

City of Joplin

Historic Preservation Commission

602 S Main Street

Joplin, MO 64801

Request for Proposal

RFP 2015-09

City of Joplin Preservation Plan

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2 NOTICE OF REQUEST FOR PROPOSALS

2.1 INVITATION

Notice is hereby given that sealed proposals will be received before 5:00 p.m. CDT on Monday, July 13, 2015 at the Planning, Development, and Neighborhood Services Department at Joplin City Hall, 602 S. Main Street, Joplin, Missouri 64801 for the update of the City of Joplin Preservation Plan.

2.2 PROJECT DESCRIPTION

The City of Joplin proposes hiring a consultant to update the City of Joplin Preservation Plan. The first Preservation Plan was created in 1990 at a time when Joplin's preservation efforts were in the early stages of development. Over the last 25 years, Joplin has added multiple historic districts to both the Local and National Register. With ongoing preservation success, the Preservation Plan is in need of revisiting and updating by a qualified consultant.

The 1990 Preservation Plan identified ten (10) potential areas of Joplin to focus preservation efforts. Of the ten areas, two of the areas have experienced significant preservation efforts over the last 25 years, including: Murphysburg Commercial, which includes four National Register Districts and one Local Historic District along with multiple standalone Local and National Landmarks; and Murphysburg Residential, which includes one Local Historic District and one National Historic District. Of the ten potential areas, three were significantly impacted or destroyed by the May 2011 tornado (Blendville, South Joplin, and Main Street areas). Within the past 25 years several other potential historic areas have emerged as they have aged beyond 50 years, including several mid-century neighborhoods throughout Joplin. The qualified consultant will need to readjust boundary areas and designate new areas to take into consideration changes that have occurred since 1990.

An updated Preservation Plan will serve as a guide to ensure that preservation goals are pursued and met by the City of Joplin and the Historic Preservation Commission. The plan should include the following items as they specifically apply to the City of Joplin:

- Statement of goals
- Definition of Historic Character
- Summary of Past Preservation Efforts: Preservation Context
- Historic Resources Survey
- Explanation of the Legal Basis for Historic Preservation
- Coordinating Preservation with Zoning, Land Use, and Growth Management
- Defining Public Sector Responsibilities
- Incentives for Historic Preservation
- The Relationship Between Preservation and Education, and

- An Agenda for Future Action

2.3 RFP TIMELINE

Name of the Proposal:	City of Joplin Preservation Plan
Date of Issuance:	Thursday, June 11, 2015
Deadline for Proposal Submittal:	Monday, July 13, 2015 before 5:00 p.m. CDT
Submit Proposal to:	City of Joplin Sealed Proposal: Joplin Preservation Plan Update Planning, Development, and Neighborhood Services 602 S. Main Street Joplin, MO 64801
Point of Contact:	Taylor Cunningham, Planner Email: tcunning@joplinmo.org Phone: (417) 624-0820 Ext. 511 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.

3 FORMAT FOR STATEMENT OF QUALIFICATIONS

3.1 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.

4 SUBMITTAL INSTRUCTIONS

4.1 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

4.2 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.

5 SPECIFICATIONS OF SERVICES REQUESTED

5.1 GENERAL STATEMENT

The City of Joplin is seeking a qualified consultant to prepare and complete an update of the City of Joplin Preservation Plan. The update shall be based on the existing Preservation Plan completed in 1990. The Consultant shall have significant experience in the preparation and completion of municipal preservation plans, 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:

5.2 SCOPE OF SERVICES – GENERAL

The proposed Preservation Plan will be a comprehensive plan that the Historic Preservation Commission, Planning & Zoning Commission, City Council, City staff, and the public (including private developers, property owners, etc.) will utilize to make informed decisions about historic preservation in Joplin.

The Preservation Plan will include an introduction that explains the purpose of the Plan, along with the benefits of historic preservation in Joplin. An explanation of the Historic Preservation process, including the Historic Preservation Ordinance, will be written into the Plan to help users understand the process of nominating, preserving and protecting historic landmarks and districts. A history section will be included, which will give a history of Joplin, as well as a history of preservation in Joplin. The history section will lead into the main component of the document, which will include survey areas, priorities, goals and strategies.

The survey section will begin by introducing landmarks and districts that have already been designated, either at the local or national level. Images, maps, and dates of designation will be included to provide a strong visual component to the plan that is more user-friendly. The survey section will also introduce potential historic areas for future research and surveying. Potential areas may be based on era of significance (e.g. 1890-1930), ties to an important development (e.g. mining community), architectural style, design, or unique building materials (e.g. Spanish Mission, giraffe stone, etc.), theme (e.g. Route 66), etc. A section will also be included for potential standalone landmarks that may not be located in a survey area. The survey section will include a brief history of each area, along with qualities that qualify it for preservation.

Based on the information presented in preceding sections, the Plan will layout priorities, goals and strategies for the City of Joplin and the Historic Preservation Commission to continue and strengthen preservation efforts in Joplin. Priorities, goals and strategies may include a wide-range of ideas, which will be determined through public input from Commissioners, City Council members, City staff, and the general public. Some goals may be related to the preservation process, others may be related to public education and outreach.

An appendix will be included at the end of the document, which will include: a visual architectural style guide of common styles in Joplin, the Historic Preservation Ordinance, a glossary of terms and acronyms,

and bibliography. Other items may be added as deemed appropriate or necessary by SHPO, the consultant, and City staff and commissioners.

The Preservation Plan will be approved by the Historic Preservation Commission, Planning & Zoning Commission, and the City Council to be most effective.

Funding for this project is made available through a grant **(Project Number 29-14-121161-003)** 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, and 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.

5.3 SCOPE OF SERVICES – REQUIRED PUBLIC MEETINGS

The consultant will conduct three public meetings at Joplin City Hall to gather public input for preservation needs and interests in Joplin: one meeting as near to the beginning of the process as possible, one meeting before submission of the first draft of the Preservation Plan to SHPO, and one meeting after submission of the draft to SHPO (see attached timeline for proposed meeting dates). Meetings should be 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 project is partially funded by a grant from the Missouri Department of Natural Resources, State Historic Preservation Office and the U.S. Department of the Interior, National Park Service. Grant awards do not imply an endorsement of contents by the grantor. Federal laws prohibit discrimination on the basis of race, religion, sex, age, handicap or ethnicity. For more information, write to the Office of Equal Opportunity, U.S. Department of the Interior, Washington D.C. 20240.

5.4 SCOPE OF SERVICES – TIMELINE

All work must be completed no later than July 11, 2016.

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:	June 12, 2015
Proposals Due:	July 13, 2015 at 5:00 P.M.
Committee Review:	July 14-15, 2015
Interviews:	July 16-17, 2015

Timeline for project: The City and the State Historic Preservation Office have developed the following general timeline: The Project Product shall be submitted and payments made in accord with the proposed Milestone/Payment Schedule as follows:

Milestone	Due Date	Product

# 1	July 20, 2015	Submit to SHPO draft consultant contract and documentation of consultant selection process.
# 2	August 30, 2015	Submit to SHPO final contract(s) for the preservation plan. Submit notes and sign-in sheets from the first meeting between the City, Historic Preservation Commission, and consultant.
# 3	September 4, 2015	Submit to SHPO sign-in sheet and minutes from the 1st public meeting.
# 4	January 1, 2016	Submit to SHPO the 1st draft of the preservation plan for review and approval.
# 5	February 15, 2016	Submit to SHPO sign-in sheet and minutes from the 2nd public meeting AND the Mid-Term Budget Report.
# 6	April 1, 2016	Submit the 2nd draft (100%) of the preservation plan to SHPO for review and approval, complete with all text, photography, and graphic design. Submit sign-in sheet and minutes from the 3rd public meeting.
# 7	January 9, 2015	Preservation Commission reviews nomination and documentation from the second public information meeting is submitted to SHPO.
# 6	February 6, 2015	Consultant presents nomination to the Missouri Advisory Council on Historic Preservation.
# 7	July 15, 2016	Submit required copies of final completed preservation plan to SHPO. Submit URL for the City's website. Submit final project report and fiscal data.

6 EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS

6.1 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, 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.

7 GENERAL INFORMATION AND REQUIREMENTS :

7.1 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.

7.2 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.

7.3 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.

7.4 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 Monday, July 13, 2015. RFPs received after this time and date will not be accepted.

To: City of Joplin
Sealed Proposal: City of Joplin Preservation Plan
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 City of Joplin Preservation Plan.

7.5 EVALUATION OF QUALIFICATIONS

The evaluation of the Responses shall be based on the requirements described in this RFP. All property 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 July 17, 2015.

7.6 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.

7.7 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.

7.8 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.

7.9 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, Appendix A, professional qualifications.

7.10 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.

7.11 DISPOSITION OF PROPOSALS

All submitted proposals become the property of The City.

7.12 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.

7.13 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.

THE CITY OF JOPLIN

REQUEST FOR PROPOSAL SUBMISSION FORM

RFP 2015-09

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: _____

Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE

(Missouri Unauthorized Alien Workers Act)

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

_____

_

Affiant