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November 20, 2025

Autumn Klauba
Procurement Officer II
City of Columbia, MO

RE: BAFO 97/2025 - Consultant for Historian/ Architectural Survey Services – Phase I

Dear Ms. Klauba,

Thank you for the opportunity to submit our Best and Final Offer (BAFO) for the provision of a qualified Architectural Historian Consultant to conduct a reconnaissance level architectural survey of the Benton-Stephens Phase I survey area in accordance with the provisions and requirements stated in the RFP. This BAFO proposal shall be an attachment and extension of the RFP response of October 21, 2025 submitted by Trileaf. All aspects of the former proposal are in effect except for Total Pricing Cost revised herein.

Trileaf's cultural resources team consists of highly experienced professionals who meet or exceed the Secretary of the Interior's (SOI) Historic Preservation Qualification Standards in the fields of archaeology, history, and architectural history. This expertise enhances our ability to offer an extensive list of cultural resources management services, including:

- Phase I archaeological reconnaissance
- Archaeological monitoring
- National Register of Historic Places (NRHP) nominations
- Viewshed Analysis via Balloon Testing and Photo Simulations
- Artifact analysis
- Phase II archaeological testing
- SHPO and Tribal consultation
- Historic Architectural surveys
- GIS Mapping
- Curation

SCOPE OF SERVICES

Trileaf proposes to conduct the following, based on requirements set forth by the RFQ, dated September 23, 2025 and all addenda:

Site Evaluation and Reporting:

- Design and conduct comprehensive site visits and document the historical character and integrity along with the condition of approximately 249 properties.
- Collect color photos for each property surveyed for final report.

Historical Significance Assessments:

- Evaluate the historical, architectural, and cultural significance of properties being considered for historical designation or those involved in development proposals.
- Prepare technical reports on historic resources within the survey area, detailing findings and recommendations for further surveys.

Archival Research:

- Conduct research to gather historical context and background information essential for assessments and reports. Research shall meet requirements of Missouri SHPO.

Standard Analysis:

- Analyze potential impacts of proposed projects on historic resources in accordance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

Historic Recordation:

- Complete the Missouri Architectural/Historic Inventory Forms, per SHPO "Instructions for Completing the Architectural/Historic Inventory Form" (including vacant lots).
- Generate a boundary map of survey area, documenting the location of each property inventoried.

Public Engagement and Presentations:

- Provide assistance and submit documentation for two public information meetings as requested.

Final Survey Report:

- Describing scope and scale of the survey along with methodology, area historical information of survey area.
- Define context of resources and eligibility criteria for NRHP listing.

FEE SCHEDULE

Total Pricing Cost: **\$22,900.**

Please feel free to contact me anytime. We look forward to working with you!

John Meadows



Business Development Manager / Cultural Resources

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