



**CITY OF GRANDVIEW**  
1200 Main Street  
Grandview, MO 64030  
(816) 316-4800

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## PROJECT DATA SHEET

### Project Name: Grandview Preservation Plan

**Description:** The City of Grandview, Missouri, is seeking proposals from qualified consulting firms to for the creation of the first **Grandview Preservation Plan**. Grandview's rich history is shown through the presence of the Truman Farm Home, a national historic site, and two local historic districts. Grandview's Historic Preservation Commission, a Certified Local Government (CLG) for over twenty years, is dedicated to honoring the legacy of Grandview's history. The City is committed to supporting these goals through the creation of the City's first Preservation Plan.

The selected firm will work closely with city staff, stakeholders, the Historic Preservation Commission, and the broader community to develop the **Grandview Preservation Plan** to provide a clear, actionable framework for future historic preservation efforts.

**All inquiries or contacts related to this Request for Proposals are required to be made exclusively through Emily Spittler, City Planner, by email at [espittler@grandview.org](mailto:espittler@grandview.org) or at (816) 316-4822.**

## CITY OF GRANDVIEW, MISSOURI INVITATION FOR BIDS

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The Community Development Department of the City of Grandview, Missouri, will receive sealed proposals for the provision of creating the Grandview Preservation Plan until 10:00 A.M. on the 19th of December, 2025, at 1200 Main Street, Grandview, Missouri 64030, at which time all proposals received will be publicly opened and read aloud.

The Proposal submission process begins, and proposals can be submitted, 2nd of December at 10:00 AM.

- A. Interested firms are invited to submit sealed proposals for consideration until **10:00 A.M. on the 19th of DECEMBER, 2025** at 1200 Main Street, Grandview, Missouri, 64030, to the attention of Emily Spittler, City Planner.

- B. Proposals must be furnished **on the proposal forms enclosed (Exhibits 1 through 3)** and delivered prior to the time and at the place indicated above. Each proposal shall be placed in a *sealed envelope* labeled:

**"Grandview Preservation Plan"**

*Electronic (e-mail) or fax proposals **WILL NOT BE ACCEPTED**. Proposals received after the 10:00 A.M. deadline **WILL NOT BE ACCEPTED**.*

- C. **Proposal forms and specifications** are available in 1200 Main Street, Grandview, Missouri, 64030, and may be obtained upon request or may be obtained from the City's web site:

- D. Invitation For Bid Number: CD-DS2025:02

The City of Grandview, Missouri (“CITY”) wishes to contract with a qualified Company (“CONTRACTOR”) for the provision of creating the Grandview Preservation Plan.

The Purpose of this **Request for Proposals** is to establish a contract, subject appropriation, with a qualified Company who can provide all necessary services needed to work closely with city staff, stakeholders, property owners, developers, and the broader community to create the Grandview Preservation Plan to provide a clear, actionable framework for future historic preservation efforts.

## INSTRUCTIONS TO PROPOSERS

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1. The CITY reserves the sole right to reject any or all proposals and to waive, or not to waive, any irregularities in the proposal, and to determine the best and most responsive proposal for the work. The proposals become the property of the CITY upon receipt.
2. Each proposal shall be legibly written or printed in ink. No alterations in proposals, or in the printed forms therefore, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the bidder; if initialed, the owner may require the bidder to identify any alteration so initialed. Any and all addenda to the Contractor Documents on which a proposal is based, properly signed by the bidder, shall accompany the proposal when submitted.
3. Each bidder shall **carefully examine the Specifications and other Contract Documents**, and *shall be presumed to have done so and their proposal shall be based upon their own conclusions from such examination*. Each proposer shall be informed concerning all Federal, State and local laws, ordinances or regulations which may in any manner affect CONTRACTOR’s proposed operations of construction, or those engaged or employed on the work or the material or equipment. Should bidder find discrepancies in or omissions from Specification or other Contract Documents, CONTRACTOR should at once notify the City Planner to obtain clarification or interpretation prior to submitting any bid. Any interpretation of the proposed Contract Documents will be made only by addendum duly issued, and a copy of such addendum will be mailed or delivered to each person obtaining a set of such documents from the City Planner. The CITY will not be responsible for any other explanations or interpretations of the proposed Contract Documents.
4. No bidder may submit more than one proposal. Two proposals under different names will not be received from one firm or association.
5. No bidder may withdraw their proposal for a period of forty-five (45) days after the date and hour set for the opening herewith. A bidder may withdraw their proposal at any time prior to the expiration of the period during which proposals may be submitted, by written request of the same persons or person who signed the proposal.
6. The CITY reserves the right to accept the bid which, in its judgment, is the most responsive bid; to reject any or all bids; and to waive irregularities or informalities in any bid submitted. Bids received after the specified time of closing will be returned unopened.

7. None of the Instructions to Bidders, Proposal, Performance and Payment Bonds, Contract Agreement, General Provisions, Special Provisions, Job Special Provisions or Specifications shall be removed from the bound copy of the Contract Documents prior to filing the proposal contained therein. Bids by LLCs shall be signed with the company name followed by the signature of the managing member or a member authorized to sign on behalf of the LLC.
8. Each bidder shall sign their proposal, giving their usual signature and giving their full business address. Bids by partnerships shall be signed with the partnership name followed by the signature of one of the members of the partnership or by an authorized representative and designation of the person signing. Bids by corporations shall be signed with the name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The names of all persons signing shall also be typed or printed below the signature. A bid by a person who affixes to their signature the word "president", "secretary", "agent", or other designation, without disclosing their principal, may be held to the bid of the individual signing. When requested by the CITY, satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.
9. Each bidder shall include in their proposal the following information: Partners/Principals Names, Partners/Principals Complete Home Addresses; the Firm Name, Treasury Number, Complete Business Address and Telephone Number.
10. The *Notice to Proceed* shall be issued within ten (10) days of the execution of the Agreement by the CITY. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the CITY and the CONTRACTOR.
11. All applicable laws, ordinances, and the rules and regulations of all authorities having Jurisdiction over construction of the project shall apply to the contract throughout. Including Its Safety and Health Administration (OSHA) construction safety regulations for its on-site employees. This means Contractor shall provide a ten-hour OSHA safety program for its on-site employees unless such employees have previously completed the required program, which includes a course in construction safety and health approved by OSHA or a similar program approved by the Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program.
12. All prospective bidders shall submit with their proposal, or within five calendar days of submittal, CONTRACTOR shall deliver to the CITY substantially in the form of Exhibit 4 (1) a sworn Affidavit of Enrollment in a Federal Work Authorization Program stating the CONTRACTOR is enrolled and participates in a Federal Work Authorization Program with respect to the employees working in connection with the contracted services and (2) CONTRACTOR does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. The sworn affidavits, substantially in the form of the enclosed "WORKER ELIGIBILITY VERIFICATION AFFIDAVIT FOR ALL CONTRACT AGREEMENTS IN EXCESS OF \$5,000", assure that the bidder and all known subcontractors participate in E-Verify or other federal work authorization program as defined in RSMo Sec. 282.525(6).
13. **Occupational License:** Required for the contractor to do business in Grandview. The CONTRACTOR shall obtain licenses and permits required to work with the CITY at CONTRACTOR's own expense.

**14. INSURANCE:** The CONTRACTOR shall maintain, throughout the duration of the Contract, insurance coverage not less than the types and amounts specified below as stated below. In the event that additional insurance, not specified herein, is required during the term of this Agreement, CONTRACTOR shall supply such insurance, if available, at CITY's cost. Policies containing a Self-Insured Retention are unacceptable to CITY.

It shall be the CONTRACTOR's responsibility to maintain adequate insurance coverage at all times, and their failure to do so shall not relieve them of any contractual obligation or responsibility. Failure on the part of the CONTRACTOR to maintain adequate insurance in full effect will be considered as failure in Contract performances and will be treated as such by the CITY.

1. Bodily injury \$1,000,000 per person, \$1,000,000 per occurrence
2. Property damage \$1,000,000 per occurrence, \$1,000,000 aggregate
3. Worker's compensation - \$500,000 per person, \$500,000 per accident
4. Auto liability – bodily injury same as above, property damage \$50,000 per occurrence; Combined Bodily & Property Damage, Limit of \$2,000,000
5. Personal injury \$2,000,000 per person, \$2,000,000 per occurrence; Combined Single Limit of \$2,000,000

The policies listed above may not be canceled until after thirty (30) days written notice of cancellation to CITY, ten (10) days in the event of nonpayment of premium. The Commercial General and Automobile Liability Insurance specified above shall name the CITY and its agencies, officials, officers, and employees, while acting within the scope of their authority, as an additional insured on all insurance policies required by the Agreement. CONTRACTOR shall provide to CITY at execution of this Agreement a certificate of insurance showing all required endorsements and additional insureds.

The certificate shall be on a form acceptable to CITY. Certificates evidencing such insurance shall be furnished to the CITY prior to the selected company commencing the work. The insurance evidenced by the certificate shall indicate that it will not be cancelled or altered, except that it may be cancelled or altered upon twenty days prior written notice to the CITY.

All insurance coverage must be written by companies that have an A.M. Best's rating of "B+V" or better and are licensed or approved by the State of Missouri to do business in Missouri.

Regardless of any approval by CITY, it is the responsibility of CONTRACTOR to maintain the required insurance coverage in force at all times; its failure to do so will not relieve it of any contractual obligation or responsibility. In the event of CONTRACTOR's failure to maintain the required insurance in effect, CITY may order CONTRACTOR to immediately stop work, and upon

ten (10) days' notice and an opportunity to cure, may pursue its remedies for breach of this Agreement as provided for herein and by law.

Should the CONTRACTOR hire a subcontractor for performance of services hereunder, said subcontractor shall maintain at least the same minimum insurance amounts and terms listed above.

## MINIMUM SPECIFICATIONS

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Firms responding to this RFP must include the following information in their proposal:

1. **Cover Letter** – A brief statement summarizing the firm's interest in the project and its qualifications.
2. **Firm Qualifications & Experience** – Description of the firm's relevant experience in local historic preservation and preservation plan creation experience.
3. **Project Team** – Identification of key personnel, their roles, and relevant experience.
4. **Project Approach & Methodology** – Explanation of the firm's approach to completing the project, including proposed methodologies for data collection, stakeholder engagement, and plan development.
5. **Proposed Project Timeline** – Estimated timeline, including key milestones and deliverables.
6. **Budget & Fee Proposal** – Detailed cost estimate, including personnel costs, travel expenses, and other anticipated costs not to exceed \$44,000.00.
7. **References** – Contact information for at least three (3) references from similar projects.

## JOB SPECIAL PROVISIONS

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### I. SCOPE OF SERVICES

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The selected contractor will be responsible for:

#### Task 1: Project Management & Coordination

- Conduct an initial **kickoff meeting** with City staff to confirm project goals and expectations.
- Develop a **project schedule and timeline** with milestones and deliverables.
- Provide **regular updates** to City staff, the Historic Preservation Commission, and elected officials throughout the process.

#### Task 2: Stakeholder & Community Engagement

- Develop and implement a **public engagement strategy** to gather input from property owners, residents, and key stakeholders.
- Facilitate **public meetings, workshops, and focus groups** to identify community priorities and concerns regarding historic preservation and education.
- Use **interactive tools** (surveys, online engagement platforms, etc.) to collect feedback.

### Task 3: Historic Inventory and Objectives

- Analyze **historic inventory and relevance** of existing historic/conservation districts and landmarks.
- Review **existing preservation practices** to identify areas for increased preservation activity.
- Assess **future program ideas and feasibility** (education initiatives, walking tours, place making projects, signage, etc.) to support future preservation efforts.
- Identify gaps in documentation, policy, and education.

### Task 4: Plan Development & Drafting

- Create the **Grandview Preservation Plan** to reflect current historic preservation efforts and identify future preservation goals, objectives, and evaluation metrics.
- Develop a **Historic Timeline of Grandview**, incorporating the city's history and the history of city-led preservation efforts.
- Outline **re-surveying and design guideline standard review and assessment plans** to ensure local preservation efforts continue to align with federal standards.
- Establish a **phased implementation strategy**, including funding mechanisms, partnership opportunities, community education initiatives, and policy recommendations.

### Task 5: Final Plan Adoption & Implementation Strategy

- Present the draft plan to City leadership, stakeholders, and the public for review and feedback.
- Revise the plan based on input received.
- Provide a final **presentation to the Historic Preservation Commission** for review and adoption.
- Deliver **final documents** in both digital and print formats (Word, PDF, and GIS-compatible files), including maps, graphics, and supporting data.

### DELIVERABLES

- Grandview Preservation Plan (digital and print)
- Executive Summary & Implementation Guide
- GIS Data Layers & Maps
- Public Engagement Summary Report
- Presentation Materials for Historic Preservation Commission & Board of Aldermen

## II. SELECTION CRITERIA

The quality of the provided services is important to the City of Grandview and its citizens. The City will consider the proposers approach to developing and completing the services of the highest quality as part of the bid evaluation to ensure the contractor's ability to meet or exceed our citizens' expectations.

Proposals will be evaluated based on the following criteria:

- **Relevant Experience** – Demonstrated expertise in preservation planning, local historic preservation, and community involvement.
- **Project Approach & Methodology** – Clear and effective approach to creating the Preservation Plan, including stakeholder engagement and implementation strategies.
- **Qualifications of Key Personnel** – Experience and expertise of the proposed project team.
- **Proposed Timeline & Budget** – Feasibility of the proposed schedule and cost-effectiveness of the fee structure.
- **References & Past Performance** – Quality of work on similar projects and feedback from references.

The City of Grandview reserves the right to request interviews with selected firms before making a final decision.

**NOTE:** The Contractor is cautioned that it is their sole responsibility to submit information related to the evaluation criteria. The City is under no obligation to solicit such information if it is not included in the Contractor's original proposal. Failure to provide such information may affect the evaluation of the Contractor's proposal.

**EXHIBIT 1: CITY OF GRANDVIEW, MISSOURI**  
**PROPOSAL FORM FOR GRANDVIEW PRESERVATION PLAN**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_  
Street Address City State Zip Code

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Email \_\_\_\_\_

NOTE: PROPOSALS SHOULD BE FOR THE TOTAL COST FOR CREATION OF THE GRANDVIEW PRESERVATION PLAN AND ALL ASSOCIATED ACTIVITIES AND SERVICES.

Item 1. Total Bid Amount: Please provide a detailed cost estimate, including personnel costs, travel expenses, and other anticipated costs.

\$ \_\_\_\_\_

Item 2. Project Team: Please identify key personnel, their roles and relevant experience. Attach a separate sheet if needed.

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Item 3. Qualifications: Describe your qualifications to perform the work as outlined in the General Specifications. Attach a separate sheet if needed.

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Item 4. Project Approach and Methodology: Please provide an explanation of the firm's approach to completing the project, including methodologies for data collection, stakeholder engagement, and plan development..

Item 5. Project Timeline: Please provide an estimated timeline, including key milestones and deliverables.

**We agree to furnish the items on which prices are listed above and in accordance with the terms, conditions, and specifications of the Invitation to Bid.**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Person Signing \_\_\_\_\_

Title of Person Signing \_\_\_\_\_

**EXHIBIT 2: City of Grandview Invitation to Bid.**

**"GRANDVIEW PRESERVATION PLAN"**

**BID AFFIDAVIT**

STATE OF \_\_\_\_\_)

) SS.

COUNTY OF \_\_\_\_\_)

The undersigned, \_\_\_\_\_ of the City of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_ ("Affiant"), being duly sworn on her or his oath, deposes and says:

1. I am the \_\_\_\_\_ (Title of Affiant) of \_\_\_\_\_ (Name of Bidder) and have been authorized by said Bidder to make this Affidavit on the Bidder's behalf.
2. No City elected official, City Administrator, nor other City Officer is financially interested in services the Bidder is proposing to offer the City pursuant to Bidder's Invitation to Bid ("Invitation"), nor is the Bidder a City employee or elected official whose bid creates a conflict of interest. A conflict of interest would arise if a City employee or elected official is in a position to affect either the decision to solicit bids or the selection of the successful bidder.
3. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to Bidder's Invitation.
4. The authorized signer of this Affidavit certifies that the Bidder and each of its principals are not suspended, debarred or otherwise prevented from performing work for the City of Grandview, State of Missouri, Jackson County, or the Federal government.

\_\_\_\_\_ (Name of Bidder)

By: \_\_\_\_\_ (Signature of Affiant)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

NOTARY PUBLIC in and for the County of \_\_\_\_\_, State of \_\_\_\_\_.

My commission expires: (SEAL)

\_\_\_\_\_

**EXHIBIT 3: AFFIDAVIT BY CONTRACTOR, SUBCONTRACTOR, OTHER BUSINESS ENTITY, OR GRANTEE OF COMPLIANCE WITH RSMo § 285.530**

**WORKER ELIGIBILITY VERIFICATION AFFIDAVIT FOR ALL  
CITY OF GRANDVIEW CONTRACT AGREEMENTS IN EXCESS OF \$5,000**

(for joint ventures, a separate affidavit is required for each business entity)

STATE OF \_\_\_\_\_ )

) ss

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this affidavit, who being by me duly sworn, deposed as follows:

My name is \_\_\_\_\_, and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530 RSMo, to enter into a contract agreement with the City of Grandview ("City") to perform a certain job, task, employment, labor, personal services, or other activity for which compensation is provided, expected, or due, said contract more particularly described as \_\_\_\_\_ (the "Contract"); and

I am the \_\_\_\_\_ of \_\_\_\_\_ (the "Company"),  
title business name

and I am duly authorized, directed, and/or empowered to act officially and properly on behalf of the Company.

I hereby affirm and warrant that the Company and the subcontractors listed on Exhibit 1 are enrolled in a federal work authorization program operated by the United States Department of Homeland Security as defined by Section 285.525 RSMo to verify information of newly hired employees, and the Company and the listed subcontractors shall participate in said program with respect to all employees working or providing services under the Contract. I have attached documentation to this affidavit to evidence enrollment/participation by the Company and the listed subcontractors in a federal work authorization program, as required by Section 285.530 RSMo.

In addition, I hereby affirm and warrant that the Company and all of its subcontractors do not and shall not knowingly employ, in connection with work or services provided under the Contract, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

I am aware and recognize that, unless certain contract and affidavit conditions with respect to subcontractors (both those listed and others that the Company may contract with) are satisfied pursuant to Section 285.530 RSMo, the Company may be held liable under Sections 285.525 through 285.550 RSMo for such subcontractors that knowingly

employ any unauthorized alien to work within the City.

I acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

**EXHIBIT 3: AFFIDAVIT BY CONTRACTOR, SUBCONTRACTOR, OTHER BUSINESS ENTITY, OR GRANTEE OF COMPLIANCE WITH RSMo § 285.530, Page 2**

\_\_\_\_\_  
[NAME OF ENTITY]

\_\_\_\_\_  
SIGNATURE AND TITLE OF AUTHORIZED  
REPRESENTATIVE OF ENTITY

STATE OF \_\_\_\_\_ )

SS.

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
NOTARY PUBLIC in and for the County of \_\_\_\_\_, State of \_\_\_\_\_.

My commission expires: \_\_\_\_\_ (SEAL)

*(Documentation of enrollment/participation in a federal work authorization program attached)*

CHECK ONLY ONE			
( )	Missouri Individual	( )	Foreign Individual
( )	Missouri Partnership	( )	Foreign Partnership
( )	Missouri Limited Liability Corporation	( )	Foreign Limited Liability Corporation Licensed in Missouri, incorporated in the state of
( )	Missouri Corporation	( )	Foreign Corporation Licensed in Missouri, incorporated in the state of

CHECK IF APPLICABLE	
( )	Individual or Partnership, Missouri or Foreign, doing business in Missouri under fictitious name, registered in the office of Secretary of State.

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

City of Grandview  
Historic Preservation Plan  
Project No. P25AF01712-008

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

Starting Date: October 15, 2025

Ending Date: May 14, 2027

**I. SCOPE AND PURPOSE:**

The City of Grandview will hire a preservation professional with experience creating a preservation plan (herein referred to as “consultant”) to develop a Historic Preservation Plan for the City of Grandview.

Developing a local historic preservation plan at a regional or local level is an eligible grant activity for the Historic Preservation Fund (HPF Grants Manual Chapter 6(G)(3)(a). Preservation Plans advance Goal 5 “Integrate historic preservation strategies into planning and routine procedures at all levels of government” of Missouri’s 2018-2024 Statewide Preservation Plan.

**II. ACTIVITIES AND FUNCTIONS:**

City staff will serve as the primary point of contact for this project and will be expected to ensure milestones are submitted to the Historic Preservation Fund (HPF) Grant Manager on a timely basis.

**A. Consultant Selection Process**

The City of Grandview shall contract with a preservation professional (herein referred to as Consultant) with experience creating a preservation plan to assist city staff and the Grandview Historic Preservation Commission in developing the Preservation Plan.

The Request for Proposal (RFP) sent to consultants shall include a copy of Attachment A (Scope, Purpose and Description of Grant Activities) and the Milestone Schedule from the Grant Agreement with budgetary information removed. Pursuant to 2 CFR 200.332, the sub-recipient shall require the language of the certification and terms applicable to financial assistance awards to be included in sub-award documents at all tiers, and sub-recipients shall certify and disclose accordingly. All contractual deadlines with the consultant shall not conflict with milestone deadlines set in the grant agreement. A draft

of the RFP will be sent to the HPF Grant Manager **prior to initiating the bid process**. The RFP will be sent to, at a minimum,

1. Missouri Preservation for dissemination over their listserv
2. Consultants inscribed on the Missouri SHPO's consultants list who meets the relevant qualifications  
[https://mostateparks.com/sites/mostateparks/files/CRM\\_CONSULTANTS.pdf](https://mostateparks.com/sites/mostateparks/files/CRM_CONSULTANTS.pdf)
3. Firms listed in the Missouri Office of Equal Opportunity's Minority & Women Owned Businesses database with specialties in historic preservation.  
<https://apps1.mo.gov/MWBCertifiedFirms/>

Documentation of the consultant selection process and a draft of the consultant contract shall be submitted to the HPF Grant Manager or their designee for approval **before it is signed**.

The consultant selection process shall produce the following products:

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

#### B. Preparation of a New Preservation Plan

The hired Consultant acting on behalf of the city shall create a Preservation Plan for the City of Grandview. The Preservation Plan shall identify, through a public forum, the preservation goals of the city. The preservation plans for other historic districts and the *Secretary of the Interiors Standards and Guidelines for Preservation Planning* (see Exhibit 1) should be reviewed to understand how they express and illustrate preservation concepts. Upon request the SHPO office can provide links to example preservation plans for other Missouri communities. The preservation plan shall be clear and concise. It shall be user-friendly for the commission, staff, and the public, and produced in such a way that it can be easily accessed and shared with the public.

The Preservation plan shall contain sections including but not limited to the following:

1. an introduction that explains the purpose of the plan and a brief history of the City of Grandview, including an overview of the preservation efforts that have taken place in the city's history and the benefits of historic

2. preservation in the City of Grandview;
2. a review of existing historic preservation ordinances and recommendations for their future development;
3. a clear and concise articulation of the City of Grandview's long-range vision for historic preservation;
4. the goals, objectives, and implementation strategies for historic preservation;
5. a section that identifies areas that have already been surveyed and prioritizes areas for future research and survey;
6. a map showing the geographic area and contributing status of historic properties within the city limits including those that are National Register of Historic Places listed properties and any locally designated Landmarks and Historic Districts;
7. an appendix referencing relevant terms and definitions, ordinances or other legislation, policy, and survey information as appropriate.

Drafts of the new Preservation Plan at approximately 30% and 70% will be required to be submitted to the SHPO for review, comment, and approval. The definitions of 30% and 70% will be determined in consultation between the consultant, the city, and the SHPO. They shall include as much visual data as is practicable to demonstrate the various recommendations, including maps, photographs, and/or other graphics.

At least one month prior to submitting each version (30%, 70% & 100%) of the new Preservation Plan to SHPO the consultant shall make a presentation to the Historic Preservation Commission with the general public invited. During these presentations the consultant will actively solicit ideas to incorporate into the new Preservation Plan and address questions from those in attendance. For each presentation the consultant shall provide adequate notice to be placed on the Historic Preservation Commission agenda and to allow the city to post notice to the public for at least two weeks. A sign-in sheet will be required to be kept and provided to the SHPO for each presentation.

The Preservation Plan Process shall produce the following products:

1. The consultant will set up a time with the HPF Grant Manager or their designee to discuss the expectations of the project, including the definitions of 30% and 70% completion, before it begins. An email documenting the discussion will be sent to the HPF Grant Manager or their designee by the consultant.
2. Documentation of the first public meeting, including press release, newspaper/web advertisement and sign-in sheet.
3. A first draft of the Preservation Plan (30%) in Word format. If the document size exceeds 10MB a means acceptable to SHPO for submitting besides email will need to be used to deliver the draft document.
4. Documentation of the second public meeting, including press release,

newspaper/web advertisement and sign-in sheet.

5. A second draft of the Preservation Plan (70%) in Word format. If the document size exceeds 10MB a means acceptable to SHPO for submitting besides email will need to be used to deliver the draft document.
6. The final version of the new Preservation Plan in electronic format using an approved file transfer option
7. A link to the final version of the new Preservation Plan on the Recipient's website. The Design Guidelines will be posted to the city's website and will continue to be publicly posted until a newer version of the document is developed.
8. Documentation of the third (final) public meeting, including press release, newspaper/web advertisement and sign-in sheet.

C. Closeout

The final reporting will consist of documents listed below. Final reimbursement and closeout will occur following the receipt and approval of these documents.

1. Completed final reimbursement packet included as Exhibit 2
2. Completed final project report included as Exhibit 3

III. SPECIAL CONDITIONS:

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

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

- C. It is agreed that if the project should fall one (1) month behind the milestones, the Missouri Department of Natural Resources has the right unilaterally to terminate

or reduce the dollar amount of this agreement. In addition, if the Department determines that full termination is warranted, the Department shall be sole authority in determining the amount of compensation owed.

- D. All work requiring expertise in history, archaeology, architectural history, architecture, or historic architecture will either be supervised or completed by personnel who meet the *Secretary of the Interior's Professional Qualifications* as listed in Exhibit 1.
- E. All content related to the treatment of historic properties shall conform to the *Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings*. The Standards and Guidelines can be found here: <https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf> and <https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part2-reconstruction-restoration.pdf>
- F. The City of Grandview Historic Preservation Commission will have an opportunity to review and comment on milestone products before they are submitted to the HPF Grant Manager or their designee if they so choose. Any Commission comments will be submitted with the corresponding milestone to the HPF Grant Manager or their designee.
- G. All grant project funded publications, books, brochures and all public meeting notices regarding this grant project shall include the following acknowledgement:

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

[This acknowledgement may be in any size type on the notice]

- H. The HPF Grants Manager or their designee shall approve all rates of pay above the minimum wage for costs in the Personnel category. Costs in the Personnel category will conform to the HPF Grants Manual Chapter 13 (B)(12) and 2 CFR 200.430. The City of Grandview staff is expected to track staff hours and

volunteer time using Appendix C of the *Requesting Reimbursement for Grant Expenditures* Packet included as Exhibit 2. Reimbursement of Personnel costs shall not occur without documentation of the time spent and the rate of pay.

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

### MILESTONE/PAYMENT SCHEDULE

City of Grandview  
 Historic Preservation Plan  
 Project No. P25AF01712-008

Starting Date: October 15, 2025

Ending Date: May 14, 2027

<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 <b>before</b> the bid process is initiated.	11/1/2025	\$ 0	\$ 0
#2	Documentation of the consultant selection process and a draft of the consultant contract <b>prior to signature</b> submitted to the HPF Grant Manager or their designee for review and approval.	1/30/2026	\$ 0	\$ 0
#3	Copy of signed consultant contract	2/27/2026	\$ 0	\$ 0
#4	An email documenting the discussion between the consultant, the City of Grandview, and the HPF Grants Manager or their designee	3/20/2026	\$ 0	\$ 0
#5	Documentation of the first public meeting; First Draft of the Preservation Plan (30% Completion)	8/28/2026	\$ 0	\$ 0
#6	Second Draft of the Preservation Plan (70% Completion); Documentation of the second public meeting	1/15/2027	Estimated 50% of expenses	Estimated 50% of expenses
#7	Final Draft of the Preservation Plan; Documentation of the third and final public meeting	4/30/2027	\$ 0	\$ 0
#8	Link to the Preservation Plan on the City of Grandview's website	5/14/2027	\$ 0	\$ 0
#9	Submission of final project report and fiscal data.	5/14/2027	Estimated remaining expenses	Estimated remaining expenses
	TOTALS:			