City of Joplin, Missouri

Request for Proposal

For

National Register Historic District Nomination

For

Murphysburg Residential District

City of Joplin, MO

Planning & Community Development

602 S. Main Street 64801

(417) 624-0820 Ext. 511

I. NOTICE OF REQUEST FOR PROPOSALS:

Invitation
Notice is hereby given that sealed proposals will be received before 5:00 p.m. CDT on Friday, April 18, 2014 at the Planning & Community Development Department at Joplin City Hall, 602 S. Main Street, Joplin, Missouri 64801 for the National Register Historic District Nomination of the Murphysburg Residential District.

Project Description
The City of Joplin, Missouri is seeking written proposals from qualified firms/providers to complete a National Register of Historic Places nomination application for the Murphysburg residential district. The document will be primarily based upon a previous survey completed in 2012 of the architectural and historic resources in the residential district.

The Murphysburg residential district contains 146 primary resources on approximately 40 acres. Largely developed between the 1870s through the 1920s, Murphysburg has a wide collection of architectural styles. The district is the first residential district west of several commercial districts in Downtown Joplin that are already on the National Register of Historic Places. A portion of Murphysburg is currently a Local Historic District and contains 48 properties. The original district established in 1992 contained 18 properties. An additional 29 properties were added in 2004, plus 1 more property in 2010 to bring the total to 48 properties. This project will encompass all of the current Local Historic District, plus the remaining properties in the blocks that were not voluntarily added to the District, as well as a few additional surrounding blocks that have been deemed historically significant to the neighborhood (See Attachment A).

RFP Timeline

Name of the Proposal:	National Register Historic District Nomination: Murphysburg Residential
Date of Issuance:	Monday, March 31, 2014
Deadline for Proposal Submittal:	Friday, April 18, 2014 before 5:00 p.m. CDT
Submit Proposal to:	City of Joplin Sealed Proposal: National Register Historic District Nomination – Murphysburg Residential Planning & Community Development Department 602 S. Main Street Joplin, MO 64801

Point of Contact:	Matt Wright, Planning & Community Development Planner Email: mwright@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.

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 consultant to prepare and complete a National Register Historic District Nomination for the Murphysburg residential district. The nomination shall be based on the 2012 Historic/Architectural Survey of the Murphysburg Residential Neighborhood. The Consultant shall have significant experience in the preparation and completion of historic district 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 one (1) National Register historic district nomination for the Murphysburg residential district based on the 2012 Historic/Architectural Survey of the Murphysburg Residential Neighborhood. Additional research and updated survey information will be conducted as needed. Final boundaries, contributing resource counts, criteria and areas of significance will be determined in consultation with the State Historic Preservation Office.

The National Register district nomination will be based on the historic contexts associated with primarily residential development in the late nineteenth to early twentieth century and associated architecture in the Murphysburg residential district in Joplin. The district contains 146 primary resources and associated outbuildings, with 123 primary resources contributing to a historic district.

The cover document and registration forms 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.

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

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

a. Complete National Register of Historic Places Registration Form in Word format.
b. One (1) set of properly marked and labeled U.S.G.S. topographic quadrangle(s) or other approved map clearly showing the location of the nominated properties.
c. Two (2) sets of 8" x 10" or 5" x 7" black and white photographs (that meet requirements of the State Historic Preservation Office).
d. PowerPoint presentation illustrating the architectural features and character of the district, which will be presented to the Missouri Advisory Council on Historic Preservation.
e. Two (2) sets of footprint maps clearly showing the boundaries of the districts and contributing and noncontributing buildings and keyed to the photographs and nomination (that meet requirements of the State Historic Preservation Office).
f. 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 owners of properties within the proposed district and the interested public about the goals and scope of the National Register nomination process. 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 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.

Scope of Services – Timeline
All work must be completed no later than May 15, 2015.

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:	March 31, 2014
Proposals Due:	April 18, 2014 at 5:00 P.M.
Committee Review:	Week of April 21, 2014
Interviews:	Week of April 28, 2014

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	May 5, 2014	Documentation of the consultant selection process and a draft of the consultant contract prior to signature submitted to SHPO for review and approval.
# 2 a	June 17, 2014	First public meeting held to present the goals and scope of the nomination process.
# 2 b	June 20, 2014	Consultant sets preliminary district boundaries in consultation with SHPO and documentation from the first information meeting is submitted to SHPO.
# 3	September 5, 2014	Submit to SHPO draft historic district nomination in hard copy and digital including one set of black and white photographs and digital TIF images in color; draft district map and the names and addresses of the current owner of each building keyed to the building addresses. Mid-term budget report due.
# 4	October 27, 2014	Submit to SHPO revised historic district nomination incorporating SHPO staff comments; second set of 8" x 10" black and white photographs; USGS or approved maps; disc with text of nomination and final maps in digital format.
# 5 a	December 16, 2014	Second public meeting held to present the final nomination.
# 5 b	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	May 15, 2015	Submit to SHPO final revisions, incorporation Council comments, to the nomination; final fiscal report completed; disc containing final draft of the nomination, and final review completed.

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, 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 Friday, April 18, 2014. RFPs received after this time and date will not be accepted.

To: City of Joplin
Sealed Proposal: National Register Historic District Nomination – Murphysburg Residential
Planning & Community Development Department
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 District Nomination for Murphysburg Residential.

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 May 2, 2014.

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, Appendix A, 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.

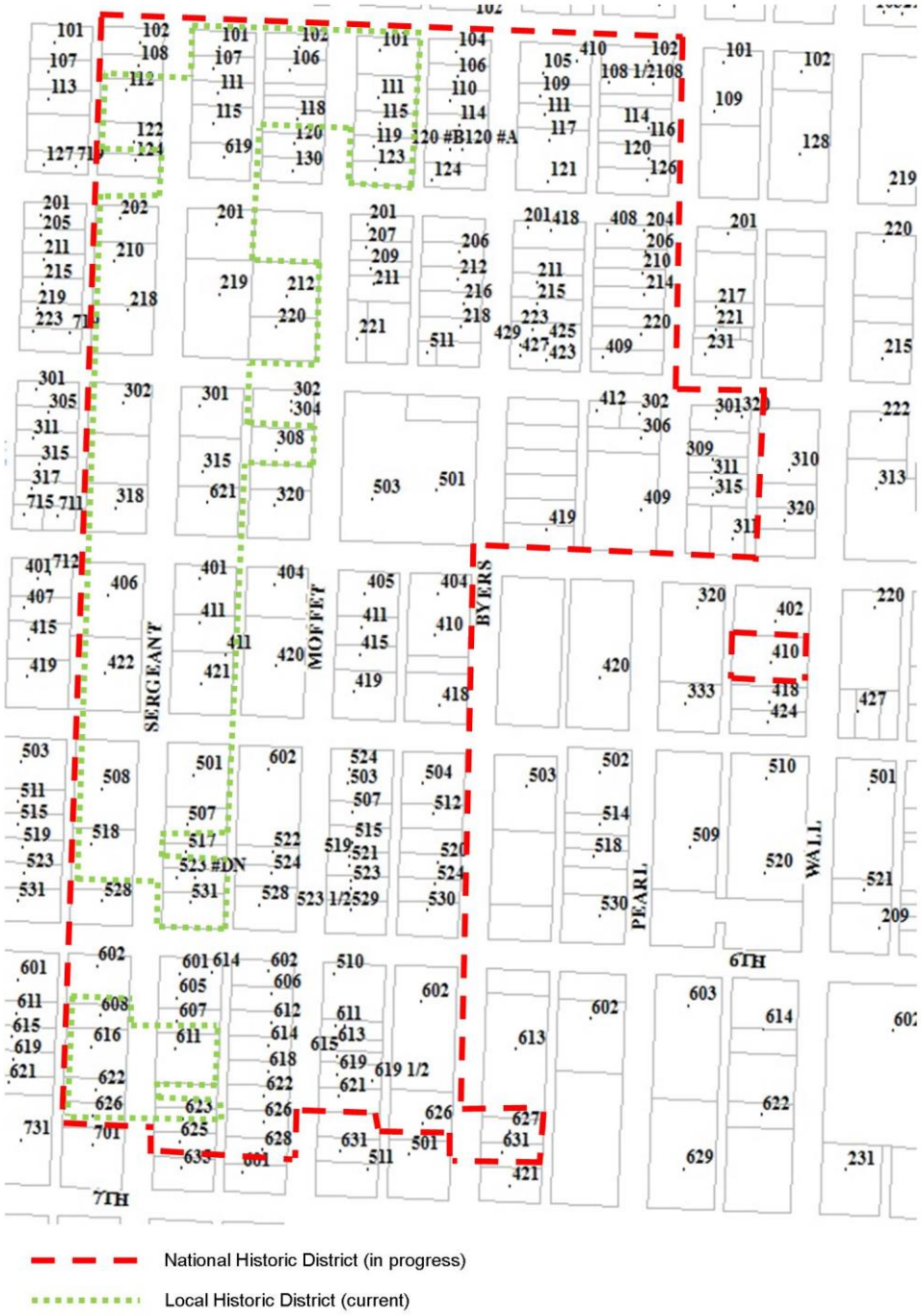
Disposition of Proposals
All submitted proposals become the property of The City.

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.

Attachment A

Murphysburg Local & National Historic District Boundaries



Local District includes: S. Sergeant (101, 107, 111, 112, 115, 122, all 200 Blk., all 300 Blk., all 400 Blk.,, 507, 508, 518, 523, 531, 608, 611, 616, 622, 623, & 626)
S. Moffet (101, 102, 106, 111, 115, 118, 119, 123, 212, 220, & 308)
W. 2nd (619), W. 4th (621), & W. 5th (612)

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: _____