City of Joplin, Missouri

Request for Proposals

For

Historic Survey Phase I

For

North Heights Neighborhood

City of Joplin, MO

Planning, Zoning and Neighborhood Services

602 S. Main Street 64801

(417) 624-0820 Ext. 1539

I. NOTICE OF REQUEST FOR QUALIFICATIONS:

Invitation
Notice is hereby given that sealed proposals will be received before 5:00 p.m. CDT on December 23rd 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 North Heights Neighborhood.

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 North Heights neighborhood.

A survey has never been previously conducted of the neighborhood. The neighborhood is associated with Murphysburg, one of two original towns that merged into Joplin. This survey will focus on the southern third of the North Heights neighborhood. Survey boundaries are beginning at the intersection of N. Main Street & 1st Street, continuing west approximately 7 1/2 blocks to the alley on 1st between Jackson Ave and Connor Ave, continuing north three blocks to C Street, then east 4 1/2 blocks to Pearl Avenue, then south to B St, then east three blocks to Main Street, then south two blocks to 1st street and the point of beginning. (See attached map as part of application). Theses boundaries were selected based on consideration of the number of principle structures as well as outbuildings while attempting the keep the area of each phase similar. An intensive level survey will allow for the evaluation of these properties as they relate to the neighborhood's history and development. The approximately 61 acre survey area encompasses a predominately traditional grid neighborhood setting that includes approximately 200 properties. All three phases include approximately 185 acres for the entire neighborhood. Resources are primarily residential representing a range of property types and styles though there are some commercial properties along N. Main Street. 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. 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 North Heights 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 four phase project. Each separately procured phase will survey further north in appropriately sized survey areas until the survey of the entire neighborhood is complete.

RFP Timeline

Name of the Proposal:	North Heights Historic Survey Phase I
Date of Issuance:	January 9, 2026

Deadline for Proposal Submittal: January 30, 2026 before 5:00 p.m. CDT

Submit Proposal to: City of Joplin
Sealed Proposal: North heights 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. 1539
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 qualified 36 CFR 61 historian or architectural historian to conduct and complete a Phase I Historic Survey for the North Heights 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, along with the survey's associated research design, report and map for the North Heights 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 four 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 P25AF01712-004)** 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_ 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 April 16, 2027.

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:	January 9, 2026
Proposals Due:	January 30, 2026 at 5:00 P.M.
Committee Review:	February 2 – 4, 2026
Interviews:	February 9 – 12, 2026

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 April 16, 2027. Milestones Dates to be finalized with SHPO***

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; Fee to provide the scope of services will be provided in a not to exceed amount;
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 Tuesday, December 23rd, 2025. RFPs received after this time and date will not be accepted.

To: City of Joplin
Sealed Proposal: North Heights 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 North Heights Survey Phase I project.

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 February 13, 2026.

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.

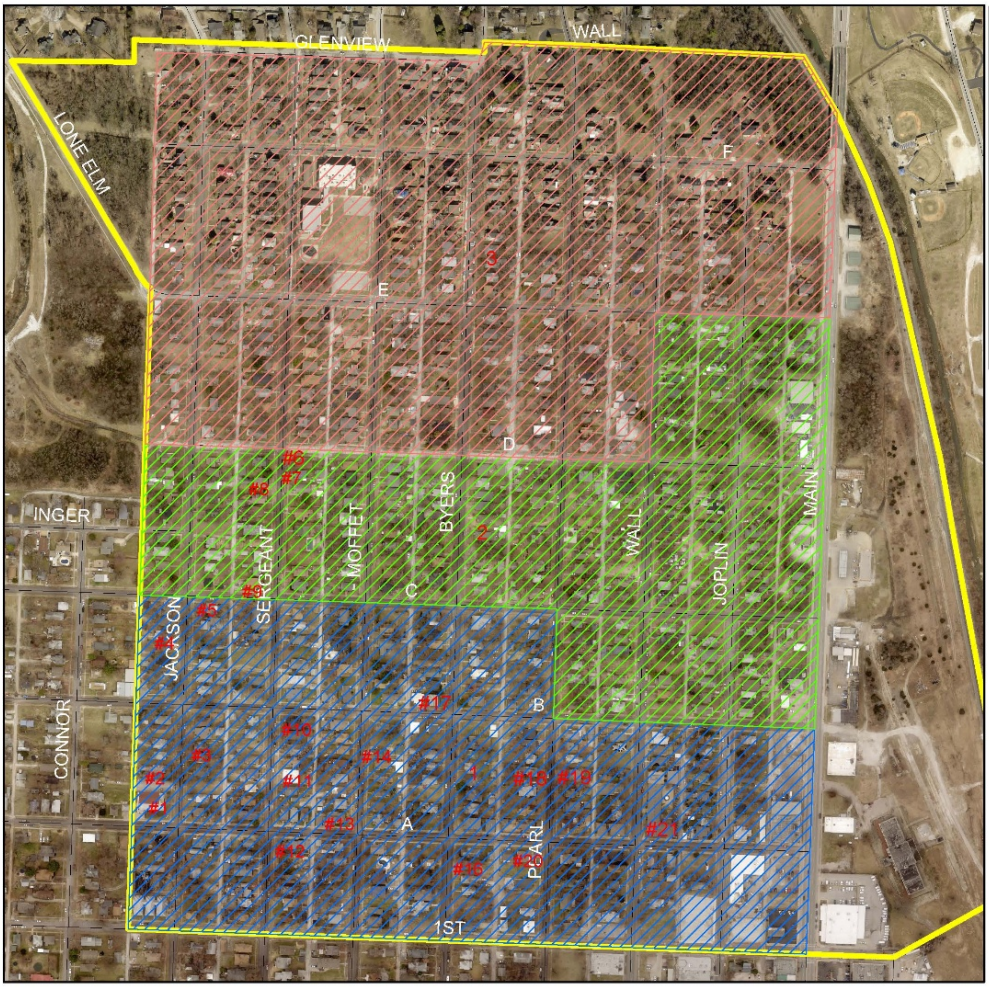
Reference Checks
Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigations may be conducted as a part of the due-diligence process.

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



Legend

Survey Phases

<all other values>

Id

Phase 1

Phase 2

Phase 3

NorthHeights

Phase III:
237 Primary Resources
127 Outbuildings

#s - Reference Photo Log Locations

Phase II:
217 Primary Resources
106 Outbuildings

Phase I:
205 Primary Resources
95 Outbuildings

ATTACHMENT A:

SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES

City of Joplin

North Heights Historic Survey Phase I
Project No. P25AF01712-004

Please be advised that 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: November 1, 2025

Ending Date: May 14, 2027

I. SCOPE AND PURPOSE:

The City of Joplin will hire an architectural historian (herein referred to as "consultant") who meets the Secretary of the Interior's Professional Qualifications to conduct an intensive-level architectural survey of the portion of the North Heights neighborhood described in Exhibit 2. This is the first phase of a planned three phase survey. A survey has never been conducted in this neighborhood. The boundaries were selected by the City of Joplin in consultation with the State Historic Preservation Office. The approximately 61-acre survey area is a commercial area that includes approximately 200 primary properties. See Exhibit 2 for a map of the survey areas.

A intensive-level survey will permit the evaluation of the properties within the survey boundary as they relate to the neighborhood's history and development in order to update the city's inventory of historic properties. This survey will evaluate the building stock of the area and provide recommendations for future preservation activities, including but not limited to identifying properties eligible for the National Register of Historic Places.

Architectural survey is an activity required of Certified Local Governments (CLGs) per 36 CFR 61.6 (e)(3) and is an eligible grant assisted activity for the Historic Preservation Fund (HPF Grants Manual Chapter 6(H)). This survey advances Goal 3.A "Increase the number of historic and architectural properties surveyed and evaluated" of Missouri's 2018-2024 Statewide Preservation Plan.

II. ACTIVITIES AND FUNCTIONS:

City staff will serve as the primary point of contact for this project and will be expected to ensure milestones are submitted to the Historic Preservation Fund (HPF) Grant Manager on a timely basis.

A. Consultant Selection Process

The City of Joplin will hire a professional who meets the *Secretary of the Interior's Professional Qualifications Standards* for a historian or architectural historian, as outlined in Exhibit 1, to conduct the survey. The Request for Proposal (RFP) sent to consultants shall include a copy of Attachment A: Scope, Purpose and Description of Grant Activities, the Milestone Schedule, and Exhibit 3 from the Grant Agreement with budgetary information removed. Pursuant to 2 CFR 200.331, the sub-City of Joplin 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 of the RFP will be sent to the HPF Grant Manager **prior to initiating the bid process**. The RFP will be sent to, at a minimum,

1. Missouri Preservation for dissemination over their listserv
2. Consultants inscribed on the Missouri SHPO's consultants list who meets the relevant qualifications https://mostateparks.com/sites/mostateparks/files/CRM_CONSULTANTS.pdf
3. Firms listed in the Missouri Office of Equal Opportunity's Minority & Women Owned Businesses database with specialties in historic preservation. https://apps1.mo.gov/MWBCertifiedFirms/

Documentation of the consultant selection process and a draft of the consultant contract shall be submitted to the HPF Grant Manager or their designee for approval **before it is signed**.

The consultant selection process shall produce the following products:

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 consultant shall conduct a intensive-level architectural survey in the approximately 61-acre area in the City of Joplin (see Exhibit 2). 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" included as Exhibits 3 and 4 and available on the SHPO's website (https://mostateparks.com/page/85651/standards-professional-architectural-and-historic-surveys and https://mostateparks.com/sites/mostateparks/files/ArchitecturalSurveyInstructions.pdf). Before starting work, the consultant and the city will schedule a time with the HPF Grant Manager or their designee to discuss the level of documentation and how resources will be recorded. 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 the City of Joplin.

Prior to field work, a research design detailing the methodology and goals of the survey will be submitted in Word format approved by the HPF Grant Manager or their designee. Once the HPF Grant Manager or their designee approves the research design, a Missouri Architectural/Historic Inventory form will be completed for each primary property within the boundary, including any vacant lots. A minimum of 200 survey forms will be completed. Draft and final forms will be submitted in Word format to the HPF Grant Manager or their designee and to the City of Joplin. Each form will be accompanied by at least one digital photo in JPEG format in color. The number of photos will be determined in consultation with the HPF Grant Manager or their designee. A map will be created that indicates the survey boundaries, property locations, addresses, potential district boundaries, and notation of each property's status as a contributing or non-contributing resource. Outbuildings will also be accounted for and assigned a contributing or non-contributing status. Any mapping will be submitted in digital format to the HPF Grant Manager or their designee and the City of Joplin. The map shall be included in the survey report but must also be submitted as a separate file.

A final survey report will be prepared and submitted in Word format. This report will describe the scope and scale of the survey; provide a methodology of the project; discuss enough historic context 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 survey activities, National Register listings (individual and districts), and updates to current National Register listings.

These products are outlined in more detail below. The City of Joplin Historic Preservation Commission will have an opportunity to review milestone products before they are submitted to the HPF Grant Manager or their designee.

The intensive-level survey of the North Heights neighborhood shall produce the following products:

1. The consultant will set up a time with the HPF Grant Manager or their designee to discuss the level of documentation before work on the project begins. An **email** documenting the discussion will be sent to the HPF Grant Manager or their designee by the consultant.

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

3. 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.

4. **SHPO Architectural/Historic Inventory Forms** (or other pre-approved survey form) meeting SHPO's "Standards for Professional Architectural and Historic Surveys (see Exhibit 3)" and following the "Instructions for Completing the Architectural/Historic Inventory Form (see Exhibit 4)" shall be completed for each property within the boundary including vacant lots (see Exhibit 5 for an example of this form). 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. In this case the second page of the survey form may be omitted. Drafts of inventory forms will be completed as discussed via the kick-off conversation in Part II (B)(1). The forms shall be submitted in Word format for the HPF Grant Manager or their designee. Incomplete drafts will not be accepted.

5. **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 must 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 will be taken to adequately capture all publicly viewable elevations. 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 known outbuilding is not visible from the public right of way, its presence should be indicated on the survey form with an explanation why photography was not possible. The number of photographs will be determined in consultation with the HPF Grant Manager or their designee.

6. **A boundary map**, separate from the final report. The location of each property inventoried will be indicated on a large-scale (at least 1"=200') map with resource inventory numbers and the location of associated outbuildings. 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 or previously listed 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 second page of the survey form may be omitted.

7. **A survey report** meeting SHPO's "Standards for Professional Architectural and Historic Surveys" (see Exhibit 3) shall be submitted in Word format. This report will describe the scope and scale of the survey; methodology of the project a brief history of the development of the surveyed neighborhood(s), provide historic contexts for evaluation of the resources under National Register criteria as applicable; 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 if any) and survey activities. Any recommendations for National Register listing must identify potential areas, levels, and periods of significance, and provide an explanation supporting eligibility.

C. Public Meetings

The City of Joplin 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.

The public meetings will produce the following products:

1. A copy of the public meeting notice
2. The agenda
3. A sign-in sheet or record of attendance

III. SPECIAL CONDITIONS:

A. As a recipient of a federal subaward, the City of Joplin is subject to the requirements of 2 CFR 200.1 "Subaward", 200.101 "Applicability", and 200.332 "Requirements for pass-through entities."

B. The procedures and requirements contained herein are subject to applicable laws and regulations, and any changes made to these laws and regulations, subsequent to the execution of this agreement. In the event that these procedures and requirements conflict with applicable federal laws, regulations and policies, the following order of precedence will prevail:
    1. Federal law
    2. Code of Federal Regulations
    3. Terms and conditions of grant award
    4. Historic Preservation Fund Grant Manual

    The provisions included herein shall also be applied by the State to subgrantees and contractors performing work under this program.

C. 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.

D. All work requiring expertise in history, archaeology, architectural history, architecture, or historic architecture will either be supervised or completed by personnel who meet the *Secretary of the Interior's Professional Qualifications* as listed in Exhibit 1.

E. 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 or their designee if they so

choose. Any Commission comments will be submitted with the corresponding milestone to the HPF Grant Manager or their designee.

F. MoDNR will issue reimbursement upon acceptance of a filled-out reimbursement packet (Exhibit 6) and, for the final reimbursement, a Final Project Report and HPF Survey Form (Exhibit 7).

G. All grant funded publications, books, brochures and all public meeting notices regarding this grant project (including the app) shall include the following acknowledgement statement:

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.

[The above must by federal law appear in any publication funded by federal monies, including films, videos or slide shows. It may be printed in any size and placed in any location in the publication.]

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

MILESTONE/PAYMENT SCHEDULE

City of Joplin

North Heights Historic Survey
Phase I Project No.
P25AF01712-004

Starting Date: November 1, 2025

Ending Date: May 14, 2027

Milestone	Product	Date Due	Federal Share	Non-Federal Share
#1	Draft RFP submitted to the HPF Grant Manager or their designee **before** the bid process is initiated.	11/25/2025	$ 0	$ 0
#2	Documentation of the consultant selection process and a draft of the consultant contract **prior to signature** submitted to the HPF Grant Manager or their designee for review and approval.	2/16/2026	$ 0	$ 0
#3	Copy of the signed consultant contract	4/5/2026	$ 0	$ 0
#4	Email documenting the discussion between the consultant, the City of Joplin, and the HPF Grants Manager or their designee	4/20/2026	$ 0	$ 0
#5	Draft research design; Documentation for the first of two public information meetings (meeting date is approximate only).	6/12/2026	$ 0	$ 0
#6	Final research design; Five complete sample inventory forms (and site plans as appropriate) keyed to a base map of the survey area.	9/4/2026	$ 0	$ 0
#7	Fully complete draft inventory forms (and site plans as appropriate), and a survey map.	11/18/2026	Estimated 50% of expenses	Estimated 50% of expenses
#8	Final inventory forms (and site plans as appropriate), maps and photos; submission of draft survey report	2/14/2027	$ 0	$ 0
#9	Final survey report; submission of documentation for the second public meeting (date approximate).	4/16/2027	$ 0	$ 0
#10	Completed Reimbursement Packet.	5/14/2027	Estimated remaining expenses	Estimated remaining expenses

Attachment B

THE CITY OF JOPLIN

REQUEST FOR PROPOSAL SUBMISSION FORM

RFP # P25AF01712-004

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: _____