

SOLICITATION NO.: Request for Proposal (RFP) 97/2025  
PROCUREMENT OFFICER: Autumn Klauba  
PHONE NO.: (573) 817-5020  
E-MAIL: [autumn.klauba@como.gov](mailto: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, 5<sup>th</sup> Floor) by the return proposal date and time.

RETURN PROPOSAL TO: (U.S. Mail) CITY OF COLUMBIA PURCHASING or (Courier Service) CITY OF COLUMBIA PURCHASING  
PO BOX 6015 701 E. BROADWAY, 5<sup>th</sup> 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
Trileaf Corporation
MAILING ADDRESS
1515 Des Peres Rd Suite 200
CITY, STATE, ZIP CODE
St Louis, MO 63131

CONTACT PERSON	EMAIL ADDRESS
John Meadows	j.meadows@trileaf.com
PHONE NUMBER	FAX NUMBER
314-281-3076	
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
	10-21-25
PRINTED NAME	TITLE
John Meadows	Business Development Manager



**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 Trileaf Corporation Date 10-20-25

Signed John Meadows Business Development Manager John Meadows

**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.

Trileaf is a full-service, multidisciplinary, nationwide consulting firm with qualified cultural resource specialists who complete cultural resources surveys across the country. Founded in 1993, Trileaf has 18 locations nationwide, facilitating quick, high-quality turnaround times for medium to large-volume projects that cover large geographies.

Trileaf employs a diverse team of the most highly qualified professionals in the fields of archaeology, history, and architectural history. With these professionals Trileaf can provide services such as Phase I/II cultural resource surveys, tribal and SHPO consultation, archaeological monitoring, NRHP nominations, architectural surveys, and GIS mapping. Trileaf has expertise in cultural resources management, archaeological and historic resources surveys, site testing, and data recovery; National Historic Preservation Act (NHPA), Section 106 reviews; historic preservation planning; State Historic Preservation Office (SHPO) and Tribal Historic Preservation Office (THPO) consultation. Our website is [www.trileaf.com](http://www.trileaf.com)

Trileaf's expertise in the above are focused on the construction, wireless infrastructure, commercial real estate, and development industries. Trileaf is widely known for our quality work, communication, and rapid turnaround for services, which meet or exceed industry, state, tribal, and federal standards.

Trileaf Has extensive experience performing Historic Architectural surveys across the US. Some examples and references:

Old Hwy. E Bridge Replacement / Granby, MO.  
Client: Allgeier Martin & Assoc. PM: Blake Watson (417-680-7200)

Frenchtown Sidewalk Improvements / St Charles, MO  
Oates and Assoc. PM Travis Helmkamp (636-493-6277)

2nd Street Improvements / St Charles, MO  
City of St Charles, MO

**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.

<b>Offeror Name or Subcontractor Name:</b> <u>Trileaf Corporation</u> (if reference is for a Subcontractor):	
<b>Reference Information (Current/Prior Services Performed For:)</b>	
Name of Reference Company/Client:	Oates and Associates
Address of Reference Company/Client:	820 South Main Street, Suite 309 / St Charles, MO 63301
Reference Contact Person Name, Phone #, and E-mail Address:	Travis Helmkamp 636-493-6277 / thelmkamp@oatesassociates.com 820 South Main Street, Suite 309 / St Charles, MO 63301
Title/Name of Service/Contract	Frenchtown Sidewalk Improvements -Historic Survey / St Charles, MO
Dates of Project Initiation and Project Completion:	2024
If service/contract has terminated, specify reason:	Project sucessfully completed
Description of Services Performed, such as: ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail	Phase 1 Cultural Resources Survey of existing structures
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Sean Stretton

**EXHIBIT C****EXPERTISE OF KEY PERSONNEL**

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

<b>Title of Position:</b> <u>Architectural Historian</u>	
<b>Name of Person:</b>	Jean Paul Pentecouteau
Educational Degree (s): include college or university, major, and dates	M.A. Architecture and Historic Preservation University of Kansas
License(s)/Certification(s), #(s), expiration date(s), if applicable:	SOI qualified Architectural Historian
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	20+ years experience as an architectural historian throughout Eastern, Southern, and Midwestern regions of the US.
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Mr. Pentecouteau has been an employee of Trileaf for over 1 year.
Describe this person's responsibilities over the past 12 months.	Mr. Pentecouteau performs field reconnaissance, architectural surveys, produces historic architectural reports and consults with SHPO's for Section 106 compliance.
Previous employer(s), positions, and Dates	

**Staffing Methodology**

Describe the person's planned duties/role proposed herein:	Mr. Pentecouteau will perform field reconnaissance, review GIS mapping, research architectural information, and produce reports.
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**List of Projects and Roles Completed**

Describe the projects worked by the individual and the specific role:	
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**EXHIBIT C****EXPERTISE OF KEY PERSONNEL**

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

<b>Title of Position:</b> <u>Project Manager</u>	
<b>Name of Person:</b>	Sean Stretton
Educational Degree (s): include college or university, major, and dates	M.S. Archaeology Illinois State University
License(s)/Certification(s), #(s), expiration date(s), if applicable:	SOI qualified Archaeologist
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	25+
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Mr. Stretton has been a full time employee of Trileaf for 4+ years.
Describe this person's responsibilities over the past 12 months.	Mr Stretton is lead Archaeologist and Project Manager over Cultural Resources projects in the Mid-West Region.
Previous employer(s), positions, and Dates	

**Staffing Methodology**

Describe the person's planned duties/role proposed herein:	Administrative, oversight, project management.
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**List of Projects and Roles Completed**

Describe the projects worked by the individual and the specific role:	
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**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.

Trileaf proposes to perform all aspects of a Reconnaissance-Level Survey as described in section 2 - "Scope of Services" of the RFP.

This effort can be broken into three tasks, including background research, site visit and form preparation.

Background research is undertaken to provide a detailed history of the property development, changes to the buildings over time, and its function within the local and regional commercial and residential patterns. The results of the background research provide a framework by which to assess the potential significance of the property. Sources will include, but may not be limited to, deed research at the City of Columbia Clerk's office.

The site visit is conducted to document the integrity of the buildings, architectural features, and changes to the buildings over time. Digital photographs of the property will be taken capturing the building façades, architectural elements and other relevant features of the building and property, as feasible.

All forms and documentation will be prepared based on the specifications presented in the Secretary of the Interior's Standards and Guidelines for Identification and Evaluation.

**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:	N/A
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.

<b><i>Charter Number (if applicable)</i></b>	<b><i>Company Name</i></b>
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:	

### Consultant for Historian/Architectural Survey Services - Phase I

**RFP - 97/2025**

	Billing Rate	Hours	Cost	Notes
<b>Mobilization - Project Startup</b>				Trileaf Corporation
Primary Investigator				
Technician				
<b>TOTAL</b>				
<b>Travel, Field Evaluation &amp; Research</b>	<b>Billing Rate</b>	<b>Hours</b>	<b>Total</b>	
Primary Investigator	80.00	20	1,600.00	
Technician	50.00	20	1,000.00	
Travel Expense			1,650.00	
<b>TOTAL</b>			<b>\$4,250.00</b>	
<b>Report Preparation</b>	<b>Billing Rate</b>	<b>Hours</b>		
GIS Specialist	75.00	30	2,250.00	
Architectural Historian	80.00	220	17,600.00	
<b>TOTAL</b>			<b>\$19,850.00</b>	
<b>Expenses</b>				
<b>TOTAL</b>			<b>0</b>	
<b>PROJECT TOTAL</b>			<b>\$ 24,100.00</b>	