

CITY OF COLUMBIA, MISSOURI | PROJECT NO. P24AF02199-004

CONSULTANT FOR HISTORIAN/ ARCHITECTURAL SURVEY SERVICES – PHASE I

October 21, 2025





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	or	CITY OF COLUMBIA PURCHASING
	PO BOX 6015		701 E. BROADWAY, 5th FLOOR
	COLUMBIA MO 65205		COLUMBIA MO 65201

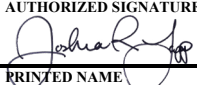
CONTRACT PERIOD: Effective Date of Contract through Completion – Contract shall not exceed five (5) years.

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 DESIGNING LOCAL, LTD.	
MAILING ADDRESS 20 E. Broad Street	
CITY, STATE, ZIP CODE Columbus, Ohio 43215	
CONTACT PERSON Josh Lapp, AICP	EMAIL ADDRESS josh@designinglocal.com
PHONE NUMBER 614.607.1557	FAX NUMBER N/A
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE 	DATE October 21, 2025
PRINTED NAME Josh Lapp, AICP	TITLE Principal & Co-Founder



Autumn Klauba
City of Columbia Purchasing
701 E. Broadway, 5th Floor
Columbia, Missouri 65201

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

Dear Autumn and Members of the Selection Committee:

On behalf of Designing Local we would like to thank you for the opportunity to submit this proposal to the City of Columbia to conduct create a reconnaissance Phase 1 of a level neighborhood architectural survey of the Benton-Stephens Neighborhood. This survey will be critical to establishing a valid and reliable historic resources inventory that will also serve as the model for future surveys. We understand that Phase I encompasses approximately 63 acres of residential development that includes approximately 249 primary properties.

We bring national experience in historic preservation. Designing Local is a certified woman-owned business with deep experience in historic preservation, planning, implementation, urban design, as well as place-based master plans. As an Ohio-based planning firm with national reach, our team has over eight years of experience providing historic preservation planning and are qualified under the Federal Historic Preservation Professional requirements as described in the United States Secretary of the Interior's Standards for Archeology and Historic Preservation (48 FR 44716). The proposed team regularly travels to projects in cities, towns, and villages across the country to provide specialized expertise. Our team is actively working on projects in both the Kansas City and St. Louis metro areas

We position historic preservation as a tool for growth and revitalization. We view a community's built environment as the primary element which defines the community's identity and formulates the experience of residents and visitors. Historic Resource Surveys are an essential element of economic growth by identifying and documenting your community's unique historic assets. We create surveys to act as a blueprint for strategic investment and a foundation for a range of economic benefits, such as leveraging financial incentives and spotlighting opportunities for preservation.

We create clear and usable documents with strong visualizations. We believe that a document can only be successful if it is developed with a community driven approach. Our team creates visually compelling documents that capture the attention of community members and become a valuable public asset. When a document is easy to look at and understand, we have found that people are more likely to engage and provide feedback on projects. We use high-quality photographs and develop visual illustrations that allow a community's history to be featured in a new way that can foster a greater sense of pride and education of local heritage.

On behalf of our team, we appreciate the opportunity to submit our proposal to you and your community partners who are committed to historic preservation in Columbia. We have carefully reviewed the proposed timeline and are confident in our ability to mobilize resources and complete all tasks within the stipulated timeframe. Our team is excited about this opportunity, particularly because we could continue to work with the City of Columbia.

Sincerely,

Josh Lapp

Principal & Co-Founder
(Primary Contact)

josh@designinglocal.com | 614.607.1557

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1.

COST PROPOSAL



PROPOSED FEE

The following task and fee worksheet is based on the preceding project scope of work. The Team anticipates refinement of the scope of work, and subsequently, the task and fee worksheet. Billing will be performed on monthly intervals and includes travel, expenses, and two in-person visits.

ITEM	DESCRIPTION	FEE
BASE SCOPE OF WORK		
TASK 1	PROJECT MANAGEMENT	\$2,000
TASK 2	HISTORICAL BACKGROUND ANALYSIS	\$3,000
TASK 3	PUBLIC ENGAGEMENT	\$6,000
TASK 4	DATA COLLECTION & ANALYSIS	\$8,000
TASK 5	HISTORIC STRUCTURES SURVEY	\$4,500
BASE SCOPE OF WORK TOTAL (NOT TO EXCEED)		\$23,500

DESIGNING LOCAL HAS ASSISTED OUR CLIENTS IN ATTAINING OVER
\$70 MILLION
 IN FEDERAL AND STATE HISTORIC TAX CREDITS



2.

FIRM OVERVIEW & EXPERIENCE

EXHIBIT A

OFFEROR INFORMATION



Designing Local is an award-winning, nationally recognized firm that has helped more than 50 US communities create vibrant, engaging, and authentic places.

HISTORY

Designing Local is an Ohio-based certified woman-owned business dedicated to helping communities connect people to place through culture. Founded in 2014, our firm was born from the belief that design, art, culture, historic preservation, and other important unique attributes of communities are often overlooked in the planning process. We bring an authentic curiosity and passion to our work.

EXPERTISE

Designing Local has a growing portfolio of work in Historic Preservation and Surveys across the country. Our team is well versed in preparing survey reports and forms, and are currently completing a survey of over 500 properties in Greeley, Colorado. Our clients typically consist of municipalities, institutions, private developers, and non-profit entities. Many of our projects blur the lines between all of these interrelated services and markets, creating a broad yet cohesive vision for our clients that sets the stage for collaborative implementation of the plan.

PERFORMANCE

We have not lost a contract prior to completion of the plan in the last two years.

LOCATION

Columbus, Ohio

EMPLOYEES

15

WEBSITE

www.designinglocal.com

CERTIFICATIONS

Women-owned Business Enterprise (WBE)
City of Columbus
(Pending Renewal)

SERVICES

Historic Preservation
Public Art Planning
Arts & Culture Planning
Landscape Architecture
Urban Planning & Design
Community Engagement

CURRENT CONTRACTS/CLIENTS

HISTORIC PRESERVATION

33 S. London Street Historic Tax Credit Application

London, Ohio

117 N Diamond Historic Tax Credit Application

Mount Sterling, Ohio

Cañon City Historic Resource Survey

Cañon City, Colorado

Orem Historic Preservation Survey

Orem, Utah

Powell Historic District Survey

Powell, Ohio

San Luis Historic Survey & Public Art Plan

San Luis, Arizona

Sunrise Historic Survey

Greeley, Colorado

West Virginia Historic Preservation Consulting

State of West Virginia

ARTS & CULTURE PLANS

Howard County Arts & Culture Plan

Howard County, Maryland

Lafayette Regional Arts & Culture Strategy

Benton, Carroll, Fountain, Tippecanoe, Warren, & White Counties, Indiana

New Braunfels Arts & Culture Plan

New Braunfels, Texas

Park City Arts & Culture Master Plan

Park City, Utah

Rochester Arts & Culture Plan

Rochester, New York

South Bend - Elkhart Regional Partnership Arts Plan

Elkhart, Marshall, and St. Joseph Counties, Indiana

St. Johns Arts & Culture Plan

St. Johns County, Florida

Thornton Arts & Culture Plan

Thornton, Colorado

Wabash River Regional Arts & Culture Plan

Clay, Parke, Sullivan, Vermillion & Vigo Counties, Indiana

Warsaw Cultural Arts District

Warsaw, Indiana

PUBLIC ART PLANS

Brickline Greenway Public Art Project Management

St. Louis, Missouri

Burleson Public Art Plan

Burleson, Texas

Roeland Park Public Art Plan

Roeland Park, Kansas

Savannah Public Art Plan

Savannah, Georgia

Tempe Public Art Plan

Tempe, Arizona

URBAN PLANNING & DESIGN

Cleveland Campus District Master Plan

Cleveland, Ohio

Orem HeART of Downtown Master Plan

Orem, Utah

Suitland Cultural Arts Implementation Strategy

Suitland, Maryland

LANDSCAPE ARCHITECTURE

Rickenbacker Woods Park

Columbus, Ohio

Lockbourne Memorial Wall

Lockbourne, Ohio

Racine Riverfront Redevelopment

Racine, Ohio

New Philadelphia Town Square Revitalization

New Philadelphia, Ohio

Caldwell Town Square Revitalization

Caldwell, Ohio

Chauncey Streetscape Revitalization

Chauncey, Ohio

Southeast Ohio History Center Improvements

Athens, Ohio

Black Horse Inn Underground Railroad Museum

Morristown, Ohio

Lock 27 Redevelopment

Proctorville, Ohio

Burlington Riverfront Park Redevelopment

Burlington, Ohio

South Point Park Improvements

South Point, Ohio

Gallipolis Riverfront & Streetscape Improvements

Gallipolis, Ohio

Ironton Riverfront Improvements

Ironton, Ohio

Lock 27 Redevelopment

Proctorville, Ohio

Beverly Riverfront Improvements

Beverly, Ohio

Zanesville Streetscape & Secrest Auditorium

Zanesville, Ohio

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: <u>DESIGNING LOCAL, LTD.</u> (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	City of Greeley, Colorado
Address of Reference Company/Client:	1100 10th St #202 Greeley, Colorado 80631
Reference Contact Person Name, Phone #, and E-mail Address:	Betsy Kellums City of Greeley Historic Preservation Specialist Betsy.Kellums@greeleygov.com 970.350.9222
Title/Name of Service/Contract	Sunrise Historic District Survey
Dates of Project Initiation and Project Completion:	Project Initiation: June 2024 Project Completion: Est for December 2025
If service/contract has terminated, specify reason:	In Progress
Description of Services Performed, such as: <ul style="list-style-type: none"> ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail 	Designing Local is currently completing a historic resource survey of approximately 544 properties in the Sunrise neighborhood. The Designing Local team is performing a file search, fieldwork, and taking high-quality photography of the buildings, followed by a reconnaissance survey for 90% of the properties and an intensive survey for the remaining 10%.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Josh Lapp - Principal in Charge Megan Adornetto - Project Manager / Historic Preservationist

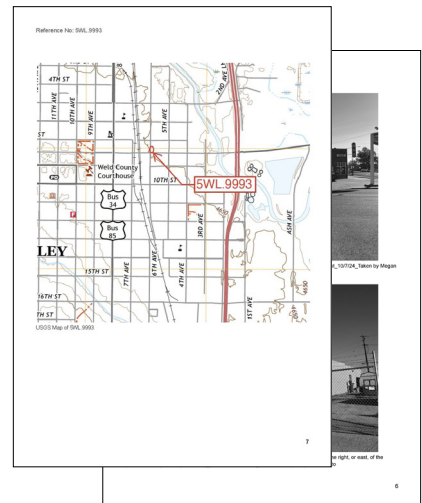
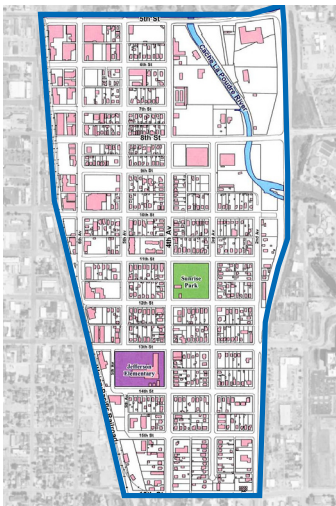


EXHIBIT B**CURRENT/PRIOR EXPERIENCE**

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: <u>DESIGNING LOCAL, LTD.</u> (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	City of Powell, Ohio
Address of Reference Company/Client:	47 Hall Street Powell, Ohio 43065
Reference Contact Person Name, Phone #, and E-mail Address:	Logan Stang Planning Director lstang@cityofpowell.us 614.885.5380, ext. 1030
Title/Name of Service/Contract	Powell Historic District Survey
Dates of Project Initiation and Project Completion:	Project Initiation: November 2024 Project Completion: August 2025
If service/contract has terminated, specify reason:	Completed
Description of Services Performed, such as: <ul style="list-style-type: none"> ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail 	Designing Local evaluated 80 properties within the Historic Downtown Powell area to determine eligibility for designation as a historic district. Recommendations include creating a local historic district, writing a preservation ordinance, establishing a local historic register, and becoming a Certified Local Government to access funding opportunities like tax credits and grants.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Josh Lapp - Principal in Charge Megan Adornetto - Project Manager / Historic Preservationist

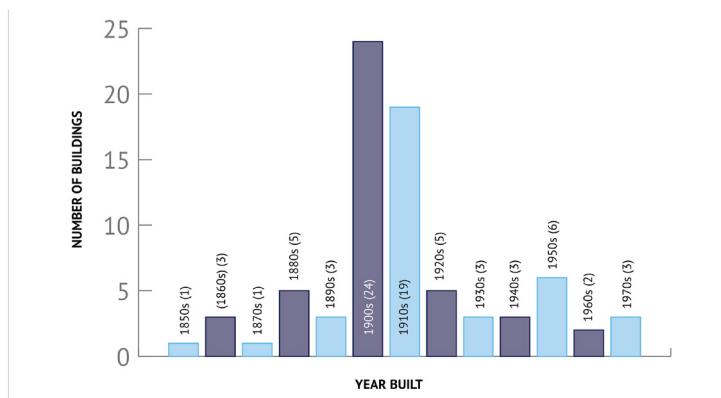
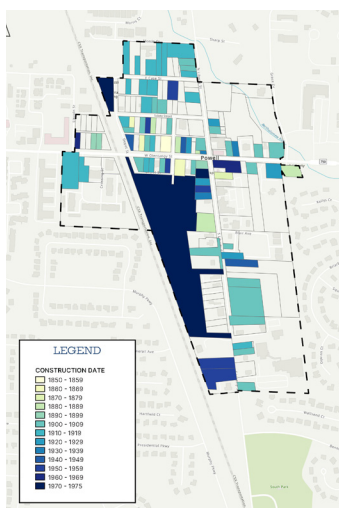


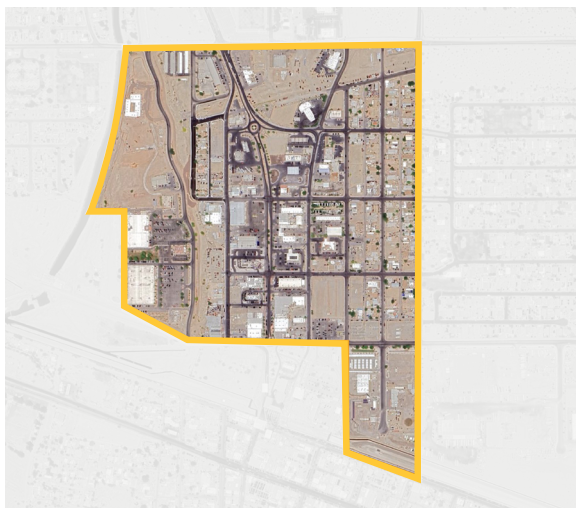
TABLE 1: NUMBER OF BUILDINGS BUILT BY DECADE.

THE TOP THREE DECADES WITH THE MOST NUMBER OF BUILDINGS BUILT IN THE SURVEY AREA ARE 1900-1909 WITH 24 BUILDINGS, 1910-1919 WITH 19 BUILDINGS BUILT, AND 1950-1959 WITH SIX (6) BUILDINGS.

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: <u>DESIGNING LOCAL, LTD.</u> (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	City of San Luis, Arizona
Address of Reference Company/Client:	1090 E. Union Street, P. O Box 1170 San Luis, Arizona 85349
Reference Contact Person Name, Phone #, and E-mail Address:	Armando Esparza Director of Economic Development & Government Affairs aesparza@sanluisaz.gov 928.509.0398
Title/Name of Service/Contract	San Luis Historic Survey & Public Art Plan
Dates of Project Initiation and Project Completion:	Project Initiation: April 2025 Project Completion: Est. for November 2025
If service/contract has terminated, specify reason:	In Progress
Description of Services Performed, such as: <ul style="list-style-type: none"> ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail 	Designing Local is currently completing a historic building survey of its downtown and develop a public art vision for the community. Within the survey area, 40 properties were found to be eligible, with construction occurring between 1940 and 1975. Utilizing the results of the historic survey, the City will have historic preservation strategies developed to promote adaptive reuse and identify potential historic districts.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Josh Lapp - Principal in Charge Megan Adornetto - Project Manager / Historic Preservationist





3.

EXPERTISE OF PERSONNEL

PROJECT TEAM

Designing Local is able to perform this work in-house and does not anticipate the use of any subcontractor/partners to perform the scope of work indicated. Below is a project organization chart that illustrates the structure of the project team.

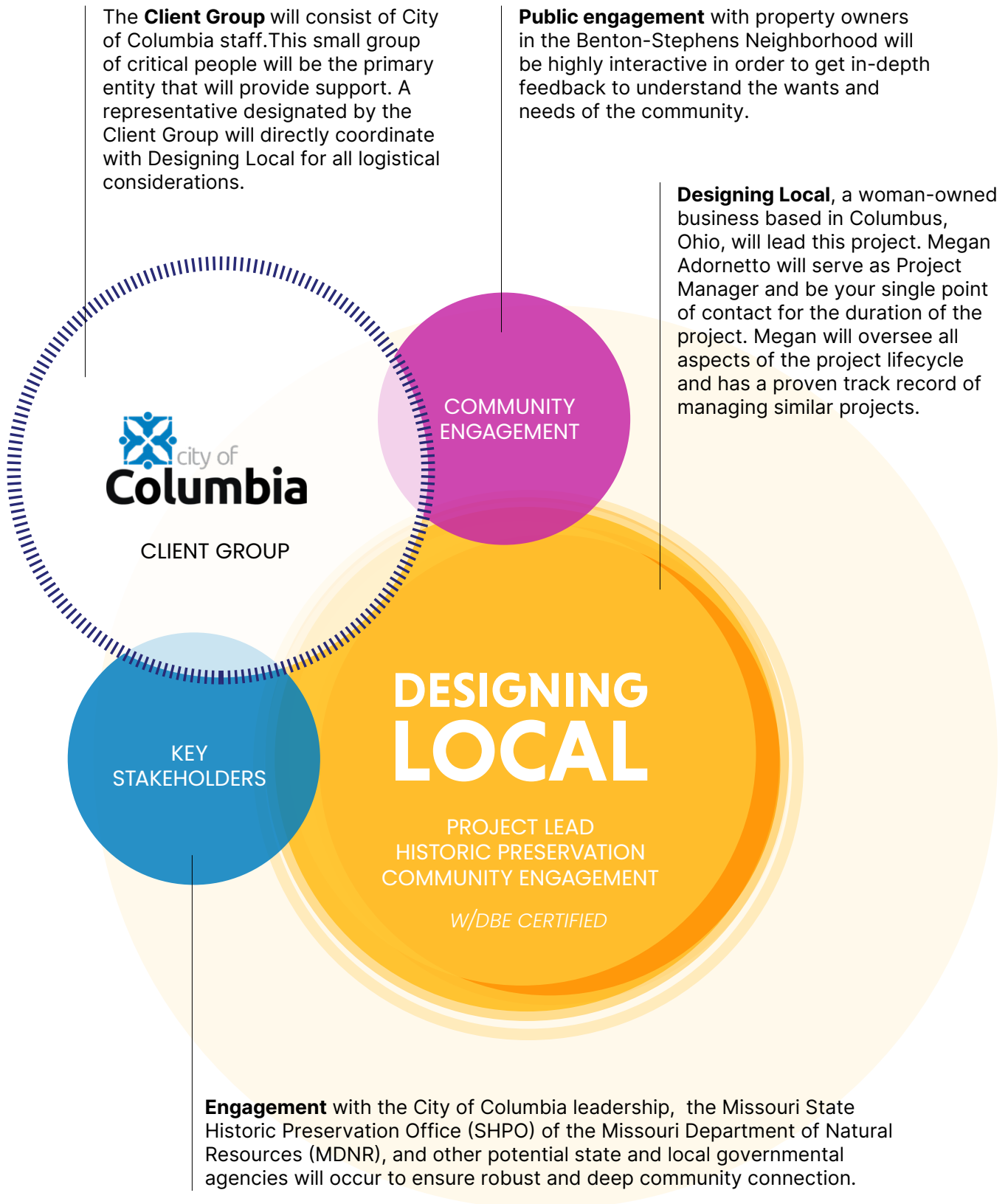


EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

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

Title of Position: PRINCIPAL IN CHARGE	
Name of Person:	JOSHUA LAPP, AICP
Educational Degree (s): include college or university, major, and dates	Bachelor of Science in City & Regional Planning, The Ohio State University, 2014
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Member, American Institute of Certified Planners
Specialized Training Completed.	N/A
# of years' experience in area of service proposed to provide:	12 Years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Josh has worked on dozens of planning initiatives across the country, developed broad public engagement opportunities and has managed over 20 state and federal historic tax credits in Ohio amounting to over \$70 million in investment in historic buildings in Columbus alone.
Describe this person's responsibilities over the past 12 months.	Josh oversees historic preservation tax credits, national register nominations, and historic preservation plans.
Previous employer(s), positions, and Dates	2014 - Present: Principal and Co-Founder Designing Local

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Josh will be the principal in charge with oversight of the development of the Historic Survey.
--	--

List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	<p>Brickline Greenway Public Art Project Management St. Louis, Missouri Public Art Strategist</p> <p>Sunrise Historic District Survey Greeley, Colorado Principal in Charge</p> <p>San Luis Historic Survey & Public Art Plan San Luis, Arizona Principal in Charge</p> <p>Cañon City Historic Resource Survey Cañon City, Colorado</p> <p>Orem Historic District Survey Orem, Utah Principal in Charge</p> <p>Powell Historic District Survey Powell, Ohio Principal in Charge</p> <p>West Virginia Historic Preservation Consultant Services</p> <ul style="list-style-type: none"> Berkeley Springs Expert Visit Parkersburg Design Charrette <p>West Virginia Statewide Principal in Charge</p>
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EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

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

Title of Position: PROJECT MANAGER & HISTORIC PRESERVATIONIST	
Name of Person:	MEGAN ADORNETTO
Educational Degree (s): include college or university, major, and dates	Master of Science in Historic Preservation, Clemson University
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Member, American Institute of Certified Planners Graduate Certificate in Historic Preservation, Boston Architectural College
Specialized Training Completed.	N/A
# of years' experience in area of service proposed to provide:	8 Years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Megan is a skilled designer and historic preservationist with a passion for preserving and studying the evolution of cultural heritage. With a strong background in design and preservation, Megan is dedicated to keeping tradition alive and ensuring the preservation of cultural heritage for future generations.
Describe this person's responsibilities over the past 12 months.	Megan manages historic resource surveys, national register nominations, and historic preservation plans.
Previous employer(s), positions, and Dates	2023-2024: Graduate Assistant Clemson University 2020 - 2023: Freelance Architectural Designer 2016-2020: Architectural Designer Chute Gerdeman

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Megan will be the project manager, main point of contact, and lead the development of the historic survey.
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List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	<p>Sunrise Historic District Survey Greeley, Colorado Project Manager & Historic Preservationist</p> <p>Cañon City Historic Resource Survey Cañon City, Colorado</p> <p>San Luis Historic Survey & Public Art Plan San Luis, Arizona Project Manager & Historic Preservationist</p> <p>Powell Historic District Survey Powell, Ohio Project Manager & Historic Preservationist</p> <p>Orem Historic District Survey Orem, Utah Project Manager & Historic Preservationist</p> <p>Somerset Historic District Building Assessment Somerset, Ohio Project Manager & Historic Preservationist</p> <p>West Virginia Historic Preservation Consultant Services</p> <ul style="list-style-type: none"> • Berkeley Springs Expert Visit • Parkersburg Design Charrette • Martinsburg Design Assistance • Charles Town Design Assistance <p>West Virginia Statewide Project Manager</p>
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EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

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

Title of Position: ARCHITECTURAL PLANNER	
Name of Person:	ERICA DOUGLASS, ASSOC. AIA
Educational Degree (s): include college or university, major, and dates	Bachelor of Architecture, University of Cincinnati
License(s)/Certification(s), #(s), expiration date(s), if applicable:	Associate, American Institute of Architects
Specialized Training Completed.	N/A
# of years' experience in area of service proposed to provide:	10 Years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	With over a decade of experience, Erica is a seasoned architectural planner and project manager with experience in projects types at all scales. Erica's understanding of architectural design and construction is instrumental in creating into vibrant new spaces.
Describe this person's responsibilities over the past 12 months.	Erica has worked on a variety of projects, many of which are focused on historic building assessments and adaptive re-use.
Previous employer(s), positions, and Dates	2019-2024: Project Manager Work Architecture 2018-2019: Project Coordinator II & BIM Specialist FRCH NELSON

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Erica supports the development of historic resource surveys by providing architectural building assessments, as needed.
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List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	<p>West Virginia Historic Preservation Consultant Services</p> <ul style="list-style-type: none"> Martinsburg Design Assistance <p>West Virginia Statewide Architectural Planner</p> <p>Black Horse Inn Underground Railroad Museum Rehabilitation</p> <p>Morristown, Ohio Project Manager</p> <p>Cross Building Assessment</p> <p>Racine, Ohio Project Manager</p> <p>Southeast Ohio History Center Building Upgrades & Repairs</p> <p>Athens, Ohio Project Manager</p> <p>Monroe Theatre Restoration</p> <p>Woodsfield, Ohio Architectural Planner</p> <p>First District Adaptive Re-use*</p> <p><i>Renovated historic College building into 66,000 SF of commercial space with multiple tenants, fitness center and a cafe.</i></p> <p>Covington, Kentucky Project Manager</p>
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* Projects completed with a previous employer

EXHIBIT C**EXPERTISE OF KEY PERSONNEL**

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

Title of Position: URBAN PLANNER	
Name of Person:	ANDREW EBLE
Educational Degree (s): include college or university, major, and dates	Bachelor of Urban Planning, University of Cincinnati College of Design Architecture, Art, and Planning
License(s)/Certification(s), #(s), expiration date(s), if applicable:	N/A
Specialized Training Completed.	N/A
# of years' experience in area of service proposed to provide:	2 Years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Andrew is a highly passionate urban planner that brings creativity, versatility, and collaboration to every project. He leverages advanced technical tools to produce impactful visualizations and strategic plans that clearly articulate project visions.
Describe this person's responsibilities over the past 12 months.	Andrew has worked on a variety of projects focused on community identity and cultural vibrancy across the country.
Previous employer(s), positions, and Dates	2024: Co-Op Designing Local

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Andrew supports the development of historic resource surveys by providing mapping and graphic design expertise.
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List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	Brickline Greenway Public Art Project Management Great Rivers Greenway St. Louis, Missouri Urban Planner
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**Roeland Park Public Art Plan**

Roeland Park, Kansas | Urban Planner

Warsaw Cultural District Plan

Warsaw, Indiana | Urban Planner

Wabash River Region Arts & Culture Plan

Clay, Parke, Sullivan, Vermillion & Vigo Counties, Indiana | Urban Planner

Thornton Arts & Culture Plan

Thornton, Colorado | Urban Planner

Burleson Public Art Plan

Burleson, Texas | Urban Planner

New Braunfels Arts & Culture Plan

New Braunfels, Texas | Urban Planner



4.

METHOD OF PERFORMANCE

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.

The proposed Work Plan for the Intensive Historic Structures Survey (Survey) for the City of Columbia is outlined below. The scope should be refined with input from staff. Please note that references to “Client Group” is the City of Columbia project manager, and the “Team” is the Designing Local team members.

TASK 1: PROJECT MANAGEMENT

1.01: Kick-off Meeting. Facilitate a virtual meeting with City staff to discuss the Survey area, the project process, opportunities and constraints, and identify key stakeholders and community members that would be engaged as part of the Survey.

1.02: Project Work Plan. Establish the role and responsibility of the Client Group and Team with specific milestones to reach within the scope of the project including, but not limited to: a detailed project timeline that includes timing of project management meetings, stakeholder meetings, public meetings, and project presentations and reports. This will be refined and monitored by both the Client Group and the Team project manager.

1.03: Stakeholder Engagement. Meet with the key stakeholders identified to listen and learn about the Benton-Stephens Neighborhood. Stakeholder meetings may take place virtually in one-on-one or group sessions. These virtual sessions will be a chance for us to listen and learn, which will then help us shape our vision for the Survey’s outcome.

Task 1 Deliverables

- Work plan and overall timeline of the project;
- Stakeholder report.

TASK 2: HISTORICAL BACKGROUND ANALYSIS

2.01: Conduct Research. Research the historical context of Columbia and the Benton-Stephens Neighborhood at city and county offices and local repositories. Obtain assessor records, aerial images, maps, online newspapers, census records as well as other research resources for completion of survey forms and the survey report.

2.02: Base Mapping. Coordinate with the City to attain all available GIS base information in order to create illustrations/graphics and support Survey forms.

Task 2 Deliverables

- Historical context summary;
- Progress report.

TASK 3: PUBLIC ENGAGEMENT

3.01: Community Engagement. In order to engage with residents and property owners while the properties are being surveyed, the Team will collaborate with the Client Group to design the specific details of any community engagement or outreach activities, that could include attending up to one community meeting and/or design of communication materials for property owner notification. Members of the Team will collect and document any verbal or written comments from residents and community members.

Task 3 Deliverables

- Community meeting and/or outreach materials;
- Community feedback report.

TASK 4: DATA COLLECTION & ANALYSIS

4.01: Historic Property Identification & Analysis. Conduct a review of the Survey area to validate the historic properties that have been identified, review existing documentation, and determine if there are any special historical circumstances, including historically significant residents, architects, or events.

4.02: Fieldwork. Perform an on-site evaluation to classify all of the approximately 249 historic properties in the Survey area. This will include gathering information to complete data sheets and photographs of each property.

4.03: Illustrations/Graphics. Develop illustrative maps to enhance the narrative and show examples of architectural style types within the Survey report. The Team will create graphics of the Survey area, including locator maps that clearly depict each of the surveyed properties.



[CLICK HERE TO SEE THE FINAL PLAN](#)

4.04: Develop Draft Survey Report. Prepare draft Historic Structures Survey report for review and comments by the Client group that would include an outline of the content and graphics that would appear in the final Survey report.

4.05: Draft Survey Report. Provide the draft Survey report to the Client Group and the Missouri State Historic Preservation Office for review and comments.

Task 4 Deliverables

- Background research that includes photographic documentation of the Survey area;
- Draft Intensive Historic Structures Survey.

TASK 5: HISTORIC STRUCTURES SURVEY

5.01: Develop Final Survey Report. Prepare the final Historic Structures Survey report for review by the Client group that would include an outline of the following elements:

- Executive summary;
- Background history;
- Explanation of evaluation criteria;
- Report narrative, including illustrations;
- Maps appropriate to the surveyed properties;
- Data sheets detailing each structure;
- Photographs of each structure.

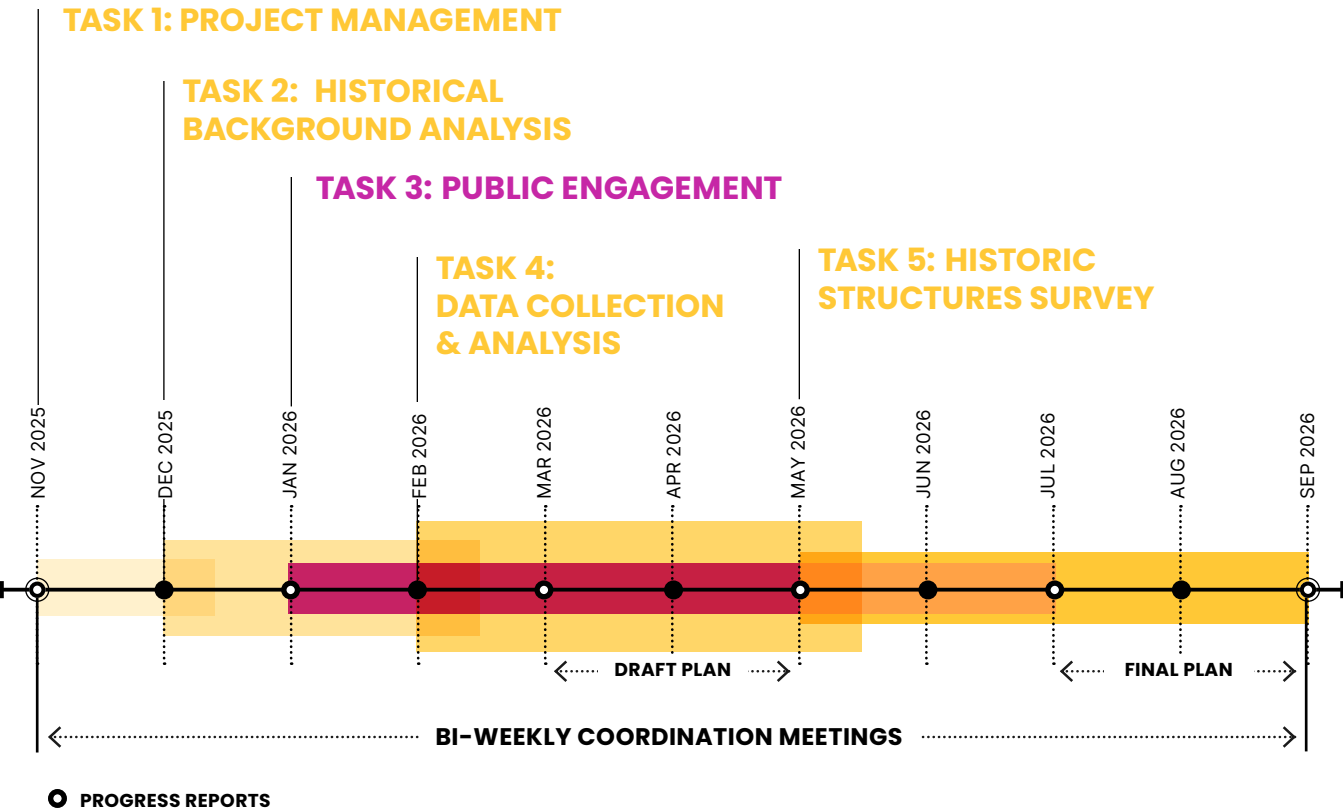
5.02: Final Survey Report. Provide the final Survey report to the Client Group and the Missouri State Historic Preservation Office for final approval.

Task 5 Deliverables

- One paper-bound copy and one electronic copy of the final Intensive Historic Structures Survey sent to the Client Group.

PROPOSED SCHEDULE

The Team anticipates that this project will require approximately six months to complete and is anticipated to start in November 2025. This will include two on-site visits and virtual bi-weekly Client Group meetings. The process shown below is preliminary and we anticipate refinement of the schedule with input from the Client Group.





5.

ATTACHMENTS

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 Franklin)
)SS.
State of Ohio)

My name is Amanda Golden. I am an authorized agent of
DESIGNING LOCAL, LTD. (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 contract
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.




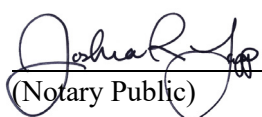
Affiant

Amanda Golden
Printed Name

Personally appeared before me, a Notary Public, within and for the County of
Franklin, State of Ohio, 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 21st day of October, 2025.
My Commission expires July 15, 2030.


JOSHUA LAPP
Notary Public, State of Ohio
My Commission Expires
July 15, 2030



(Notary Public)

EXHIBIT F**MISCELLANEOUS INFORMATION**

Employee/Conflict of Interest: Designing Local is not aware of any Conflict of Interests.

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:	N/A
If employee of the City or political subdivision thereof, provide name of City or political subdivision where employed:	N/A
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City or political subdivision thereof:	<u>N/A</u> %

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.

N/A	DESIGNING LOCAL, LTD.
<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:	

Designing Local is not currently registered with the Missouri Secretary of State. If awarded this contract we would complete this registration.

RFP: 97/2025
Addendum No.1
Released: 10/7/2025



**NOTICE TO BIDDERS
ADDENDUM #1
RFP #97/2025**

Offeror shall note the following information in regard to the above Request for Proposal and *incorporate this information in their submittal*. Offerors shall attach a signed acknowledged copy of this addendum to their bid response.

On page 3 of the RFP document under the Background Information, the first paragraph has been revised to state:

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 reconnaissance level neighborhood architectural survey of the Benton-Stephens Phase I survey area. The grant shall be overseen by the Missouri State Historic Preservation Office. The deadline to complete the grant project is August 31, 2026.

Additionally, the second paragraph on page 3 of the RFP document under Background Information shall be removed entirely.

ACKNOWLEDGEMENT OF ADDENDUM #1

The undersigned Respondent hereby certifies that the information set forth in this Addendum #1 has been incorporated in their proposal and are a part of Request for Proposal No. 97/2025. All other provisions of the proposal documents, except as herein stated, shall remain in force as written.

Firm **DESIGNING LOCAL, LTD.**

Date October 21, 2025

Signed

Form W-9 Rev. March 2024 Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.	Give form to the requester. Do not send to the IRS.
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Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Designing Local Ltd.	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 20 E. Broad St.	Requester's name and address (optional)
	6 City, state, and ZIP code Columbus, OH 43215	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="10">Social security number</th> </tr> <tr> <td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td> </tr> <tr> <td colspan="5" style="text-align: center;">-</td> <td colspan="5" style="text-align: center;">-</td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <th colspan="10">Employer identification number</th> </tr> <tr> <td style="width: 3%;">4</td><td style="width: 3%;">6</td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;"> </td><td style="width: 3%;">5</td><td style="width: 3%;">1</td><td style="width: 3%;">7</td><td style="width: 3%;">2</td><td style="width: 3%;">7</td> </tr> <tr> <td colspan="5" style="text-align: center;">-</td> <td style="width: 3%;">9</td><td style="width: 3%;">3</td><td colspan="3"></td> </tr> </table>	Social security number																				-					-					or										Employer identification number										4	6				5	1	7	2	7	-					9	3			
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Part II Certification	Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later. <table style="width: 100%;"> <tr> <td style="width: 15%; vertical-align: top;"> Sign Here </td> <td style="width: 45%; vertical-align: bottom;"> Signature of U.S. person </td> <td style="width: 40%; vertical-align: bottom;"> Date June 27, 2025 </td> </tr> </table>	Sign Here	Signature of U.S. person	Date June 27, 2025
Sign Here	Signature of U.S. person	Date June 27, 2025		

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they