

REQUEST FOR PROPOSAL

**CITY OF Park Hills, MISSOURI
9 Bennett Street
Park Hills, MO 66301
(573) 431-3577**

Response Deadline Date and Time: **December 19, 2024 at 5:00 p.m., CST**

Questions regarding this RFP should be directed to:

Zach Franklin, City Administrator

(573) 431-3577

The City of Park Hills is the only authorized source of proposal forms. Proposal forms obtained from any other source may be incomplete. Offerors using a proposal form not obtained from the City of Park Hills risk not receiving any necessary addenda, eliminating their bid from consideration.

Proposals must be received in the Park Hills City Hall office by the date and time indicated, with opening immediately following in City Hall.

(ATTENTION BIDDER – COMPLETE AND RETURN WITH BID)

Bidder's Name: _____ (Please print or type company name)	Phone No.: _____		
E-Mail Address: _____	FAX No.: _____		
Address _____	City _____	State _____	Zip _____
By: _____ (Name of Authorized Agent)	Title: _____		
Signature: _____	Date: _____		

NOTE: ALL PROPOSALS ARE SUBJECT TO THE TERMS AND CONDITIONS HEREIN.

**ATTACHMENT A:
SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES**

City of Park Hills
Park Hills Downtown Survey
Project No. 29-22-10029-003

Starting Date: February 15, 2024

Ending Date: September 2, 2025

I. SCOPE AND PURPOSE:

The City of Park Hills will hire an architectural historian (herein referred to as “consultant”) who meets the Secretary of the Interior’s Professional Qualifications to conduct a reconnaissance level architectural survey of the Downtown survey area. The boundaries were selected by the City of Park Hills in consultation with the State Historic Preservation Office. The approximately 42.8-acre survey area is a residential area that includes approximately 85 primary properties. See Exhibit 2 for a map, boundary description, and boundary justification for the survey areas.

A reconnaissance-level survey will identify and evaluate properties within the survey boundary in order to determine their eligibility for inclusion on the National Register of Historic Places. Park Hill’s Downtown neighborhood has not been previously surveyed. A 2019 site visit by SHPO staff identified a potential historic district in the historic downtown area along W. Main Street.

Architectural survey is an eligible grant assisted activity for the Historic Preservation Fund (HPF Grants Manual Chapter 6(H)) and advances Goal 3.A “Increase the number of historic and architectural properties surveyed and evaluated” of Missouri’s 2018-2024 Statewide Preservation Plan. A survey is being conducted to ensure the City of Park Hills has the most accurate, up-to-date information on identified historic buildings and their condition to help with planning and preservation efforts. This survey will include recommendations for future preservation activities, including but not limited to identifying properties eligible for the National Register of Historic Places.

II. ACTIVITIES AND FUNCTIONS:

A. Consultant Selection Process

The City of Park Hills will hire a professional who meets the *Secretary of the Interior’s Professional Qualifications Standards* for an architectural historian, as outlined in Exhibit 1, to conduct the survey. The Request for Proposal (RFP) sent to consultants shall include a copy of Attachment A: Scope, Purpose and Description of Grant Activities, the Milestone Schedule, Exhibit 1, and Exhibit 3 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 RFP will be sent to the 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**.

The consultant selection process shall produce the following products:

1. Submit a **draft of the RFP** for review prior to the initiation of the bid process.
2. Submit documentation of the **consultant selection process** and a draft of the consultant contract **prior to signature**. This documentation includes:
 - a. Indication of who the RFP was sent to and when. The recipients must include firms listed in the Missouri Office of Equal Opportunity's Minority & Women Owned Businesses database <https://apps1.mo.gov/MWBCertifiedFirms/> with specialties in historic preservation.
 - b. Copies of all responses received (proposals and responses of no bid)
 - c. Score sheets/an explanation for why a consultant was chosen
 - d. The unsigned draft consultant contract noted above
3. Submit a copy of the signed **consultant contract**.

B. Reconnaissance Level Survey

The consultant shall conduct a reconnaissance level architectural survey in the approximately 42.8-acre area in Park Hills (see Exhibit 2). The survey will be completed following the State Historic Preservation Office's "Standards for Professional Architectural and Historic Surveys" and "Instructions for Completing the General Architectural Survey Form" included as Exhibits 3 and 4 and available on the SHPO's website (<https://mostateparks.com/page/85651/standards-professional-architectural-and-historic-surveys> and <https://mostateparks.com/sites/mostateparks/files/ArchitecturalSurveyInstructions.pdf>). Before starting work, the consultant and the city will schedule a time with the HPF Grant Manager or their designee to discuss the level of documentation and how resources will be recorded. This survey will document the existing historic character and conditions of each property within the survey area, provide a historic context for the development of the survey area and make recommendations for future preservation activities, including additional survey recommendations and evaluation of National Register eligibility.

Prior to field work, a research design detailing the methodology and goals of the survey will be submitted in Word format approved by the HPF Grant Manager or their designee. Once the HPF Grant Manager or their designee approves the research design, a Missouri Architectural/Historic Inventory form will be completed for each primary property within the boundary, including any vacant lots. A minimum of 85 survey forms will be completed. Draft and final forms will be submitted in Word format to the HPF Grant Manager or their designee and to the City of Park Hills. Each form will be accompanied by at least one digital photo in JPEG format in color. The number of photos will be determined in consultation with the HPF Grant Manager or their designee. A map will be created that indicates the survey boundaries, property locations, addresses, potential district boundaries, and notation of each property's status as a contributing or non-contributing resource. Outbuildings will also be accounted for and assigned a contributing or non-contributing status. Any mapping will be submitted in digital format to the HPF Grant Manager or their designee and the City of Park Hills. The map shall be included in the survey report but must also be submitted as a separate file.

A final survey report will be prepared and submitted in Word format. This report will describe the scope and scale of the survey; provide a methodology of the project; discuss enough historic context for evaluation of the resources under National Register criteria; describe and analyze property types within the resources surveyed; discuss the rationale for evaluation; and make recommendations for future National Register listings (individual and districts) and survey activities.

The reconnaissance level architectural survey of Park Hills shall produce the following products:

1. The consultant will set up a time with the HPF Grant Manager or their designee to discuss the level of documentation before work on the project begins. An **email** documenting the discussion will be sent to the HPF Grant Manager or their designee by the consultant. Drafts of inventory forms will be completed as discussed via this conversation.
2. A completed **research design** meeting the SHPO's "Standards for Professional Architectural and Historic Surveys" shall be submitted to the HPF Grant Manager or their designee prior to field work. The research design will describe the scope of the work, rationale of survey boundaries, proposed methodology and expected results and will be submitted in Word format.
3. Submit documentation for the **two public information meetings** (i.e. press release, newspaper/web advertisement, sign-in sheet). See subsection C for further information on public meetings.
4. **SHPO Architectural/Historic Inventory Forms** (or other pre-approved survey form) meeting SHPO's "Standards for Professional Architectural and Historic Surveys (see Exhibit 3)" and following the "Instructions for Completing the Architectural/Historic Inventory Form (see Exhibit 4)" shall be completed for each property within the boundary including vacant lots (see Exhibit 5 for an example of this form). If a property has more than one associated resource, the site plan on the inventory form shall be completed unless a master map showing the accurate orientation of outbuildings in the district is submitted as part of the project. In this case the second page of the survey form may be omitted. The forms shall be submitted in Word format for the HPF Grant Manager or their designee. Incomplete drafts will not be accepted.
5. **Digital color photographs** of each surveyed property submitted in digital JPEG format. Each digital image must be at least 1600 X 1200 pixels and at least 300 dpi. Draft digital images must be labeled by street address but final digital images files must be labeled according to National Register standards (i.e. MO_XXX County_Survey Name_0001). Photos will preferably be taken to avoid obstruction from foliage. If a property has a complex footprint, additional photographs will be taken to adequately capture all publically viewable elevations. If a property has secondary resources an additional photograph will be taken for each resource unless the secondary resource is clearly visible in the photograph of the primary resource. If a known outbuilding is not visible from the public right of way, its presence should be indicated on the survey form with an explanation why photography was not possible. The number of photographs will be determined in consultation with the HPF Grant Manager or their designee.
6. **A boundary map**, separate from the final report. The location of each property inventoried will be indicated on a large-scale (at least 1"=200') map with addresses and the location of associated outbuildings. The map shall show the survey boundary and boundaries for any potential National Register districts. The contributing status of each property, including outbuildings, must be marked within the recommended historic district boundary (if applicable.) Likewise, individually eligible or previously listed properties must be noted. Any mapping will be submitted in digital format. If the boundary map includes building footprints and accurate orientation of any outbuildings, second page of the survey form may be omitted.

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

C. Public Meetings

The grant recipient will conduct a minimum of two public meetings in Park Hills to inform owners of properties within the survey area and the interested public about the goals and scope of the survey project. The first meeting will be held as near to the beginning of the survey as practical and the second meeting will be conducted at the conclusion of the project, when survey results and recommendations will be presented. Meetings should be primarily informative in nature, but may also be used to solicit information from knowledgeable members of the public. The documentation required for the public meeting will include a copy of the public meeting notice, the agenda, and the sign-in sheet or record of attendance.

III. SPECIAL CONDITIONS:

- A. As a recipient of a federal subaward, the City of Park Hills is hereby reminded that it is subject to the requirements of 2 CFR 200.1 "Subaward", 200.101 "Applicability", and 200.331 "Requirements for pass-through entities."
- B. The procedures and requirements contained herein are subject to applicable laws and regulations, and any changes made to these laws and regulations, subsequent to the execution of this agreement. In the event that these procedures and requirements conflict with applicable federal laws, regulations and policies, the following order of precedence will prevail:
 1. Federal law
 2. Code of Federal Regulations
 3. Terms and conditions of grant award
 4. Historic Preservation Fund Grant Manual

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

- C. It is agreed that if the project should fall one (1) month behind the milestones, the Missouri Department of Natural Resources has the right unilaterally to terminate or reduce the dollar amount of this agreement. In addition, if the Department determines that full termination is warranted, the Department shall be sole authority in determining the amount of compensation owed.
- D. All work requiring expertise in history, archaeology, architectural history, architecture, or historic architecture will either be supervised or completed by personnel who meet the *Secretary of the Interior's Professional Qualifications* as listed in Exhibit 1.
- E. All grant funded publications, books, brochures and all public meeting notices regarding this grant project (including the app) shall include the following acknowledgement statement:

This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior and Missouri Department of Natural Resources, State Historic Preservation Office. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the Department of Natural Resources, State Historic Preservation Office, nor does the mention of trade names or commercial products constitute endorsement or recommendation.

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

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

MILESTONE/PAYMENT SCHEDULE

City of Park Hills
 Park Hills Downtown Survey
 Project No. 29-22-10029-003

Starting Date: February 15, 2024

Ending Date: September 2, 2025

<u>Milestone</u>	<u>Product</u>	<u>Date Due</u>	<u>Federal Share</u>	<u>Non-Federal Share</u>
#1	Draft RFP and/or RFQ submitted to the HPF Grant Manager or their designee before the bid process is initiated.	7/1/2024	\$ 0	\$ 0
#2	Documentation of the consultant selection process and a draft of the consultant contract prior to signature submitted to the HPF Grant Manager or their designee for review and approval.	9/16/2024	\$ 0	\$ 0
#3	Copy of signed consultant contract	10/15/2024	\$ 0	\$ 0
#4	An email documenting the discussion between the consultant, the City of Park Hills, and the HPF Grants Manager or their designee	11/1/2024	\$ 0	\$ 0
#5	Draft research design; Documentation for the first of two public information meetings (meeting date is approximate only).	12/2/2024	\$ 0	\$ 0
#6	Final research design; Five complete sample inventory forms (and site plans as appropriate) keyed to a base map of the survey area.	1/31/2025	Estimated 30% of expenses	Estimated 30% of expenses
#7	Fully complete draft inventory forms (and site plans as appropriate), and a survey map.	4/1/2025	Estimated 30% of expenses	Estimated 30% of expenses
#8	Final inventory forms (and site plans as appropriate), maps and photos; submission of draft survey report	6/1/2025	\$ 0	\$ 0
#9	Final survey report; submission of documentation for the second public meeting (date approximate).	8/15/2025	\$ 0	\$ 0
#10	Submission of final project report and fiscal data.	9/2/2025	Estimated remaining expenses	Estimated remaining expenses
	TOTALS:			

COMPENSATION

For services performed and/or goods delivered, the CITY shall pay the CONTRACTOR, an amount not to exceed \$24,000.

The CITY is exempt from State of Missouri sales and use taxes on purchases made directly for the CITY. CONTRACTOR shall not include any sales or use taxes on transactions between the CONTRACTOR and CITY.

Monthly invoices shall be submitted by the CONTRACTOR to the CITY for payment covering services performed and/or goods delivered and expenses incurred during the preceding month. Invoices shall indicate the hours expended for each person on the project, the total labor billing, and a summary of other expenses and charges along with supporting documentation. The CITY'S payment terms are net thirty (30) days.

Travel and lodging accommodations will be provided not to exceed \$480.

Contracts For Professional Services Other Than Engineers, Architects, And Land Surveyors.

[R.O. 2016 § 155.170; Ord. No. 1033-13 § 2, 7-9-2013]

A.

Contracts for professional services which are provided by financial advisors, physicians, certified public accountants, brokers, consultants, and other specialized or technical services, other than engineers, architects, and land surveyors, shall be obtained through the special procurement procedures set forth in this Section.

B.

Requests for proposals for professional services shall be submitted to the City Administrator for review and approval prior to distribution. When an RFP for professional services is approved, a limited number of qualified professionals known to the City will be invited to submit a proposal setting forth their interest, qualifications, and description of proposed services. A contract will be negotiated with the professionals deemed to best meet the City's needs.

C.

Upon approval of the Mayor and City Administrator, professional services contracts under ten thousand dollars (\$10,000.00) may be exempt from the request for proposal process.

D.

Professional services contracts for ten thousand dollars (\$10,000.00) or more must be approved by the City Council. Professional services contracts for less than ten thousand dollars (\$10,000.00) may be approved by the Mayor and City Administrator.

E.

In the event a change in the scope of services increases the total compensation for a professional services contract originally valued at ten thousand dollars (\$10,000.00) or more or if the change will cause the original contract amount to exceed nine thousand nine hundred ninety-nine dollars (\$9,999.00), a written contract modification or supplemental agreement shall be approved by the City Council prior to the additional work commencing. Contract modifications or supplemental agreements that do not cause the total contract amount to exceed nine thousand nine hundred ninety-nine dollars (\$9,999.00) may be approved by the Mayor and City Administrator.

PERMITS AND LICENSES

The CONTRACTOR shall procure all necessary local construction permits and licenses and a City of Park Hills Occupation License.

CONTRACTOR will abide by all applicable laws, regulations, and ordinances of all federal, state, and local governments in which work under this AGREEMENT is performed, and will require the same of all subcontractors.

The CONTRACTOR must furnish and maintain certification of authority to conduct business in the State of Missouri.