



14/2024

Designing Local Supplier Response

Event Information

Number: 14/2024
Title: Consultant for Historian for Historic Preservation Project
Type: Request for Proposal
Issue Date: 2/9/2024
Deadline: 3/7/2024 05:00 PM (CT)
Notes: Proposals may be submitted in a sealed envelope at the Purchasing Division office or uploaded electronically on this e-bidding website. Sealed proposals must be delivered to the Purchasing Division, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be time stamped and marked as late. Late proposals will not be opened and will not be considered in the evaluation. Proposals must be in a sealed envelope and marked in bold letters "RFP 14/2024". No fax or e-mail proposals shall be accepted.

Contact Information

Contact: Abbie Addams
Address: Purchasing
City Hall
5th Floor
701 E. Broadway
Columbia, MO 65201
Phone: (573) 8747374
Email: abbie.addams@como.gov

Designing Local Information

Address: 20 E BROAD ST, Suite 1010
COLUMBUS, OH 43215
Phone: (614) 607-1557

By submitting your response, you certify that you are authorized to represent and bind your company.

Josh Lapp

Signature

Submitted at 3/7/2024 06:23:22 AM (CT)

josh@designinglocal.com

Email

Response Attachments

Columbia Historic Preservation Plan Proposal_Designing Local.pdf

Proposal

DESIGNING LOCAL

REQUEST FOR PROPOSAL 14/2024

CONSULTANT FOR HISTORIAN FOR HISTORIC PRESERVATION PROJECT

MARCH 7, 2024





SOLICITATION NO.: Request for Proposal (RFP) 14/2024

BUYER: Abbie Addams

PHONE NO.: (573) 874-7374

E-MAIL: abbie.addams@como.gov

TITLE: Consultant for Historian for Historic Preservation Project

ISSUE DATE: 2/9/2024

RETURN PROPOSAL NO LATER THAN: 3/7/2024 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	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 One (1) Year

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

**City of Columbia, Community Development Department
701 E. Broadway
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, Suite 1010
CITY, STATE, ZIP CODE Columbus, Ohio 43215

CONTACT PERSON Josh Lapp	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 March 7, 2024
PRINTED NAME Josh Lapp	TITLE Principal

City of Columbia, Missouri
Abbie Addams
701 E. Broadway, 5th Floor
Columbia, Missouri 65201
573.874.7374 | abbie.addams@como.gov

March 7, 2024

Proposal for Consultant for Historian for Historic Preservation Project

Dear Abbie 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. We understand that economic development, historic preservation, excellent planning and strong resident and visitor experiences are important to you.

Designing Local is a Columbus, Ohio based firm focused on celebrating the past through historic preservation, enhancing the present through placemaking and creating a vision for the future in our urban design studios. Founded in 2014, Designing Local is an award-winning woman-owned business enterprise with DBE/WBE certification in Ohio. Our firm was founded on the belief that art, culture, history, natural spaces, and other important and unique attributes of communities are often overlooked in the planning and design process.

We are qualified and experienced in performing landscape architecture, urban planning and design, public art, historic preservation, and public engagement. Our customers include government entities, commercial organizations, developers, parks and recreation departments, municipalities and more. We understand the importance of incorporating design goals that will preserve historical sites, enhance the existing economic development plans, expand business retention capabilities, attract new businesses, and enhance positive resident and visitor experiences.

Josh Lapp, Principal of Designing Local, will serve as Project Lead. Josh is an urban planner with 14 years of professional experience specializing in historic preservation and arts & culture. He leads Designing Local's award-winning planning studio which offers consulting services and innovative design strategies that allow our clients to achieve their goals.

Designing Local will work with the City of Columbia to provide a comprehensive strategy for the historic downtown area that is innovative, dynamic, vibrant and supported by key community stakeholders and the larger community. Please see the following team overview and qualifications. We look forward to working with you on this important project for City of Columbia.

Sincerely,



Josh Lapp

Principal & Co-Founder
josh@designinglocal.com | 614.607.1557
(Primary Contact)



Amanda Golden

Managing Principal & Co-Founder
amanda@designinglocal.com



Matt Leasure

Principal
matt@designinglocal.com

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COST



PROPOSED PRICING

The following task and fee worksheet is based on the project scope of work as described in the RFP. Designing Local anticipates refinement of the scope of work, and subsequently, the task and fee worksheet.

LINE ITEM	DESCRIPTION	ORIGINAL CONTRACT PERIOD FIRM, FIXED PRICE
PHASE 1	MOBILIZATION	\$2,000
PHASE 2	DISCOVERY	\$5,000
PHASE 3	INVENTORY, MAPPING & SITE ANALYSIS	\$8,000
PHASE 4	COMMUNITY ENGAGEMENT	\$10,000
PHASE 5	PRELIMINARY RECOMMENDATIONS	\$5,000
PHASE 6	FINAL PLAN	\$5,000
FIRM, FIXED PRICE FOR HISTORIC PRESERVATION PROJECT SERVICES AS STATED HEREIN		\$35,000



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EXPERIENCE

FIRM OVERVIEW

We've built a practice around our desire to create vibrant, engaging, and authentic places.

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.

We recognize that prosperity and economic development come from strategically planning and investing in our communities culture and unique assets. The result: better community relations, increased pride and ownership by stakeholders, and revered places that people and businesses naturally choose to be a part of. We seek to help communities grow their pride, realize their ability to influence the future, and create a prosperous community for all.

Our process is straightforward and simple. Through robust and creative public engagement we help to extract the story of the place in which we are working. We take that story, as told by the community itself, and help translate that into a unique, interesting, and powerful built environment.

LOCATION

20 W. Broad Street, Suite 1010
Columbus, Ohio 43215
www.designinglocal.com

RELEVANT BUSINESS LICENSES & REGISTRATIONS

CITY OF COLUMBUS

- Certified Female Business Enterprise (FBE)
- Authorized Services: Urban Planning, Public Art, Public Engagement, Historic Preservation

OHIO DEPARTMENT OF TRANSPORTATION

- Certified Disadvantaged Business Enterprise (DBE)
- Authorized Services: Bicycle Facilities and Enhancement Design, City/Land Use/Town/Urban Planning, Graphic Design Services

OHIO ARCHITECTS BOARD

Local Studio, LLC dba Designing Local Landscape Architecture is an affiliate of Designing Local and is able to provide landscape architectural services which require technical design documentation for zoning/building permitting and construction.

SERVICE OFFERINGS



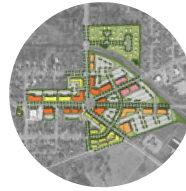
HISTORIC PRESERVATION

We prepare applications and provide compliance for federal and local historic tax credits. We also research historic places and generate the documentation, photography, and mapping required for the National Register of Historic Places and local registers.



ARTS & CULTURE PLANNING

We work with communities to create policies, implementation plans, and review processes for public art and cultural facilities. We also manage the process for procuring art on behalf of our clients.



COMMUNITY PLANNING

We collaborate with municipalities and the public to create plans for corridors, districts, parks, and neighborhoods. We also work with property owners and developers to test various approaches to site development and to determine associated yields.



PUBLIC ENGAGEMENT

We develop creative and effective methods for public input through interactive activities and strong communication. We build consensus around a strategic vision through graphic production, group discussions, and iterative feedback.



LANDSCAPE ARCHITECTURE

We design public spaces including parks, streets, open spaces, plazas, playgrounds, and gardens. We are able to provide all phases of technical documentation including construction documentation, cost estimating, and construction oversight.

ACTIVE & COMPLETED PROJECTS [PAST TWO YEARS]

Designing Local is actively working on or completed the following projects in the past two years. We have not lost any contract prior to completion of the plan in the last two years.

HISTORIC PRESERVATION

- 1017-1019 Madison Avenue | Covington, Kentucky
- 335 - 337 W Pike Street | Covington, Kentucky
- Buckeye Hills Workshop & Guidebook | Central Ohio
- Budd Dairy Building | Columbus, Ohio
- Mechanic's Bank | Mansfield, Ohio
- Mills Building Revitalization | Caldwell, Ohio
- Parkwood Apartments (48 Parkwood) | Columbus, Ohio
- Pythian Theater | Columbus, Ohio
- Sandusky Preservation Design Guidelines Update | Sandusky, Ohio
- Special Capital District Design Guidelines | Frankfort, Kentucky

ARTS & CULTURE PLANNING

- Anaheim Public Art Master Plan & Implementation | Anaheim, California
- Anderson Township Public Art Implementation Services | Anderson Township, Ohio
- Brockton Publicly Accessible Public Art Plan | Brockton, Massachusetts
- Canton Public Art Plan | Canton, Georgia
- Conway Public Art Master Plan | Conway, Georgia
- Corning Public Art Plan | Corning, New York
- Danville Arts & Culture Plan | Danville, Virginia
- Dr. Martin Luther King Jr. Public Monument | Fort Wayne, Indiana
- Erie Public Art and Placemaking Plan | Erie, Colorado
- Henderson Arts and Culture Master Plan | Henderson, Nevada
- Hiawassee Public Art Strategy | Hiawassee, Florida
- Lawrence Arts and Park Plan | Lawrence, Kansas
- Lawrence Arts in Parks | Lawrence, Kansas
- Mooresville Public Art Plan | Mooresville, North Carolina
- Mount Dora Public Art Plan | Mount Dora, Florida
- Peoria Arts and Culture Plan | Peoria, Arizona
- Pinellas Park Public Art Master Plan | Pinellas Park, Florida
- Queen Creek Arts & Placemaking Plan | Queen Creek, Arizona
- Richmond International Airport Public Art Plan | Richmond, Virginia
- The Point Public Art Plan | Salt Lake City, Utah
- Vacaville Arts & Culture Plan | Vacaville, California
- Woodstock Public Art Plan | Woodstock, Georgia

LANDSCAPE ARCHITECTURE

- Central Ohio Greenways Wayfinding Strategy | Mid-Ohio Regional Planning Commission | Central Ohio
- Chillicothe & Ross County Public Library | Chillicothe, Ohio
- Fairfield Town Center Placemaking Plan | Fairfield, Ohio
- Fort Wayne 5-Year Parks & Recreation Master Plan
- Ohio Wesleyan University Slocum Hall Entry Improvements
- Tuttle Park Lower Field Improvements



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:	Dan Seckel, Historic Preservation Commissioner City of Mansfield, Ohio
Address of Reference Company/Client:	240 Park Ave. West Mansfield, OH 44903
Reference Contact Person Name, Phone #, and E-mail Address:	Dan Seckel 419.961.3540 designpreserve@gmail.com
Title/Name of Service/Contract	Mansfield Historic Preservation Plan Update
Dates of Project Initiation and Project Completion:	Project Duration: January 2015 Project Completion: September 2015
If service/contract has terminated, specify reason:	Completed plan. Click Here to See the Final Plan
Description of Services Performed, such as: <ul style="list-style-type: none"> ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail 	Through strategic public involvement, including a pop-up meeting in an abandoned Eagles building and a social media campaign, the plan was created through generating excitement in the community. The updated plan includes recommendations for incentives that include land banks and revolving loan funds and grants. The plan broadens the focus of what might be potentially eligible for the National Register, local listing and for long-term preservation.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Josh Lapp - Project Manager / Engagement Lead



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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:	Sam Miller Buckeye Hills Regional Council
Address of Reference Company/Client:	1400 Pike Street Marietta, OH 45750
Reference Contact Person Name, Phone #, and E-mail Address:	Sam Miller 740-374-9436 SMiller@buckeyehills.org
Title/Name of Service/Contract	BRHC Downtown Revitalization Workshops & Guidebook
Dates of Project Initiation and Project Completion:	Project Initiation: June 2022 Project Completion: October 2022
If service/contract has terminated, specify reason:	Completed plan. Click Here to See the Final Plan
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 presented a robust slideshow and facilitated discussion throughout each of the two-hour sessions. Designing Local worked alongside BHRC to produce a Downtown Revitalization Guidebook. BHRC organized a series of eight in-person workshops, one for each of its member counties. Designing Local presented a robust slideshow and facilitated discussion throughout each of the two-hour sessions.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Josh Lapp - Project Manager / Engagement Lead Matt Leasure - Urban Planner & Designer



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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:	Gwynn Stewart, M.S. OSU Extension, Noble County
Address of Reference Company/Client:	46049 Marietta Road, Suite 2 Caldwell, OH 43724
Reference Contact Person Name, Phone #, and E-mail Address:	Gwynn Stewart, M.S. 740.305.3177 stewart.1818@osu.edu
Title/Name of Service/Contract	Historic Downtown Caldwell Revitalization Plan
Dates of Project Initiation and Project Completion:	Project Duration: January 2022 Project Completion: December 2022
If service/contract has terminated, specify reason:	Completed plan. Click Here to See the Final Plan
Description of Services Performed, such as: <ul style="list-style-type: none"> ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail 	This plan builds upon this momentum to create a number of recommendations for community branding, historic preservation development, placemaking, wayfinding, access to recreational facilities, and other improvements. Working with our project architect, Designing Local also created historic preservation recommendations for one of the most visible buildings in downtown which included a strategy for attaining a Historic Tax Credit, making the project financially viable.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Josh Lapp - Project Manager / Engagement Lead Matt Leasure - Urban Planner & Designer

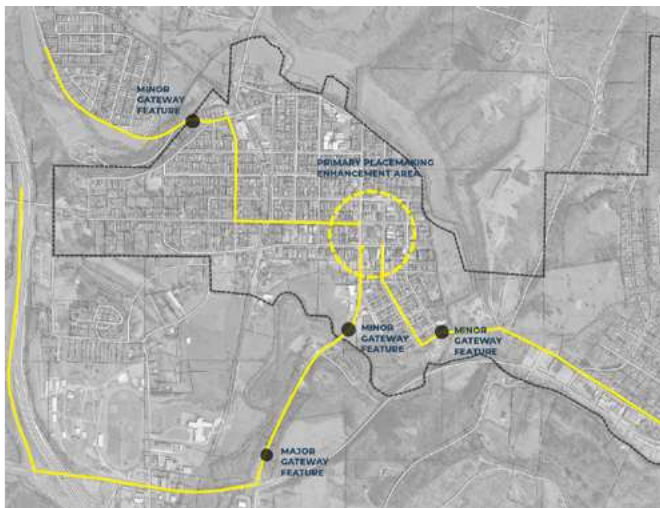


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CURRENT/PRIOR EXPERIENCE

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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:	Shannon Pine, Former Uptown Plain City Organization Vice President Village of Plain City
Address of Reference Company/Client:	14207 Adams Rd Plain City, OH 43064 USA
Reference Contact Person Name, Phone #, and E-mail Address:	Shannon Pine 614.645.2208 spine@columbus.gov
Title/Name of Service/Contract	Plain City Community Plan
Dates of Project Initiation and Project Completion:	Project Initiation: June 2017 Project Completion: June 2018
If service/contract has terminated, specify reason:	Completed plan. Click Here to See the Final Plan
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 led the historic preservation portion of the planning process and subsequent recommendations. As part of the process, Designing Local inventoried historic buildings in the uptown area in order to assist in future National Register Nominations and to identify significant buildings and collections of building in the plan. The yearlong process began with a community engagement process that built upon previous surveying conducted by Designing Local.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Josh Lapp - Project Manager / Engagement Lead Matt Leasure - Urban Planner & Designer



95% SAY THE VILLAGE SHOULD WORK TO IMPROVE UPTOWN

36% VISIT BUSINESSES UPTOWN ONCE A WEEK OR MORE

14% NEVER VISIT BUSINESSES UPTOWN

Uptown

BARRIERS TO BUSINESS UPTOWN

Parking	Hours
Lack of Variety	Price
Lack of Businesses	Buildings

HOW TO HELP PRESERVE BUILDINGS?

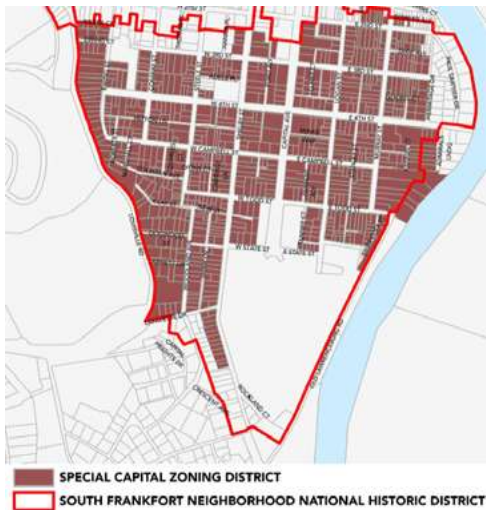
- Encourage Buildings Owners
- Encourage Business Grants
- Tax Abatements & Incentives
- Clean / Repair Sidewalks

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:	Vicki Birenberg, Historic Preservation Officer City of Frankfort, Kentucky
Address of Reference Company/Client:	315 West 2nd Street Frankfort, KY 40601
Reference Contact Person Name, Phone #, and E-mail Address:	Vicki Birenberg 502.892.8970 vbirenberg@frankfort.ky.gov
Title/Name of Service/Contract	Special Capital District Design Guidelines
Dates of Project Initiation and Project Completion:	Project Duration: February 2023 Project Completion: November 2023
If service/contract has terminated, specify reason:	Completed plan. Click Here to See the Final Plan
Description of Services Performed, such as: <ul style="list-style-type: none"> ✓ What the offeror did ✓ How the offeror did it ✓ Results ✓ Additional Detail 	The Designing Local team evaluated the existing historic buildings in the district and examined the needs and desires of residents and property owners through engagement sessions and public design workshops. Topics addressed included the renovation of historic properties, including construction materials, as well as the design of newly constructed buildings.
Personnel Assigned to Service/Contract (include all key personnel and identify role):	Josh Lapp - Project Manager / Engagement Lead Matt Leasure - Urban Planner & Designer



An architectural rendering of a large, multi-story brick building with Gothic-style arched windows. The building is partially obscured by a large, semi-transparent number '3' in the center. In the foreground, there is a paved walkway with a set of stairs leading up to the building. To the right of the stairs is a statue on a pedestal. Several flags are flying on poles in front of the building, including the American flag and a purple flag with a white emblem. A couple is walking on the path in the lower foreground. The scene is set against a backdrop of green trees and a blue sky with light clouds.

3

RELIABILITY

RESOURCES & AVAILABILITY

At Designing Local we're a small team working hard and building together. Internally and externally we prize open, honest, and clear communication. Principal-level service is among the core values of our firm. We have a passion and curiosity for what we do and we bring the devotion we have for our community to each of those we work in. We are well equipped to reliably manage projects outside of our region, and we do so regularly by utilizing virtual collaboration tools.

Our team has the necessary facilities, ability, and financial resources to provide the requested services in a satisfactory manner. Designing Local is completing several projects in Q1 of 2024. This will provide the firm with 25% capacity for its placemaking and engagement staff, and 50% capacity for its planning staff.

3

EXPERTISE OF PERSONNEL



EXHIBIT C

EXPERTISE OF KEY PERSONNEL

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

Title of Position: <u>PROJECT MANAGER & PRESERVATION PLANNER</u>	
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, 2012
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 is a Principal and Co-Founder of Designing Local. He 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 \$50 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 project manager, main point of contact, and lead the development of the Columbia Historic Preservation Plan.
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List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	<ul style="list-style-type: none"> • Mansfield Ohio Historic Preservation Plan Engagement Lead • Historic Caldwell Revitalization Plan Caldwell, Ohio Preservation Lead • BHRC Downtown Revitalizations Workshops Southeast Ohio Planner • Sandusky Design Guidelines Sandusky, Ohio Project Manager • University District Arts and Character Plan Columbus, Ohio Project Manager • Atlas of Columbus Landmarks & Urban Ideas Forum Columbus, Ohio Project Lead ASLA Ohio 2021 Honor Award, Communications + Research • Frankfort Special Capital District Design Guidelines Frankfort, KY Project Manager • Downtown Mansfield National Register Nomination Mansfield, Ohio Project Manager • Plain City Community Plan Plain City, Ohio Project Manager • New Albany Design Guidelines Technical Training New Albany, Ohio Project Manager
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EXHIBIT C

EXPERTISE OF KEY PERSONNEL

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

Title of Position: <u>PLACEMAKING & ENGAGEMENT LEAD</u>	
Name of Person:	AMANDA GOLDEN
Educational Degree (s): include college or university, major, and dates	Master of City & Regional Planning, The Ohio State University, 2014 Bachelor of Science in City & Regional Planning, The Ohio State University, 2012
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:	12 Years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Amanda is the Managing Principal and Co-Founder of Designing Local. She is an urban planner, arts administrator, curator, creative placemaker, historic preservationist, and has worked in the public art and cultural planning field since 2014.
Describe this person's responsibilities over the past 12 months.	Amanda oversees the creation of public art master plans for a variety of cities across the US, develops cultural and arts master 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:	Amanda will lead the development of community and stakeholder engagement activities and recommendations.
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List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	<ul style="list-style-type: none"> • Sandusky Public Art & Placemaking Plan Sandusky, Ohio Urban Designer • Erie Public Art & Placemaking Plan Erie, Colorado Project Manager • The Point Public Art Plan Salt Lake City, Utah Project Manager • Moline Public Art & Placemaking Plan Moline, Illinois Project Manager • Merriam, Kansas Community Center Public Art Curation Merriam, Kansas Curator • Anderson Public Art Master Plan Anderson Township, Ohio Project Manager • Frisco Public Art Master Plan Update Frisco, Texas Project Manager • Artsynergy Public Art Master Plan Montpelier, Vermont Project Manager • Dr. Martin Luther King Jr. Public Monument Fort Wayne, Indiana Curator • Sullivant Bright Public Art and Parklet Project Columbus, Ohio Project Manager
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EXHIBIT C

EXPERTISE OF KEY PERSONNEL

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

Title of Position: <u>URBAN PLANNER & GRAPHIC DESIGNER</u>	
Name of Person:	JASMINE METCALF
Educational Degree (s): include college or university, major, and dates	Bachelors of Urban Planning, The University of Cincinnati School of Design, Architecture, Art, and Planning, 2020
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	Jasmine is an urban planner with the ability to develop creative strategic solutions that enhance environments, particularly urban areas that prioritize the well-being of people while adding value and interest to communities.
Describe this person's responsibilities over the past 12 months.	Jasmine is an urban planning lead that produces visually impactful, thoughtful, and marketable deliverables.
Previous employer(s), positions, and Dates	2023 - Present: Urban Planner Designing Local 2021 - 2023: Marketing Project Coordinator Lifestyle Communities

Staffing Methodology

Describe the person's planned duties/role proposed herein:	Jasmine will lead the research, mapping, and production of the plan document.
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List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	<ul style="list-style-type: none"> • Corning Public Art Plan Corning, New York Urban Planner • Danville Arts Master Plan Danville, Virginia Planner • Mooresville Public Art Plan Mooresville, North Carolina Planner • Woodstock Public Art Plan Woodstock, Georgia Planner • Dr. Martin Luther King Jr. Public Monument Fort Wayne, Indiana Planner • Richmond International Airport Public Art Plan Richmond, Virginia Urban Planner • Canton Public Art Plan Canton, Georgia Planner • Brockton Publicly Accessible Public Art Plan Brockton, Massachusetts Planner • Queen Creek Arts & Placemaking Plan Queen Creek, Arizona Planner • Erie Public Art Implementation Erie, Colorado Planner • Erie Public Art and Placemaking Plan Erie, Colorado Planner • Historic Revitalization and Redevelopment Support in Kentucky: Bellvue, Covington, Dayton, Ludlow, Newport Co-op*
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**Projects completed with a previous employer*

A photograph of a red brick building facade. The image shows two windows with black frames. Above each window is a decorative lintel with a scrollwork design. To the left of the first window is a black lantern-style light fixture. To the right of the second window is another black lantern-style light fixture. Below the windows are two black flower boxes filled with colorful flowers. The building is set on a stone foundation with a black metal railing in front. The number '4' is overlaid in the center of the image.

4

METHOD OF PERFORMANCE

PROPOSED PROJECT PLAN

The proposed scope for the City of Columbia's Historic Preservation project is outlined on the following pages. The scope should be refined with input from staff. Please note that references to "Client Group" is the City of Columbia-designated project manager, the HPF Grant Manager, the City's Historic Preservation Commission, and City staff, and the "Team" is the Designing Local team members.

TASK 1: MOBILIZATION

1.01: Discover Columbia. The Team will meet with your Project Leadership for an intense orientation and discussion on desired outcomes. Key city leaders and other relevant departments will be expected to contribute to the conversation surrounding the desired outcomes of the Plan. During this meeting, we will review the plan context, mission and goals; meeting schedule; the role of a HPF Grant Manager; research goals and strategies; proposed engagement activities and community and stakeholder engagement process; coordination with other ongoing city efforts, expected deliverables and process for approving the final plan.

1.02: Design a Comprehensive Project Plan and Schedule. This will address the role and responsibility of the Client Group and consultants with specific milestones to reach within the scope of the project including, but not limited to: timing of any 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: Establish Strategies for Connecting with Stakeholders and Communities. The Team will develop an engagement framework that helps us meaningfully involve a full range of stakeholders. We will develop this framework with the Client Group and Steering Committee. The framework will include an outline of individuals and groups that should be involved in the process, what their role in this process should be, and the best strategies for involving them.

1.04: Provide Public-Facing Content. The Team will create content suitable for posting on the Internet, either on City's general web site, or a specific project web site. This web presence will provide the public with opportunities to understand the purpose behind the Plan; access to the plan schedule, project and milestone documents; and opportunities to provide input.

1.05: Columbia Staff Coordination Meetings. Host bi-weekly process review meetings with City of Columbia staff and others. These will be conducted via Zoom or in-person and will occur throughout the project.

TASK 2: DISCOVERY

2.01: Learn About City Planning Efforts to Date. The Team will become familiar with Columbia's history, including an overview of the preservation efforts that have taken place in the City's history, overall planning and activity framework, review of existing historic preservation ordinances and recommendations, as well as its funding and budgeting procedures. This will include a review of existing plans, as well as other relevant documents

2.02: Understand Other Historic Preservation and Planning Efforts to Date. The Team will undertake an informal review of the work that's been done to date, with a focus on how well processes have worked and what the outcomes / impacts have been. Our methodology will focus largely on interviews and any available published documentation.

2.03: Explore Precedent Models. The Team will explore with the Client Group the goals, objectives, and implementation strategies for historic preservation. Based on a thorough understanding of the task the Team will develop and implement an appropriate research process and prepare a scan of precedents.

2.04: Stakeholder Engagement. Working with the Client Group the Team will develop a stakeholder list of 20 - 30 key individuals who the Team will talk to one-on-one. These individuals will help the Team better understand the community as well solicit ideas for engagement and project implementation. The conversations will be undertaken via Zoom or phone.

PROPOSED PROJECT PLAN, CONTINUED

TASK 3: INVENTORY, MAPPING & SITE ANALYSIS

3.01: Inventory Existing Historic Assets. The Team will explore with the Client Group the existing arts and culture, historic, parks, and placemaking assets, as well as gathering and compiling information about them and assessing opportunities and needs. Based on a thorough understanding of the task, the Team will develop and implement an appropriate research process and prepare a placemaking asset inventory.

3.02: Base Mapping. Create various base maps and diagrams which will inform all planning and design work.

- Secure base information from Columbia and Boone County including GIS/AutoCAD base information, previous planning studies, demographic data, and other relevant data.
- Develop an inventory map with detailed notes, descriptions, and other considerations. This map will be digitized and turned into a graphic for use in subsequent planning phases.

3.03: Site & Community Character Analysis. Facilitate a tour of the entire area and adjacent areas with various stakeholders as necessary. This will include identification and documentation of key existing elements, opportunity areas and sites, architectural styles, constraints, and other issues. The Team will also develop a user-based understanding of the site through a detailed analysis of existing unique natural features, historical sites, and other elements. Exhibits will be created from this analysis and will be utilized throughout the planning process to support engagement and discussion.

3.04: Historic Preservation Analysis. Examine existing historic buildings and overall preservation landscape to understand potential for historic preservation opportunities within the City of Columbia and surrounding area. Examine what is needed to secure CLG status for the City. Additionally analyze barriers for preservation projects and help understand what immediate opportunities exist in order to advance preservation in the community.

3.05: Policy Analysis. Review existing codes, procedures, and policies. This will include historic preservation, public art, cultural tourism, and economic development analysis.

TASK 4: COMMUNITY ENGAGEMENT

4.01: Community Engagement & Stakeholder Workshops. The Team will host two community engagement workshops/open houses. The intent of the Community Engagement Workshops is to determine the wants/needs of local residents and stakeholders and to solicit feedback on early and refined planning concepts. A format and the desired activities of the workshops will be developed through discussions with the Client Group and the Team.

4.02: Historic Tax Credit Workshops. The Team will host one in person and one virtual (recorded) Historic Tax Credit workshop. The intent of the Historic Tax Credit Workshops are to educate on what the historic tax credit is and how property owners can utilize the credit in order to help advance their rehabilitation projects.

TASK 5: PRELIMINARY RECOMMENDATIONS

5.01: Preliminary Recommendations. Create initial strategies to address site issues and functionality considerations including the following items as well as additional items that may come up in the engagement process.

5.02: Historic Preservation. Examine existing historic preservation policies and procedures and develop recommendations for improvements and provide a clear and concise articulation of the City's long-range vision for historic preservation. Identify potential opportunities for historic preservation projects throughout the community including historic district creation, registering of buildings, and preservation of key buildings or sites.

5.03: High-Level Cost Estimating & Funding Strategies. Develop high-level cost estimates for various plan elements. Generate funding strategies for the various elements included in the site plan.

PROPOSED PROJECT PLAN, CONTINUED

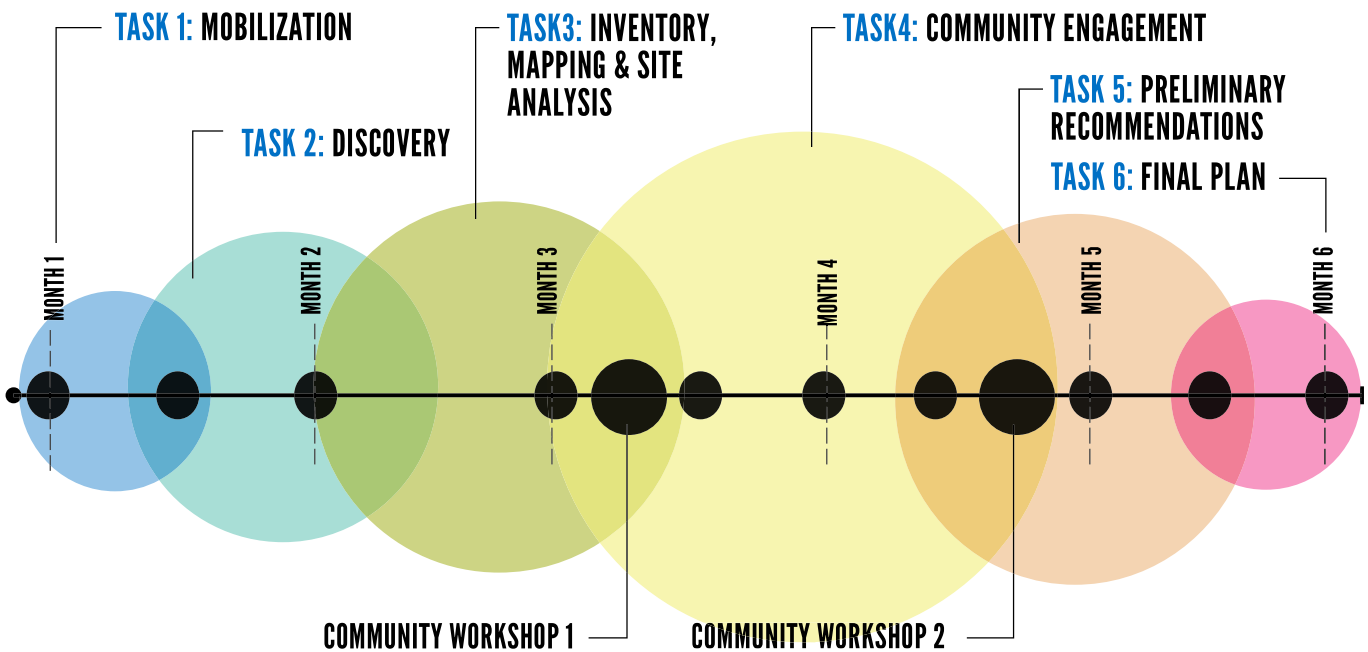
TASK 6: FINAL PLAN

6.01: Preservation Plan Document. Develop a draft plan document in highly visual format. The draft plan will be reviewed by the Client Group at 30%, 70%, and 100% and comments will be incorporated into the final draft of the plan document. The final plan document will be produced in double-sided format and approximately 50-100 pages in length.

6.02: Project Prospectus & Marketing Materials. Create a project prospectus that is oriented toward potential developers or other key stakeholders. Additionally, create a brochure that is relatively brief in total content and will be easy to print for distribution to developers through events, outreach efforts, conferences, etc. Together, these materials will tell the story of Columbia in a highly engaging way and promote its value to potential investors.

PROPOSED PROJECT SCHEDULE

Designing Local anticipates that this project will require approximately 6 months to complete. Based on our experience, it is critical that the public and the staff have time to review and digest planning ideas before they are put into a final deliverable. We have built this into the planning process. The process shown below is preliminary and we anticipate refinement of the schedule.





6

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 BIDS 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 (Bidder). 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 contracts 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,

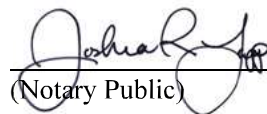
State of ~~Missouri~~ ^{Ohio}, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this 6th day of March, 2024.

My Commission expires July 15, 2024.



JOSHUA LAPP
Notary Public
State of Ohio
My Comm. Expires
July 15, 2025



(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:	_____ %

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
<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.

Form **W-9**
(Rev. October 2018)
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.**

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Designing Local Ltd	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u> P </u> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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 FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 20 E Broad Street	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 *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
[] [] [] - [] [] - [] [] [] []	
or	
Employer identification number	
4 6 - 5 1 7 2 7 9 3	

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.

Sign Here

Signature of U.S. person ▶

Date ▶ **11/01/2023**

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.