Archaeologist
Justin Vance: Historian, College of Western Idaho
Zachary Wesley: Attorney
Chelsee Boehm: Public Historian/Staff

Canyon County Staff: Responsible for grant and contractor management
Nicki Schwend, Director of Canyon County Parks, Cultural & Natural Resources
Chelsee Boehm, Historic Preservation Officer, Canyon County Parks, Cultural & Natural Resources

Consultant/Contractor to be determined based upon selection process required by county.

Attachments (Surveys, A&D, reprinting)

Attach any additional documents in support of this project application. Note: some project types have **required** attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project?

Yes ☒ No ☐

CANYON COUNTY RURAL LANDSCAPE AND AGRICULTURAL RESOURCES
SURVEY PHASE III CONSULTANT AGREEMENT
CANYON COUNTY, IDAHO

THIS AGREEMENT is made this ____ day of _____, 2025, between _____, having a local address _____ (hereinafter “CONSULTANT”) and Canyon County, a political subdivision of the State of Idaho, having offices at 1115 Albany St. Caldwell, Idaho 83605 (hereinafter “COUNTY”).

WHEREAS, COUNTY issued a Solicitation of Interests pursuant to procedures provided by Idaho Code Section 67-2806 for the purpose of identifying a Qualified Consultant for the Rural Landscape and Agricultural Resources Survey Phase III project (hereinafter “Project”); and

WHEREAS, COUNTY has determined that CONSULTANT’s statement of interest was responsive to its needs and that funds sufficient to the purpose of this Agreement have been duly appropriated for expenditure.

WHEREAS, COUNTY entered into Agreement CLG-2025-02 with the State Historic Preservation Office to provide grant aid from the National Park Service to assist with a portion of costs related to the Project.

NOW THEREFORE, in consideration of the mutual promises contained herein, the Parties hereby understand and agree as follows:

1. PURPOSE:

- 1.1 COUNTY hereby employs CONSULTANT as an independent contractor to complete and perform the following project and work:

Provide consulting services to COUNTY for Phase III of the Rural Landscape and Agricultural Resources Survey, which covers Canyon County west of US Route 95/Highway 26 to the City of Parma, and then west of US Route 95, including but not limited to the general and specific duties described in the Solicitation of interest and its Exhibit A, attached hereto as Attachment 1 and incorporated fully by reference.

- 1.2 CONSULTANT agrees to provide all materials and services for the project as requested by the COUNTY and in accordance with Attachment 1 and CONSULTANT’s letter of interest, attached hereto as Attachment 2 and incorporated fully by reference.

2. CONSULTANT REPRESENTATIONS:

- 2.1 CONSULTANT has become familiar with the work to be performed, the needs of COUNTY and its necessary historic preservation efforts, and will complete a Rural Landscape and Agricultural Resources Survey with public and professional input and involvement.

- 2.2 CONSULTANT, familiar with and satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, and performance of the project. CONSULTANT agrees to comply with all federal, state, city, and local laws, rules and regulations.
- 2.3 The project specifications and this contract sufficiently detail the work required and convey understanding of all terms and conditions for performance and furnishing of the work.
- 2.4 CONSULTANT warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good workmanlike manner. CONSULTANT acknowledges that it will be liable for any breach of this warranty.
- 2.5 CONSULTANT represents that neither it nor any of its principals is related to a County Commissioner or other Canyon County official by blood or marriage within the second degree of kindred. CONSULTANT agrees to comply with all federal, state, city, and local laws, rules and regulations.
- 2.6 CONSULTANT understands that COUNTY is exempt from payment of Federal Excise Tax under Certificate No. 82-6000-290 and none shall be charged to COUNTY.

3. **COMPENSATION:**

- 3.1 COUNTY agrees to pay CONSULTANT for the services described by this Agreement an amount not to exceed the sum of *Dollars (\$*.00).

Twenty-five percent (25%) of such sum shall be distributed upon execution of this Agreement, with the remaining seventy-five percent (75%) distributed monthly in proportion to services performed.

Prior to the first monthly payment, the CONSULTANT shall submit to the County an initial schedule of values allocated to various portions of the work that shall be used as a basis for reviewing the monthly invoices. Monthly invoices shall certify that payment is for work, materials, equipment or supplies actually performed or actually installed in furtherance of the Rural LANDSCAPE AND Agricultural Resources Survey Phase II project, and shall reflect a five percent (5%) retainage.

- 3.2 CONSULTANT shall submit their invoices to:

Canyon County Commissioners
1115 Albany Street
Caldwell, Idaho 83605
bocc@canyoncounty.id.gov

- 3.3 Subject to Article 8, Sections 3 and 4 of the Idaho Constitution and all other non-appropriation law in relation thereto, COUNTY will duly and punctually pay the amounts to satisfy its obligations required under this Agreement, recognizing that time is of the essence. If non-appropriation occurs, this Agreement shall automatically terminate and all future rights and liabilities of the parties hereto shall thereupon cease upon CONSULTANT's receipt of original notice from COUNTY informing CONSULTANT of that event.

4. **TIME OF PERFORMANCE:**

- 4.1 Time is of the essence in the performance of the work as specified in this Agreement.
- 4.2 Upon execution of contract, CONSULTANT will start project within _____ to _____ business days and thereafter complete the project no later than _____. Any unforeseen stoppages of work beyond CONSULTANT's control will require the completion date to be modified.
- 4.3 If CONSULTANT fails to deliver the subject matter of this Agreement in accordance with this time schedule, liquidated damages shall accrue to COUNTY as follows: CONSULTANT shall pay COUNTY the sum of * (\$*.00) per day for each and every calendar day of unexcused delay.

5. **INSURANCE:**

- 5.1 CONSULTANT agrees to obtain and keep in force during its acts under this Agreement insurance, including but not limited to a comprehensive general liability insurance policy in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, which shall name as additional insured and protect CANYON COUNTY, and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with CONSULTANT's acts.
- 5.2 CONSULTANT shall provide proof of liability coverage as set forth above to COUNTY prior to commencing its performance as herein provided, and require notify COUNTY ten (10) days prior to cancellation of said policy.
- 5.3 CONSULTANT shall maintain in full force and effect worker's compensation for CONSULTANT and any agents, employees, and staff that CONSULTANT may employ, and provide proof to COUNTY of such coverage or that such worker's compensation insurance is not required under the circumstances.

6. **INDEMNIFICATION:**

- 6.1 CONSULTANT agrees to indemnify, defend, and hold harmless COUNTY, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in

connection with the acts and/or any performances or activities of CONSULTANT, CONSULTANT's agents, employees, or representatives under this Agreement.

7. INDEPENDENT CONTRACTOR:

- 7.1 The parties agree that CONSULTANT is the independent contractor of COUNTY and in no way an employee or agent of COUNTY and is not entitled to worker's compensation or any benefit of employment with COUNTY.
- 7.2 COUNTY shall have no control over the performance of this Agreement by CONSULTANT or its employees, except to specify the time and place of performance, and the results to be achieved. COUNTY shall have no responsibility for security or protection of CONSULTANT supplies or equipment.

8. PERSONNEL AND SECURITY REQUIREMENTS:

- 8.1 CONSULTANT reserves the right to designate its resources and personnel for installation in every situation. Notwithstanding the above, CONSULTANT shall provide a list of the individuals assigned to the project team to COUNTY.
- 8.2 COUNTY shall have the right to direct removal of a CONSULTANT employee for cause, if in the opinion of COUNTY, such employee demonstrates non-performance or inappropriate conduct, which jeopardizes security, safety, or other Agreement requirements, or fails to pass the initial jail background check. COUNTY shall provide CONSULTANT with written justification as to the reason(s) for the directed removal.

9. MISCELLANEOUS:

- 9.1 CONTROLLING LAW: The Agreement shall be interpreted, and rights of the Parties determined, under the laws of the State of Idaho. The venue of any claim, litigation, or cause of action between the Parties shall be in the Third Judicial District Court of the State of Idaho in Canyon County.

- 9.2 LEGISLATIVELY MANDATED CERTIFICATION CONCERNING BOYCOTT OF ISRAEL:

CONSULTANT must select and initial at least one of the following certifications:

- ☐ Pursuant to Idaho Code § 67-2346, CONSULTANT certifies that it "is not currently engaged in, and will not for the duration of the contract engage in, a boycott of goods or services from Israel or territories under its control." The terms in this section defined in Idaho Code § 67-2346 shall have the meaning defined therein.
- ☐ CONSULTANT certifies that COUNTY's payments under the Contract will not exceed One Hundred Thousand Dollars (\$100,000).
- ☐ CONSULTANT certifies that it does not employ more than nine persons.

9.3 LEGISLATIVELY MANDATED CERTIFICATION CONCERNING COMPANIES OWNED OR OPERATED BY THE GOVERNMENT OF CHINA.

Pursuant to Idaho Code § 67-2359, CONSULTANT hereby certifies that it “is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China.” The terms in this section defined in Idaho Code § 67-2359 shall have the meaning defined therein.

9.4 SEVERABILITY: The terms of this Agreement are severable. Should a court of competent jurisdiction decide that any portion of this Agreement is unlawful or invalid, said decision shall only affect those specific sections and the remaining portions of this Agreement shall remain in full force and effect.

9.5 ENTIRE AGREEMENT: This is the entire agreement of the parties and can only be modified or amended in writing by the parties.

CANYON COUNTY BOARD OF COUNTY COMMISSIONERS

DATED this _____ day of _____, 2025.

_____ Motion Carried Unanimously
_____ Motion Carried/Split Vote Below
_____ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
_____ Commissioner Leslie Van Beek	_____	_____	_____
_____ Commissioner Brad Holton	_____	_____	_____
_____ Commissioner Zach Brooks	_____	_____	_____

ATTEST: RICK HOGABOAM, CLERK

By: _____
Deputy Clerk

CONSULTANT

(name/title)

STATE OF IDAHO)
) ss.
County of _____)

On this ____ day of _____, 2025, before me, a notary public, personally appeared _____, known or identified to me to be the _____
_____ for _____, whose name is subscribed to the within instrument, and acknowledged to me that said corporation executed the same.

(S E A L)

Notary Public for Idaho
Residing at: _____
My Commission Expires: _____