



Building Preservation, LLC

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February 2, 2024

**Proposal
2024 Most Notable Property Research
City of Columbia**

This project will include historical research and basic photography for each property listed as a Most Notable Property. This will include identifying the approximate construction date, and original owners, as well as a brief written description of each property's appearance and historical significance.

Final product will consist of the following,

- An updated excel file of the full Most Notable database, to include the 2024 entries.
- For each property
 - A completed inventory form: one hard copy plus a .pdf file. See attached example.
 - Four to six digital photos of the property, in .jpeg format.
 - Digital copies of any historic photos or other images discovered during the research process.

Timeline: First drafts of all research, inventory forms and photos will be available by April 2, 2024. Final versions will be submitted after the presentation, to include any additional information that comes to light as a result of the ceremony.

Cost:

\$550 per property.
All expenses are included in this amount.

All payments will be due within thirty days of invoice; any balances after that time period will be subject to a late fee of \$25 per month.

This proposal may be made a contract on your approval by affixing the date of acceptance and the appropriate signature below.

Respectfully submitted,

Debbie Sheals
Friday, February 02, 2024

Accepted this _____ day of _____, 2024

by _____
(Signature)

(Print name, title, and billing address.)