City of Joplin, Missouri

Request for Proposal

For

National Register Historic Places Nomination

For

The Broadway District

City of Joplin, MO

Planning, Zoning and Neighborhood Services

602 S. Main Street 64801

(417) 624-0820 Ext. 539

I. NOTICE OF REQUEST FOR PROPOSALS:

Invitation
Notice is hereby given that sealed proposals will be received before 5:00 p.m. CDT on September 20, 2021 at the Planning & Community Development Department at Joplin City Hall, 602 S. Main Street, Joplin, Missouri 64801 for the National Register Historic Places Nomination of The Broadway District.

Project Description
The City of Joplin, Missouri is seeking written proposals from historians or architectural historians that meet the qualifications outlined in 36 CFR 61 to complete a National Register of Historic Places nomination application for the Broadway District. The document will be based upon the 2018 Phase I East Town (original Joplin) Historic Resources Survey and the 2020 Phase II East Town (Original Joplin) Historic Resources Survey. Final criteria and areas of significance will be determined in consultation with the State Historic Preservation Office.

The proposed Broadway District is generally located in the 500 through 800 blocks between Broadway Avenue and Hill Street in the neighborhood of East Town (Exhibit 1). Part of the proposed district includes the original Joplin plat recorded on July 28, 1871. Broadway Boulevard was an early commercial corridor and the surrounding neighborhood traditionally modest in size, scale and ornament. Beginning in the 1920s, the neighborhood began a demographic shift with African American families increasing significantly. While today East Town neighborhood is ethnically diverse, the neighborhood has a significant association with the African American community and local history.

RFP Timeline

Name of the Proposal:	National Register Historic Nomination: The Broadway District
Date of Issuance:	August 28, 2021
Deadline for Proposal Submittal:	September 20, 2021 before 5:00 p.m. CDT
Submit Proposal to:	City of Joplin Sealed Proposal: National Register Historic Nomination – The Broadway District Planning & Community Development Department 602 S. Main Street Joplin, MO 64801
Point of Contact:	Thomas Walters, Planner, Planning, Development and Neighborhood Services

Email: twalters@joplinmo.org
Phone: (417) 624-0820 Ext. 539
Fax: (417) 625-4738

Respondents shall restrict all contact with the City and direct all questions regarding this RFP, including questions regarding terms and conditions and technical specifications, to the Point of Contact.

II. FORMAT FOR STATEMENT OF QUALIFICATIONS:

General Instructions
Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFP. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.

Responses shall be a maximum of twenty (20) printed pages. The cover, table of contents, divider sheets, work examples, and Submission Form do not count as printed pages. Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection. Responses and any other information submitted by Respondents in response to this RFP shall become the property of the City.

The City will not compensate Respondents for any expenses incurred in Response preparation or 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 that meets the Secretary of Interior's Professional Qualifications Standards for historian or architectural historian as outlined in the Code of Federal Regulations, 36 CFR Part 61 to prepare and complete a National Register of Historic Places Nomination for The Broadway District. The nomination shall be based on the 1988 Joplin Architectural Survey, the 2018 Phase I East Town (original Joplin) Historic Resources Survey and the 2020 Phase II East Town (Original Joplin) Historic Resources Survey submitted to the State Historic Preservation Office (SHPO). The Consultant shall have significant experience in the preparation and completion of nominations to the National Register of Historic Places, and include at least one (1) but no more than three (3) example(s) of previous projects with their proposal.

The selected Consultant shall be expected to use accepted professional standards and practices to prepare and complete the project based on the following criteria:

Scope of Services – General

The qualified consulting firm will prepare and complete one (1) National Register of Historic Places Registration form and other materials necessary for the nomination of The Broadway District. Final criteria and areas of significance will be determined in consultation with the State Historic Preservation Office.

Survey recommendation for this commercial district and resources within include: Twenty-six of these resources are within a recommended commercial National Register Historic District centered on Broadway and within the Original Town plat. An additional fourteen resources would be included within the boundary of this proposed historic district but would be non-contributing due to age or lack of integrity. This potential historic district would be significant under Criterion A for Community Planning and Development as the original plat for the town of Joplin. This area developed as the commercial core of the

nascent town. Phase II of the survey may identify additional resources on the south side of Broadway that should be included in this potential historic district. The period of significance would begin in 1871 when the plat was filed. More research is needed to identify an appropriate end date to the period of significance.

The National Register nomination 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 requirements associated with Grant Assisted Nominations such as milestones and documentation of public meetings.

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

Funding for this project is made available through a grant **(Project Number 29-21-10029-005)** from the U.S. Department of the Interior/National Park Service, Historic Preservation Fund, through the Missouri Department of Natural Resources, Division of State Parks, State Historic Preservation Office. **All correspondence must include the Project Number as noted above.** Awarding of the consultant contract is contingent upon obligation of Federal Funds.

Scope of Services – Final Products

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

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

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

Scope of Services – Required Public Meetings

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

Public meeting notices regarding this grant project will include the following acknowledgement:

> *This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and Missouri Department of natural Resources, State Historic Preservation Office. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Department of natural Resources, State Historic Preservation Office. Federal laws prohibit discrimination on the grounds of race, color, sexual origination, national origin, disabilities, religion, age, or sex. For more information, write to the Office of Equal Opportunity, U.S. Department of the Interior, Washington D.C. 20240.*

Scope of Services – Timeline
All work must be completed no later than June 1, 2022.

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:	August 28, 2021
Proposals Due:	September 20, 2021
Committee Review:	September 21 – 24, 2021

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	Payment Schedule
# 1	October 01, 2021	Email documentation of the consultant selection process and a draft of the consultant contract **prior to signature** to the HPF Grant Manager or their designee for review and approval.	$0
# 2	October 15, 2021	Email a copy of the signed consultant contract to the HPF	$0

		Grant Manager or their designee.	
# 3	November 15, 2021	Consultant submits draft of Section 8 Summary to the National Register Section of the State Historic Preservation Office for review and approval. Email submission of documentation for the first of two public information meetings to the HPF Grant Manager or their designee.	$0
# 4	January 10, 2022	Consultant submits substantially complete draft nomination in 2010 Word format, TIF images in color to the National Register Section of the State Historic Preservation Office. Mid-term budget report due to HPF Grant Manager or their designee.	Estimated 50% of expenses
# 5	February 14, 2022	Consultant submits revised nomination and any revised materials incorporating SHPO staff comments on disc, and owner information to the National Register Section of the State Historic Preservation Office for review and approval.	$0
# 6	April 1, 2022	Submits documentation from the second public information meeting to the HPF Grant Manager or their designee for review and approval.	$0
# 7	April 15,2022	Consultant presents nomination to the Missouri Advisory Council on Historic Preservation.	$0
# 8	May 16,2022	Consultant submits final revisions, incorporating SHPO and MOACHP comments, on disc to the National Register Section of the State Historic Preservation Office for review and approval.	$0
# 9	August 01, 2022	Final fiscal report submitted to the HPF Grant Manager or their designee.	Remaining balance of expenses

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. Response must contain a cost for the requested scope of work in a "not to exceed" amount (50 Points);
B. The ability of the Proposers to perform the work or provide the service promptly or within the time specified, without delay or interference (10 points);
C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer (10 points), and;
D. The quality of performance of previous contracts or services (30 points).

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.

The proposals will be evaluated based on criteria above, scored and averaged by committee.

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.

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 September 20, 2021. RFPs received after this time and date will not be accepted.

To: City of Joplin
Sealed Proposal: National Register Historic Places Nomination –
The Broadway District
Planning, Development and Neighborhood Services
602 S. Main Street
Joplin, MO 64801

The Respondent shall submit one (1) original with five (5) identical copies of the Response in print and with one PDF copy provided on CD or USB drive. An original signature must be included on the "THE CITY OF JOPLIN REQUEST FOR PROPOSAL SUBMISSION FORM" document submitted with original document.

Late received Responses will be returned to the Respondent unopened. Properly submitted Responses by the Respondents will not be returned. Hard copies of RFP materials must be enclosed in a sealed envelope (box or container) addressed as noted above; the package must clearly identify the submittal deadline and that the response is for the National Register Historic Places Nomination for The Broadway District.

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, virtually or in person, 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 September 27, 2021.

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 for historian or architectural historian.

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.

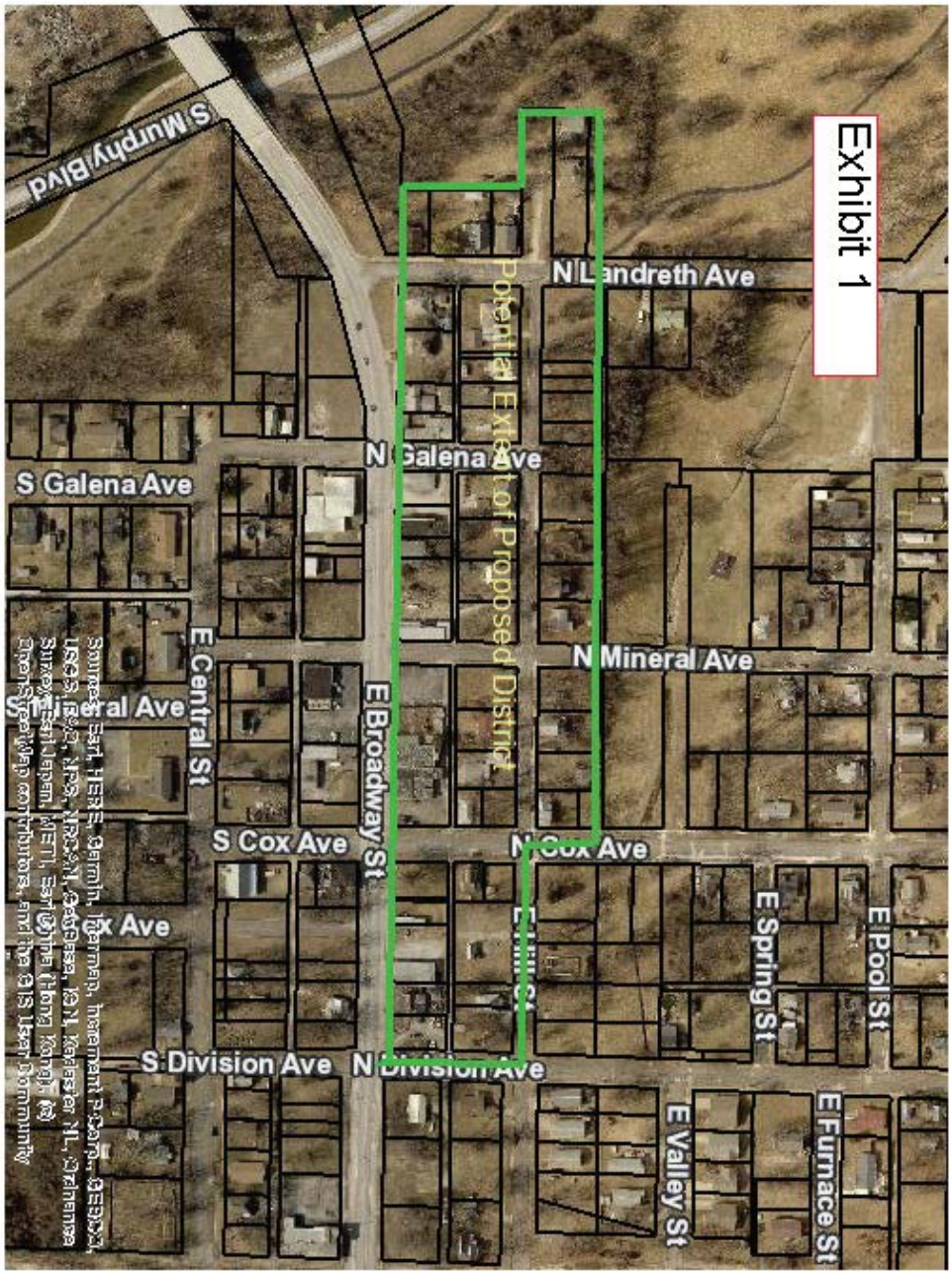
Disposition of Proposals
All submitted proposals become the property of The City.

Nonconforming Terms and Conditions

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.

Exhibit 1



ATTACHMENT A:

SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES
City of Joplin, Jasper County, Missouri
Broadway National Historic District National Register Nomination
Project No. 29-21-10029-005

Please be advised that the Missouri Department of Natural Resources has not as yet received the final allocation from the federal Historic Preservation Fund. No final grant awards or reimbursements of allowable grant project costs will be made until the allocation is approved by Congress and signed by the President. Obligations of the State shall cease immediately if the Missouri Legislature, the President or Congress fail to appropriate or otherwise make available funds for this project.

Starting Date: July 30, 2021
Ending Date: August 31, 2022

I. SCOPE AND PURPOSE:

The City of Joplin will hire a 36 CFR 61 qualified historian or architectural historian (herein referred to as "consultant") to complete a National Register of Historic Places nomination for the Broadway Historic District see Exhibit 1. The nomination will be based upon the 2018 East Town Original Joplin Intensive level Historic Survey. Of the forty resources within a recommended commercial National Register Historic District centered on Broadway and within the Original Joplin plat, twenty-six are recommended eligible. The other fourteen resources would be included within the boundary of this proposed historic district but would be non-contributing due to age or lack of integrity. The nomination's final National Register criteria and areas of significance will be determined in consultation with the State Historic Preservation Office (SHPO).

II. ACTIVITIES AND FUNCTIONS:

A. Consultant Selection Process

The City of Joplin will hire a consultant that meets the *Secretary of the Interior's Professional Qualifications Standards* for historian or architectural historian, as outlined in the Code of Federal Regulations, 36 CFR Part 61 to prepare a National Register Nomination for the Broadway Historic District. The City of Joplin shall provide evidence to the Historic Preservation Fund (HPF) Grant Manager that a variety of qualified consultants were contacted via a written informal quotation process. The written informal quotation was sent to consultants shall include a copy of Attachment A: Scope, Purpose and Description of Grant Activities, the Milestone Schedule, and Exhibit 1 from the Grant Agreement with budgetary information removed. Pursuant to 2 CFR 200.331, the sub-recipient 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. 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. All contractual deadlines with the consultant shall not conflict with milestone deadlines set in the grant agreement. A draft of the written informal quotation will be sent to the Historic Preservation Fund (HPF) Grant Manager **prior to initiating the bid process**. 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**.
Procurement Deliverables:

1. Submit a **draft of the written informal quotation** 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 written informal quotation was sent to and when
   b. Copies of all responses received including 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. National Register Nomination

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

The consultant shall submit nomination materials to the SHPO by deadlines that correspond to the Spring 2022 Missouri Advisory Council on Historic Preservation (MOACHP) meeting. Submission dates for 2022 will be published on the MO SHPO website after the July 9, 2021 MOACHP meeting. The consultant shall also submit a revision and a post-MOACHP final copy of the nomination by designated deadlines.

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

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

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

SHPO comments for any products will be provided to the consultant in a timely manner. The City of Joplin and the HPF Grant Manager or their designee will be copied in correspondence with the consultant at all points during the nomination process. The consultant is responsible for addressing SHPO comments and submitting revisions by established deadlines.

Additionally, the consultant shall prepare and present a PowerPoint presentation illustrating the character of the property at the spring 2022 MOACHP meeting. The consultant will be required to incorporate any final SHPO or MOACHP comments into a final version of the nomination for submission to the SHPO approximately 30 days after the spring 2021 MOACHP meeting.

C. Public Meetings

The grant recipient will conduct a minimum of two public meetings in Joplin to inform the interested public about the goals and scope of the National Register nomination process as it relates to Broadway Historic District. Meetings will be held as near to the beginning of the nomination preparation process as possible and at the conclusion of the nomination's preparation to present the final nomination to the community. Meetings should be primarily informative in nature, but may also be used to solicit information from knowledgeable members of the public. The documentation required for the public meeting will include a copy of the public meeting notice, the agenda, and the sign-in sheet.

III. SPECIAL CONDITIONS:

A. 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.

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

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

D. All nomination materials will be submitted according to the guidance provided by the State Historic Preservation Office. All documents, aside from photography, will be submitted in Microsoft 2010 (or 2010-readable) Word format.

E. All grant project funded publications, books, brochures and all public meeting notices regarding this grant project shall 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, of the U.S. Government 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.

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: _____