CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2019-403 – approving agreement for professional services for the East Town (Original Joplin) Historic Survey Phase II with Keenoy Preservation.

MEETING DATE
October 21, 2019

REVIEWED BY
Director of Planning Development and Neighborhood Services- Troy Bolander, Director of Finance-Leslie Haase, City Attorney-Peter Edwards, Interim City Manager-Dan Pekarek.

SUMMARY
This Council Bill approves agreement for professional services between the City of Joplin and Keenoy Preservation. Scope of work includes an intensive historic survey of the neighborhood.

BACKGROUND
The Joplin Historic Preservation Commission, in continuation of the responsibility of the Commission to identify and protect the historic assets of the City, is completing the East Town survey through this second phase. Once completed The Historic Preservation Commission will continue with the next steps of the recommendation and nomination of Local and National Historic Districts. These districts are an important part of the City Preservation Plan and the long-range neighborhood plans of the Community Development Office.

FUNDING SOURCE
These payments are included in the FY 2019-20 budget of the Historic Preservation Commission budget for consultants and will be reimbursed 60% by the Department of Natural Resources Historic Preservation Fund.

RECOMMENDATION
The Historic Preservation Commission and staff recommends adoption of this Council Bill on a non-emergency basis.

ATTACHMENTS
CB 2019-403, Keenoy Preservation Agreement

AGREEMENT
FOR PROFESSIONAL CONSULTING SERVICES

THIS AGREEMENT, by and between the City of Joplin, Missouri, whose address is 602 S. Main St., Joplin, Missouri 64801, hereinafter referred to as the "City" and Ruth D. Keenoy d/b/a Keenoy Preservation, whose address is 5229 Oleatha Ave., St. Louis, Missouri 63139, hereinafter referred to as the "Consultant" is for professional services.

WHEREAS, the City desires to retain a professional consulting firm for Historic Survey Phase II for East Town (Original Joplin) Neighborhood;

WHEREAS, the City issued its Request for Qualifications for Historic Survey Phase II for East Town (Original Joplin) Neighborhood, attached hereto and incorporated by reference as Exhibit A;

WHEREAS, Consultant submitted its bid response, attached hereto and incorporated by reference as Exhibit B; and

WHEREAS, Consultant desires to provide professional services for Historic Survey Phase II for East Town (Original Joplin) Neighborhood pursuant to the terms of this Agreement;

NOW THEREFORE WITNESSETH: That for and in consideration of the mutual covenants and promises between the parties hetero, the parties do hereby agree as follows:

ARTICLE I – SERVICES

The Consultant agrees to diligently perform in a professional manner the following:

1. To provide services in completing an intensive level survey that includes approximately 220 properties. The level of documentation and number of survey forms will be determined in consultation with the State Historic Preservation Office (hereafter "SHPO"). The survey will be completed following SHPO's "Standards for Professional Architectural and Historic Surveys" and "Instructions for Completing the General Architectural Survey Form." Before starting work, the consultant will schedule a time with the SHPO grant monitor to discuss the survey boundary, level of documentation, and how resources will be recorded.

2. Complete a research design, survey forms, a final survey report and hold two public meetings.

3. Provide one boundary map (scale 1" =200'), of survey boundary and potential National Register district.

4. Provide digital color photographs of each surveyed resource provided in JPEG format. Each digital image must be at least 1600 X 1200 pixels and at least 300 dpi. Final digital images files must be labeled according to National Register standards.

5. Any other product(s) required or requested by SHPO for successful completion of the survey.

6. Consultant acknowledges and agrees that, in addition to the terms contained in this Agreement, Consultant is bound to the terms of the City's Request for Qualifications for Historic Survey Phase II for East Town (Original Joplin) Neighborhood and Consultant's response thereto, attached hereto and incorporated by reference as Exhibits A and B respectively.

ARTICLE II – AGREEMENT SCOPE AND TIME

The scope of work must be completed by the end of July 2020. Milestones were determined in consultation between the City and SHPO.

Email submission of signed consultant contract to the SHPO.	11/25/19
Consultant will contact the SHPO to discuss the level of documentation for the project. An email documenting this discussion will be submitted to the consultant and the City of Joplin by the grant monitor (date approximate).	12/02/19
Submission of a draft research design in digital format to the SHPO for review and approval. Email submission of documentation for the first of two public information meetings (meeting date is approximate only).	01/17/20
Submission of final research design in digital format. Submission of 5 complete sample inventory forms (and site plans as appropriate) in digital format and digital color JPEGs, to the SHPO for review and approval.	02/07/20
Submission of fully complete draft digital inventory forms (and site plans as appropriate), digital color JPEGs, and a digital survey map to the SHPO for review and approval. Mid-term budget report due to City of Joplin.	04/03/20
Submission of final inventory forms (and site plans as appropriate), maps and photos in digital format to the SHPO for review and approval. Submission of draft survey report in digital format to the SHPO for review and approval.	06/01/20

Submission of final survey report to the SHPO for review and approval, and submission of documentation for the second public meeting (date approximate).	07/10/20
Submission of final project report and fiscal data.	07/31/20

It is acknowledged by the Parties that the adherence to this timetable is due not only to the performance of the Consultant, but also upon the timely review of draft materials and their return to the Consultant for any necessary editing.

ARTICLE III – GENERAL CONDITIONS

1. The Consultant shall observe and comply with all Federal, State and local laws and ordinances that affect those employed or engaged by it on the project, or the material or equipment used, or the conduct of the work, and shall procure all necessary licenses, permits and insurance, including but not limited to those contained in Exhibit "B."

2. The Consultant shall complete the work in a diligent manner.

3. This Agreement, including payment hereunder, shall not be sub-let, assigned or otherwise disposed of, except with the prior written consent of the City.

4. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working closely for the Consultant, any fee, commission, gift or contingent fee.

5. In performance of the work covered by this Agreement, the Consultant shall not discriminate against any worker because of race, creed, color, political affiliation, handicap or national origin.

6. Possession of working papers, projection reports, drawings, specification and other materials produced in connection with this Agreement shall be retained by the City for use only in the rehabilitation and preservation of those subject properties.

7. City shall have the right to make changes within the general scope of Consultant's services, with an appropriate change in compensation, upon execution of a mutually acceptable amendment or change order signed by an authorized representative of City and the President or Vice President of Consultant.

ARTICLE IV – RESPONSIBILITES

The Consultant shall:

1. Provide a staff that is experienced in performing the work described in this Agreement.

2. Deliver in a timely manner all services specified in this Agreement.

3. Maintain the confidentiality of any information designated as confidential by the City of Joplin.

4. Consultant will exercise reasonable skill, care and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted professional standards.

5. Consultant represents that it has professional working knowledge of National Register Bulletins and SHPO requirements.

The City shall:

1. Designate one (1) person as the Project Coordinator, to serve as a liaison between the City and the Consultant,

2. Ensure access to City facilities, personnel and information as requested by Consultant.

3. Provide all historic and current relevant information, data and photographs to Consultant.

ARTICLE V – COSTS AND PAYMENTS

1. It is agreed by the Parties that the foregoing Scope of Services will be performed for a lump-sum of $23,000.00, including all professional time, travel, materials and supplies, expenses, etc., payable according to the following schedule:

   a. Initial Payment, $11,500.00, Submission of fully complete draft survey forms and photos

   b. Final Payment, $11,500.00, due following the approval of all materials by the City and by SHPO

2. No out-of-pocket expenses for travel, mileage, postage, printing, presentation materials, photography, and other related expenses will be reimbursed by the City.

ARTICLE VI – INDEMNIFICATION AND INSURANCE

1. The Consultant covenants and agrees to, and does hereby hold harmless and defend the City, its officers, agents and employees from and against any and all claims or suits for property loss or damage, and/or personal injury, including death, to any and all persons, or whatsoever kind or character, whether real or asserted, arising out of Consultant's negligence in the performance of services under this Agreement.

ARTICLE VII – MISCELLANEOUS

1. CHOICE OF LAW and VENUE. This Agreement has been made, and its validity, performance and effect shall be determined, in accordance with the laws of the State of Missouri and venue for litigation between the parties shall be solely and exclusively in Jasper County, Missouri, or the United States District Court for the Western District of Missouri.

2. HEADINGS. The headings of paragraphs in this Agreement are for convenience only. The headings form no part of this Agreement and shall not affect its interpretation.

3. ENTIRE AGREEMENT. This Agreement (including any Exhibits) contains the entire understanding of the parties with respect to the subject matter hereof. It may not be altered or amended except by an agreement in writing signed by both parties.

4. WAIVER OR BREACH. Waiver of any provision of this Agreement or breach of this Agreement shall not thereafter be deemed to be a consent by the waiving party to any further waiver, modification or breach by the other party, whether new or continuing, of the same or any other covenant, condition or provision of this Agreement. Failure by one of the parties to this Agreement to assert its rights for any breach of this Agreement shall not be deemed a waiver of such rights. Should City be required to institute legal action to enforce any of its rights set forth in this Agreement, then City shall be entitled to reimbursement for all reasonable attorneys' fees and costs incurred as determined by the Court in any such cause of action.

5. SEVERABILITY. If any of the provisions of this Agreement shall be construed to be invalid or illegal, the legality or validity of the other provisions of this Agreement shall not be affected thereby. Any illegal or invalid provision of this Agreement shall be severable and any other provisions shall remain in full force and effect.

6. BINDING EFFECT. The provisions herein shall operate as a covenant running with the land and shall bind both parties hereunto and their respective successors and assigns.

7. REPRESENATIONS. The signatories hereto represent and warrant that they have read this Agreement, that they are fully authorized in the capacities shown, that they understand the terms of this Agreement, and that they are executing the same voluntarily and solely for the consideration described herein.

8. RIGHTS AND BENEFITS. Consultant's services will be performed solely for the benefit of the City and not for the benefit or any other persons or entities.

ARTICLE IX – AGREEMENT

1. This Agreement contains the complete and full understanding of the parties; it may be varied only by written amendment executed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date shown below.

FOR THE CONSULTANT

Keenoy Preservation

_____

BY: Ruth Keenoy
Principal

DATE: _____

FOR THE CITY

City of Joplin, Missouri

_____

BY: Dan Pekarek
Interim City Manager

DATE: _____

ATTEST: _____
CITY CLERK

APPROVED AS TO FORM:

_____
CITY ATTORNEY

STATE OF _____)
) ss.
COUNTY OF _____)

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ _____(Name) and I am the __Title) of the ___ __(Company Name). I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this _____ day of _____, 20____.

_____
Notary Public

My commission expires:

_____

Exhibit A

City of Joplin, Missouri

Request for Qualifications

For

Historic Survey Phase II

For

East Town (Original Joplin) Neighborhood

City of Joplin, MO

Planning, Zoning and Neighborhood Services

602 S. Main Street 64801

(417) 624-0820 Ext. 539

I. NOTICE OF REQUEST FOR QUALIFICATIONS:

Exhibit A

Invitation
Notice is hereby given that sealed qualifications will be received before 5:00 p.m. CDT on [Date] at the Planning, Zoning and Neighborhood Services Department at Joplin City Hall, 602 S. Main Street, Joplin, Missouri 64801 for the Historic Survey Phase II of the East Town (Original Joplin) District.

Project Description
The City of Joplin, Missouri is seeking written proposals from qualified firms/providers to conduct an intensive level architectural/historical survey of the East Town neighborhood. The first phase of the survey has previously been conducted on the North half of the neighborhood.

The neighborhood is associated with the first Joplin settlement in 1938, historic Route 66, and the local African American Community. This survey will focus on the southern half of the East Town neighborhood. Survey boundaries are E. Broadway St. on the North, N. St. Louis St. on the east, the Kansas City Southern Railroad on the west, and 4th Street on the South. (See Map A). Theses boundaries were selected based on discussions between the City of Joplin and the State Historic Preservation Office (SHPO) staff. The approximately 140-acre survey area encompasses a predominately suburban setting that includes approximately 230 properties. Resources are primarily residential representing a range of property types and styles though there are some commercial properties along E. Broadway Street and 4th street. There are also a few churches and a park located within the boundaries. This survey will focus on identifying properties that may be eligible as part of a district or individually for local historic designation and/or national Register listing. This project will also provide a history of the area and its development contributing to the overall historical understanding of Joplin. Final survey boundaries, the level of documentation and the number of survey forms will be determined in consultation with the SHPO.

RFP Timeline

Name of the Proposal:	East Town (Original Joplin) Historic Survey Phase II
Date of Issuance:	September 6, 2019
Deadline for Proposal Submittal:	September 27, 2019 before 5:00 p.m. CDT
Submit Proposal to:	City of Joplin Sealed Proposal: East Town (Original Joplin) Historic Survey Phase II Planning, Development and Neighborhood Services 602 S. Main Street Joplin, MO 64801
Point of Contact:	Thomas Walters, Planner, Planning, Development and Neighborhood Services Email: twalters@joplinmo.org Phone: (417) 624-0820 Ext. 539 Fax: (417) 625-4738

Respondents shall restrict all contact with the City and direct all questions regarding this RFP, including questions regarding terms and conditions and technical specifications, to the Point of Contact.

II. FORMAT FOR STATEMENT OF QUALIFICATIONS:

Exhibit A

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

Responses shall be a maximum of twenty (20) printed pages. The cover, table of contents, divider sheets, work examples, and Submission Form do not count as printed pages. Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection. Responses and any other information submitted by Respondents in response to this RFP shall become the property of the City.

The City will not compensate Respondents for any expenses incurred in Response preparation of for any presentation that may be made, unless agreed to in writing in advance or required by law. Respondents submit the Responses at their own risk and expense.

Responses that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the City, at its option.

The City makes no representations of any kind that an award will be made as a result of this RFP or subsequent interview or recommendation. The City reserves the right to accept or reject any or all Responses, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in the City's best interest.

Responses shall consist of answers to the questions asked in the RFP. It is not necessary to repeat the question in the Responses; however, it is essential to reference the question number with the corresponding answer.

Failure to comply with requirements contained in this RFP may result in the rejection of the Responses.

III. SUBMITTAL INSTRUCTIONS:

Proposal
In order to facilitate the analysis of responses to this RFQ, Consultants are required to prepare their proposals in accordance with the instructions outlined in this section. Consultants whose proposals deviate from these instructions may be considered non responsive and may be disqualified at the discretion of the City of Joplin.

Proposals shall be prepared as simply as possible and provide a straightforward, concise description of the Consultant's capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional materials, etc., are not necessary or desired. Emphasis shall be concentrated on accuracy, completeness, and clarity of content.

A. Each of the seven (7) sections listed below shall be tabbed and labeled.
B. Each page shall be numbered on the bottom right hand corner.
C. Submit one (1) original proposal and five (5) copies.

D. The proposal shall be organized as follows:

Exhibit A

Proposed Tab Section	Title
1.0	Cover Letter
2.0	Executive Summary
3.0	Company Background
4.0	Company Experience
5.0	Responses to Scope of Services
6.0	Sample Document(s)
7.0	Signature Page Form

Submittal Requirements

The proposals will be based on the criteria introduced in the above section and must include the following components:

1.0 Cover Letter: A maximum one page letter stating the Respondent's interest in being considered for this project.

2.0 Executive Summary: A maximum three page summary of the Respondent's ability to complete this project based on background and experience.

3.0 Company Background: An introduction to the Respondent's background, including number of years active in company and field, education, and number and type of projects completed for all personnel that will be assigned to this project.

4.0 Company Experience: A list of projects the Respondent has completed within the past five (5) years that are similar to the project requested in this RFP. Special attention should be given to projects completed for other governmental entities, particularly cities and State Historic Preservation Offices. Include company name, address, person(s) to contact, telephone number, a brief description of the project completed, and date completed for references.

5.0 Responses to Scope of Services (See Section IV. Specifications of Services Requested): Narrative on project approach. Describe the schedule of events necessary to complete the project clearly defining the roles of all involved personnel. Outline familiarity with the project and identify critical or unique issues specific to this project. Outline a communications process and explain unique approaches used elsewhere. Respondents should acknowledge the timeline and deadlines, the required final products, and required public meetings outlined in this RFP and their ability to complete these tasks on time. Respondents should include a cost summary, including the estimated hours and cost for each task and a total cost to complete the project.

6.0 Sample Document(s): The Respondent shall provide at least one (1) but not more than three (3) sample documents of similar projects completed.

7.0 Signature Page Form: See Attachment B at the end of this RFP. The form shall be signed and submitted with the Proposal.

IV. SPECIFICATIONS OF SERVICES REQUESTED:

General Statement

The City of Joplin is seeking a qualified 36 CFR 61 historian or architectural historian to conduct and complete a Phase I Historic Survey for the East Town (Original Joplin) neighborhood. No previous historic surveys have been conducted of the neighborhood. The Consultant shall have significant experience in the conducting and completion of historic surveys, and include at least one (1) but no more than three (3) example(s) of previous projects with their proposal.

The selected Consultant shall be expected to use accepted professional standards and practices to prepare and complete the project based on the following criteria:

Exhibit A

Scope of Services – General
The qualified consulting firm will prepare a phase I intensive level historic survey, along with the survey's associated research design, report and map for the Joplin East Town neighborhood. Final boundaries, the level of documentation, and the number of survey forms, along with contributing and non-contributing resource counts, criteria and areas of significance if properties are determined eligible for the National Register, will be determined in consultation with the State Historic Preservation Office.

This is phase II of a two phase project. An intensive level survey will allow for the evaluation of these properties as they relate to the neighborhood's history and development.

The survey will be completed following the State Historic Preservation Office's "Standards for Professional Architectural and Historic Surveys" and "Instructions for Completing the General Architectural Survey Form" available on the SHPO's website. Before starting work, the consultant will schedule a time with the SHPO grant monitor to discuss the survey boundary, level of documentation, and how resources will be recorded. The survey will record the history of each resource up to a date determined in consultation with the SHPO.

All work related to this project will either be supervised or completed by personnel who meet 36 CFR 61, Appendix A, professional qualifications.

Funding for this project is made available through a grant **(Project Number 29-19-171413-014)** from the U.S. Department of the Interior/National Park Service, Historic Preservation Fund, through the Missouri Department of Natural Resources, Division of State Parks, State Historic Preservation Office. **All correspondence must include the Project Number as noted above.** Awarding of the consultant contract is contingent upon obligation of Federal Funds.

Scope of Services – Final Products
Final products will include:

1. A completed **research design** meeting the SHPO's "Standards for Professional Architectural and Historic Surveys" shall be submitted to the SHPO in Word format prior to field work. The research design will describe the scope of the work, rationale of survey boundaries, proposed methodology and expected results. The draft may be submitted in digital Microsoft Word 2010 or 2010-readable format. The final version shall be submitted in both digital and hard copy formats.
2. Email documentation for the **two public information meetings** (i.e. press release, newspaper/web advertisement, and sign-in sheet). See subsection C for further information on public meetings.
3. **SHPO Architectural/Historic Inventory Forms** (or other pre-approved survey form) meeting SHPO's "Standards for Professional Architectural and Historic Surveys" and following the "Instructions for Completing the Architectural/Historic Inventory Form" shall be completed for each property within the boundary, including vacant lots. If publicly accessible cemeteries are within the survey boundaries, the consultant will contact the grant monitor for instructions on how to document cemeteries utilizing the cemetery survey form (form MO 780-2586). Draft versions of the inventory forms will be provided in digital format to the SHPO and final versions will be submitted in hard copy and digital format. The consultant will set up a time with the SHPO to discuss the level of documentation before work on the project begins. An email documenting the discussion will be sent to the consultant and

the city by the grant monitor. Drafts will be completed as discussed in this conversation. Incomplete drafts will not be accepted.

4. **Digital color photographs** of each surveyed resource provided in JPEG format. Each digital image must be at least 1600 X 1200 pixels and at least 300 dpi. Draft digital images may be labeled by street address but final digital images files must be labeled according to National Register standards (i.e. MO_Jasper County_East Town (Original Joplin) Historic Survey_0001). Photos will preferably be taken to avoid obstruction from foliage or snow cover. If a property has a complex footprint, additional photographs may be necessary to accurately record all primary façades. If a property has secondary resources an additional photograph will be taken for each resource unless the secondary resource is clearly visible in the photograph of the primary resource. If a property has more than one associated resource the site plan on the inventory form shall be completed, unless a master map showing the accurate orientation of outbuildings in the district is submitted as part of the project. The number of photographs will be determined in consultation with the SHPO.
5. **One set of hard copy black and white archival photographs**. The photographs shall be printed in black and white, using archival ink and paper meeting a 75-year standard. They must be printed at 300 dpi in 5"x7" size. Each photo must be labeled on the back, using a soft lead archival pencil, with at least the survey name, survey number, property name (if applicable), street address, city, county, and date of the photo. Do not attach the photos to the form or use adhesive labels. The SHPO will be consulted on paper and ink combinations before prints are made and submitted.
6. **A boundary map**, separate from the final report. The location of each property inventoried will be indicated on a large-scale map (at least 1" = 200'). Potential district boundaries, property type, plan or style, and other interpretive information will be included on one or more additional maps, as appropriate. The map shall show the survey boundary and boundaries for any potential National Register districts. The contributing status of each property must be marked within the recommended historic district boundary (if applicable). Likewise, individually eligible properties must be noted. All maps will be in black and white. Any mapping will be submitted in digital format and final versions will be submitted in digital format and hard copy in an easily reproducible size such as 8 ½"x 11", 8 ½"x 14" or 11" x 17". If the boundary map includes building footprints and accurate orientation of any outbuildings, the site plan portion of the inventory form may be left blank.
7. **A final survey report** meeting SHPO's "Standards for Professional Architectural and Historic Surveys" shall be submitted. This report will describe the scope and scale of the survey; methodology of the project; provide a complete historic context – including a discussion of the development of the neighborhood – for evaluation of the resources under National Register criteria; describe and analyze property types and styles within the resources surveyed; discuss the rationale for evaluation; and make recommendations for future National Register listings (individual and districts), local historic designations, and survey activities. A draft report may be submitted in digital format in Microsoft Word 2010 or 2010-readable format. The final version of the report must be submitted in both digital and hard copy format.
8. A **second set of all products** shall be submitted to the City of Joplin.

Scope of Services – Required Public Meetings

The consultant will conduct a minimum of two public meetings at Joplin City Hall to inform owners of properties within the survey area and the interested public about the goals and scope of the survey project. Meetings will be held near to the beginning of the survey as practical and the second meeting will be conducted at the conclusion of the project, when survey results and recommendations will be presented. Meetings should be primarily informative in nature, but may also be used to solicit information from knowledgeable members of the public. Public meetings may be held in conjunction with regular meetings of the Joplin Historic Preservation Commission.

Public meeting notices regarding this grant project will include the following acknowledgement:

This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and Missouri Department of Natural Resources, State Historic Preservation Office. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Department of Natural Resources, State Historic Preservation Office. Federal laws prohibit discrimination on the grounds of race, color, sexual origination, national origin, disabilities, religion, age, or sex. For more information, write to the Office of Equal Opportunity, U.S. Department of the Interior, Washington D.C. 20240.

Exhibit A

Scope of Services – Timeline
All work must be completed no later than July 31, 2020.

Timeline for RFP Process: The timeline listed below is the City's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule.

RFP Advertised:	September 6, 2019
Proposals Due:	September 27, 2019 at 5:00 P.M.
Committee Review:	October 1 – 3, 2019
Interviews:	October 7 – 8, 2019

Timeline for project: The City and the State Historic Preservation Office have developed a timeline and milestones for work and payment schedule. **All work must be completed July 31, 2019.**
Milestones Dates to be finalized with SHPO*

Milestone	Product	Date Due	Federal Share	Non-Federal Share
#1	Submit a draft RFP to the HPF Grant Manager for review and approval **before** the bid process is initiated.	08/02/2019	$ 0	$ 0
#2	Submit documentation of the consultant selection process and a draft of the consultant contract **prior to signature** to the HPF Grant Manager for review and approval.	10/03/2019*	$ 0	$ 0
#3	Submission of signed consultant contract to the HPF Grant Manager.	11/26/2019*	$ 0	$ 0
#4	The City will arrange a meeting with the consultant and HPF Grant Manager to discuss the level of documentation for the project. An email documenting this discussion will be submitted to the consultant and the City of Joplin by the HPF Grant Manager (date approximate).	11/27/2019*	$ 0	$ 0
#5	Submission of a draft research design to the HPF Grant Manager for review and approval. Submission of documentation for the first of two public information meetings (meeting date is approximate only).	12/16/2019*	$ 0	$ 0
#6	Submission of final research design. Submission of 5 complete sample inventory forms (and site plans as appropriate) to the HPF Grant Manager for review and approval.	01/06/2020*	$ 0	$ 0

#7	Submission of fully complete draft inventory forms (and site plans as appropriate), digital color JPEGs, and a digital survey map to the HPF Grant Manager for review and approval. Mid-term budget report	04/03/2020	Estimated 50% of expenses	Estimated 50% of expenses
#8	Submission of final inventory forms (and site plans as appropriate), maps and photos to the HPF Grant Manager for review and approval. Submission of draft survey report to the HPF Grant Manager for review and approval.	06/01/2020	$ 0	$ 0
#9	Submission of final survey report to the HPF Grant Manager for review and approval, and submission of documentation for the second public meeting (date approximate).	07/10/2020	$ 0	$ 0
#10	Submission of final project report and fiscal data.	07/31/2020	Remaining balance of expenses	Remaining balance of expenses

Exhibit A

V. EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS:

Qualifications of Proposers

The Proposer may be required before the award of any contract to show to the complete satisfaction of The City that it has the necessary facilities, ability, and financial resources to provide the services specified herein in a satisfactory manner. The Proposer may also be required to give a past history and references in order to satisfy The City in regard to the Proposer's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to The City all information for this purpose that may be requested. The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy The City that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the Proposer's qualifications shall include:

A. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
B. The ability of the Proposers to perform the work or provide the service promptly or within the time specified, without delay or interference;
C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer, and;
D. The quality of performance of previous contracts or services.

A selection committee made up of qualified City staff and commissioners of the Historic Preservation Commission shall review and evaluate all responses. The selection committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the work requested.

In general, the proposals will be evaluated based on, but not limited to, the general evaluation criteria listed above, as well as background, experience, response to scope of services, costs and supporting documents as part of the submittal requirements.

After the selection process, the Selection Committee shall negotiate on behalf of the City of Joplin, a contract based on the fees and fee structure as submitted in the proposal. The City of Joplin reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

Exhibit A

VI. GENERAL INFORMATION AND REQUIREMENTS:

Public Information
All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

Type of Contract
The final contract form shall be negotiated between and be mutually acceptable to the parties. Any contract resulting from this effort will be negotiated at the sole discretion of City of Joplin (the "City"), and/or their agents.

No Lobbying
Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the City, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision making process for this RFP in the favor of the Respondent. This includes direct contact with the City Council, City Manager and City staff of the City of Joplin, commissioners of the Historic Preservation Commission, and others who may be engaged in the process. Additionally, the Respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision making process. Any Respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

Deadline for Submission of Interest
The Respondent will submit Responses at the time and location described below:

Time/Date: Received by 5:00 PM CDT on Tuesday, September 3rd, 2019. RFPs received after this time and date will not be accepted.

To: City of Joplin
Sealed Proposal: East Town (Original Joplin) Historical Survey Phase II
Planning, Development and Neighborhood Services
602 S. Main Street
Joplin, MO 64801

The Respondent shall submit one (1) original with five (5) identical copies of the Response in print and with one PDF copy provided on CD or USB drive. An original signature must be included on the "THE CITY OF JOPLIN REQUEST FOR PROPOSAL SUBMISSION FORM" document submitted with original document.

Late received Responses will be returned to the Respondent unopened. Properly submitted Responses by the Respondents will not be returned. Hard copies of RFP materials must be enclosed in a sealed envelope (box or container) addressed as noted above; the package must clearly identify the submittal deadline and that the response is for the East Town (Original Joplin) Historic Survey Phase II project.

Evaluation of Qualifications
The evaluation of the Responses shall be based on the requirements described in this RFQ. All properly submitted Responses will be reviewed, evaluated, and ranked by the City, with input from the

Committee as noted above. The City will contact those Proposers with the top ranked proposals that best meet the City's needs. The number of selected proposals will be determined by the selection committee. Each of these will be required to meet with the selection committee at a time to be specified. The City reserves the right to contact only one company at this stage and to immediately proceed with contact negotiations if appropriate. The proposals will be reviewed in depth with the selection committee at that time. The City will contact the Proposer that best meet the City's needs and attempt to negotiate an agreement that is acceptable to both parties. An anticipated decision is scheduled to occur by [date].

City's Reservation of Rights
The City may evaluate the Responses based on the anticipated completion of all or any portion of the Project. The City reserves the right to reject any and all Responses and re-solicit for new Responses, or to reject any and all proposals and temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

Acceptance of Evaluation Methodology
By submitting its Responses to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that the determination of the "most qualified" firm will require subjective judgments by the City.

No Reimbursement for Costs
The Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFP shall be at the sole risk and responsibility of the Respondent.

Eligible Respondents
Only individual firms or lawfully formed business organizations may apply (this does not preclude a Respondent from using consultants). The City will contract only with the individual firm or formal organization that submits its Responses. All work related to this project will either be supervised or completed by personnel who meet 36 CFR 61 professional qualifications.

Reference Checks
Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigations may be conducted as a part of the due-diligence process.

Disposition of Proposals
All submitted proposals become the property of The City.

Nonconforming Terms and Conditions
A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. The City reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its proposal prior to a determination by The City of non-responsiveness based on the submission of nonconforming terms and conditions.

Debarment
By submitting a proposal, the Proposer certifies that it is not currently debarred with submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government and that is not a person or entity that is currently debarred from submitting

proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government.

Exhibit A

Map A



ATTACHMENT A:
SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES
City of Joplin, Jasper County, Missouri
East Town (Original Joplin) Historic Survey Phase II
Project No. 29-19-171413-014

Exhibit A

Please be advised that the Missouri Department of Natural Resources has not as yet received the final allocation from the federal Historic Preservation Fund. No final grant awards or reimbursements of allowable grant project costs will be made until the allocation is received. Obligations of the State shall cease immediately if the Missouri Legislature, the President or Congress fail to appropriate or otherwise make available funds for this project.

Starting Date: July 1, 2019 Ending Date: August 31, 2020

I. SCOPE AND PURPOSE:

The City of Joplin will hire a 36 CFR 61 qualified historian or architectural historian (herein referred to as "consultant") to conduct an intensive level architectural/historical survey of Joplin's East Town neighborhood. This is Phase II of a two-phase project. An intensive level survey will allow for the evaluation of these properties as they relate to the neighborhood's history and development. The neighborhood is associated with the first Joplin settlement in 1838, historic Route 66, and the local African American community. The Phase I survey area focused on the northern half of the East Town neighborhood. Phase II will focus on the southern half of the East Town neighborhood. It will be bounded by E. Broadway on the north, N. St. Louis Avenue to the east, the Kansas City Southern Railroad on the west, and 4th Street to the south. These boundaries were selected based on discussions between the City of Joplin and State Historic Preservation Office (SHPO) staff. The approximately 140-acre survey area encompasses a predominately- suburban setting that includes approximately 230 resources, including accessory structures, on 170 parcels including vacant lots. This project will also provide a history of the area and its development contributing to the overall historical understanding of Joplin. Final survey boundaries, the level of documentation and the number of survey forms will be determined in consultation with the Historic Preservation Fund (HPF) Grant Manager.

Architectural survey is an activity required of Certified Local Governments (CLGs) per 36 CFR 61 regulations. A survey is being conducted to ensure the City of Joplin has the most accurate, up-to- date information on identified historic buildings and their condition to help with planning and preservation efforts. This survey will include recommendations for future preservation activities, including but not limited to identifying properties eligible for the National Register of Historic Places.

II. ACTIVITIES AND FUNCTIONS:

A. Consultant Selection Process

The City of Joplin will hire a professional that meets the *Secretary of the Interior's Professional Qualifications Standards* for a historian or architectural historian, as outlined in the Code of Federal Regulations, 36 CFR Part 61 to conduct the East Town (Original Joplin) Historic Survey Phase II. This will be an intensive level architectural survey. The Request for Proposal (RFP) sent to

consultants shall include a copy of Attachment A: Scope, Purpose and Description of Grant Activities and the Milestone Schedule from the Grant Agreement. Pursuant to 2 CFR 200.331, the sub-recipient shall require the language of the certification and terms applicable to financial assistance awards to be included in sub-award documents at all tiers, and sub-recipients shall certify and disclose accordingly. All contractual deadlines with the consultant shall not conflict with milestone deadlines set in the grant agreement. A draft RFP will be sent to the HPF Grant Manager for approval **prior to initiating the bid process**. Documentation of the consultant selection process and a draft of the consultant contract shall be submitted to the HPF Grant Manager for approval **before it is signed**.

1. Submit a **draft of the RFP** for review prior to the initiation of the bid process.
2. Submit documentation of the **consultant selection process** and a draft of the consultant contract **prior to signature**. This documentation includes:
    a. Indication of who the RFP was sent to and when
    b. Copies of all responses received (proposals and responses of no bid)
    c. Score sheets/an explanation for why a consultant was chosen
    d. The unsigned draft consultant contract noted above
3. Submit a copy of the signed **consultant contract**.

B. Intensive Level Survey

The survey will be completed following the State Historic Preservation Office's "Standards for Professional Architectural and Historic Surveys" and "Instructions for Completing the General Architectural Survey Form" available on the SHPO's website. Before starting work, the consultant will schedule a time with the HPF Grant Manager and the City to discuss the survey boundary, level of documentation, and how resources will be recorded. The survey will record the history of each resource up to a date determined in consultation with the HPF Grant Manager. Intensive level surveys include an architectural description of each resource, construction dates, and current conditions along with research on the history of each property (including ownership and use). The survey report will describe the historic context and the development of the survey area. It will also document the existing historic character and conditions of the survey area and make recommendations for future preservation activities, including additional survey recommendations and potential eligibility for local historic designation or listing in the National Register. This project will also provide a history of the area and its development, contributing to the overall historic knowledge and understanding of Joplin.

Prior to field work, a research design detailing the methodology and goals of the survey will be completed and approved by the HPF Grant Manager. Once the research design is approved by the HPF Grant Manager, a Missouri Architectural/Historic Inventory form will be completed for each property within the boundary, including any vacant lots. The number of forms and level of documentation will be determined by the HPF Grant Manager in consultation with the grant recipient. Forms will be submitted in digital format. The number of photos will be determined in consultation with the HPF Grant Manager. A map will be created that indicates the survey boundaries, property locations and addresses. If a potential historic district is found, its boundaries will be identified on the map along with a notation of each resource's contributing or non-contributing status. If potential individually eligible properties are found, they will also be noted on the map.

Exhibit A

A final survey report will be prepared in digital format. The report will develop the historic context of the neighborhood and describe its development history. This information will be gleaned from overall archival research for the survey area but also the research conducted for and included on the individual survey forms. After developing the context, the report will evaluate the history in terms of National Register eligibility and potential future listings (individual and/or districts). This report will also describe the scope and scale of the survey; provide a methodology for the project; describe and analyze property types within the resources surveyed; discuss the rationale for evaluation; and make recommendations for future National Register listings (individual and districts), local designations, and survey activities as applicable.

These products are outlined in more detail below. The Joplin Historic Preservation Commission will have an opportunity to review milestone products if they so choose before they are submitted to the HPF Grant Manger.

The Phase II intensive level architectural survey of Joplin's East Town neighborhood shall produce the following products:

1. A completed **research design** meeting the SHPO's "Standards for Professional Architectural and Historic Surveys" shall be submitted to the HPF Grant Manager prior to field work. The research design will describe the scope of the work, rationale of survey boundaries, proposed methodology and expected results.

2. Submit documentation for the **two public information meetings** (i.e. press release, newspaper/web advertisement, sign-in sheet). See subsection C for further information on public meetings.

3. **SHPO Architectural/Historic Inventory Forms** (or other pre-approved survey form) meeting SHPO's "Standards for Professional Architectural and Historic Surveys" and following the "Instructions for Completing the Architectural/Historic Inventory Form" shall be completed for each property within the boundary including vacant lots. Draft versions of the inventory forms will be provided in digital format. The final version for the SHPO will be submitted in digital format. The consultant will set up a time with the HPF Grant Manager and the City to discuss the level of documentation before work on the project begins. An email documenting the discussion will be sent to the consultant and the city by the HPF Grant Manager. Drafts will be completed as discussed via this conversation. Incomplete drafts will not be accepted.

4. **Digital color photographs** of each surveyed property submitted in digital JPEG format. Each digital image must be at least 1600 X 1200 pixels and at least 300 dpi. Draft digital images may be labeled by street address but final digital images files must be labeled according to National Register standards (i.e. MO_xxx County_SURVEY NAME_0001). Photos will preferably be taken to avoid obstruction from foliage. If a property has a complex footprint, additional photographs may be necessary to accurately record all primary façades. If a property has secondary resources an additional photograph will be taken for each resource unless the secondary resource is clearly visible in the photograph of the primary resource. If a property has more than one associated resource, the site plan on the

inventory form shall be completed unless a master map showing the accurate orientation of outbuildings in the district is submitted as part of the project. The number of photographs will be determined in consultation with the HPF Grant Manager.

5. **A boundary map**, separate from the final report. The location of each property inventoried will be indicated on a large-scale map. Potential district boundaries, property type, plan or style, and other interpretive information will be included on one or more additional maps, as appropriate. The map shall show the survey boundary and boundaries for any potential National Register districts. The contributing status of each property, including outbuildings, must be marked within the recommended historic district boundary (if applicable.) Likewise, individually eligible properties must be noted. Any mapping will be submitted in digital format. If the boundary map includes building footprints and accurate orientation of any outbuildings, the site plan portion of the inventory form may be left blank.

6. **A survey report** meeting SHPO's "Standards for Professional Architectural and Historic Surveys" shall be submitted. This report will describe the scope and scale of the survey; methodology of the project, provide historic contexts for evaluation of the resources under National Register criteria; describe and analyze property types within the resources surveyed; discuss the rationale for evaluation; and make recommendations for future National Register listings (individual and districts). The final version of the report must be submitted in digital format.

C. Public Meetings

The grant recipient will conduct a minimum of two public meetings in Joplin to inform owners of properties within the survey area and the interested public about the goals and scope of the survey project. The first meeting will be held as near to the beginning of the survey as practical and the second meeting will be conducted at the conclusion of the project, when survey results and recommendations will be presented. Meetings should be primarily informative in nature, but may also be used to solicit information from knowledgeable members of the public. Public meetings may be held in conjunction with regular meetings of the Joplin Historic Preservation Commission.

III. SPECIAL CONDITIONS:

1. It is agreed that if the project should fall one (1) month behind the milestones, the Missouri Department of Natural Resources has the right unilaterally to terminate or reduce the dollar amount of this agreement. In addition, if the Department determines that full termination is warranted, the Department shall be sole authority in determining the amount of compensation owed.

2. All work related to this project will either be supervised or completed by personnel who meet 36 CFR 61, Appendix A, professional qualifications for a historian or architectural historian.

3. The Joplin Historic Preservation Commission will have an opportunity to review and comment on milestone products before they are submitted to the HPF Grant Manager if they so choose. Any Commission comments will be submitted with the corresponding milestone to the HPF Grant Manager.

4. All grant project funded publications, books, brochures and all public meeting notices regarding this grant project shall include the following acknowledgement:

   This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and Missouri Department of Natural Resources, State Historic Preservation Office. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Department of Natural Resources, State Historic Preservation Office, nor does the mention of trade names or commercial products constitute endorsement or recommendation. Federal laws prohibit discrimination on the grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex. For more information, write to the Office of Equal Opportunity, U.S. Department of the Interior, Washington D.C. 20240.

   [This acknowledgement may be in any size type on the notice]

   Project work will be completed and payments made according to the milestone/payment schedule and project budget.

Attachment B

THE CITY OF JOPLIN

REQUEST FOR PROPOSAL SUBMISSION FORM

RFP # 29-17-151350-05

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 JRC'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 City and Respondent; (3) Neither the City or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the City 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 City all of 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.

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 City or partner organizations in connection with the submitted Responses.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Developer represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

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 City and the Committee, 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.

Submitted and certified this ___ day of _____.

BY:

Signature Date: _____

Name (Printed): _____

Title: _____

Signature: _____

Exhibit B

PROPOSAL

HISTORIC SURVEY PHASE II

EAST TOWN (ORIGINAL JOPLIN) NEIGHBORHOOD
JOPLIN, MISSOURI

Submitted to the City of Joplin, Missouri

September 23, 2019

Keenoy Preservation
5229 Oleatha Avenue
St. Louis, MO 63139
314-637-6441 / rdkeenoy@gmail.com
http://keenoypreservation.com/

Exhibit B

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Exhibit B

1.0 Cover Letter

KEENOY PRESERVATION
5229 Oleatha Avenue
St. Louis, MO 63139
rdkeenoy@gmail.com / 314-637-6441

September 23, 2019

City of Joplin
ATTN: Thomas Walters, Planner
Planning, Development and Neighborhood Services
602 S. Main Street
Joplin, MO 64801

RE: East Town (Original Joplin) Historic Survey Phase II

Dear Mr. Walters:

I wish to submit a proposal to complete the above-referenced project for which the City of Joplin issued a Request for Qualifications (RFQ) on August 18, 2019 (re-issued September 6, 2019). The proposal would include a survey team consisting of myself, Susan Sheppard, and Terri L. Foley.

The enclosed proposal includes an Executive Summary, Company Background, Company Experience, Response to Scope of Services, Sample Documents and Signature Page Form. A cost proposal has been submitted separately. We have the requisite experience, training and technical competence to complete the project on time (on or prior to July 31, 2020).

We very much appreciate the opportunity to provide this proposal and look forward to hearing of your decision. If you have any questions, please do not hesitate to contact me.

Sincerely,

Ruth Keenoy

Ruth Keenoy
Historic Preservation Specialist
http://keenoypreservation.com
314-637-6441 / rdkeenoy@gmail.com

Exhibit B

2.0 Executive Summary

The following proposal was prepared for the City of Joplin, which seeks to complete a Phase II intensive survey of properties within the East Town (Original Joplin) Neighborhood. The Phase II survey area is bounded by East Broadway (north), N. St. Louis Street (east), 4th Street (south) and the Kansas City Southern Railroad (west). The survey will identify approximately 230 properties.

If awarded the project, the scope of work will be completed through the services of a three-member team – Ruth Keenoy, Susan Sheppard and Terri L. Foley. All team members meet the Secretary of Interior's Professional Standards of Qualifications for architectural history as published in the Code of Federal Regulations, 36 CFR Part 61 (standards available at: https://www.nps.gov/history/local-law/arch_stnds_9.htm). Ms. Keenoy is a registered WBE in the State of Missouri. Ms. Foley is a registered WBE in the State of North Carolina.

The project will meet the requirements outlined in the State Historic Preservation Office's (SHPO) Historic Preservation Fund (HPF) Products Manual and National Register Bulletin 24: *Guidelines for Local Surveys: A Basis for Preservation Planning* (Revised). The final survey report will provide a history of the area and its development contributing to the overall historical understanding of Joplin. The project will focus on identifying properties that may be eligible for local and/or National Register of Historic Places (NRHP) significance. Properties will be evaluated individually and for their potential to comprise one or more local and/or NRHP district(s). Final survey boundaries, level of documentation and number of survey forms will be determined in consultation with the SHPO.

The survey team has the requisite experience, education and qualifications to complete the project, as described under Sections 3.0 (Company Background) and 4.0 (Company Experience).

If awarded the contract, the consultant team will comply with all applicable City, State and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity, Affirmative Action and the American with Disabilities Act (ADA).

Funding for the Joplin East Town (Original Joplin) Neighborhood Survey, **Project Number 29-19-171413-014,** is made available through a grant provided by the U.S. Department of the Interior/National Park Service, Historic Preservation Fund, through the Missouri Department of Natural Resources, Division of State Parks, State Historic Preservation Office.

Questions regarding this proposal should be addressed to Ruth Keenoy, 314-637-6441, rdkeenoy@gmail.com.

Exhibit B

3.0 Company Background

Keenoy Preservation is a consulting team composed of three individuals: Ruth Keenoy, Susan Sheppard and Terri L. Foley. The consultants have worked with each other for a number of years. Ms. Foley and Ms. Keenoy have worked as a team for more than 12 years. Ms. Sheppard recently joined the team, bringing her more than 10 years' experience as a historic preservation professional.

- Ms. Keenoy holds a master's degree in historic preservation and has worked as an architectural historian for more than 25 years. She has completed a number of cultural resource surveys in the states of Maine, Missouri, Tennessee, New York, Virginia, West Virginia, Georgia and Alabama.

Education – Ruth Keenoy
B.B.A., Business Administration, Middle Tennessee State University, 1985
M.A., History, Middle Tennessee State University, 1995

Professional Work Experience – Ruth Keenoy
Historic Preservation Consultant, Self-Employed, St. Louis, 2006-2010; 2016-present
Project Manager, Historical Mitigation, National Geospatial-Intelligence Agency (NGA) Relocation, St. Louis, MO, 2016 - present
Preservation Specialist, Landmarks Association of St. Louis, Inc., 2010 – 2016
Senior Preservation Planner, TRC, Atlanta, GA (Nashville branch office), 2000-2006
Historic Preservation Specialist, Tennessee Dept. of Transportation, 1997 – 2000
Architectural Historian, TRC Mariah Associates, Inc., Austin, TX, 1996-1997
Private Consultant/Architectural Historian, Self-Employed, 1996-1997
Preservation Planner, Thomason & Associates, Nashville, TN, 1994-1996

- Ms. Sheppard has a master's degree in history (Southeast Missouri State University) with an historic preservation emphasis and has worked as an architectural historian for 15 years. She has completed surveys in Missouri and South Dakota.

Education – Susan Sheppard
B.A., Art History, University of Missouri-St. Louis, 2000
M.A., History, Southeast Missouri State University, Cape Girardeau, 2003

Professional Work Experience – Susan Sheppard
Program Outreach Coordinator, Missouri Main Street Connection, St. Louis, 2019
Project Manager/Assistant Main Street Coordinator, State of Maryland Department of Housing and Community Development, Baltimore 2015-2018
Cultural Resource Management Specialist, Michigan State Historic Preservation Office, Lansing, 2009-2013

Architectural Historian, Cultural Resource Department, SCI Engineering, St. Charles (MO), 2006-2008
Preservation Specialist, Landmarks Association of St. Louis, Missouri, 2004-2007

- Ms. Foley holds a bachelor's degree in historic preservation with an emphasis in architectural design. She has worked as a preservation consultant for 17 years, completing cultural resource surveys in the states of Illinois, Kansas, Maine, Missouri, New York and North Carolina.

Education – Terri L. Foley
B.S., Historic Preservation, Southeast Missouri State University

Professional Work Experience – Terri L. Foley
Ms. Foley has been self-employed as a historic preservation consultant since completing her degree in 2002.

Recent architectural survey projects completed by Keenoy Preservation in Missouri include a Phase II Survey of the North Central Neighborhood in Columbia (2019) and an Intensive Re-Survey of Downtown Moberly (2017-2018).

Noted in the Request for Proposals (RFP) are Joplin's African-American and Route 66 resources, which shall be addressed in the proposed Phase II survey. Past projects completed by the consultant team that specifically address similar historical contexts are provided below.

- Garfield Historic District (Foley, 2017), Butler County (Poplar Bluff), MO. Document is available at: https://dnr.mo.gov/shpo/nps-nr/SG100001686.pdf
- Salem Baptist Church (Keenoy, 2013), Madison County (Alton), IL. Document is available at: https://www.nps.gov/nr/feature/places/pdfs/13001004.pdf
- Bennett Avenue Historic District (Keenoy, 2008), St. Louis County (Richmond Heights), MO. Document is available at: https://dnr.mo.gov/shpo/nps-nr/08000228.pdf

Ms. Keenoy and Ms. Foley co-authored the Multiple Property Documentation Form (MPDF) for Route 66 in Missouri (2008). The document is available at: https://dnr.mo.gov/shpo/nps-nr/Route66MPDF.pdf. Individual nominations completed by the consultants for Route 66 properties under the MPDF include the following:

- Meramec River U.S. Route 66 Bridge (Keenoy and Foley, 2008), St. Louis County, MO. Document is available at: https://dnr.mo.gov/shpo/nps-nr/09000888.pdf
- Route 66 Steak 'n Shake (Keenoy, 2012), Greene County (Springfield), MO. Document is available at: https://dnr.mo.gov/shpo/nps-nr/12000462.pdf

- Devil's Elbow Historic District (Keenoy, 2017), Pulaski County, MO. Document is available at: https://dnr.mo.gov/shpo/nps-nr/100000566.pdf
- Piney Beach (Keenoy, 2017), Pulaski County, MO. Document is Available at: https://dnr.mo.gov/shpo/nps-nr/100000567.pdf

Each member of the consultant team meets the Secretary of Interior's Professional Standards of Qualifications for architectural history as published in the Code of Federal Regulations, 36 CFR Part 61 (https://www.nps.gov/history/local-law/arch_stnds_9.htm).

No team members have failed to meet project deadlines in the past. All projects have been completed on time and within the proposed budget.

4.0 Company Experience

In relation to the scope of services outlined in the City's Request for Proposal (RFP), the consultants have completed multiple survey projects (individually and as a team). Sample projects completed by the consultant team during the past five years are provided below.

Of note is that Susan Sheppard worked during the past five years for Main Street. Professional contacts for Susan include:

- Karen Forbes, Assistant Director of Community Access/Department of Housing and Community Development, Maryland, 410-209-5809
- Diane Tuinstra, Cultural Resources Management Specialist, Michigan State Historic Preservation Office, 517-335-2723
- Becky Axilbund, Executive Director, Main Street Middletown (MD), 301-371-617.

2019 – Barker Neighborhood Intensive Survey, Phase I City of Lawrence, KS (Keenoy, Foley)
Contact: Lynne Zollner, Historic Resources Administration (City of Lawrence), 785-832-3151
Intensive residential survey of 326 properties. Potential for National Register District (pending Phase II survey) and identification of four potentially individually eligible properties.

2019 – North Central Neighborhood Survey, Phase II, City of Columbia, MO (Keenoy, Foley)
Contact: Rusty Palmer, Planner (City of Columbia), 573-874-7394
Reconnaissance level survey, Phase II, of North Central Neighborhood, identified 209 properties (residential, commercial, industrial) of which six were identified as potentially eligible for the National Register.

2019 – Wepprich Winery, St. Charles, MO, National Register Nomination (Keenoy, Foley)
Contact: Bill Elliott, Kenrick Construction Co., St. Louis, MO, 314-865-5204
Completed National Register nomination for former winery in downtown St. Charles, Missouri. Approved by Missouri Advisory Council, August 2019. Pending formal listing with the National Park Service.

2017-2018 – Collins Park Intensive Neighborhood Survey, City of Topeka, KS (Keenoy, Foley) (Survey report: https://www.kshs.org/resource/survey/topeka_collinsparksurvey2018.pdf)
Contact: Tim Paris, Historic Preservation Planner (City of Topeka), 785-368-3013
Intensive survey, Collins Park neighborhood, identified 185 properties (all but one is residential). Survey recommended a historic district for the platted subdivision of Collins Park.

2017 – 2018 – Intensive Survey, Downtown Commercial and Industrial Properties, City of Moberly, MO (Keenoy, Foley)
Contact: Tom Sanders, Director of Public Works (City of Moberly), 660-269-7644
Survey recorded 214 properties including re-evaluation of the city's downtown historic district. Recommendations were to enlarge the existing district. District expansion National Register nomination is currently in progress.

2017 – Garfield Historic District, Popular Bluff (MO) (Foley) (Available at: https://dnr.mo.gov/shpo/nps-nr/SG100001686.pdf)
Contact: Nevada Young, City Planning & Inspections, City of Poplar Bluff, 573-686-8615
National Register District completed for ethnic/African American significance.

2017 – Christian Weinrich House, Frederick Weister House and Old Fire Station Chester, Illinois, National Register Nomination (Foley)
Contact: Brenda Owen, 618-830-8569
Individual National Register nominations completed for three buildings in Chester, Illinois in 2017.

2016 – 2017 – Grandview Place, Intensive Survey, Edwardsville, Illinois (Foley)
Contact: Scott Hanson, City Planner, City of Edwardsville (IL), 618-692-7535
Conducted a survey for a mid-century modern residential subdivision developed on historic mine land. The survey included 186 residential buildings, three secondary buildings and approximately 69 objects.

2016 – 2017 – Section 106 Compliance/History Project– National Geospatial-Intelligence Agency, City of St. Louis (Keenoy) (Multi-tiered projects available online at: https://www.stlouis-mo.gov/government/departments/sldc/project-connect/nga/history/index.cfm; https://dnr.mo.gov/shpo/nps-nr/SG100002334.pdf;

https://dnr.mo.gov/shpo/nps-nr/SG100002792.pdf; https://dnr.mo.gov/shpo/nps-nr/SG100002038.pdf)
Contact: Russell Halliday, Program Manager Next NGA (City of St. Louis), 314-309-6560
Section 106 mitigation for the City of St. Louis in relation to construction of National Geospatial-Intelligence Agency headquarters. Project included public history project (with displaced residents), three National Register nominations and shoe industry historical overview.

2015 – Brahm-Mitchellette Motor Car Company, St. Louis, National Register Nomination (Keenoy) (Available at: https://dnr.mo.gov/shpo/nps-nr/15000442.pdf)
Contact: Berto Garcia, property owner, 314-353-0336
National Register nomination for former automobile dealership that currently houses administrative offices for Garcia Properties, St. Louis, Missouri.

2015 - Cynthia-Kinzer Historic District, Poplar Bluff (MO) (Foley) (Available at: https://dnr.mo.gov/shpo/nps-nr/15000441.pdf)
Contact: Nevada Young, City Planning & Inspections, City of Poplar Bluff, 573-686-8615
Completed National Register district nomination for a residential neighborhood consisting of 88 properties.

2015 – Claverach Park, St. Louis County, MO National Register Nomination (Keenoy) (Available at: https://dnr.mo.gov/shpo/nps-nr/15000537.pdf)
Contact: Karen Bode Baxter, 314-353-0593
Wrote Section 8 of National Register nomination. District includes 253 residential properties.

2014 – Bellefontaine Cemetery, St. Louis, National Register Nomination (Keenoy) (Available at: https://dnr.mo.gov/shpo/docs/14000378.pdf)
Contact: Nancy Ylvisaker, President, Bellefontaine Cemetery, 314-749-9909
Completed National Register nomination for Bellefontaine Cemetery, National Significance, Criterion C: Landscape Architecture.

2014 – Fifth Street Survey, City of Washington, MO (Keenoy/Landmarks Association) (Survey Report available at: https://dnr.mo.gov/shpo/survey/FRAS005-R.pdf)
Contact: Bridgette Kelch (no longer in position – was Executive Director of Downtown Washington). Contact for Downtown Washington – 636-239-1743
The intensive survey (completed with Katie Graebe) recorded 178 properties, ten of which were recommended as potentially eligible (individually) for the National Register of Historic Places.

2014 – Downtown Webb City Historic District, Webb City (MO) (Foley) (Available at: https://dnr.mo.gov/shpo/docs/DowntownWebbCityHistoricDistrict-14000427.pdf)
Contact: Erin B. Turner-Forcum, Community Development Coordinator (Webb City), 417-499-6367
National Register district nomination completed for properties along North and South Main and adjacent side streets, Webb City.

2014 - HABS/HAER Documentation, LORAN-C Towers, Wilmington, NC (Foley)
Contact: Zac Holmes, Shape Construction, 360-377-6383
Conducted HABS/HAER survey that entailed the documentation of the United States Coast Guard Carolina Beach LORAN-C Station including all buildings and four LORAN-C Towers.

5.0 Responses to Scope of Scope of Services

The following activities will be conducted should Keenoy Preservation be awarded the Phase II intensive historic survey. Funding for the project is made available through a grant (**Project Number 29-19-171413-014**) from the U.S. Department of the Interior/National Park Service Historic Preservation Fund (HPF), through the Missouri Department of Natural Resources, Division of State Parks, State Historic Preservation Office (SHPO). All correspondence related to this project will include the Project Number.

5.1 Scope of Services – General

The intensive level survey will allow for the evaluation of properties as they relate to the neighborhood's history and development. The proposed survey area consists of approximately 230 above-ground properties. Prior to beginning the project, the consultant team will schedule a time to discuss the project's expectations with the SHPO/HPF Grant Manager and the City of Joplin. Ms. Keenoy and Ms. Sheppard will attend two informational public meetings to discuss process, survey results and answer questions and will complete the photography and conduct research while in Joplin. Ms. Foley will assist in preparing forms and the survey report. Meetings will be coordinated by the City of Joplin and the Joplin Historic Preservation Commission. Notices regarding public meetings will be the responsibility of the City of Joplin.
All deliverables will be provided in digital format per SHPO instructions.

Exhibit B

5.2 Scope of Services – Final Products

An **Intensive Survey** of the East Town (Original Joplin) Neighborhood (within the study area) will include:

- A completed **research design** meeting the SHPO's "Standards for Professional Architectural and Historic Surveys", submitted to the SHPO in Word format prior to fieldwork.
- Email documentation for **two public information meetings.**
- **SHPO Architectural/Historic Inventory Forms** meeting SHPO's "Standards for Professional Architectural and Historic Surveys" and following the "Instructions for Completing the Architectural/Historic Inventory Form", completed for each property within the boundary, including vacant lots. This will include:
  - Construction dates of the surveyed properties
  - Documentation of historic character and current conditions of the surveyed properties
  - Addresses/locations of the surveyed properties
  - Basic physical descriptions and conditions of properties
  - Basic archival research – including Sanborn maps, atlases and city directories if available
  - National Register of Historic Places (NRHP) eligibility recommendations
- **Digital color photographs** of each surveyed resource provided in JPEG format.
  - Each elevation of the property, including outbuildings *provided that building is visible from street*
  - Photographs will have minimal visual intrusions and include building details
  - Streetscape images (not to replace individual property photographs)
  - JPEG format, pixel dimensions for camera at least 1600 X 1200 and at least 300 dpi.
  - Named image files per SHPO protocol
- **A boundary map**, separate from the final report.
  - The location of each property inventoried will be indicated on a large-scale map (at least 1" = 200).
  - Potential district boundaries, property type, plan or style, and other interpretive information will be included.
  - Individually eligible properties will be noted.
  - Maps will be submitted in digital format.
- **A final survey report** meeting SHPO's "Standards for Professional Architectural and Historic Surveys" will include:
  - A description of the scope and scale of the survey
  - Methodology of the project

- A complete historic context to include an overview of the history of the neighborhood's development, focusing on the period(s) when the inventoried resources were constructed. The context(s) will address the survey area specifically and include outlying areas to evaluate the broader context of the study area.
- Architectural analysis including property types and styles
- Recommendations for NRHP Nominations, local historic designations, and survey activities
- Bibliography

5.3 Scope of Services – Required Public Meetings

The consultant team will conduct a minimum of two public meetings, as described below. Public meeting notices are the responsibility of the City of Joplin.

- First public meeting will explain the objectives and anticipated process of the project, answer questions and solicit information from residents familiar with the project area.
- Second public meeting will provide a refresher of the project's objectives and process, as well as provide findings of the survey that include National Register eligibility recommendations.
- Meetings will take place at Joplin City Hall and may be held in conjunction with regular meetings of the Joplin Historic Preservation Commission.

5.4 Scope of Services - Timeline

The project will be completed no later than July 31, 2020. Following the completion of a signed contract, agreed upon by both the consultant team and City, a notice to proceed will be followed by the initial meeting between the consultant team and the SHPO.

The final timeline will be agreed upon by all parties. A suggested timeline for deliverables is provided below, based upon the assumption that the notice to proceed will be issued no later than November 4, 2019. This schedule will be adjusted per the recommendations of the City and SHPO.

Date (no later than)	Deliverable / Item
November 26, 2019	Contract signed / Notice to Proceed
November 27, 2019	Initial Meetings with SHPO and City
December 16, 2019	Submission of Draft Research Design
January 6, 2020	Submission of Final Research Design
January 13, 2020	First public meeting (on or near this date)
April 3, 2020	Submission of complete draft inventory form, digital color JPEGS, and a digital survey map
June 1, 2020	Submission of final inventory forms, maps, and photos
July 10, 2020	Submission of final survey report
July 31, 2020	Submission of final project report and fiscal data
August 3, 2020	Final public meeting (on or near this date)

5.5 Scope of Services – Proposed Costs to Complete Project

Proposed costs to complete the project are $23,000 – the cost breakdown is provided in the table below.

Cost Proposal - East Town (Original Joplin) Phase II Survey				
Category	**Billing Rate**	**Hours**	**Cost**	**Notes**
SHPO meeting	50	1	$50.00	Project initiation
Research Design	50	4	$200.00	
Field Evaluation	50	40	$2,000.00	Includes photography
Research	50	40	$2,000.00	City offices, archives, libraries
Public Meetings	50	20	$1,000.00	Includes travel time
Writing - Report	50	150	$7,500.00	Survey Report
Production	50	4	$200.00	Survey Report and Forms
Survey Forms	50	150	$7,500.00	
Revisions	50	16	$800.00	
Vehicle expenses			$750.00	Gasoline, mileage
Office Supplies			$200.00	Paper, printing supplies, etc.
Lodging/Meals			$800.00	
PROJECT TOTAL			**$23,000.00**	

Exhibit B

6.0 Sample Document

Writing samples for each member of the consultant team are provided below. Samples for each are as follows:

- Keenoy – Excerpt from North Central Columbia, MO Survey Report, Phase II (2019).
- Sheppard – Excerpt from Tower House National Register Nomination (2005), City of St. Louis, MO (entire nomination available at: https://dnr.mo.gov/shpo/nps-nr/05001034.pdf)
- Foley – Excerpt from Downtown Webb City Historic District Nomination (2014) (entire nomination available at: https://dnr.mo.gov/shpo/docs/DowntownWebbCityHistoricDistrict-14000427.pdf)

A sample survey report, completed in 2019 for the City of Columbia, Missouri, is provided under separate cover. Due to the extensive number of pages in this document, only one copy is provided with this submission.

6.1 Sample for Ruth Keenoy

The Phase II North Central Neighborhood survey area is situated immediately north of Columbia College and several blocks north of Columbia's primary downtown east/west corridor, Broadway. Earliest Sanborn maps of this area date to 1908, illustrating the study area's northwest corner (currently the site of Hickman High School, 1104 N. Providence Road), which supported a racetrack and fairgrounds. Sanborn maps also illustrate the study area's southwest corner, which supports the former Hamilton Brown Shoe Factory at 1123 Wilkes Boulevard. Though limited in scope, the 1908 maps indicate that housing did exist in the neighborhood by that time, likely prompted by the shoe factory's construction in 1906-1907. Development was further prompted by annexation of this area to the city's limits in 1906. By 1925, Sanborn maps illustrate a much larger component of the neighborhood and demonstrate that by the mid-1920s, most of the survey area had been developed residentially.

The 1910 federal census confirms the impact that the shoe factory had on the neighborhood's development. By that time, a large percentage of households within the survey area supported shoe factory workers. A snapshot of the 1000 block of N. 8th Street (addressed as the 800 block in 1910) indicates that most properties on the west side of the block supported individuals employed at the shoe factory. Furthermore, some property owners took in boarders who worked at the factory, which was the case for 805 Fairview Avenue. This single-family dwelling supported six boarders in 1910, all of whom worked at the shoe factory as did three family members.

Columbia's shoe factory at 1123 Wilkes Boulevard was the first constructed by Hamilton-Brown outside of the City of St. Louis. In 1906, St. Louis' shoe industry began to build factories in

small towns outside of the city to avoid taxes and labor unions. It was a boon for communities such as Columbia to land a shoe factory and as a result, extremely competitive. Communities attempted to outbid one another by offering factory owners incentives such as free land, free utilities, tax incentives and cash. Columbia's initial investment was $60,000 and in 1913, the city additionally offered to reimburse the factory for constructing its own sewer system. The city's Commercial Club spearheaded the deal with Hamilton-Brown and gained the factory by donating land and paying for all construction costs. In return, Hamilton-Brown agreed to remain in Columbia for a minimum of ten years.

The factory opened in July 1907 and within three years was manufacturing 2,000 pairs of shoes daily. In 1910, the factory employed 408 individuals – more than half were Columbia residents. The remaining workers moved to Columbia or commuted from other communities. This prompted a number of households in the neighborhood - such as that described previously on Fairview Avenue - to take in boarders. It is notable that factory employees formed their own baseball leagues (female workers organized a basketball team) and played/practiced games on the fairgrounds parcel later developed for Hickman High School, 1104 N. Providence Road. This is yet another demonstration of how integral the shoe factory was in spurring development and growth within the study area.

6.2 Sample for Susan Sheppard

The Shingle Style evolved from the Queen Anne style in New England in the early 1880s. With its irregular massing and complicated rooflines, it is quite similar to the Queen Anne style, but unlike its predecessor, the Shingle Style tends to be much simpler in design, with less variety of color and texture, and an emphasis on the horizontal. The monochromatic surfaces of the Shingle Style was a shift from the polychrome textures, and what some were beginning to view as a general fussiness, that characterized the Queen Anne style.

The most identifying feature of the Shingle Style is its shingled exterior wall surfaces, which serves to unify the exterior of the building through the use of surface texture. Shingles can be used in varying degrees of frequency. While some Shingle Style buildings are covered entirely in shingles, often the first floor of the house is stone, with the second floor and above decorated with shingles. The Tower House is brick, with shingles visible at the second floor and at the half story pediments. The relative simplicity of the Shingle Style made it popular with resort "cottages" in Newport and Maine in the 1880s. Vincent Scully calls Henry Hobson Richardson's Watts Sherman House in Newport, Rhode Island, designed in 1884, the first monument of the Shingle Style.6 Richardson and other New England architects were leaders in the development of the style.7 One of Richardson's last works in the style was the Potter House at 5814 Cabanne Avenue in St. Louis in 1886 (demolished). Other New England architects continued to work in the style well into the 1890s, most notably McKim, Mead and White. The style was used much less frequently in the Midwest, although L. Lyman Sislbee and John Wellborn Root were experimenting with the Shingle Style in Chicago in the 1880s.

Newcomb's use of the Shingle Style was unusual for St. Louis, and it shows the influence that other Boston architects such as Richardson were having on his work. Like much of Richardson's Shingle Style domestic architecture of the 1880s, Newcomb's Tower House features asymmetrical massing, which is at the same time ordered and contained. In addition, it has broad low-pitched gables with sweeping ridges, seen on McKim, Mead and White's William Low House (demolished)which was constructed in Bristol, Rhode Island in 1887, two years earlier than the Tower House.

St. Louis' restrictions on frame construction within the city limits following the fire of 1849 contributed to the very few examples of the Queen Anne or Shingle Style, which were characteristically, although certainly not always, constructed of frame. In addition, they are styles that never gained local popularity. Those Queen Anne and Shingle Style houses that were built are constructed of less frequently employed materials such as brick or stone, like the brick Tower House.

A small concentration of Shingle Style houses were built in the West Cabanne Place Historic District (NR 1980) in the late 1880s and 1890s, although a few of those have been lost, including the Theodore Link-designed Lippincott House at 5944 West Cabanne Place. The demolition of Richardson's Potter House was the most unfortunate loss of the Shingle Style in the city. The Tower House is most stylistically similar to the Lippincott House, which was two and a half stories, with brick construction at its lower level and shingles above. It also had a cross gabled roof, although its front porch was much more modest, with a simple gable roof with a pediment end. The Potter House, which had less ornament than the Lippincott or Tower House, was much more horizontal, with a high pitched hip roof and a long low porch. Its primary ornamentations came from its surface shingles, one octagonal turret, and an eyebrow dormer window at its roof. The loss of the Lippincott and the Potter Houses increases the rarity of the Shingle Style in St. Louis, and makes the preservation of the Tower House of added importance.

6.3 Sample for Terri L. Foley

The Downtown Webb City Historic District is eligible for listing in the National Register of Historic Places under Criterion C the area Architecture as an exceptional intact late 19th to mid-20th century commercial district in Webb City. This section of downtown Webb City, located from 34 S Main to Austin Street with the parallel streets, Webb, Tom and Liberty, as well as the side streets, Broadway, Church, Daugherty, Tom comprises a grouping of buildings that create a noteworthy and vital unit, reflecting popular local and national architectural styles. Within the district are several prominent buildings, as well as a few that have a more simplistic design but worthy and contribute to the district. The buildings within the Downtown Webb City Historic District illustrates late-19th to mid-20th century commercial architecture; as well as local and national trends of modernization and renovation of pre-existing buildings when new building materials merged in the building industry. While some buildings reflect the modernization and renovation which commonly occurred in historic downtowns over the years, many buildings endured and are relatively unaltered. The buildings within the district not only depict architectural elements and construction techniques common during the time, but also additionally express the significance of the commercial corridor role in the local community as a business, mixed-use neighborhood, and destination or local/regional residents and workforces.

Two-part commercial blocks (17) and one-story (16) buildings are dominant within the Downtown Webb City Historic District streetscape with, 4 two-story buildings, a multiple-front corner block, 2 corner block buildings as well as a small quantity (9) featuring stylistic overtones of Italianate or Italian Renaissance Revival, Romanesque, Classical Revival Streamline Moderne and Art Deco styles. Brick is the prevailing exterior wall cladding and a substantial number of commercial buildings utilize patterned masonry designs or detailing for architectural appeal. While several of the buildings are devoid of a visibly identifiable architectural style, elements like cornices, designed parapets, corbelled brickwork, brick or stone window headers or sills, stringcourses, and quoins intermix to produce architectural importance on the facades and elevations. Some of the buildings in the district retain their original cast iron storefronts and prefabricated metal cornices. The storefronts in the district generally have an entrance flanked by display windows and transoms. Entrances are flush with the storefront or recessed. Some of the bulkheads are wood panel while others are brick or feature Carrera glass. Several storefronts feature a cast iron header or other elements to delineate the lower levels from the upper levels. A few of the buildings feature prismatic glass transoms (111 W. Daugherty; 12 S. Main).

Originally, the Downtown Webb City Historic District was comprised of framed buildings and functioned as commercial establishments and as residential housing for business owners or other residents. Like so many towns, frame structures were less expensive, faster to construct, and wood building materials more accessible, which resulted in. In addition, frame construction did not require the skill of a brick mason or a stonemason. Brick construction slowly started to replace the frame structures starting in the late 1880s. The district's earliest extant building is the Middle West Hotel, a corner block, three-story building constructed 1883. Originally, the building fronted E. Broadway (historically E. Main) but was realigned and remodeled to front S. Main (historically S. Alan) in 1902 to accommodate the Electric Railway. The Middle West Hotel still anchors the S. Main and E. Broadway intersection. The corner block building type was designed to be an impressive building that has solid, compelling, shape, strong massing, with defined lines on the facade and the secondary street facing elevation. As with the majority of corner block buildings, the Middle West Hotel was not uniform in designed, to allow the facade to be larger, as well as exhibiting a different design.

During the early development of the district the Italianate and Italian Renaissance styles were utilized in the design of four buildings, all located at the intersection of N. Main and Daugherty streets. The second oldest building in the district, 201-207 N. Main (Hatten and Raymond Block ca. 1887) originally, interconnect but at a later unknown date, the buildings were separated to create two buildings. The 1925 Sanborn maps, depict the buildings were still connected. The 201 N. Main building exhibits an upper level metal facade with Italianate Renaissance characteristics, a popular style in commercial storefronts along with the Italianate style from the 1870s–1880s, but extended into the early 1900s. 55 The second level features double arched centered windows with transoms and is flanked by windows with transoms held in the same opening to give the appearance of tall windows. The upper level also features decorative cast iron pilasters and an ornate cornice line with brackets, which runs the length of this block building highlighting the 203-207 building as well. The first level features a cast iron storefront, stamped with "Carthage

& Co. with a chamfered entrance, cast iron column, and pilasters. The 203-207 building features a cast iron storefront with stained-glass transoms.

7.0 Signature Page Form

Attachment B

THE CITY OF JOPLIN

REQUEST FOR PROPOSAL SUBMISSION FORM

RFP # 29-17-151350-05

Company Keenoy Preservation

Address 5229 Oleatha Avenue · St. Louis, MO, 63139

Contact Person Ruth Keenoy

Telephone Number 314-637-6441

Email rdkeenoy@gmail.com

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 JRC'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 City and Respondent; (3) Neither the City or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the City 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 City all of 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.

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

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servant, elected officials, leadership or staff of the City or partner organizations in connection with the submitted Responses.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Developer represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

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 City and the Committee, 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.

Submitted and certified this 23rd day of September 2019.

BY:

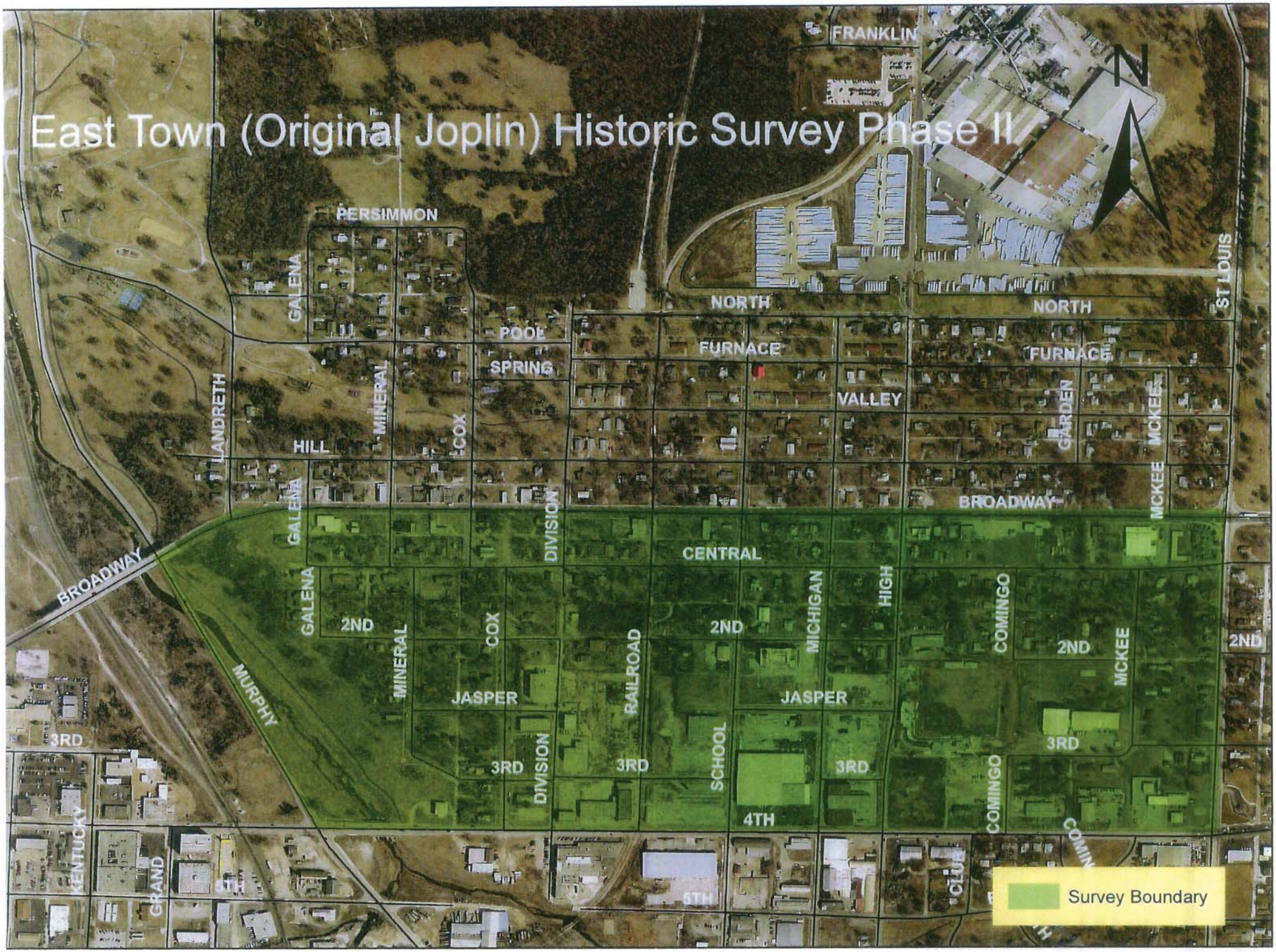
Signature Date: 9-23-2019

Name (Printed): Ruth Keeney

Title: Owner, Keeney Preservation

Signature: Ruth Keeney

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East Town (Original Joplin) Historic Survey Phase II
FRANKLIN
N
PERSIMMON
GALENA
NORTH
NORTH
ST LOUIS
POOL
SPRING
FURNACE
FURNACE
VALLEY
LANDRETH
MINERAL
COX
HILL
GARDEN
MCKEE
MCKEE
BROADWAY
BROADWAY
GALENA
DIVISION
CENTRAL
GALENA
2ND
2ND
2ND
2ND
MINERAL
COX
RAILROAD
MICHIGAN
HIGH
COMINGO
MCKEE
MURPHY
JASPER
JASPER
3RD
3RD
3RD
3RD
3RD
DIVISION
SCHOOL
4TH
COMINGO
KENTUCKY
GRAND
5TH
Survey Boundary

COUNCIL BILL NO. 2019-403 ORDINANCE NO.

AN ORDINANCE approving an Agreement between the City of Joplin, Missouri, and Keenoy Preservation; authorizing the City Manager to execute same on behalf of the City;

WHEREAS, the City of Joplin and Keenoy Preservation, are desirous of entering into an agreement whereby Keenoy Preservation will provide professional services to complete the East Town (Original Joplin) Historic Survey Phase II Project.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF JOPLIN, MISSOURI, AS FOLLOWS:

Section 1: That an Agreement between the City of Joplin, Missouri, and Keenoy Preservation is entered into for twenty-three thousand dollars ($23,000.00), a copy of same, or copy in substantially similar form, attached hereto and incorporated herein, be and the same is hereby approved.

Section 2: That the City Manager, or his designee, Director of Planning Development & Neighborhood Services, is hereby authorized and directed, upon recommendation and approval of the City Council, to execute said Agreement or Agreement in substantially similar form, by and on behalf of the City of Joplin, Missouri.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this _____ day of _____, 2019, by a _____vote.

_____
Gary L. Shaw, Mayor

ATTEST:

_____
Barbara J. Gollhofer, City Clerk

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney