



SOLICITATION NO.: Request for Proposal (RFP) 97/2025
PROCUREMENT OFFICER: Autumn Klauba
PHONE NO.: (573) 817-5020
E-MAIL: autumn.klauba@como.gov

TITLE: Consultant for Historian/Architectural Survey Services – Phase I

ISSUE DATE: September 23, 2025

RETURN PROPOSAL NO LATER THAN: October 21, 2025 AT 5:00 PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return proposal date and time.

(U.S. Mail)	(Courier Service)
RETURN PROPOSAL TO: CITY OF COLUMBIA PURCHASING	CITY OF COLUMBIA PURCHASING
PO BOX 6015	701 E. BROADWAY, 5th FLOOR
COLUMBIA MO 65205	COLUMBIA MO 65201

CONTRACT PERIOD: Effective Date of Contract through Completion – Contract shall not exceed five (5) years.

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

**City of Columbia, Community Development Department
Columbia, MO 65201**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

OFFEROR NAME	
MAILING ADDRESS	
CITY, STATE, ZIP CODE	

CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) ☐ Corporation ☐ Individual ☐ State/Local Government ☐ Partnership ☐ Sole Proprietor ☐ IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for competitive, sealed proposals for the provision of a qualified Architectural Historian Consultant to conduct a reconnaissance level architectural survey of the Benton-Stephens Phase I survey area for the City of Columbia, Missouri (hereinafter referred to as City) as set forth herein.

Organization - This document, referred to as an RFP, is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Work and Technical Specifications
- 3) Proposal Submission Information
- 4) Pricing Page(s)
- 5) Exhibits A through F
- 6) Attachment 1 – Sample Agreement
- 7) Attachment 2 – The Secretary of the Interior’s Professional Qualifications
- 8) Attachment 3 – Map of the Benton-Stephens Phase I Survey Area
- 9) Attachment 4 – Standards for Professional Architectural and Historic Survey
- 10) Attachment 5 – Instructions for Completing the Architectural/Historic Inventory Form
- 11) Attachment 6 – Architectural Survey Form
- 12) Attachment 7 – Milestone/Payment Schedule
- 13) Attachment 8 – Cost Proposal

Terminology/Definitions: Whenever the following words and expressions appear in a RFP document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFP.
- Attachment applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Proposal end date and time and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.
- Offeror means the supplier, vendor, person, or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- Exhibit applies to forms which are included with an RFP for the offeror to complete and submit with the sealed proposal prior to the specified end date and time.
- Request for Proposal (RFP) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes all pricing pages, exhibits, attachments, and addendums thereto.
- May means that a certain feature, component, or action is permissible, but not required.
- Must means that a certain feature, component, or action is a mandatory condition.
- Pricing Page(s) applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The Pricing Pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal end date and time.
- Shall have the same meaning as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

BACKGROUND INFORMATION:

The City has been awarded a \$15,000 grant from the federal Historic Preservation Fund (HPF) for the Benton-Stephens Neighborhood Survey Phase I: Project No. P24AF02199-004. The money shall be used to create a preservation plan for use by the City's historic preservation committee. The grant shall be overseen by the Missouri State Historic Preservation Office. The deadline to complete the grant project is August 31, 2026.

The preservation plan shall summarize the most accurate and current up-to-date state of historic preservation in the City and shall list goals for future preservation efforts, including but not limited to identifying properties eligible for the National Register of Historic Places. The public shall have opportunities to comment on the preservation plan as it is drawn up.

The Benton-Stephens Neighborhood Historic Survey is partially funded by a grant from the Missouri Department of Natural Resources (MDNR), State Historic Preservation Office and the U.S. Department of the Interior, National Park Service (60%) and supplemental funding was appropriated by the City (40%). Funding budget for project is twenty-five thousand (\$25,000.00).

Although an attempt has been made to provide accurate and up-to-date information, the City does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this RFP.

SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
October 7, 2025	Close of written <i>Requests for Additional Information</i>
October 10, 2025	Written responses to <i>Requests for Additional Information</i> sent to all
October 21, 2025	Offeror is due by 5:00 p.m. CST
November 20, 2025	Contract Start Date
The above dates are target dates and may change.	

PROPOSAL SUBMISSION:

Proposals may be submitted in a sealed envelope at the purchasing office **or** uploaded electronically on the City's E-bidding website. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Finance Department, Purchasing Division, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened and considered in the evaluation. The proposal must be in sealed envelopes and marked in bold letters "RFP 97/2025 - Consultant for Historian/Architectural Survey Services – Phase I."

QUESTIONS/CLARIFICATIONS OF THE OFFEROR:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to the name below. You are encouraged to submit your questions via e-mail.

Autumn Klauba, Procurement Officer II
Phone: 573-817-5020
E-mail: autumn.klauba@como.gov

Any oral responses to any question shall be unofficial and not binding on the City. An Addendum to this RFP providing the City's official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on October 7, 2025.

This written *Request for Additional Information* will take place of the normal Pre-Proposal Conference.

VALIDITY OF PROPOSALS:

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

REJECTION OF PROPOSALS:

The City reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

WITHDRAWAL OF PROPOSALS:

Any offeror may withdraw his or her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of proposals.

ALTERATION OF SOLICITATION:

The wording of the City's solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City, whose decision will be final.

TITLE IV ASSURANCES NOTICE:

The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. www.eeoc.gov/statutes/title-vii-civil-rights-act-1964
www.dol.gov/agencies/oasam/regulatory/statutes/title-vi-civil-rights-act-of-1964

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of the City. Any person may review proposals after the agreement has been issued, subject to the terms of this solicitation.

RIGHTS IN DATA, DOCUMENTS, AND COMPUTER SOFTWARE (CITY OF COLUMBIA OWNERSHIP):

Any software, research, reports, studies, data, photographs, negatives or other documents, drawings or materials prepared by Contractor in the performance of its obligations under the resulting contract shall be the exclusive property of the City and all such materials shall be delivered to the City by the Contractor upon completion, termination or cancellation of the resulting contract. Contractor may, at its own expense, keep copies of all its writing for its personal files. Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of proposer's obligations under this contract without prior written consent of the City; provided, however, that the Contractor shall be allowed to use non-confidential materials for writing samples in pursuit of the work. The ownership rights described herein shall include, but not be limited to, the right to copy, publish, display, transfer, prepare derivative works, or otherwise use written works.

INCURRING COSTS:

The City shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an agreement. All

costs to prepare and submit a response to this solicitation shall be borne by the offeror.

NONDISCRIMINATION IN EMPLOYMENT:

In connection with the furnishing of supplies or performance of work under the resulting contract, the Contractor agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provisions in all subcontracts awarded hereunder.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such offerors void.

AGREEMENT DOCUMENTS:

The final agreement between the City and the offeror will include the following at a minimum:

- Offeror's Response to the RFP
- The City Issued RFP with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the Purchasing Agent. No other individual is authorized to modify the agreement in any manner.

FUNDS:

Financial obligations of the City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting agreement will become null and void, without penalty to the City.

SAMPLE AGREEMENT:

The sample agreement is attached as Attachment 1. Please review the terms and conditions set forth in the sample agreement. Should the offeror take exception to any of the required legal terms and conditions set forth in Attachment 1, the offeror shall specifically include the exceptions in its proposal response.

2. SCOPE OF SERVICES

SCOPE OF SERVICES:

The City shall hire a 36 CFR 61.6 qualified historian and/or architectural historian (Attachment 2) (hereinafter referred to as consultant) to conduct Phase I of a reconnaissance level architecture survey of the Benton-Stephens neighborhood. Phase I encompasses approximately 63 acres. The survey boundary (Attachment 3) encompasses a residential area that includes approximately 249 primary properties. Architectural survey is an activity required of Certified Local Governments (CLGs) per 36 CFR 61.6 (e)(3) regulations and advances Goal 3.A of Missouri's 2018-2024 Statewide Preservation Plan. The boundaries were selected by the City in consultation with the State Historic Preservation Office.

Reconnaissance-Level Survey:

Consultant for the reconnaissance-level architectural survey of the Benton-Stephens neighborhood, Phase I, shall produce the following products:

- Consultant survey shall document the existing historic character and conditions of each property within the survey area.
- Consultant shall provide a historic context for the development of the survey area, make recommendations for future preservation activities, including additional survey recommendations and evaluation of National Register eligibility.
- Consultant shall complete a research design meeting the Standards for Professional Architectural and Historic Surveys (SHPO) (Attachment 4). Document shall be submitted to the HPF in Word format prior to field work. The research design shall describe the scope of the work, rationale of survey boundaries, proposed methodology and expected results.
- Consultant shall submit documentation for the two public information meetings (i.e., press release, newspaper/web advertisement, sign-in sheet).
- Consultant shall complete the Missouri Architectural/Historic Inventory Forms (Attachment 6), meeting the SHPO and following the “Instructions for Completing the Architectural/Historic Inventory Form” (Attachment 5). These forms shall be completed for each property within the boundary, including vacant lots. Please note, if a property has more than one (1) associated resource, the site plan on the inventory form shall be completed, for each property, 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 consultant shall set up a time with the HPF to discuss the level of documentation and how resources will be recorded before work on the project begins. An email documenting the discussion shall be sent to the HPF and the City by the consultant. Drafts and final forms shall be completed as discussed in this conversation, submitted to the HPF and the City in Word format. Incomplete drafts shall not be accepted.
- Consultant shall provide digital color photographs for each surveyed property; these shall be provided in JPEG format. Each digital image shall be at least 1600 X 1200 pixels and at least 300 dpi. Draft digital images shall be labeled by street address but final digital image files shall be labeled according to National Register standards(by address and the associated survey form number). Photos should preferably be taken during a time of year which will 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. Consult with the HPF if the secondary resource is not visible from the public

right of way. The number of photographs shall be determined in consultation with the HPF.

- Consultant shall provide a boundary map separate from the final report. The report shall document the location of each property inventoried; this shall be indicated on a large-scale map (at least 1" = 200') with addresses and the location of associated outbuildings. The map shall show the survey boundaries, property locations, addresses, potential district boundaries, and notation of each property's status as a contributing or non-contributing resource. The map shall show the survey boundary and boundaries for any potential National Register districts. The contributing status of each property, including outbuildings, shall be marked within the recommended historic district boundary (if applicable). Individually eligible or previously listed properties shall be noted. Any mapping shall be submitted in digital format. If the boundary map includes building footprints and accurate orientation of any outbuildings, the second page of the survey form may be omitted.
- Consultant shall submit a final survey report meeting SHPO in Word format. This report shall describe the scope and scale of the survey; methodology of the project including a brief history of the development of the surveyed neighborhood(s); provide historic contexts for evaluation of the resources under National Register criteria; describe and analyze property types and styles within the resources surveyed; discuss 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 shall identify potential areas, levels, and periods of significance, and provide an explanation supporting eligibility.
- Submission material for each milestone (Attachment 7) shall be provided in one packet. The Columbia Historic Preservation Commission will have an opportunity to review and comment on milestone products before they are submitted to the HPF if they so choose. Any comments will be submitted with the corresponding milestone to the HPF.
- The City shall receive a copy of all digital products.

Public Meeting:

The Columbia Historic Preservation Commission on behalf of the City will conduct a minimum of two (2) public meetings in the City 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.

Special Conditions:

Consultant shall agree if project should fall one (1) month behind the milestones, the MDNR has the right unilaterally to terminate or reduce the dollar amount of the agreement. In addition, if MDNR determines that full termination is warranted, MDNR shall be sole authority in determining the amount of compensation owed.

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

The Columbia Historic Preservation Commission must have an opportunity to review and comment on milestone products before they are submitted to the HPF if they so choose. Any comments shall be submitted with the corresponding milestone to the HPF.

All digital materials shall be submitted on disc or via a pre-approved file sharing unless otherwise specified.

Project shall be completed, and payments made according to the milestone/payment schedule in Attachment 7.

3. PROPOSAL SUBMISSION INFORMATION

SUBMISSION OF PROPOSALS:

On-line Proposal - If a registered offeror is responding electronically through the City Bidding System website, in addition to completing the pricing, the registered offeror should submit completed exhibits, forms, and other information concerning the proposal as an attachment to the electronic proposal. The registered offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing.

The exhibits, forms, and Pricing Page(s) provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, Pricing Page(s) etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy proposal response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City shall consider the response which serves its best interest.

Hard Copy Proposal - If the offeror is submitting a proposal via the mail or a courier service or is hand delivering the proposal, the offeror should include completed exhibits, forms, and other information concerning the proposal (including completed Pricing Page(s) with the proposal. The offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing.

Recycled Products - The City recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the proposal double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy proposals may be submitted in a notebook or binder.

Open Records - Pursuant to section 610.021, RSMo, the offeror's proposal shall be considered an open record after an agreement is executed or all proposals are rejected.

Therefore, the offeror is advised not to include any information in the proposal that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

In preparing a proposal, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the proposals and should limit proposal content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

The proposal should be page numbered.

The signed page one from the original RFP and all signed addendums should be placed at the beginning of the proposal.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFP – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc., to the procurement officer of record indicated on the first page of this RFP. **Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements.** Offerors and their agents who have questions regarding this matter should contact the procurement officer.

The buyer may be contacted via e-mail or phone as shown on the first page. It is preferred that all questions be submitted via e-mail to the procurement officer.

Questions will be addressed via an addendum to the RFP. Offerors are advised that any questions received after the close of written questions date stated herein may not be addressed.

Joint Venture or Co-Counsel Response – If the proposal is being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the RFP by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the proposal. Such lead offeror and contractor, if awarded the contract), must be the only party officially signing and submitting the proposal as well as serving as the official signatory for the joint venture or co-counsel.

COMPETITIVE NEGOTIATION OF PROPOSALS:

The offeror is advised that under the provisions of this RFP, the Purchasing Division reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, virtual interview, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable proposals. The Purchasing Division reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The mandatory requirements of the RFP shall not be negotiable and shall remain unchanged unless the Purchasing Division determines that a change in such requirements is in the best interest of the City.

EVALUATION AND AWARD PROCESS:

After determining that a proposal satisfies the mandatory requirements stated in the RFP, the evaluation team shall use subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below. The contract(s) shall be awarded to the lowest and best proposal(s). The City reserves the right to reject any or all proposals, to negotiate with any offeror considered qualified, or to make multiple or single award(s) without further discussion.

Evaluation Criteria Scoring Category	Maximum Points
Cost	60 points
Offeror's Experience, Reliability, Expertise of Personnel, Capacity to Meet Schedule and Method of Performance	40 points
TOTAL	100 points

After an initial screening process, a question and answer conference or interview may be conducted with the offeror, if deemed necessary by the evaluation committee. In addition, the offeror may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the offeror's expense. All arrangements and scheduling shall be coordinated by the Purchasing Division.

EVALUATION OF COST:

Pricing – The offeror shall submit a completed Cost Proposal with an itemized list of services proposed, as indicated on Attachment 8.

Objective Evaluation of Cost – The cost evaluation shall be based upon the sum of the firm, fixed prices stated on the Pricing Page for the contract period.

Cost evaluation points shall be determined from the result of the calculation stated above using the following formula:

$$\frac{\text{Lowest Responsive Offeror's Price}}{\text{Compared Offeror's Price}} \times \frac{\text{Maximum Cost Evaluation points (60)}}{1} = \text{Assigned Cost Points}$$

EVALUATION OF OFFEROR'S EXPERIENCE, RELIABILITY, EXPERTISE, CAPACITY TO MEET SCHEDULE AND METHOD OF PERFORMANCE:

Experience and reliability of the offeror and expertise of the offeror's personnel will be considered subjectively in the evaluation process. Therefore, the offeror is advised to submit information concerning the offeror's organization, information documenting the offeror's experience in past performances related to the requirements of this RFP, and information documenting the qualifications of the personnel proposed by the offeror to perform the requirements of this RFP. If the offeror is proposing an entity other than the offeror to perform the required services, the offeror should also submit the information requested for such proposed subcontractor.

Offeror Information - The offeror should provide information about the offeror's organization on Exhibit A.

Experience - The offeror should provide information related to previous and current services/contracts of the offeror or any proposed subcontractor where performance was similar to the required services of this RFP. The information may be shown on Exhibit B or in a similar manner.

As part of the evaluation process, the City may contact the offeror's references, including references not listed or identified within the offeror's proposal but who have current or previous experiences with the offeror.

The offeror shall agree and understand that the City is not obligated to contact the offeror's references.

Personnel Expertise - The offeror should provide the information requested on Exhibit C for each key person proposed to provide the services required herein. The offeror may also submit resumes for such key personnel.

The information should identify any relevant qualifications and experience of the person in performing services similar to the services required herein.

Personnel Qualifications - If personnel are not yet hired, the offeror should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired.

Licenses - The offeror should submit a copy of all licenses and/or certifications, related to the performance of the services required herein that are held by the personnel proposed to provide such services. If not submitted with the proposal, the City reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

Proposals will be subjectively evaluated based on the offeror's plan for performing the requirements of the RFP. Exhibit D is provided for the offeror's use in providing information about the proposed method of performance.

MISCELLANEOUS SUBMITTAL INFORMATION:

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a "business entity" (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit F, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit E must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit F, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

4. PRICING PAGE

The offeror shall submit a completed Cost Proposal with an itemized list of services proposed on Attachment 8 for the provision of a qualified Architectural Historian Consultant to conduct a reconnaissance level architectural survey of the Benton-Stephens Phase I survey area in accordance with the provisions and requirements stated herein.

EXHIBIT A

OFFEROR INFORMATION

The offeror should provide the following information about the offeror's organization:
--

Provide a brief company history, including the founding date and number of years in business as currently constituted.

Describe the nature of the offeror's business, type of services performed, etc. Identify the offeror's website address, if any.

Provide a list of and a short summary of information regarding the offeror's current contracts/clients.

List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.

EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: _____ (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Project Initiation and Project Completion:	
If service/contract has terminated, specify reason:	
Description of Services Performed, such as: ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail	
Personnel Assigned to Service/Contract (include all key personnel and identify role):	

EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

(Copy and complete this table for each key person proposed)

Title of Position: _____	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

Staffing Methodology

Describe the person's planned duties/role proposed herein:	
--	--

List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	
---	--

EXHIBIT D

METHOD OF PERFORMANCE

The offeror should use this Exhibit, or any format desired, to present a written plan for performing the requirements specified in this Offeror.

Offeror should provide their current certificate of insurance and indicate if the City's terms and conditions stated in sample contract attachment if applicable can be met.

Offeror should describe the methodology and goals of the survey.

Offeror should describe all methods, experience, expertise and services that are unique to the firm or that differentiate the firm.

Offeror should describe the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.

EXHIBIT E**NOTICE TO OFFERORS****Sections 285.525 To 285.550 RSMo.**

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:

<http://www.dhs.gov/e-verify>

EXHIBIT E, Continued
CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL SERVICES IN EXCESS OF \$5,000.00)

County of _____)
)SS.
 State of _____)

My name is _____. I am an authorized agent of _____ (Offeror). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

 Affiant

 Printed Name

Personally appeared before me, a Notary Public, within and for the County of _____, State of _____, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this _____ day of _____, 20_____.

My Commission expires _____, 20_____.

 (Notary Public)

EXHIBIT F**MISCELLANEOUS INFORMATION****Employee/Conflict of Interest:**

Offerors who are elected or appointed officials or employees of the City or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City or any political subdivision thereof:	
If employee of the City or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City or political subdivision thereof:	_____ %

Registration of Business Name (if applicable) with the Missouri Secretary of State

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<i>Charter Number (if applicable)</i>	<i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	



AGREEMENT #97/2025
Between
CITY OF COLUMBIA, MISSOURI
And
[INSERT CONSULTANT NAME]
For
HISTORIAN/ARCHITECTURAL SURVEY SERVICES CONSULTANT

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Exhibits

- A City's RFP #97/2025, with all exhibits and attachments
- B Consultant's Proposal in response to RFP **[insert date]**
- C Historic Preservation Fund Grant



AGREEMENT #97/2025
Between
CITY OF COLUMBIA, MISSOURI
And
[INSERT CONSULTANT NAME]
For
HISTORIAN/ARCHITECTURAL SURVEY SERVICES – PHASE I

THIS AGREEMENT (hereinafter “Agreement”) between the City of Columbia, Missouri, a municipal corporation (hereinafter “City”) and **[insert Consultant name]**, an **[insert Consultant entity type]**, with an address of **[insert Consultant address]**, (hereinafter “Consultant”) is entered into on the date of the last signatory noted below (the “Effective Date”). City and Consultant are each individually referred to herein as a “Party” and collectively as the “Parties.”

WITNESSETH:

WHEREAS, City desires to engage a qualified Architectural Historian Consultant to conduct a reconnaissance level architectural survey of the Benton-Stephens Phase I survey area for the City as outlined in City’s Request for Proposals attached as Exhibit A, and in Consultant’s Proposal in response to RFP attached as Exhibit B; and

WHEREAS, Consultant represents and warrants that Consultant is equipped, knowledgeable, competent, and able to provide all of the professional services necessary or appropriate in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties agree as follows.

1. Services and Performance Standards.
 - a. Scope of Services. The scope of services involves professional services of a 36 CFR 61.6 qualified historian and/or architectural historian to conduct Phase I of a reconnaissance level architecture survey of the Benton-Stephens neighborhood (hereinafter “Project”). The deadline to complete the Project is August 31, 2026, and is subject to the deadlines and milestones in this Agreement. The survey shall summarize the most accurate and up-to-date state of historic preservation in the City and shall list goals for future preservation efforts, including but not limited to identifying properties eligible for the National Register of Historic Places. The public shall have opportunities to comment on the survey as it is drawn up. The Project is more fully described in City’s Request for Proposals #97/2025 (hereinafter “RFP”) attached as Exhibit A and incorporated herein; and in Consultant’s Proposal in response to RFP

dated **[insert date]** (hereinafter “Consultant’s Proposal”) attached as Exhibit B and incorporated herein; and in the Missouri Department of Natural Resources, State Historic Preservation Office, Financial Assistance Agreement, Federal Award ID Number P24AF02199, Federal Award Date September 1, 2024 (hereinafter “Historic Preservation Fund Grant”) and exhibits and attachments thereto, attached as Exhibit C and incorporated herein.

b. Funding. City has been awarded a \$15,000 grant from the federal Historic Preservation Fund for the Project. The grant shall be overseen by the Missouri State Historic Preservation Office. City has agreed to provide a 40% match to the federal funds.

c. Prior to beginning any work on Project, Consultant shall resolve with City any perceived ambiguity in Project. City shall issue a written notice to proceed.

d. Consultant shall exercise reasonable skill, care and diligence in performance of its services and will carry out its responsibilities in accordance with the generally accepted standards of good professional practices in effect at time of performance. If Consultant fails to meet the foregoing standards, Consultant shall perform at its own cost, and without reimbursement from City, the professional services necessary to correct errors and omissions which are caused by Consultant’s failure to comply with the above standard.

e. Schedule. On or after the Effective Date, the City shall issue the notice to proceed and Consultant shall proceed in accordance with the timeline and milestones contained in the Schedule of Work within the City’s RFP, which is attached as Exhibit A, and Consultant’s Proposal, which is attached as Exhibit B.

f. Special Conditions.

i. As a city receiving a federal subaward, City is subject to the requirements of 2 C.F.R. § 200.1 “Subaward”, 2 C.F.R. § 200.101 “Applicability”, and 2 C.F.R. § 200.332 “Requirements for pass-through entities”.

ii. 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 funding this Agreement
4. Historic Preservation Fund Grant manual

The provisions included herein shall also be applied by the State to subgrantees and contractors performing work for City on this Project.

- iii. 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 City's RFP.
- iv. The City Historic Preservation Commission will have an opportunity to review and comment on milestone products before they are submitted to the Historic Preservation Fund Grant Manager or their designee if they so choose. Any Commission comments will be submitted with the corresponding milestone to the Historic Preservation Fund Grant Manager or their designee.
- v. Consultant shall comply with all applicable requirements set forth in this Agreement and the exhibits and attachments thereto.
- vi. 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 of the Department of Natural Resources, State Historic Preservation Office, nor does the mention of trade names or commercial products constitute endorsement or recommendation.

This acknowledgement may be in any size type on the notice.

Project work will be completed and payments made according to the milestone/payment schedule and project budget (schedule included in City's RFP, Attachment 7) and Consultant's Response.

- 2. Reserved for future use.
- 3. Exchange of Data. All information, data, and reports in City's possession and necessary for the carrying out of the work, shall be furnished to Consultant

without charge, and the Parties shall cooperate with each other in every way possible in carrying out the Scope of Services.

4. **Personnel.** Consultant represents that Consultant will secure at Consultant's own expense, all personnel required to perform the services called for under this Agreement by Consultant. Such personnel shall not be employees of or have any contractual relationship with City, except as employees of Consultant. All of the services required hereunder will be performed by Consultant or under Consultant's direct supervision. All Consultant's personnel engaged in the work shall be fully qualified and shall be authorized under federal, state, and local law to perform such services. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of City.
5. **Term.** This Agreement shall commence on the Effective Date. The term and timelines of this Agreement shall be as set forth in the City's RFP and the Consultant's Proposal. The deadline to complete the grant Project is August 31, 2026.
6. **Costs not to Exceed.** City agrees to pay Consultant, for the completion of professional services set out in this Agreement, a total amount not to exceed the sum of **[insert amount]** (\$**[insert amount]**).
7. **Payment.**
 - a. Project work will be completed and payments made according to the milestone/payment schedule and project budget within the City's RFP (schedule included in City's RFP, Attachment 7) and Consultant's Response.
 - b. Conditioned upon acceptable performance. Provided Consultant performs the services in the manner set forth in Paragraph 1 hereof, City agrees to pay Consultant in accordance with the terms outlined herein, which shall constitute complete compensation for all services to be rendered under this Agreement; provided, that where payments are to be made periodically to Consultant for services rendered under this Agreement, City expressly reserves the right to disapprove in whole or in part a request for payment where the services rendered during the period for which payment is claimed are not performed in a timely and satisfactory manner.
 - c. City shall have twenty (20) days from the date of receipt of the invoice to register City's disapproval of the work billed on that invoice. Following Consultant's receipt of said disapproval, Consultant shall have ten (10) days to cure the issues presented. If cure cannot be obtained within ten (10) days, Consultant shall notify City of the proposed amount of time for cure, and reach an agreement as to an acceptable alternative deadline.
 - d. Upon receipt of the invoice and progress report, City will, as soon as practical, pay Consultant for the services rendered. City shall pay Consultant

within thirty (30) days of receipt of an invoice issued consistent with the terms of this Agreement.

8. Termination of Agreement.

a. Termination for Breach. Failure of Consultant to fulfill Consultant's obligations under this Agreement in a timely and satisfactory manner in accordance with the schedule and description of services for the Project agreed to by both Parties shall constitute a breach of this Agreement, and City shall thereupon have the right to immediately terminate this Agreement. City shall give seven (7) days written notice of termination to Consultant by one of three different means: Facsimile Transmission ("FAX") if Consultant has a FAX number; U.S. Postal Service Mails; or by hand delivering a copy of the same to Consultant; or may give notice by any combination of the above methods. The date of termination shall be the date upon which notice of termination is hand delivered to Consultant or given by FAX, or the third day following mailing of the notice of termination, whichever first occurs. In the event of termination for breach, City, at its sole option, may utilize any and all finished or unfinished documents, data, studies, and reports or other materials prepared by Consultant under this Agreement prior to the date of termination. Consultant shall not be relieved of liability to City for damages sustained by City by virtue of any such breach of this Agreement by Consultant.

b. Termination for Convenience. City shall have the right at any time by written notice to Consultant to terminate and cancel this Agreement, without cause, for the convenience of City, and Consultant shall immediately stop work. In such event, City shall not be liable to Consultant except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by Consultant for the performance of the cancelled portions of the Agreement, including a reasonable allowance of profit applicable to the actual work performed and such preparations. In the event of termination for convenience, City, at its sole option, may purchase, for just and equitable compensation any and all finished or unfinished documents, data, studies, surveys and reports or other materials prepared by Consultant under this Agreement. Any reuse of any satisfactory work completed prior to the termination for convenience shall be at City's own risk and without any liability to Consultant. Anticipatory profits and consequential damages shall not be recoverable by Consultant.

c. The Parties agree that if the project should fall one (1) month behind the milestones in this Agreement, the Missouri Department of Natural Resources (MDNR) has the right unilaterally to terminate or reduce the dollar amount of grant for this Project. In addition, if MDNR determines that full termination of the grant is warranted, the MDNR shall be the sole authority in determining the amount of compensation owed toward the grant for this Project, and accordingly, the amount of compensation owed by City to the Consultant on this Project.

9. Ownership of Intellectual Property and Work Product.

a. Any software, research, reports, studies, surveys, data, photographs, videos, negatives or other documents, drawings or materials prepared by Consultant in the performance of its obligations under the Agreement shall be the exclusive property of the City and all such materials shall be delivered to the City by Consultant upon completion, termination or cancellation of the Agreement. Consultant may, at its own expense, keep copies of all its writing for its personal files. Consultant shall not use, willingly allow, or cause to have such materials used for any purpose other than the performance of Consultant's obligations under this contract without prior written consent of the City; provided, however, that Consultant shall be allowed to use non-confidential materials for writing samples in pursuit of the work. The ownership rights described herein shall include, but not be limited to, the right to copy, publish, display, transfer, prepare derivative works, or otherwise use written works.

b. Notwithstanding the City's ownership of the work product, City acknowledges and agrees that: (i) Consultant has the right to re-use any of its pre-existing know-how, ideas, concepts, methods, processes, or similar information, however characterized, whether in tangible or intangible form, and whether used by Consultant in the performance of the Project or not, at any time and without limitation, and (ii) Consultant retains ownership of any and all of its intellectual property rights that existed prior to the Effective Date including, but not limited to, all methods, concepts, designs, reports, programs, and templates.

c. Pre-existing works include inventions (whether or not patentable), works of authorship, trade secrets, techniques, know-how, ideas, concepts, algorithms, and other intellectual property which existed prior to commencement of this Agreement. No property rights to any pre-existing works shall enure to the City. To the extent that Consultant incorporates pre-existing work into a derivative work for City, Consultant will retain ownership of such derivative work, except for those items identified in Paragraph 9.a above, and provided that it hereby grants City a royalty free, nonexclusive, perpetual, non-transferable, non-assignable, limited license to use the work for purposes set forth in this Agreement. The work product cannot be used for any outside jurisdiction without written permission from Consultant.

10. Insurance. Consultant shall maintain, on a primary basis and at its sole expense, at all times during the life of this Agreement the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the City's review or acceptance of insurance maintained by Consultant is not intended to, and shall not in any manner limit or qualify the liabilities or obligations assumed by Consultant under this Agreement. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A-VI.

a. Workers' Compensation & Employers Liability. Consultant shall maintain Workers' Compensation in accordance with Missouri State Statutes or provide

evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 for each accident, \$500,000 for each disease for each employee, and \$500,000 disease policy limit.

b. Commercial General Liability. Consultant shall maintain Commercial General Liability at a limit of \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

c. Business Auto Liability. Consultant shall maintain Business Automobile Liability at a limit of \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Coverage shall include liability for Owned (if applicable), Non-Owned & Hired automobiles. In the event Consultant does not own automobiles, Consultant agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

d. Professional Liability. If the Scope of Services require the work of a licensed professional, Consultant agrees to maintain Professional (Errors & Omissions) Liability at a limit of liability not less than \$2,000,000. For policies written on a "Claims-Made" basis, Consultant agrees to maintain a Retroactive Date prior to or equal to the Effective Date of this Agreement. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced; or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this Agreement, Consultant agrees to purchase a SERP with a minimum reporting period not less than two (2) years. The requirement to purchase a SERP shall not relieve Consultant of the obligation to provide replacement coverage.

e. Consultant may satisfy the liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Consultant agrees to endorse City as an Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

f. The City of Columbia, its elected officials and employees are to be Additional Insured with respect to the Project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least ten (10) days prior to the Effective Date of the Agreement between the Consultant and City. Consultant is required to maintain coverages as stated and required to notify City of a Carrier Change or cancellation within two (2) business days. City reserves the right to request a copy of the policy.

- g. The Parties hereto understand and agree that City is relying on, and does not waive or intend to waive by any provision of this Agreement, any monetary limitations or any other rights, sovereignty, immunities, or protections provided under federal, state or local laws or rules as from time to time amended, or otherwise available to City, or its elected officials or employees.
- h. Failure to maintain the required insurance in force may be cause for termination of this Agreement. In the event Consultant fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, City shall have the right to cancel and terminate this Agreement without notice.
- i. The insurance required by the provisions of this article is required in the public interest and City does not assume any liability for acts of Consultant and/or Consultant's employees and/or Consultant's subcontractors in the performance of this Agreement.
11. **Conflicts.** No salaried officer or employee of City and no member of City Council shall have a financial interest, direct or indirect, in this Agreement. A violation of this provision renders this Agreement void. Any federal regulations and applicable provisions in Section 105.450 et seq. RSMo shall not be violated. Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this Agreement. Consultant further covenants that in the performance of this Agreement no person having such interest shall be employed.
12. **Assignment.** Consultant shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of City thereto. Notice of such assignment or transfer shall be furnished in writing promptly to City. Any such assignment is expressly subject to all rights and remedies of City under this Agreement, including the right to change or delete activities from this Agreement or to terminate the same as provided herein, and no such assignment shall require City to give any notice to any such assignee of any actions which City may take under this Agreement, though City will attempt to so notify any such assignee.
13. **Compliance with Laws.** Consultant agrees to comply with all applicable federal, state and local laws or rules and regulations applicable to the provision of services hereunder.
14. **Employment Of Unauthorized Aliens Prohibited.** Consultant agrees to comply with Missouri State Statute section 285.530 in that Consultant shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of this Agreement, Consultant shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work

authorization program with respect to the employees working in connection with the contracted services. Consultant shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Consultant shall require each subcontractor to affirmatively state in its contract with Consultant that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Consultant shall also require each subcontractor to provide Consultant with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

15. **General Independent Contractor Clause.** This Agreement does not create an employee/employer relationship between the Parties. It is the Parties' intention that the Consultant will be an independent contractor and not City's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri revenue and taxation laws, Missouri workers' compensation and unemployment insurance laws. Consultant will retain sole and absolute discretion in the judgment of the manner and means of carrying out Consultant's activities and responsibilities hereunder. Consultant agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between Consultant and City, and City will not be liable for any obligation incurred by Consultant, including but not limited to unpaid minimum wages and/or overtime premiums.
16. **Hold Harmless Agreement:** To the fullest extent not prohibited by law, Consultant shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Consultant, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Consultant or a subcontractor for part of the services), of anyone directly or indirectly employed by Consultant or by any subcontractor, or of anyone for whose acts Consultant or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Consultant to indemnify, hold harmless, or defend the City of Columbia from its own actions, inactions, (willful or otherwise), or its own negligence.
17. **No Waiver of Sovereign Immunity.** In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

18. Professional Oversight Indemnification. Consultant understands and agrees that City has contracted with Consultant based upon Consultant's representations that Consultant is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, Consultant agrees to defend, indemnify and hold and save harmless City from any and all claims, settlements, and judgments whatsoever arising out of City's alleged negligence in hiring or failing to properly supervise Consultant.
19. Professional Responsibility. Consultant shall exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional practices. If Consultant fails to meet the foregoing standard, Consultant shall perform at its own cost, and without reimbursement from City, the professional services necessary to correct the errors and omissions which are caused by Consultant's failure to comply with above standard, and which are reported to Consultant within one (1) year from the completion of Consultant's services for the Project.
20. Governing Law and Venue. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.
21. No Third-Party Beneficiary. No provision of this Agreement is intended to nor shall it in any way inure to the benefit of any customer, property owner or any other third party, so as to constitute any such Person a third-party beneficiary under this Agreement.
22. Notices. Any notice, demand, request, or communication required or authorized by this Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, return receipt requested, with postage prepaid, to:

If to City:

City of Columbia
Community Development Department
ATTN: **Russell Palmer**
P.O. Box 6015
Columbia, MO 65205-6015

If to Consultant:

[insert Consultant name]
[insert Consultant address]

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by

hand or facsimile and on deposit by the sending party if delivered by courier or U.S. mail.

23. Public Records Act. City is subject to the Missouri Sunshine Law. The Parties agree that this Agreement shall be interpreted in accordance with the provisions of the Missouri Sunshine Law as amended and Consultant agrees to maintain the confidentiality of information which is not subject to public disclosure under the Sunshine Law.
24. Amendment. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.
25. Audit. Consultant shall maintain financial records according to generally accepted accounting standards. City has the right, at its sole expense and during normal working hours, to examine the records of Consultant to the extent reasonably necessary to verify the accuracy of any statement, charge or computation made pursuant to this Agreement.
26. Nondiscrimination. During the performance of this Agreement, Consultant shall not discriminate against any employee, applicant for employment or recipient of services because of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, national origin, receipt of governmental assistance, source of income, or any other legally protected category. Consultant shall comply with all provisions of laws, rules and regulations governing the regulation of Equal Employment Opportunity including Title VI of the Civil Rights Act of 1964 and Chapter 12 of the City of Columbia's Code of Ordinances.
27. Missouri Anti-Discrimination Against Israel Act. To the extent required by Missouri Revised Statute Section 34.600 and not in violation of the state or federal constitution, Consultant certifies it is not currently engaged in and shall not, for the duration of this Agreement, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. If any provision of this paragraph, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby. This paragraph shall not apply to contracts with a total potential value of less than one hundred thousand dollars (\$100,000.00) or to contractors with fewer than ten (10) employees.
28. Counterparts and Electronic Signatures. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or

scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

29. Contract Documents. The Contract Documents include this Agreement and the following attachments and exhibits which are incorporated herein by reference.

Exhibits

- A City's RFP #97/2025, with all exhibits and attachments
- B Consultant's Proposal **[insert date]**
- C Historic Preservation Fund Grant

In the event of a conflict between the terms of any of the Contract Documents and the terms of this Agreement, the terms of this Agreement control. In the event of a conflict between the terms of any Contract Documents, the terms of the documents control in the order listed above.

30. Entire Agreement. This Agreement represents the entire and integrated agreement between the Parties relative to the Project herein. All previous or contemporaneous contracts, representations, promises and conditions relating to Consultant's services on this Project described herein are superseded.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year written below.

CITY OF COLUMBIA, MISSOURI

By: _____
Cale Turner, City Purchasing Agent

Date: _____

APPROVED AS TO FORM:

By: _____
Nancy Thompson, City Counselor/ek

CERTIFICATION: I hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, Account Number _____, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

By: _____
Mathew Lue, Director of Finance

[INSERT CONSULTANT NAME]

By: _____

Name: _____

Title: _____

Date: _____

ATTEST:

By: _____

Name: _____

Attachment A: Exhibit 1
The Secretary of the Interior's Professional Qualifications
Published in 48 FR 44738-44739 (1983)

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of fulltime work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or

2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

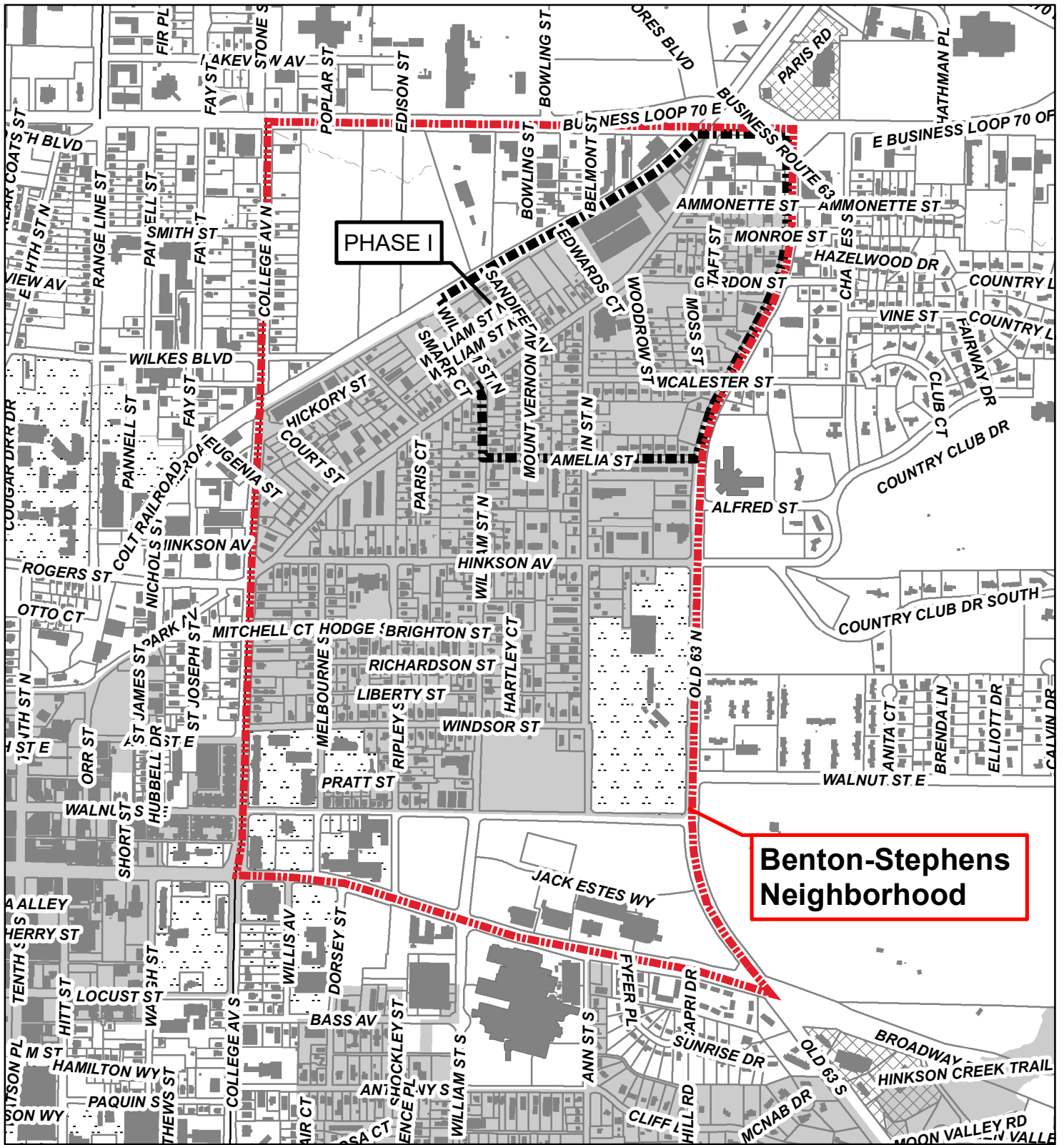
Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications historic in architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

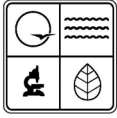
1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.



Benton-Stephens Neighborhood Historical Survey



1 inch = 833 feet



Definition:

Architectural survey is the process of identifying historic resources by location or theme. Surveys create an inventory of buildings, structures, sites, and objects that serve as a basis for local planning activities and historic preservation efforts such as National Register listings.

Standards:

An architectural survey is considered professional by the State Historic Preservation Office (SHPO) only if it meets the following standards:

1. **The survey is conducted under the supervision of a qualified 36CFR61 historian or architectural historian.**

Information on required qualifications and lists of consultants can be obtained at <https://mostateparks.com/page/84241/archaeology-and-historic-preservation-consultants-list-and-professional-qualifications> or by contacting SHPO. The list is not comprehensive and is not to be considered a recommendation or assurance of quality work.

2. **A research design is completed and submitted to the SHPO for approval.**

A research design serves as the plan for conducting the survey and allows the SHPO to make comments or recommendations on a survey project before actual fieldwork begins. The research design must be submitted to the SHPO and approved before further field work begins. In order to prepare the research design, some archival research and initial fieldwork is required. The research design consists of four sections: survey objectives, description of the geographical area to be surveyed, survey methodology, and expected results.

- **Survey Objectives**

This section of the research design should explain why the survey is being undertaken. Almost always the ultimate goal will be to identify resources that are eligible for listing in the National Register of Historic Places, but there may also be secondary goals, which should also be included.

- **Geographical Description**

This is a general description of the survey area's geography and built environment. Include a brief summary of the setting outside and within the survey boundary. This would include a generalization of setbacks, major landscape features such as the presence of sidewalks or tree-lined streets, and a summation of the type of building stock (rural, urban, commercial, residential). The geographical description will justify the selection of the area in which the survey is conducted, including a brief discussion of any known historic contexts. It will also provide the rationale and a verbal description of the survey boundary, including approximate numbers of resources and acreage.

- **Methodology**

Methodology will almost always be the largest section of the research design. It will include expected fieldwork practices, such as the methods the surveyor plans to utilize when identifying resources. It will note the personnel involved in the project and what components of the survey they are responsible for (this is especially important if



using assistance from volunteers or other persons who may not qualify as a professional.) The methodology will discuss where the survey begins and why and how it will progress. Most importantly, it will define which resources will be surveyed. For example, a survey may provide an inventory form for every resource within a survey boundary or only those of a specific style or type if the survey is thematic. In addition to fieldwork practices, the methodology will discuss initial archival research and identify future sources of information. Local resources such as libraries, historic societies, and city offices must be included as a point of research. SHPO additionally recommends collecting oral histories from local residents where possible. Oral history is a particularly useful resource in small communities that may not have a lot of archival information available. The survey products (inventory forms, photography, maps, and the survey report) should also be described in this section, including their number and their recipients (SHPO, an agency, a town, etc.) Finally, the methodology should discuss any anticipated problems and how they will be addressed (foliage is obscuring resources for photography, lack of archival research available, strain on funding or time, etc.

- **Expected Results**

The research design will conclude with the projected results of the survey including potential National Register districts and individually eligible buildings. Expectations about the kind, number, character and condition of historic properties should be presented. Anticipated historic and/or development contexts should also be discussed in this section.

3. **The public is notified.**

There must be some form of notification to the public and/or residents within the survey boundaries. Postcards or other mailings, public meetings, newspaper announcements are all forms of public notification. The appropriate type of notification will depend on the scope of the survey project and may be determined via consultation with the SHPO. Generally, professional surveys require two public meetings. The initial meeting is at the beginning of the project. It is conducted to explain the survey process, answer questions, and collect information (oral history) and feedback from residents. The final meeting occurs at the end of the project to present the survey results and address any additional concerns or questions members of the public may have. SHPO additionally recommends that surveyors carry handouts explaining the project while conducting fieldwork. These are for the benefit of property owners who may inquire why their building is being photographed and assessed. In addition to the public, local officials and historic societies/groups should be notified as a courtesy. Likewise it is a good idea to let local law enforcement know about the project, especially during fieldwork (which helps to avoid “suspicious person” calls.)

4. **Architectural/Historic Inventory Forms issued by the SHPO are used in the survey.**

The SHPO’s Architectural/Historic Inventory Form, or another form approved in advance by SHPO, must be used for each surveyed resource. The number and type of resources surveyed will vary depending on the scope of the project and the type of survey (thematic, rural, urban, etc.). The amount of information provided on the survey form will depend on the level of survey (reconnaissance level surveys record fundamental information derived from fieldwork whereas



intensive level surveys include information from fieldwork and historic research) and is determined via consultations with the SHPO. For architectural surveys the following fields must be completed on the inventory form, regardless of the level of survey:

- | | |
|---|--|
| 1. Survey No. (Provided by the SHPO) | 28. No. of bays (first floor) |
| 2. Survey name | 29. Roof type |
| 3. County | 31. Chimney placement |
| 4. Address | 33. Exterior wall cladding |
| 5. City (check vicinity if rural) | 34. Foundation material |
| 11B. Current use | 36. Front porch type/placement |
| 12. Construction date | 37. Windows |
| 18. Previously Surveyed/NR listed | 40. No. of outbuildings* |
| 20. National Register eligible | 41. Architectural description** |
| 23. Category of Property | 43. Form prepared by |
| 24/25. Property type and/or style | 44. Survey date |
| 26. Plan shape | Page 2: Site Map/plan*** |
| 27. No. of stories | Page 2: Photographer*** |

*If outbuildings are present, briefly describe them in field #40. Also include parking lots with capacities over six vehicles. In addition, note the National Register eligibility for each resource in this field (i.e., two outbuildings: one contributing garage, one non-contributing modern shed).

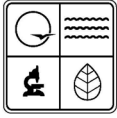
**The level of description will vary depending on the scope of the project; however, an architectural description (field #41) must minimally note: fenestration, number of stories, porch, window types (three-over-one, one-over-one, casement, etc.), if windows and doors appear to be historic, wall cladding, roof shape, and any prominent architectural features (towers, brackets, dormers, parapets, etc.). The description should be detailed enough to identify the building if the photo were lost.

*** The site plan must generally be completed on the survey form if there are outbuildings. However, if a master map is submitted that provides the buildings' present-day footprints and accurate location of outbuildings, the site plan on the form may be left blank. The photographer's name and date of photograph can be placed in field 43, and page 2 can be removed.

Refer to the *Instructions for Completing the Architectural/Historic Inventory Forms* at <https://mostateparks.com/sites/mostateparks/files/ArchitecturalSurveyInstructions.pdf> before conducting fieldwork. Please remember, consistency is vital to the completion of a successful survey. Take care to use consistent terminology when considering factors such as architectural style, type, and exterior wall cladding. Likewise, the criteria for defining the number of bays, stories, and window pane arrangement should be uniform. Most importantly, a consistent framework for evaluating a resource's integrity and condition is necessary. This is especially true when considering potential National Register districts and their contributing/noncontributing resources.

5. At least one photo is provided to the SHPO for each primary resource.

Photos must clearly show the historic resource. Three-quarter views that capture the primary façade and a secondary elevation are preferred. At least one photo is required for each inventory form. Additional photos may be submitted of architectural details or other important



elevations. Properties consisting of more than one resource will include at least one photograph of each secondary resource in addition to the primary resource, unless the secondary resource is clearly visible in the photograph of the primary resource. Photos must be taken from the public right-of-way. If a resource is not visible from the public right-of-way permission must be granted by the property owner (an effort must be made to ask). If the property owner refuses access, note it on the architectural/historic inventory form (either in field #40 or #41 as appropriate.) Individual safety always takes priority. Do not attempt to take photos or conduct other fieldwork in dangerous situations or environments.

Photos must be submitted in digital format at a minimum 1600 by 1200 pixels and saved in color in JPEG format. For any final photos, label each digital image as "MO_County_Survey Name_001" The number at the end of the label should correspond to the associated survey form number. If there is more than one photo per form add a letter at the end of the label (MO_County_Survey Name_001A, MO_County_Survey Name_001B, etc.).

6. A map with exact survey boundaries is included in the survey project.

The location of each property inventoried will be indicated on a large scale (at least 1" = 200') map. It must be separate from the final report and provide clear survey boundaries. A legend, north arrow, and name of the survey must be included on the map. Boundaries for any potential historic districts must be provided, either on the central map or one or more additional maps as appropriate. The contributing status of each property must be marked within the recommended historic district boundary (if applicable.) Likewise, individually eligible properties must be noted. A master map that includes current footprints of the primary resource and any associated resources and shows their spatial relationship is preferred. If a master map is submitted, the site plan on the survey forms may be left blank.

7. A final survey report is submitted to the SHPO for approval.

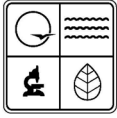
A survey report discusses the results of the survey as well as the actual methodology and resources utilized in the project. The report has the same four primary sections as the research design: objectives, methodology, geographical description, and results. However, it will also include a recommendations section and, if the survey is intensive, a historic context section. A detailed table of contents should be provided at the beginning of the survey report.

- **Objectives**

The objectives should generally be the same as those in the research design.

- **Methodology**

This section will include the methods used to examine resources within the survey boundary, such as how historic integrity was assessed and the methodology used to assign contributing, non-contributing, and individual eligibility for any potential National Register eligible resources. Discuss the roles of the personnel involved in the project. Describe fieldwork practices and include the exact number of resources surveyed. Archival research and resources consulted must be discussed including any personal interviews, public meetings, or volunteer training.



STANDARDS FOR PROFESSIONAL ARCHITECTURAL AND HISTORIC SURVEY

- **Geographical Description**

The geographic description from the research design should be updated if necessary. Consultation with the SHPO is required if the survey boundaries must be changed from those presented in the research design. SHPO suggests including an image of the survey map and boundary in this section.

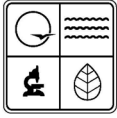
- **Historic Context**

Regardless of the level of survey, the final report should include a brief history of the survey area and its environment (i.e., the town in which the survey is located). For a reconnaissance survey this can be included in the geographical description or results section of the report. In an intensive survey a more thorough examination of the survey area's developmental context is required. This section will describe the general history of a survey area, but also consider the different themes and patterns that led to its development and evolution. Socio-economic, cultural, transportation-related, and agricultural factors may be examined, for example, in connection with neighborhood development.

- **Results**

Aside from any historic contexts or patterns discovered via archival research and field work, the survey report will include a section that considers the findings of the project outlined in the objectives section of the research design. The results section will include the following information:

- **Number of resources surveyed:** Reiterate the number of primary resources and the number of outbuildings actually surveyed. Differences, if any, between the anticipated results and actual results should be discussed.
- **Property styles and types:** If a style or type is noted on an inventory form it must be discussed in this section. The style/type will be defined in relation to its representation within the survey area. Examples, with corresponding images, of each type or style from the survey area will be provided. Including a representative image of each style or type within the survey boundary is encouraged. If appropriate, this subsection may also provide a similar analysis of property uses (commercial, residential, institutional, industrial, etc).
- **National Register eligible properties:** Individually eligible properties will be identified and their eligibility discussed in this section. Potential historic districts will also be noted and their boundaries defined and briefly justified. The period of significance must be considered and explained. Indicate historic district boundaries on one or more maps. Include an image as a figure for each potential individually eligible resource and/or a sample streetscape of any district. Provide an explanation as to why each resource/district is considered potentially eligible under specific National Register criteria and areas of significance.

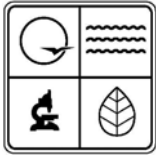


- **Recommendations**

The survey report will conclude with the surveyor's recommendations. These may include such things as pursuing nomination to the National Register, additional survey, additional research, planning activities, etc.

8. **Final products are submitted to the SHPO in digital format.**

The final survey report, inventory forms, images and map will be submitted to the SHPO on disc or other pre-approved method. Inventory forms will be submitted in Word or other format that will allow SHPO staff to make changes and fill out the section reserved for SHPO use.



Missouri Department of Natural Resources

State Historic Preservation Office

P.O. Box 176, Jefferson City, MO 65102, 573-751-7858 or moshpo@dnr.mo.gov

ARCHITECTURAL/HISTORIC INVENTORY FORM

Instructions for Completing the Architectural/Historic Inventory Form

FORM PAGE 1

1. Survey Number: A survey number is assigned to each form for database and other purposes. It should consist of a two letter acronym for the county in which the survey is conducted, a code denoting the type of survey (AS), a number identifying the overall survey, and a number for the survey form. For example: AD-AS-001-0001. This number would be interpreted as AD (Adair county), AS (architectural survey) 001 (the first survey to be conducted in the county) - 0001 (the first survey form in the ADAS001 survey). See appendix 1 for a list of two letter county acronyms, and contact the SHPO for a county survey number. The forms should be organized by street alphabetically with numbered streets coming first, then addresses should be sorted in numerical order. For this reason the survey numbers should be added to the survey forms **after** they are organized. For example:
 - There are five inventory forms for an Adair County survey: 100 E 6th St., 100 W 6th St., 201 N Short Ave, 111 S. Short St., 459 Main St.
 - Numbered streets would come first and be organized by the smallest number to the largest. If there is a direction associated with the street name (North, South, East, West) it would be organized alphabetically **within** that street. For example 100 E 6th would come before 100 W 6th, likewise N Short Ave would come before S Short Ave.
 - Thus the final inventory numbers would be 100 E 6th (AD-AS-001-0001), 100 W. 6th St (AD-AS-001-0002), 459 Main St. (AD-AS-001-0003), 201 N Short Ave (AD-AS-001-0004), 111 S. Short St. (AD-AS-001-0005).
 - See below for instructions on labeling digital photos.
2. Survey Name: The survey project should be given a name based on the geographic area or type of resources being surveyed. For example:
 - Thematic name example: Metal Truss Bridges of Stone County
 - Geographical name examples: Rural Historic Resources of Liberty Township, Stoddard County; or Moreau Heights Neighborhood Survey, Jefferson City
3. County: Enter name of county in which property is located. A list of counties can be found in Appendix 1.
4. Enter the name and number of the street or road where the property is located. If the property does not have a physical address, provide the location and distance from the nearest crossroads. For example, "1/4 mi. east of intersection of CR345 and MOEE, north side."
5. City: Enter the name of the city or town in which the property is located. If the property is outside the city limits, type the name of the nearest city or town and mark "X" in the box for "Vicinity."

6. Geographical Reference: Enter either Latitude/Longitudes (Lat/Long) **or** Universal Transverse Mercator (UTM) Coordinates (choose one or the other, do not enter both). Coordinates can be obtained in several ways including on-line mapping systems such as Google Earth, with hand held global positioning systems (GPS) units, or by determining points from a 7.5 minute topographic map with a coordinate counter. If access to these sources is unavailable, leave blank.
7. Township/Range/Section: Though less accurate for pinpointing exact geographic locations than a UTM or Lat/Long reference, a township/range/ section reading can also be helpful when researching buildings using historic maps or legal descriptions. USGS topographic maps indicate township, range and section as do county plat maps.
8. Historic Name: Enter the name that best reflects the property's historic importance. Names of persons, events, characteristics, functions or historic associations can be used. If undetermined, leave blank.
9. Present/Other name: Enter any other name commonly associated with the property. If undetermined, leave blank.
10. Ownership: Mark an "X" in the box indicating either public or private ownership. If undetermined, leave blank.
11. a. Historic Use (if known): Use the "National Register Data Categories for Functions and Uses" found on pp. 20-23 of the National Register Bulletin How to Complete the National Register Registration Form, to select a category and subcategory that most accurately describes the property's historic use or function.
11. b. Current use: See above.

HISTORICAL INFORMATION

12. Construction date: It is sometimes difficult to determine a construction date for a building. If known, enter the exact year of construction. Construction dates can sometimes be found or surmised by researching deed or tax assessment records, building permit records, comparing historic Sanborn Fire Insurance or other maps, and from annual construction summaries published in newspapers. Check with city or county governments to see what records might be available. If the construction date is unknown or cannot be found, use your judgment and knowledge of architecture or local history to provide an approximate year (circa date) of construction or mark "unknown".
13. Significant date/period: If applicable, enter the date (year) or range of dates (i.e. c. 1900-1925) that denotes the time when the property was historically important. If the property is important because of its architectural design or is associated with a specific event (i.e. Civil War skirmish, treaty signing, etc.), type in the year of construction (for architecture) or year the event occurred. If the property is associated with an important person or broad pattern of events (i.e. education, local agriculture), type in the range of years for which the property was associated with that person or pattern of events. For more guidance, see pp. 42-43 of the National Register Bulletin How to Complete the National Register Registration Form.

14. Area(s) of significance: Enter 1-3 areas for which the property has significant historic association, if applicable. Use the guidance and terminology found on pp. 38-41 of the National Register Bulletin How to Complete the National Register Registration Form to select area(s) of significance.
15. Architect: Enter the name of the architect who designed the building or structure. If undetermined, leave blank.
16. Builder: Enter the name of the builder or contractor responsible for constructing the building. If undetermined, leave blank.
17. Original or significant owner: Enter the name of the original owner/inhabitant of the property or the person most closely associated with the history of the property. If undetermined, leave blank.
18. Previously surveyed? Has the property been identified in a previous survey of the community or area? For example, the property may have been identified in a survey conducted by MODOT or another agency in preparation for a project, or in the *Missouri Historic Sites Catalog*, published by the State Historical Society of Missouri in 1963. Many surveys are available on the SHPO's website at <http://dnr.mo.gov/shpo/survey-eg.htm>. Information on previous surveys can be found by contacting the SHPO. If known, mark an X in the box.

Survey name: If applicable, provide the name of the survey in which the property was originally identified in box 22 (cont.) on page 3 of the form.

19. On the National Register? If already listed in the National Register of Historic Places, mark an "X" by the box noting if the property was individually listed (individual) or listed as a contributing resource in a historic district (district). A list of Missouri properties listed in the National Register of Historic Places can be found on the SHPO website at: <http://www.dnr.mo.gov/shpo/MNRList.htm>.

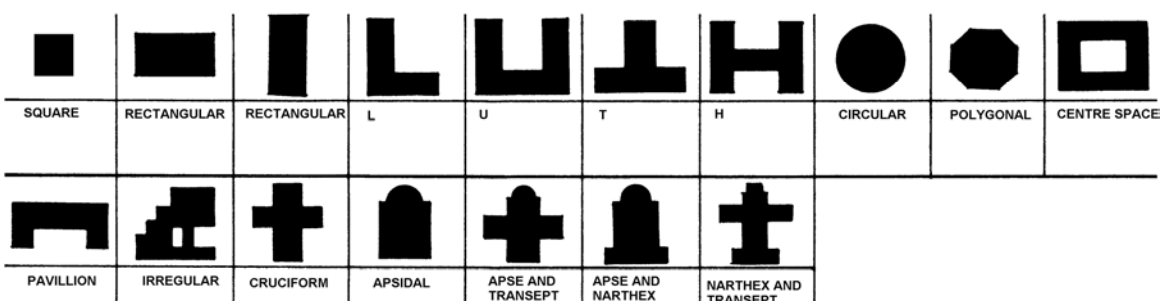
Nomination: If applicable, enter the name of the nomination in box 22 (cont.) on page 3 of the form.

20. National Register Eligible? In your opinion, is the property eligible for listing in the National Register of Historic Places? If so, mark an X in the box for individually eligible if the property's design or historic associations would warrant individual listing. If the building does not appear to be individually eligible, but is in an area or neighborhood that seems to constitute a National Register-eligible historic district, type an X in the box for "district potential." Also note if the property would be contributing to the district (place an X by C) or non-contributing (mark an X by NC). The architectural description (#41) should include the reason why the property is considered non-contributing (i.e. loss of integrity due to replacement siding and windows or the property was built after the period of significance, etc.). If the building appears to be individually eligible *and* in a potential historic district, mark an X in both boxes. If uncomfortable making an evaluation of eligibility, leave blank or mark as "not determined."
21. History and significance on continuation page. If additional information is included in the memo portion of the survey or on a continuation page, mark an X in the box.

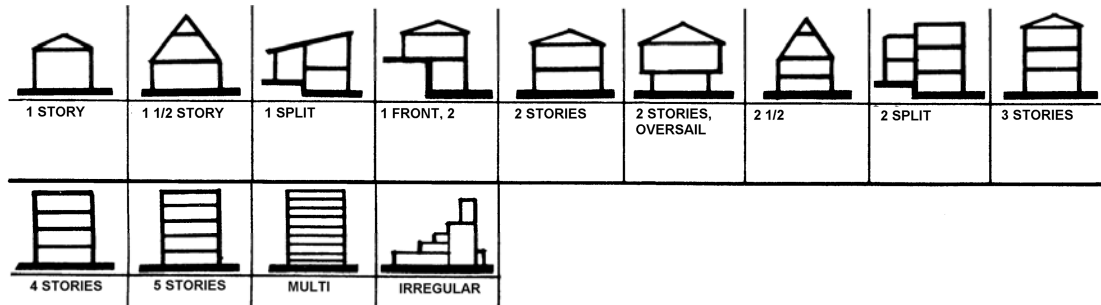
22. Sources of information on continuation page. If a bibliography or additional information on sources is included on the memo portion of the survey form or on a continuation page, mark an X in the box.

ARCHITECTURAL INFORMATION

23. Category of Property: Mark an "X" in the box next to the property category that best describes the surveyed property.
- Building: A resource primarily created to shelter any form of human activity. Examples: house, barn, sheds, garage, factory, commercial buildings, church, etc.
 - Site: The location of a significant event or activity where the location itself possesses historic, cultural or archaeological value regardless of the value of any existing resources on the location. Examples: archaeological sites, battlefields, gardens, ruins of historic buildings, trails, cemeteries, designed landscapes, natural features, etc. Note: There is a separate inventory form and surveying process for cemeteries and archaeological sites. Please contact the SHPO for more information.
 - Structure: A resource constructed for purposes other than shelter. Examples: paved parking lots, bridges, tunnels, fire towers, canals, dams, windmills, grain elevators, mounds, earthworks, boats, railroad locomotives and cars, bandstands, etc.
 - Object: A resource primarily artistic in nature or small in scale. Examples: sculpture, monuments, fountains, boundary markers, etc.
24. Vernacular or property type: Some resource types do not conform to popular architectural styles. Instead, they may be adaptations of building types associated with ethnic or cultural traditions. For example, Missouri's towns and rural areas contain numerous "I-Houses," two story frame or brick houses that are two rooms wide and one room deep and generally have side gable roofs. Architectural ornamentation from a wide range of architectural styles can be applied to the exterior of these houses, but their basic form stays the same. These traditional building types are best identified by their "type" rather than their style. This box can also be used for other resource types such as battlefields, bridges, and objects. Note: Do not use "vernacular" as a style or type.
25. Architectural Style: Use the "National Register Data Categories for Architectural Classification" found on pp. 25-26 of the National Register Bulletin [How to Complete the National Register Registration Form](#), to select an architectural movement or style that most accurately describes the property's physical characteristics. If unknown, leave blank. Note: Do not use "vernacular" as a style or type.
26. Plan shape: Plan shape refers to the footprint of the building or structure. See below for examples. If none applies, mark N/A or leave blank.

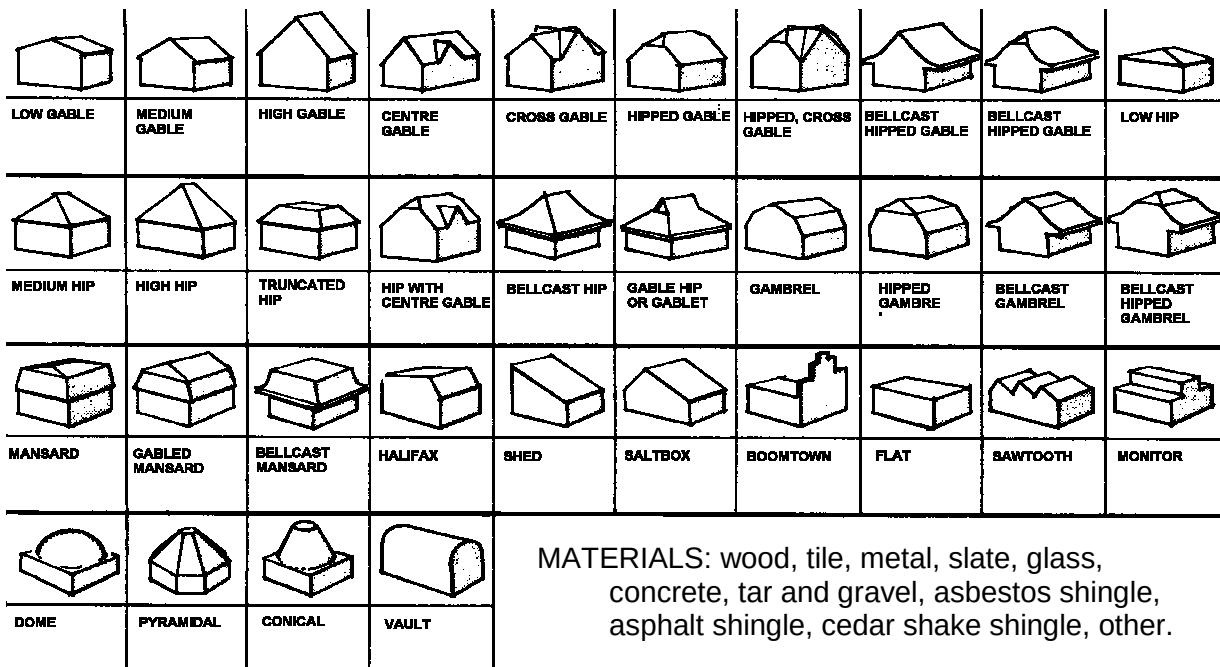


27. No. of stories: For buildings, enter the number of stories. For sites or structures such as bridges, mark N/A. See below for examples of how to count the number of stories.



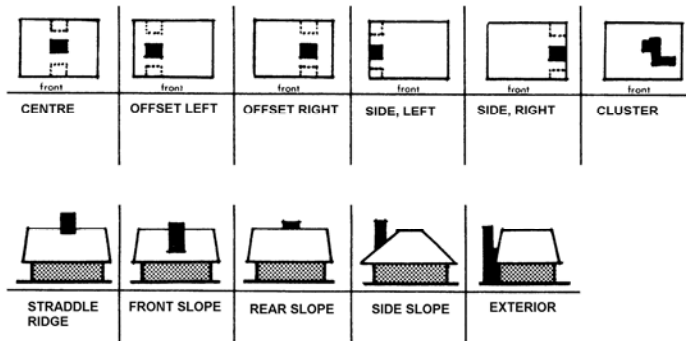
28. No. of bays (first floor): In architectural terminology, a bay (not to be confused with bay windows) is simply one of several external divisions of a building marked by fenestration, buttresses, columns, piers, or the like. For example, a simple facade that consists of a central door with a window to each side is said to have three bays or to be three bays wide. Enter in the blank the number of bays on the first floor of the building or structure.

29. Roof type: Roof type refers to the shape of the roof. See below for examples.

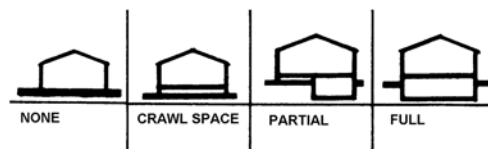


30. Roof material: Enter the type of material that covers the roof. See above for examples.

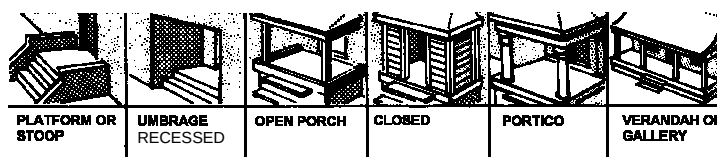
31. Chimney placement: Note where chimneys are located in the building and roof slope. See below for examples. If there is no chimney, mark N/A. Note material type in description (box 41 cont.).



32. Structural System: Are the walls constructed from logs, brick, stone, wood frame, concrete blocks, poured or reinforced concrete or something else? Care should be taken here because many older structures have had their walls covered with wood or aluminum siding, shingles, or some other type of sheathing which hides the actual wall construction. The owner may know if he or a previous owner has covered the building in this way. In addition, the original walls of a sheathed structure may be visible in some part of the building, such as the attic or basement. If unknown, leave blank.
33. Exterior wall cladding: Enter the type(s) of material covering the exterior walls of the building or structure. If more than one material is used as wall cladding or siding, enter the material that covers the majority of the wall space. If two types of siding cover equal amounts of wall space (i.e. brick first floor, stucco second floor), enter both materials.
34. Foundation material: Enter the type of material used to construct the foundation or piers or mark "unknown" if not visible.
35. Basement type: If possible to determine from visual inspection or discussions with the property owner or resident, note the type of basement. See below for examples. If not easy to determine, enter "unknown."



36. Front porch type/placement: Enter the type of porch currently extant on the front of the building. Note if the porch is full or partial width, wraparound, centered, or to one side or another. Also note if the porch is one or more stories in height. If there is no porch, enter N/A.



Other (not illustrated):
hood, loggia, piazza,
deck

37. Windows: Note if the windows are original or replacement (mark an X by the appropriate box). Also note the type (i.e. sash, casement, etc.) and pane arrangement (i.e. 1/1, 2/2, 3/1, etc.).

38. Acreage (rural): For rural properties such as farms or country estates, enter the overall acreage of the property. For properties located within towns or cities, leave blank unless the size of the property exceeds 1 acre.

Visible from public road? Mark an X in the box if the property can be seen from the public right of way.

39. Changes: This is an important item because a historic property, especially a building, can have its character changed from its original condition by alteration. If not noted from the outset, erroneous judgments about the building's style, date, etc., may be drawn by researchers using the survey forms. Mark an X in the boxes next to any or all changes that may have occurred to the building (addition(s), altered, moved, other). Use your judgment or knowledge of the property to provide an approximate date for when those changes occurred. If date of changes is unknown, leave the date line blank. Describe known or apparent exterior changes in box 41 (cont.) on page 3 the form and/or on a continuation page.

Endangered by: Is the continued existence of the historic location threatened? It could be endangered by neglect, vandalism, disinterest on the part of the owner, an urban renewal project, etc. If the property does not appear to be endangered, leave blank.

40. No. of outbuildings: Note the number of outbuildings or structures associated with the surveyed property. In box 40 (cont.) on the back of the form or on a continuation page, list and describe the outbuildings or structures. Note in the description of outbuildings if they are contributing or non-contributing. If non-contributing, note why (i.e. loss of integrity due to siding replacement, modern construction, etc.). Small, non-historic, outbuildings such as dog houses or temporary sheds do not need to be noted.

41. Further description of buildings and associated resources on continuation page. If further architectural information is provided in box 41 cont. and/or on a continuation page, mark an X in the box.

OTHER:

42. Current owner/address: Enter the name and address of the current owner.

43. Form prepared by (name and organization): Enter the name of the individual that surveyed the property and completed the form, the name of their company or organization, and the contact information for that person (address, phone, e-mail address).

44. Enter the date the survey was conducted.

45. Date of revisions: Usually this will be left blank. The SHPO will inform the preparer if this field must be completed.

FOR SHPO USE: This section of the form will be completed by SHPO staff.

FORM PAGE 2

Location Map: Insert a map showing the location of the property. Make sure the map shows the streets and roads surrounding the property. Also include a north arrow.

Site Map/plan: Make a simple sketch of the plan of the historic property noting any associated outbuildings, natural features, bordering streets/roads, etc. Include a north arrow. If the property is large or complex, provide a site map/plan on a continuation page.

Photograph: In the boxes provided, enter the name of the photographer, date of photograph, and a brief description of the photograph (i.e. East elevation, facing northwest.). Insert digital image in large box provided (if available, color preferable).

ADDITIONAL INFORMATION

The boxes provided below "Additional information" are for the narrative portion of the survey and should expand on information provided on the front page of the form. These are flexible boxes, and it is acceptable if they expand onto additional pages.

21. (cont.) History and significance: Summarize the history and historical or architectural importance of the property. If a property is individually eligible note why in this section (or section 41 if architecturally significant). For an intensive level survey, provide a history of the property. For example, all of the known businesses and associated dates of a commercial property.
22. (cont.) Sources of information: Include bibliographic references for sources used in gathering historic data and construction history on the property. If information was obtained from oral interviews, include the name of the person interviewed, the interviewer, and the date and location of the interview. If notes or recordings were made of the interview, cite the location where the sources are kept.
40. (cont.) Description of environment and outbuildings: Provide a general description of the setting and additional information and descriptions on any outbuildings or structures associated with the property. Include approximate dates of construction for all outbuildings or structures. For each outbuilding, note if it is contributing or noncontributing to a district. If it is noncontributing, explain why it does not contribute. Small scale structures such as modern dog houses do not need to be described. However, small outbuildings, objects or structures (i.e. historic fences, arbors, cisterns/pumps) that are historic or important to the historic function of the property should be noted and described.
41. (cont.) Description of Primary Resource: . Describe the primary façade of the property. At a minimum start with the number of stories, roof type, and wall cladding. Then bay by bay describe each story, include the placement and type of fenestration. Use this section to elaborate on items noted in survey form numbers 13-24. Take special note of characteristics and features not covered by form data sets. If a property is not eligible, note why this is the case. If a property has characteristics specific to a style or type note what they are. The idea behind this section is to accurately describe the property if the photo is lost.

Other: Copies of additional information such as historic photographs, biographies of past owners, etc. can also be included on continuation pages.

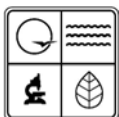
PHOTOGRAPHS: Unless otherwise directed by SHPO, all survey forms must be accompanied by at least one photograph showing the front façade of the building. Oblique views which show the front and one side are acceptable. If there is more than one resource on the property that cannot be completely captured in the same photo as the primary property, additional photographs documenting these outbuildings, structures or objects should also be included.

All images must be 1600 x 1200 pixels at minimum and saved in color in JPEG format. For any final photos, label the photos as "MO_County_Survey Name_001". The number at the end of the label should correspond to the associated survey form number. If there is more than one photo per form add a letter at the end of the label (MO_County_Survey Name_001A, MO_County_Survey Name_001B, etc.).

Generally, the best time to take photographs is late fall, winter or early spring. Photographs should be taken from the public right of way (street, sidewalk, alley, etc.). If the view of the property or associated outbuilding is obscured from the public right of way, contact the property owner and/or neighbors to request permission to photograph the property from private land. If permission is not granted, provide a detailed description and explanation on the survey form.

Appendix 1: County Abbreviations

Adair	AD	Lafayette	LF	Taney	TA
Andrew	AN	Lawrence	LA	Texas	TE
Atchison	AT	Lewis	LE	Vernon	VE
Audrain	AU	Lincoln	LN	Warren	WN
Barry	BY	Linn	LI	Washington	WA
Barton	BA	Livingston	LS	Wayne	WE
Bates	BT	Macon	MC	Webster	WB
Benton	BE	Madison	MO	Worth	WO
Bollinger	BR	Maries	MS	Wright	WR
Boone	BO	Marion	MA		
Buchanan	BN	MacDonald	MD		
Butler	BU	Mercer	ME		
Caldwell	CW	Miller	ML		
Callaway	CY	Mississippi	MI		
Camden	CM	Moniteau	MU		
Cape Girardeau	CG	Monroe	MN		
Carroll	CA	Montgomery	MT		
Carter	CT	Morgan	MG		
Cass	CS	New Madrid	NM		
Cedar	CE	Newton	NE		
Chariton	CH	Nodaway	NO		
Christian	CN	Oregon	OR		
Clark	CK	Osage	OS		
Clay	CL	Ozark	OZ		
Clinton	CI	Pemiscot	PM		
Cole	CO	Perry	PY		
Cooper	CP	Pettis	PE		
Crawford	CR	Phelps	PH		
Dade	DA	Pike	PI		
Dallas	DL	Platte	PL		
Daviess	DV	Polk	PO		
Dekalb	DK	Pulaski	PU		
Dent	DE	Putnam	PT		
Douglas	DG	Ralls	RA		
Dunklin	DU	Randolph	RN		
Franklin	FR	Ray	RY		
Gasconade	GA	Reynolds	RE		
Gentry	GE	Ripley	RI		
Greene	GR	Saline	SA		
Grundy	GY	Schuyler	SK		
Harrison	HA	Scotland	SD		
Henry	HE	Scott	ST		
Hickory	HI	Shannon	SH		
Holt	HO	Shelby	SY		
Howard	HD	St. Charles	SC		
Howell	HL	St. Clair	SR		
Iron	IR	St. Francois	SF		
Jackson	JA	St. Louis	SL		
Jasper	JP	St. Louis City	SLC		
Jefferson	JE	Ste. Genevieve	SG		
Johnson	JO	Stoddard	SO		
Knox	KN	Stone	SN		
Laclede	LC	Sullivan	SU		



MISSOURI DEPARTMENT OF NATURAL RESOURCES
STATE HISTORIC PRESERVATION OFFICE, P.O. Box 176, Jefferson City, MO 65102
ARCHITECTURAL/HISTORIC INVENTORY FORM

Page 1

1. Survey No.		2. Survey name:	
3. County:		4. Address (Street No.)	Street (name)
5. City:	Vicinity: ☐	6. Geographical Reference:	7. Township/Range/Section: T: R: S:
8. Historic name (if known):		9. Present/other name (if known):	
10. Ownership: ☐ Private ☐ Public		11a. Historic use (if known):	11b. Current use:

HISTORICAL INFORMATION

12. Construction date:	15. Architect:	18. Previously surveyed? ☐ Cite survey name in box 22 cont. (page 3)
13. Significant date/period:	16. Builder/contractor:	19. On National Register? ☐ individual ☐ district Cite nomination name in box 22 cont. (page 3)
14. Area(s) of significance:	17. Original or significant owner:	20. National Register eligible? ☐ individually eligible ☐ district potential (☐ C ☐ NC) ☐ not eligible ☐ not determined
21. History and significance on continuation page. ☐		22. Sources of information on continuation page. ☐

ARCHITECTURAL INFORMATION

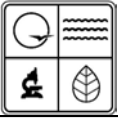
23. Category of property: ☐ building(s) ☐ site ☐ structure ☐ object	30. Roof material:	37. Windows: ☐ historic ☐ replacement Pane arrangement:
24. Vernacular or property type:	31. Chimney placement:	38. Acreage (rural): Visible from public road? ☐
25. Architectural Style:	32. Structural system:	39. Changes (describe in box 41 cont.): ☐ Addition(s) Date(s): ☐ Altered Date(s): ☐ Moved Date(s): ☐ Other Date(s): Endangered by:
26. Plan shape:	33. Exterior wall cladding:	
27. No. of stories:	34. Foundation material:	
28. No. of bays (1 st floor):	35. Basement type:	40. No. of outbuildings (describe in box 40 cont.):
29. Roof type:	36. Front porch type/placement:	41. Further description of building features and associated resources on continuation page. ☐

OTHER

42. Current owner/address:	43. Form prepared by (name and org.):	44. Survey date:
		45. Date of revisions:

FOR SHPO USE

Date entered in inventory:	Level of survey ☐ reconnaissance ☐ intensive	Additional research needed? ☐ yes ☐ no
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ARCHITECTURAL/HISTORIC INVENTORY FORM

National Register Status:

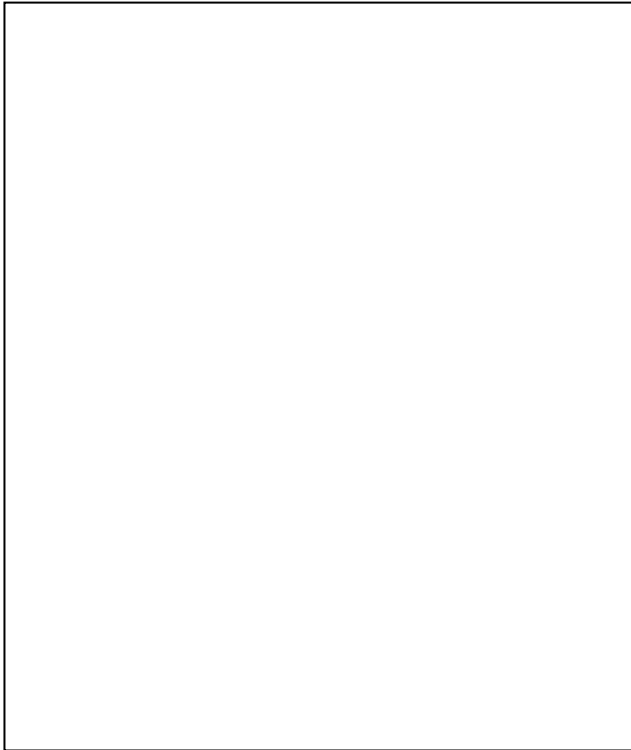
☐ listed ☐ in listed district

Name:

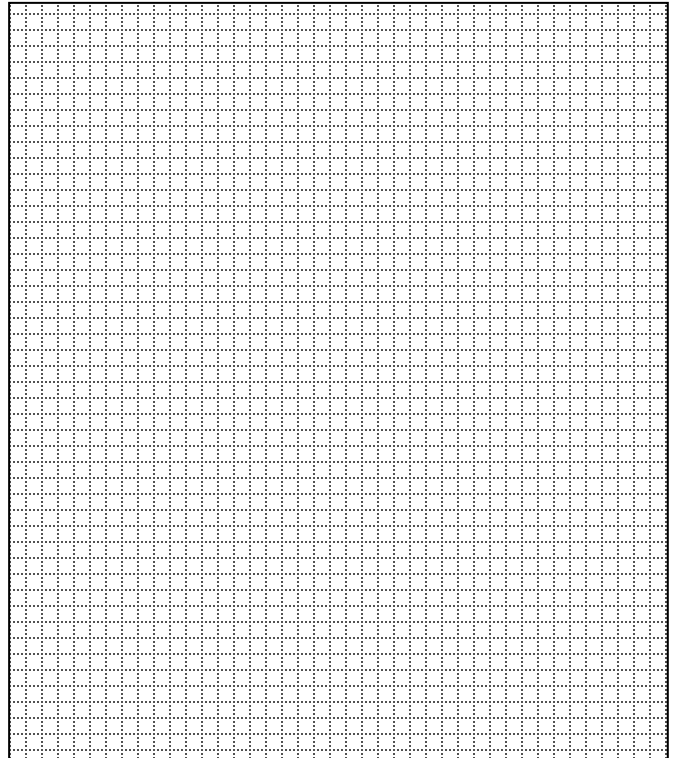
☐ pending listing ☐ eligible (individually)
☐ eligible (district) ☐ not eligible
☐ not determined

Other:

LOCATION MAP (include north arrow)



SITE MAP/PLAN (include north arrow)

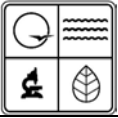


PHOTOGRAPH

Photographer:

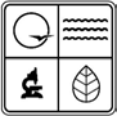
Date:

Description:



ARCHITECTURAL/HISTORIC INVENTORY FORM

Insert photograph of primary structure on property.



ADDITIONAL INFORMATION:

21. (cont.) History and significance. Expand box as necessary, or add continuation pages.

22. (cont.) Sources of information. Expand box as necessary, or add continuation pages.

40. (cont.) Description of environment and outbuildings. Expand box as necessary, or add continuation pages.

41. (cont.) Description of primary resource. Expand box as necessary, or add continuation pages.

MILESTONE/PAYMENT SCHEDULE
City of Columbia
Benton-Stephens Neighborhood Survey Phase I
Project No. P24AF02199-004

Starting Date: December 1, 2024

Ending Date: August 31, 2026

<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.	1/31/2025	\$ 0	\$ 0
#2	Documentation of the consultant selection process and a draft of the consultant contract prior to signature submitted to the HPF Grant Manager or their designee for review and approval.	5/1/2025	\$ 0	\$ 0
#3	Copy of signed consultant contract	6/2/2025	\$ 0	\$ 0
#4	An email documenting the discussion between the consultant, the City of Columbia, and the HPF Grants Manager or their designee	6/16/2025	\$ 0	\$ 0
#5	Draft research design; Documentation for the first of two public information meetings (meeting date is approximate only).	8/1/2025	\$ 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.	10/1/2025	\$ 0	\$ 0
#7	Fully complete draft inventory forms (and site plans as appropriate), and a survey map.	2/27/2026	Estimated 50% of expenses	Estimated 50% of expenses
#8	Final inventory forms (and site plans as appropriate), maps and photos; submission of draft survey report	5/1/2026	\$ 0	\$ 0
#9	Final survey report; submission of documentation for the second public meeting (date approximate).	7/1/2026	\$ 0	\$ 0
#10	Submission of final project report and fiscal data.	7/31/2026	Estimated remaining expenses	Estimated remaining expenses

Consultant for Historian/Architectural Survey Services - Phase I

RFP - 97/2025

	Billing Rate	Hours	Cost	Notes
Mobilization - Project Startup				
TOTAL				
Travel, Field Evaluation & Research	Billing Rate	Hours		
TOTAL				
Report Preparation	Billing Rate	Hours		
TOTAL				
Expenses				
TOTAL				
PROJECT TOTAL				