City of Joplin, Missouri

Request for Qualifications

For

Historic Survey Phase I

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:

Invitation
Notice is hereby given that sealed qualifications will be received before 5:00 p.m. CDT on January 8, 2018 at the Planning, Zoning and Neighborhood Services Department at Joplin City Hall, 602 S. Main Street, Joplin, Missouri 64801 for the Historic Survey Phase I 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. A survey has never been previously conducted 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 northern half of the East Town neighborhood. Survey boundaries are E. Broadway St. on the south, N. St. Louis St. and the Frisco Greenway Trail and rail line on the east, the Kansas City Southern Railroad on the west, and N. Landreth Avenue and E. North Street on the north. (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 296 acre survey area encompasses a predominately suburban setting that includes approximately 200 properties. Resources are primarily residential representing a range of property types and styles though there are some commercial properties along E. Broadway 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.

RFQ Timeline

Name of the Proposal:	East Town (Original Joplin) Historic Survey Phase I
Date of Issuance:	December 10, 2017
Deadline for Proposal Submittal:	January 8, 2018 before 5:00 p.m. CDT
Submit Proposal to:	City of Joplin Sealed Proposal: East Town (Original Joplin) Historic Survey Phase I 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:

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:

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:

Scope of Services – General

The qualified consulting firm will prepare a phase I intensive level historic survey, anlong 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 I 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 29-17-151350-025)** 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.*

Scope of Services – Timeline
All work must be completed no later than June 11, 2018.

Timeline for RFQ 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.

RFQ Advertised:	December 10, 2017
Qualifications Due:	January 8, 2018 at 5:00 P.M.
Committee Review:	January 9 – 15, 2018
Interviews:	January 16 - 2018

Timeline for project: The City and the State Historic Preservation Office have developed a general timeline and milestones for work and payment schedule. Final timeline and will be disclosed/negotiated at contract negotiation. **All work must be completed June 11, 2018.**

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.

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 [day, date]. RFQs received after this time and date will not be accepted.

To: City of Joplin
Sealed Proposal: East Town (Original Joplin) Historical Survey Phase I
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 I 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.

Map A



ATTACHMENT A:
SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES
City of Joplin, Jasper County, Missouri
East Town (Original Joplin) Historic Survey Phase I
Project No. 29-17-151350-025

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 approved by Congress and signed by the President. 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: October 15, 2017
Ending Date: August 30, 2018

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 I of a proposed 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. No previous surveys have been conducted in this area. The Phase I survey area focuses on the northern half of the East Town neighborhood. It will be bounded by E. Broadway on the south, N. St. Louis Avenue and the Frisco Greenway trail and rail line on the east, the Kansas City Southern Railroad on the west, and N. Landreth Avenue and E. North Street on the north. These boundaries were selected based on discussions between the City of Joplin and State Historic Preservation Office (SHPO) staff. The approximately 296 acre survey area encompasses a predominately suburban setting that includes approximately 200 properties. Resources are primarily residential representing a range of property types and styles though there are some commercial properties along E. Broadway 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.

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 I. This will be an intensive level architectural survey. The Request for Qualifications (RFQ) 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. All contractual deadlines with the consultant shall not conflict with milestone deadlines set in the grant agreement. A draft RFQ will be sent to the SHPO 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 SHPO for approval **before it is signed**.

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 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. 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 SHPO. Once the research design is approved by the SHPO, 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 grant monitor in consultation with the grant recipient. Draft forms will be submitted in digital format and the final versions will be submitted in both digital and hard copy formats. Each survey form will be accompanied by at least one archival black and white 5"x7" photo and a digital photo in JPEG format in color. The number of photos will be determined in consultation with the SHPO. 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. Any mapping will be submitted in both digital and hard copy formats.

Upon satisfactory completion of the inventory forms, a final survey report will be prepared in both hard copy and in Word 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. Submission material for each milestone will be provided in one packet. The Joplin Historic Preservation Commission will have an opportunity to review milestone products if they so choose before they are submitted to the SHPO.

The Phase I intensive level architectural survey of Joplin's East Town neighborhood shall produce the following products:
* *Note: Do not email products to the SHPO unless otherwise noted below or when prior approval has been granted by the SHPO.*

1. Email a **draft of the RFQ** for review prior to the initiation of the bid process.
2. Email documentation of the **consultant selection process** and a draft of the consultant contract prior to signature in electronic format.
3. Email a copy of the signed **consultant contract**.
4. 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.
5. 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.
6. **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.

7. **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 in the spring or fall 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 SHPO.
8. **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.
9. **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.
10. **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.
11. A **second set of all products** shall be submitted to the City of Joplin.

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. Public meeting notices regarding this grant project and the survey report 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.

[This acknowledgement may be in any size type on the notice and in the survey report.]

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 (MDNR) has the right unilaterally to terminate or reduce the dollar amount of this agreement. In addition, if MDNR determines that full termination is warranted, MDNR 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 SHPO if they so choose. Any Commission comments will be submitted with the corresponding milestone to the SHPO.

4. All digital materials will be submitted on disc unless specifically noted in the milestone/payment schedule.

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: _____