City of Joplin, Missouri

Request for Proposal

For

National Register Historic Places Nomination

For

Joplin Memorial Hall

City of Joplin, MO

Planning, Zoning and Neighborhood Services

602 S. Main Street 64801

(417) 624-0820 Ext. 539

I. NOTICE OF REQUEST FOR PROPOSALS:

Invitation
Notice is hereby given that sealed proposals will be received before 5:00 p.m. CDT on January 8th, 2018 at the Planning & Community Development Department at Joplin City Hall, 602 S. Main Street, Joplin, Missouri 64801 for the National Register Historic Places Nomination of the Joplin Memorial Hall.

Project Description
The City of Joplin, Missouri is seeking written proposals from qualified 36 CFR 61 firms/providers to complete a National Register of Historic Places nomination application for the Joplin Memorial Hall. The document will be based upon the 1988 Joplin Architectural Survey and the January 2017 Eligibility Assessment submitted to the State Historic Preservation Office (SHPO). Final criteria and areas of significance will be determined in consultation with the State Historic Preservation Office.

The Joplin Memorial Hall is located at 212 W. 8th Street in downtown Joplin, MO. Memorial hall was built in 1924-1925 and designed by architects Alfred and August Michaelis. It has served as a performance center and war memorial since it's construction. The property sits on a 1.78 acres site (See Map A). The building has been determined eligible for the National Register of Historic Places in 1988 and 2017.

RFP Timeline

Name of the Proposal:	National Register Historic Nomination: Memorial Hall
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: National Register Historic Nomination – Memorial Hall Planning & Community Development Department 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 RFP, 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 consultant that meets the Secretary of Interior's Professional Qualifications Standards for historian or architectural historian as outlined in the Code of Regulations, 36 CFR Part 61, to prepare and complete a National Register of Historic Places Nomination for the Joplin Memorial Hall building at 212 W. 8th Street. The nomination shall be based on the 1988 Joplin Architectural Survey and the January 2017 Eligibility Assessment submitted to the State Historic Preservation Office (SHPO). The Consultant shall have significant experience in the preparation and completion of nominations to the National Register of Historic Places, 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 and complete one (1) National Register of Historic Places Registration form and other materials necessary for the nomination of Joplin Memorial Hall. Final criteria and areas of significance will be determined in consultation with the State Historic Preservation Office.

1. Joplin's Memorial Hall is associated with those who it honors – our community's veterans. This landmark was built as a lasting monument to U.S. Veterans who died in combat. Memorial Hall's dedication in October 1925 was attended by veterans from three wars; The Civil War, The Spanish American War and World War I
2. It's identification with two prominent Joplin architects, August and Alfred Michaelis. The Michaelis Brothers designed numerous buildings that shaped the City of Joplin: Memorial Hall, the Carnegie Library, Joplin City Market, the first St. John's Hospital, Miners Bank, the Clarketon Hotel, the Model Building, Chrisman's Department Store, Joplin Furniture and more. They also designed and built houses for many prominent early-day citizens, including John F. Wise, Patrick Murphy, and E.D. Porter among others.

3. Joplin Memorial Hall is a familiar, long established visual feature of downtown Joplin and historic Route 66.
4. Although the present building is not original in its entirety (due to multiple renovation or upgrades), it is very suitable for restoration and preservation. In 2017, the Missouri State Historic Preservation Office reviewed an Historic Property Eligibility Assessment form provided to them by the City of Joplin and it was determined that Joplin Memorial Hall may be eligible under Criterion A for Entertainment/Recreation and/or Criterion C for Architecture.

The National Register registration form will be prepared in accordance with instructions contained in National Register Bulletin: How to Complete the National Register Registration Forms (#16A). In addition, the nomination form will meet the Missouri State Historic Preservation Office Supplemental Requirements for Grant Assisted Nominations. Required deliverables will include meeting all state requirements and deadlines, as well as, documentation of all public meetings in accordance with state deadlines.

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

Funding for this project is made available through a grant **(Project Number 29-17-151350-024)** 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

Prior to the initial submission of the nomination, the consultant shall submit a draft Section 8 Summary for review.

Submission materials for the initial submission and revisions will be submitted in one packet and will include:

1) A complete National Register of Historic Places Registration Form prepared in accordance with National Register Bulletin 16A: How to Complete the National Register Registration Form and the *MO NR Guide*. The nomination shall be submitted on disc in Microsoft Word 2010 or Microsoft Word 2010-readable format. A .pdf of this form is not acceptable. It is not acceptable to email the form. The nomination must be substantially complete for the initial submission as outlined in the *MO NR Guide*.
2) Digital color photographs provided in TIFF format and properly labeled according to National Park Service standards. Each digital image must be at least 1600 X 1200 pixels and at least 300 dpi. All images must be burned to a disc. Photos must be recent, being no older than 12 months by the time they are submitted to the National Park Service.

3) One set of hard copy prints of the photographs (due with revision). The photographs must 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" or 8'x10" size. Each photo must be labeled on the back, using a soft lead pencil, with at least the sequential number, district name, city, county, and state. Prints with adhesive labels will not be accepted. The SHPO will be consulted on paper and ink combination before prints are made and submitted.
4) Property owner information shall be submitted in accordance with the guidance outlined in the *MO NR Guide*.
5) Any other product(s) required or requested by the State Historic Preservation Office for successful completion of the nomination.

Scope of Services – Required Public Meetings
The consultant will conduct a minimum of two public meetings at Joplin City Hall to inform the interested public about the goals and scope of the National Register nomination process as it relates to Joplin Memorial Hall. Meetings will be held as near to the beginning of the nomination process as possible and at the conclusion of the preparation of the National Register nomination documents to present the nomination to the community (see attached timeline for proposed meeting dates). Meetings should be primarily informative in nature, but may also be used to solicit information from knowledgeable members of the public.

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 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:	December 9, 2017
Proposals Due:	January 8, 2018
Committee Review:	January 9 – 15, 2018
Interviews:	January 16 – 22, 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, cost, 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 January 8, 2018. RFPs received after this time and date will not be accepted.

To: City of Joplin
Sealed Proposal: National Register Historic Places Nomination –
Joplin Memorial Hall
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 National Register Historic Places Nomination for Joplin Memorial Hall.

Evaluation of Qualifications
The evaluation of the Responses shall be based on the requirements described in this RFP. 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 January 22, 2018.

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

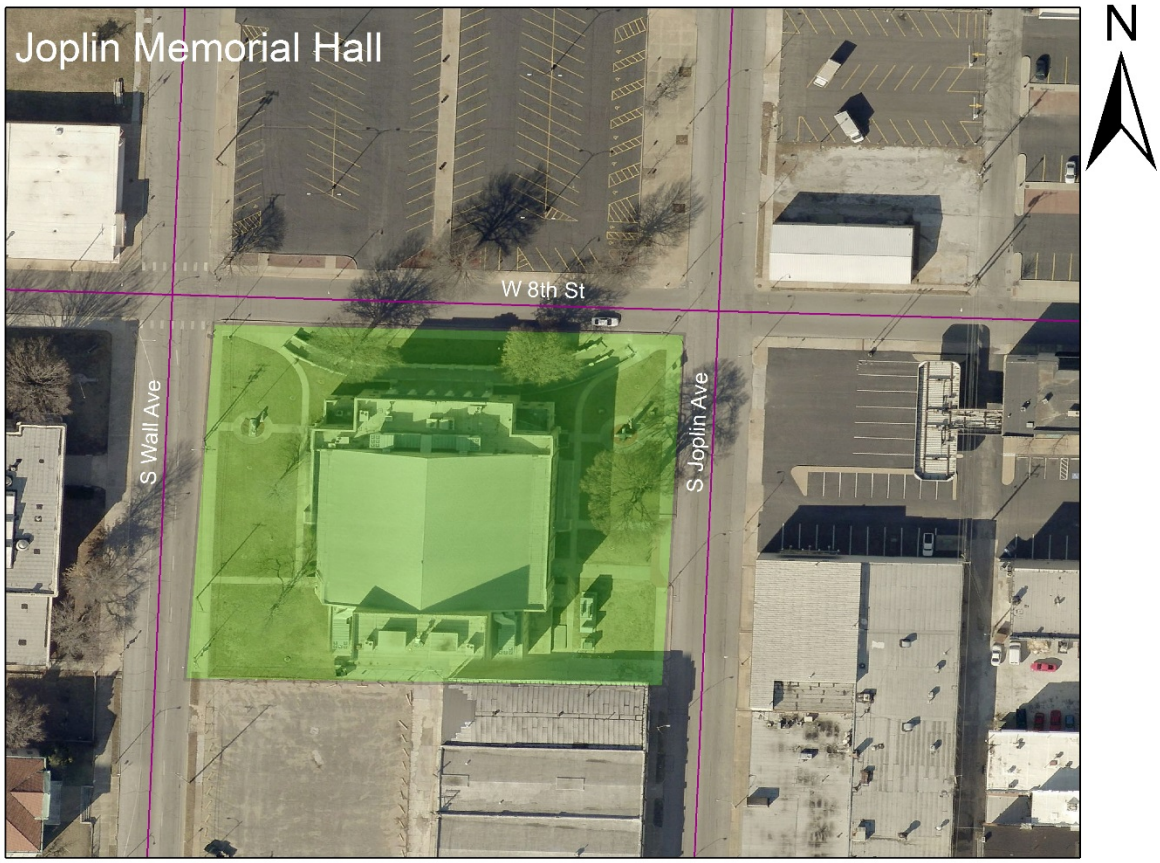
Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigations may be conducted as a part of the due-diligence process.

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
Joplin Memorial Hall National Register Nomination
Project No. 29-17-151350-024

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 complete a National Register of Historic Places nomination for Joplin Memorial Hall located at 212 W 8th Street in downtown Joplin. Memorial Hall was built in 1924-1925 and designed by architects Alfred and August Michaelis. It has served as a performance center and war memorial since its construction. The property sits on 1.78 acres. The building was identified in the 1988 *Joplin* architectural survey and was considered eligible for the National Register at that time. It was also determined eligible in January 2017 via an eligibility assessment submitted to the State Historic Preservation Office (SHPO). The nomination's National Register criteria and areas of significance will be determined in consultation with the SHPO.

II. ACTIVITIES AND FUNCTIONS:

A. Consultant Selection Process

The City of Joplin will hire a consultant that meets the *Secretary of the Interior's Professional Qualifications Standards* for historian or architectural historian, as outlined in the Code of Federal Regulations, 36 CFR Part 61 to prepare a National Register Nomination for Joplin Memorial Hall. The City of Joplin shall provide a draft of the Request for Qualifications (RFQ) for review and approval before it is distributed. The City of Joplin shall provide evidence to the SHPO that a variety of qualified consultants were contacted via a RFQ. The 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. 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. National Register Nomination

The consultant will be responsible for completing the National Register Registration form and other materials necessary to nominate the property; the consultant is also responsible for completing additional research, documentation, and revisions as necessary. Final criteria and areas of significance will be determined in consultation with the State Historic Preservation Office. The nomination will be prepared in accordance with the instructions contained in National Register Bulletin 16A: How to Complete the National Register Registration Form. In addition, the nomination form will meet the standards outlined in the Missouri State Historic Preservation Office's *The Missouri Guide to the National Register Process* (*MO NR Guide*).

The consultant shall submit nomination materials to the SHPO by deadlines that correspond to the February 2018 Missouri Advisory Council on Historic Preservation (MOACHP) meeting. Submission dates for 2018 will be published on the MO SHPO website after the August 4th 2017 MOACHP meeting. The initial submission deadline will be approximately 90 days before the February 2018 MOACHP meeting. The consultant shall also submit a revision and a post-MOACHP final copy of the nomination by designated deadlines.

Prior to the initial submission the consultant shall submit a draft Section 8 Summary for review.

Submission materials for the initial submission and any revisions will be submitted in one packet and will include the following products (hard copy photos will be due with the revision):

1. A complete National Register of Historic Places Registration form prepared in accordance with National Register Bulletin 16A: How to Complete the National Register Registration Form and the *MO NR Guide*. The nomination shall be submitted on disc in Microsoft Word 2010 or Microsoft Word 2010-readable format. A .pdf of the form is not acceptable. It is not acceptable to email the form. The nomination must be substantially complete for the initial submission as outlined in the *MO NR Guide.*
2. Digital color photographs provided in TIFF format and properly labeled according to National Park Service standards. Each digital image must be at least 1600 X 1200 pixels and at least 300 dpi. All images must be burned to a disc. Photos must be recent, being no older than 12 months by the time they are submitted to the National Park Service.
3. One set of hard copy prints of the photographs (due with revision). The photographs must 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" or 8"x10" size. Each photo must be labeled on the back, using a soft lead pencil, with at least the sequential number, district name, city, county, and state. Prints with adhesive labels will not be accepted. The SHPO will be consulted on paper and ink combinations before prints are made and submitted.

4. Property owner information shall be submitted in accordance with the guidance outlined in the *MO NR Guide*.

SHPO comments for any products will be provided to the consultant in a timely manner. The City of Joplin can request to be copied in correspondence with the consultant at any point during the grant cycle. The consultant is responsible for addressing SHPO comments and submitting revisions by established deadlines.

Additionally, the consultant shall prepare and present a PowerPoint presentation illustrating the character of the property at the May 2018 MOACHP meeting. The preparer will be required to incorporate any final SHPO or MOACHP comments into a final version of the nomination for submission to the SHPO approximately 30 days after the May 2018 MOACHP meeting.

C. Public Meetings

The grant recipient will conduct a minimum of two public meetings in Joplin to inform the interested public about the goals and scope of the National Register nomination process as it relates to Joplin Memorial Hall. Meetings will be held as near to the beginning of the nomination preparation process as possible and at the conclusion of the nomination's preparation to present the final nomination to the community. Meetings should be primarily informative in nature, but may also be used to solicit information from knowledgeable members of the public. 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.

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

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.

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

4. All digital materials will be submitted on disc. Do not email products to the SHPO unless specifically noted in the milestone/payment schedule. All documents, aside from photography, will be submitted in Microsoft 2010 (or 2010-readable) Word format.

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

Attachment B

THE CITY OF JOPLIN

REQUEST FOR PROPOSAL SUBMISSION FORM

RFP #

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: _____