

facing instance also allows for the development of custom webmaps designed to provide data to directly address specific client metrics, data questions, or concerns. Just as for SRI's internal webmaps, external-facing environments are on a nightly update cycle by default but can be configured to refresh data at any required interval up to real time.

Proposed Key Personnel

Of the approximately 150 employees who work at SRI, more than 60 individuals hold secondary degrees in historic preservation, anthropology, design planning, geospatial modeling and development, and production. Brief biographies for the key personnel proposed for this project are provided below. Résumés for the key personnel listed below are presented in Section 5.0, Additional Information.

Teresita Majewski, Ph.D., RPA, FSA, Acting Director, Historic Program and Executive Vice President

Dr. Majewski received her M.A. and Ph.D. in anthropology from the University of Missouri–Columbia and has over 30 years of experience in CRM and historic preservation in the Trans-Mississippi West. In the late 1980s, she directed research projects south of the City in the Saline Creek Valley, with funding from Earthwatch, the National Endowment for the Humanities, and the Wenner-Gren Foundation. In 1994, she was hired by SRI as the inaugural Director of the Historic Program (then Division) to create the program and expand SRI's reach in that sector. These projects included built-environment surveys, NRHP nominations, outreach products, oral-history interviews and archival research, and landscape assessments; historical archaeological surveys, testing, and data recoveries in rural, urban, and cemetery settings; collections management and material cultural analysis; and museum work, including static and digital display content and technical development. Since joining SRI, she has worked on more than 200 archaeological and historical projects throughout the Trans-Mississippi West, Latin America, and Europe.

In 2005, she began being promoted to various leadership positions in the company and now serves as Executive Vice President. In that role, Dr. Majewski serves in project management and Principal Investigator roles on projects for the company. Early in 2025, the company asked her to also serve as Acting Director of the Historic Program to expand and strengthen the program.

Dr. Majewski has recently moved back to Missouri (and works from SRI's office in Franklin, Missouri) but has several decades of preservation experience at the state and county/municipality levels in Arizona on the Arizona Historic Sites Review Committee (member since 2002, chair 2007–2025), the Arizona Historical Advisory Committee (member and former chair), and the Tucson–Pima County Historical Commission (member since 1995, more than two decades as chair). This experience has provided her with an understanding of Certified Local Government (CLG) needs for preservation and funding. She is also currently under contract to coedit the Routledge International Handbook of Heritage and Tourism.

If SRI is awarded this project, Dr. Majewski will provide project management oversight and support to the project team and will be the client contact for administrative matters. She will assist with meetings, site visits, and data gathering on a value-added basis. Since spending extended periods of time in the City in the late 1980s, she would embrace the opportunity to reengage with the community on this project.

Phillip O. Leckman, M.A., RPA., Director, Cartography and Geospatial Technologies

Mr. Phil Leckman received his M.A. in anthropology from the University of Arizona in 2004, where he also qualified as a Ph.D. candidate in anthropology with a minor in spatial analysis and remote sensing. Mr. Leckman has more than 25 years of experience as a GIS specialist and archaeologist in a variety of settings throughout the American West, including 18 years with SRI. As Director of SRI's CAGST Department, he has supervised geospatial-data analysis, interpretation, and cartographic production for numerous projects in Arizona, New Mexico, California, Colorado, Kansas, Montana, Nebraska, Nevada, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming and has authored several published spatial-analyses and landscape studies focused on the spatial organization of prehistoric and early contact-period societies of the American Southwest. He is also a skilled and experienced cartographer who has produced high-quality, information-rich maps and interpretive graphics for numerous SRI projects, including the San

Antonio de Las Huertas cultural landscape study and interpretive project, the El Camino Real interpretive map project, and many others. His cartographic work appears in numerous peer-reviewed books and articles as well as numerous SRI reports and interpretive materials. Mr. Leckman has experience with a variety of geospatial and image-analysis applications, including Agisoft Metashape, Esri ArcGIS Pro and Desktop (ArcMap), ArcGIS Pro, ArcGIS Enterprise and Online, and ArcGIS Story Maps, Experience Builder, Web App Builder, and Field Maps. Mr. Leckman's considerable capabilities for geospatial-data analysis, interpretation, and presentation will help to ensure that geospatial information developed by the SRI team for this project will adhere to the highest standards of both efficiency and accuracy. His expertise as an archaeologist, research, and cartographer will contribute to the production of an outstanding final product.

Mr. Leckman is a board member for the New Mexico Archaeological Council; a committee member for the East Mountain Historical Society; and a member of several other local and national organizations, including the Society for American Archaeology, the New Mexico Geographic Information Council, and the Archaeological Society of New Mexico. Mr. Leckman meets the Secretary of the Interior's Professional Qualifications Standards in Archeology and is permitted by the New Mexico Historic Preservation Division (HPD) as a Principal Investigator/Project Director for Archaeology; by the Arizona State Museum as a Project Director; by the Texas Historical Commission as a Principal Investigator; by the U.S. Department of the Interior (USDI) Bureau of Indian Affairs as a Direct Charge; and by the USDI Bureau of Land Management as a Principal Investigator, Project Director, or Field Supervisor for several permit areas in New Mexico and Utah. In the course of his prior experience, he has worked extensively with cultural resource and heritage property databases maintained by a wide variety of agencies and organizations, including the Arizona State Museum (AZSITE), Arkansas Archeological Survey (AMASDA), Colorado Office of Archaeology and Historic Preservation (Colorado Compass), Missouri State Historic Preservation Office (Missouri Archaeology Viewer), Nevada State Historic Preservation Office (NVCRIS), New Mexico HPD (NMCRIIS), Oklahoma Archaeological Survey (OASIS), Texas Historical Commission (TARL), Utah Division of State History (Antiquities), and Wyoming Cultural Records Office (WyoTrack), and many others. Mr. Leckman has worked closely with the proposed project key personnel on several projects similar in scope and complexity as the project for this current RFP.

Mr. Leckman will oversee the development of the application and serve as the project GIS and technical specialist. He will work to implement the designs developed with the client in a timely and cost-effective manner.

Amy Coombs, M.S., Ph.D., Architectural Historian and Producer

Dr. Coombs has nearly a decade of field and research experience in architectural history and historic preservation planning in the American Midwest and has also gained experience as a narrator, producer, and editor in new media and academic publishing. She has worked for SRI since 2025 and has focused on projects in Missouri and the American Midwest, and her research broadly focuses on log, wood, and half-timbered houses built during the long eighteenth century in America, Britain, and France. She received her Ph.D. in history from the University of Chicago, an M.S. in forestry and natural resources, ecological science and engineering from Purdue University, and a B.S. in communication from the University of Utah. Her postdoctoral teaching at the University of Chicago was based in the CORE series in American Colonizations, and she gained experience reconstructing the history of slavery in the American Southeast. Her interests in story mapping began during the COVID-19 pandemic, when she was tasked with the challenge of developing virtual assignments that used StoryMap JS, Esri StoryMaps, and virtual architectural history walk templates to inspire students who were studying remotely due to campus closures.

After joining the workforce, Dr. Coombs expanded her period and geographic focus to gain diverse experience as an Architectural Historian by working on municipal and local surveys. She recently completed Section 106 reconnaissance surveying for the expansion of State Route (SR) 37 in Allen County, Indiana, to support the installation of a buggy lane for Amish horse-drawn vehicles. She managed photographic documentation for a Historic American Building Survey (HABS) in Jasper, Illinois, and completed an NRHP nomination for the City of Fort Wayne. As the Principal Investigator for the Section 106 consultation for an entrance road project at McCormick's Creek State Park in Indiana, she expanded an intensive survey of Civilian Conservation Corps and Works Progress Administration resources to include

a study of the impacts of a 2023 tornado that damaged structures at a campground and historic quarry. She completed the first historic preservation design guidelines for the City of Sedalia, Missouri, and as the Principal Investigator of the Jennings Co Bridge 29 LPA Project, she supported the surveying and consulting party review that advanced the Historic Bridge Alternatives Analysis and selection of the preferred alternative to rehabilitate.

Dr. Coombs has also gained experience in new-media consulting. At the Heritage Commission, Ministry of Culture, in Riyadh, Kingdom of Saudi Arabia, she worked with the Innovation Sector to review and select platforms for the development of archives that linked video, audio, and photographic resources in a searchable format to support oral-history and design-build projects. While a website manager at the Institute for Governance and Sustainable Development, she oversaw the production of virtual trainings for cultural heritage and natural resource officers. While completing a fellowship in North American Ethnology at the Smithsonian Institution National Museum of Natural History, Department of Anthropology, she prepared exhibit recordings and documentation for Objects of Wonder. As a graduate editorial fellow at the American Geophysical Union, she managed website content development for the National Parks Centennial Project and wrote a 2016 *Eos* cover story that won a 2017 AM&P award for digital design.

Prior to graduate school, she worked as a writer and editor at the academic publishing house Nature and worked on contract as a radio producer and track narrator for *Living on Earth*, the National Public Radio News Desk, and KQED's *California Report*. She contributed to news magazine features, audio documentaries, and podcasts and subbed as an on-air anchor for *All Things Considered* at KZSU, Monterey. She has received professional voice coaching and completed training in sound engineering, and she is well qualified to record narration and mix music and background sound under tracks in Pro Tools and Audacity.

Dr. Coombs has performed the duties of Principal Investigator, Project Manager, and Architectural Historian as well as those of editor, producer, and writer for numerous architectural, interpretive, and public media projects. She has a record of successful work with various state historic preservation offices, state parks, and civil engineering firms as well as with public-radio news magazines and new media companies. Dr. Coombs will serve as Architectural Historian and Producer for the proposed project. In that capacity, she will complete fieldwork and historical research and record and edit narratives.

Completed Projects

City of Sedalia Historic Preservation Design Guidelines Project

Contact Name: John Simmons, Director, Community Development

Contact Information: City of Sedalia, 1800 W. 3rd St., Sedalia, MO; (660) 851-7650;
jsimmons@sedaliaparks.co

Date: 2024–2025

Amount: \$40,000.00

Link: <https://www.sedalia.com/wp-content/uploads/City-of-Sedalia-Historic-Preservation-Guidelines-Final-3-Web.pdf>

Amy R. Coombs was selected by the City of Sedalia to develop mandatory, nonbinding historic preservation design guidelines for buildings that are 50 years or older and located within current and future historic districts. The project also included the development of mandatory, binding guidelines for new construction and demolition projects located within historic districts. Finally, the contract covered updates to the Certificate of Appropriateness application and design review process. Dr. Coombs identified the unique architectural styles and features common in the NRHP-listed Sedalia Commercial Historic District and in neighborhoods found eligible for listing as a historic district, compiled a list of all NRHP-listed resources located within city boundaries, and reviewed reconnaissance surveys and planning reports filed by prior consultants and the Sedalia Historic Preservation Commission (SHPC). Her original fieldwork included a photographic survey of the exemplary architectural features that demonstrated best practices. She developed guidelines to minimize alteration and protect the condition of windows, doors, roofs, siding, landscaping, fences, and other features that contributed to the historic integrity of local neighborhoods. Best practices

were developed according to the Secretary of Interior's standards. In addition, Dr. Coombs coordinated and facilitated three in-person public meetings and managed advertising for public-comment periods, and she developed, distributed, and analyzed a survey of homeowner concerns and expectations. After two rounds of review with the Missouri State Historic Preservation Office (SHPO) as well as the SHPC, the Sedalia Historic Preservation Design Guidelines were accepted by the Community Development Department. This project demonstrates the ability of SRI staff to work creatively and technically, to deliver architectural history and historic preservation projects that meet the needs of local homeowners and businesses, and to work with community groups to revise a project to incorporate the feedback offered by all participating voices.

Interpretive Podcasts and Webmap for Arizona Department of Transportation Website

Contact Name: Stephanie Freeman, Historic Preservation Team Specialist

Contact Information: Arizona Department of Transportation (ADOT), Environmental Planning,
205 S. 17th Avenue, Phoenix, AZ 85007; (602)291-8540; sfreeman2@azdot.gov

Date: 2023–2025

Amount: \$283,883.38

ADOT contracted SRI to complete six fully developed podcast scripts as part of two interpretive projects. The projects sought to exemplify unique aspects of Arizona's cultural heritage, demonstrate connectivity in the state's transportation corridors, and highlight historical themes important in Arizona through stories from underrepresented communities. The projects incorporated information from Tribes whose traditional lands were crossed by the roadways. Each podcast script was designed to be approximately 10 minutes in length. The podcasts are slated to be hosted on the ADOT website. Both projects involved collections of documentary materials, including primary and secondary sources such as manuscript collections, journals, diaries, scholarly articles, monographs, oral histories, and newspaper articles.

The first project, completed in 2025, focused on the U.S. Highway 95 transportation corridor, with an emphasis on four themes: the Juan Bautista de Anza expedition, the Butterfield Overland Stage, the Southern Pacific Railroad, and the establishment and use of the U.S. Army's Yuma Proving Ground. This project involved ethnographic research focused on Native American use of the transportation corridor. The research had a thematic focus on movement, connectivity, and cultural persistence. SRI teaming partner Archeological Research LLC (ARLLC) worked collaboratively with the Fort Yuma Quechan Tribe through a combination of fieldwork and review sessions to conduct ethnographic research. The result was an ethnographic report, an appropriately redacted ethnographic report, and a podcast script entitled "Tribal Paths and Voices." The Fort Yuma Quechan Tribe reviewed and approved the content prior to public release.

The second project is ongoing; SRI has completed the draft podcast script and is currently responding to comments received from the Arizona SHPO. Five podcast scripts were developed for this project, focused on the Honeymoon Trail (U.S. Highway 89A), a Japanese internment camp associated with SR 95/U.S. Highway 95, the Bisbee Miner's Strike associated with U.S. Highway 80, the Salt River Canyon associated with U.S. Highway 60, and the Green Book and Arizona Highways. In addition to the podcast scripts, the project included the creation of a webmap linking historical materials to the routes interpreted in the podcasts. The webmap presents points of interest, such as NRHP-listed properties that intersect the interpreted highways.

These projects demonstrate SRI's ability to develop digital public interpretive materials based on historical documentation, our successful collaboration with a state agency, and our record of obtaining project approvals from various state SHPOs.

Project Name: Edwards Air Force Base Solar Project Public Outreach

Contact Name: Shane Maneval

Contact Information: Terra-Gen, (520) 834-5396

Date: 2022–2025

Amount: \$50,000.00

Link: <https://storymaps.arcgis.com/stories/9d15b2b616f049e0b3eddcf96ee7d9e3>

In August 2020, SRI was subcontracted by Dudek to conduct data recovery excavations, construction monitoring services, and public-outreach services for the Edwards Air Force Base (AFB) Solar Project, located on Edwards AFB, near Rosemond, California. The project was conducted in compliance with Section 106 of the National Historic Preservation Act. Located in the Bissell Basin, in the northwestern corner of the base, the project area covered approximately 6,000 acres, of which approximately 3,000 acres was developed for a solar-power generating station. The project included a Historic Properties Treatment Plan (HPTP) developed by Edwards AFB to address adverse effects from the project to the NRHP-eligible Bissell Basin Archaeological District (BBAD) and two historical-period sites that were determined to be eligible for listing in the NRHP.

In addition to provisions for archaeological data recovery and construction monitoring, the HPTP included three public-outreach tasks to be completed subsequent to fieldwork: the preparation of a public outreach educational booklet; the development of a museum exhibit highlighting the BBAD, which includes both a permanent and a traveling component; and the development of a series of interactive maps in Esri's ArcGIS Story Maps platform addressing the archaeology and Native American culture of the BBAD. Work on these components began in 2022, and the interactive ArcGIS Story Map and museum exhibit were completed in January 2025. The GIS Story Map provided information on both the Edwards AFB solar project and the wider Antelope Valley as a whole, considering local hydrology, precontact lifeways, material culture traditions, and trade networks, as well as the contemporary Native American Tribes living in the area. The content for all three public-outreach tasks was developed by SRI in collaboration with Edwards AFB cultural resources staff, the Tejon Indian Tribe, and the Yuhaaviatam of San Manuel Nation (formerly the San Manuel Band of Mission Indians). Upon acceptance by Edwards AFB and Tribal stakeholders, the Story Map is now available at the Edwards AFB main base museum and also will be used for public outreach and traveling exhibits. This project demonstrates SRI's capacity for creative design and story mapping for diverse audiences. Total cost of the public-outreach portion of the project was \$50,000.

San Antonio de las Huertas Land Grant, Public Interpretation, Historical and Archaeological Research, Sandoval County, New Mexico

Contact Name: Karla McWilliams, Deputy SHPO, Deputy Director New Mexico HPD, CLG and Grants Coordinator

Contact Information: New Mexico Historic Preservation Division, Karla.mcwilliams@dca.nm.gov, (505) 827-4451

Date: 2023-2024

Amount: \$99,953.93

In 2023, the New Mexico HPD retained a collaborative team led by SRI to complete a project of Historic Land Research and Planning within the San Antonio de las Huertas (SADLH) land grant, Sandoval County, New Mexico. The New Mexico HPD developed this project with support from an allocation from the New Mexico State Legislature. The land grant is a Middle Rio Grande *vecino* community with roots in the mid-eighteenth century. Research was tailored to meet SADLH community priorities and included development and production of interpretive signage and a publicly accessible informational brochure. The interpretive products were informed by targeted oral interviews with longtime residents and documentary research, in order to expand on the historical background of the site. Three interpretive signs were installed at various points within SADLH, where community members can share their heritage with visitors. The investigation also included archaeological pedestrian survey (with recordation, significance evaluation, and reporting), documentation of two historical cemeteries and the community acequia system, a historical overview of the SADLH and village of Placitas, and excavation and archaeomagnetic testing of a lime kiln. In addition to the interpretive materials, the investigation resulted in a historical overview and technical report with confidential appendixes.

The historical overview describes the community and its cultural resources and situates the site within local and regional historic contexts. It describes the spatial and geographic parameters of the study. The technical report presents the results of the intensive pedestrian survey, associated data recovery activities, and documentation of the cemeteries and the acequia system. Burial plots within the land-grant cemetery

were mapped and inventoried. More than 600 linear meters of the acequia system were documented, and SRI created a digitized map of the SADLH acequia system by referencing a combination of historical and modern aerial imagery. After more than 250 years, descendants of the original grantees continue to live and thrive on this land, as reflected in the public interpretive materials SRI developed detailing the results of the investigations. This project demonstrates SRI's commitment to heritage preservation through interpretation as well as our capacity for projects that integrate creative design and spatial analysis.

Section 4.0. Responses to Scope of Services

SRI will support the City in welcoming locals and tourists alike to take a self-guided tour of the architecture and historic sites in the Ste. Genevieve National Historical Park and St. Genevieve National Register Historic District as well as the notable houses, gardens, and historic sites located within the City. SRI will deliver the application, including written content, original and historical photographs, narration, and transcripts of narration, in a story-map format that overlays sites of interest over a map. Optional features may be developed to toggle routes for the National Park Service Wellness Challenge or for families seeking playground stops, restaurants, or restrooms along the way. For example, if users select an option for a child-friendly tour, a simplified route will highlight sites with story and character-based narrations and locations near refreshments and gardens. Alternatively, users who select a tour focused on architecture and historic preservation will see a longer walk that features sites with imagery-rich narration. Depending on the platform selected, a routing feature may be developed to offer real-time navigation and support for visitors who want to skip stops and need directions.

SRI will work collaboratively with the City to select a development platform, design features for the application, and select 50 site locations for the self-guided historic walking tour, including the 30 locations to be narrated. The City will develop the list to include properties that are within the City limits, are at least 50 years old, and are considered to have historic value by the community.

SRI proposes to use ArcGIS StoryMaps and Esri map tour templates. As long as an ArcGIS StoryMaps has been shared publicly by its creator, anyone can view the final product free of charge. Alternative platforms can also be explored at the onset of the project, as long as the City will ensure licensing and cover any setup fees. SRI currently has access to the Esri suite and will have no additional costs to develop an ArcGIS StoryMaps self-guided walking tour; however, our developers have the experience to perfect a tour on WalknTours, VoiceMap, GuidiGo, Google Earth, GPSmyCity, or any other popular platform.

The application will be user-friendly and professional in content and design. Audio narrations will average 2 minutes in length but may range from 45 seconds to 4 minutes, as decided during collaborative discussions with the City. Audio tours may “fade in” period and regionally appropriate music clips to begin and conclude each site visit. The audio file will be stored and played within the ArcGIS StoryMaps using an embedded player, providing context and a richer multimedia experience. Narratives will open from site points that correspond to real property locations or locations of interest. Viewers will click through each point in the tour sequence or explore the tour by using the map. An optional thumbnail carousel can be developed. The final application will be accessible on iOS and Android devices, as well as on browsers for desktop or mobile use. SRI will provide a QR code and URL to direct users to the ArcGIS StoryMaps. Professional audio recordings will enhance the storytelling experience. SRI staff have experience troubleshooting the cross-platform compatibility of ArcGIS StoryMaps that contain large audio files, and audio content blocks will be uploaded in a supported format (e.g., MP3, WAV, OGG, AAC, WMA, or M4A).

SRI will host two public meetings, including one at the beginning of the project and one at the conclusion, to receive feedback on the final application. Public meetings will be held on site in the City. SRI will provide a public announcement and a sign-in sheet as well as an e-mail and mailing address for the receipt of public feedback and comments.

Communication will be maintained through virtual meetings, and sample narratives can be sent through a downloadable link or in the mail on a USB key. The project will begin with a kickoff meeting, and to complete tasks on time and meet deadlines according to the schedule in Table 2, the Historic Preservation Fund (HPF) Grants Manager or their designee will be invited to observe internal stand-ups that include staff

and project managers. A communication channel will be established to provide progress reports and feedback session to the HPF Grants Manager in advance of each major deliverable, including a meeting to review draft narratives, a meeting to review the draft audio, and a meeting to review beta testing. A Microsoft Teams chat will be established to include the HPF Grants Manager or their designee in ongoing conversations and to share visuals, as needed. SRI is committed to collaborative problem-solving, visual communication, structured updates, and multiplatform communication channels to ensure client satisfaction with technical deliverables. The HPF Grants Manager or their designee will have the opportunity to advise the project in the early stages and to review content during development. Changes will be made to meet the City's preferences. At the end of the project, all data and files will be turned over to the City for long-term management of the application.

SRI's attention to research-based interpretive programming will set this project apart from the competition. Much important work has been conducted over the years to preserve sites in the City and make visitors aware of local tangible and intangible cultural resources. SRI will draw from the work of local and regional experts to integrate technical architectural survey data, historic preservation plans, and NRHP nomination contexts into narrations. We also will include character narratives, demographic histories, and cultural information by drawing upon the interpretive and public-facing programming that draws visitors to the area.

By budgeting for original site photography and site research, SRI will ensure that architectural history staff have the fieldwork experience needed to draw listeners' eyes to the features of late eighteenth and early nineteenth-century French colonial vertical log construction and posts-in-ground and posts-on-sill architecture as well as to the elements of buildings that demonstrate the styles that shape the historic character of the City. To craft narratives that engage users of a wide range of ages, backgrounds, and interest-levels, writing will use masonry, carpentry, gardening, and planning to explore the local impacts of major historical events and period transitions, such as Catholic conversion and recordkeeping, the French and Indian War, the Revolutionary War, and slavery and emancipation. For example, the City is unique for its carefully preserved Bauvais-Amoureux home and Bequette-Ribault property, which belonged to formerly enslaved people and their descendants. The crossroads of German, French, British American, and Creole culture also opens the door to develop narratives about the wide range of historic traditions, customs, and heritage celebrations that inspired early-twentieth-century artists to frequent the City and continue to welcome visitors today.

When appropriate, characters and events from the past will be brought to life, and listeners will be inspired by compelling and accessible narratives that illustrate the influences of agriculture (Le Grand Champ), flooding, winemaking, and economy on architecture and the tangible and intangible heritage that defines the City. Narratives will include information about the architectural history, historic significance, and historic preservation of each property, as well as the characters who lived on site. Local culture, social history, and lore will be explored, when appropriate. Narratives will be rich with imagery and words that appeal to the five senses for a vivid, immersive experience.

The deliverables for the project will include the following milestones:

- Public Meeting 1 advertising/announcement, sign-in sheet
- Public Meeting 1
- Sample audio narration for review
- Public Meeting 2 advertising/announcement, sign-in sheet
- Public Meeting 2
- Beta testing
- The final application with approximately 50 sites and 30 narrations
- Three or more photographs for advertising and use by the Missouri SHPO

The proposed timeline for the project is provided in Table 1.

Table 1. Proposed Project Timeline

Milestone	Schedule
Kickoff meeting with City of Ste. Genevieve	December or January 2025
Public Meeting 1, fieldwork	December or January 2025
Public comments/feedback	ongoing through July 1, 2026
Completion of research, photograph curation, finalization of site list	March 1, 2026
Completion of draft narrative text for review by City of Ste. Genevieve	April 1, 2026
Submission of sample audio narration for review by City of Ste. Genevieve	June 5, 2026
Copy of design and layout of the map with site locations and linked narration clips and photographs; copy of public advertisements	July 17, 2026
Beta testing, final app completion	August 25, 2026
Public Meeting 2	August 31, 2026

Costs

SRI's proposed cost to complete the required project tasks is **\$30,000.00**. A breakdown of costs by the tasks used to create our internal budget is presented below. A list of assumptions that are needed to complete the project within the proposed costs follows the budget breakdown.

- Task 1. Administration and Kickoff Meeting
 - Labor (13 hours): \$1,500.
- Task 2. Public Meeting and Advertising
 - Labor (41 hours): \$5,130)
 - All direct costs (travel) for Tasks 2, 3, and 5: \$2,760
 - Total for Task 2: \$7,890
- Task 3. Site Research
 - Labor (34 hours): \$4,240
- Task 4. Fieldwork
 - Labor (40 hours): \$5,000
- Task 5. Draft Narratives/Layout
 - Labor (66 hours): \$7,750
 - Direct costs (production) for Task 5: \$250
 - Total for Task 5: \$8,000
- Task 6. Final Narratives/Layout
 - Labor (27 hours): \$3,370
- Total budgeted hours: 221

Note: Dr. Majewski's hours are value added, and only 2 billable hours for her are included under Task 1. Her estimated contribution to the project is 80 additional hours beyond the 2 billable hours.

Assumptions

- If the client prefers to develop the walking tour of the City on an application or platform such as WalknTours, VoiceMap, GuidiGo, or GPSmyCity, and if ArcGIS StoryMaps is not used, the client is responsible for paying for any licensing, subscription, and account set-up fees.
- SRI will conduct fieldwork and beta testing of the application during the two budgeted trips scheduled for the public meetings. All direct costs for travel for visits to the City under Tasks 2–4 are included in the cost for Task 2. No additional field visits will be required other than those discussed in our response
- Any historical imagery or maps needed for use in the Ste. Genevieve Walking Tour are either available in the public domain or owned by the City. No use permissions or use fees will be required.
- Minimal archival research will be conducted remotely, utilizing e-mail correspondence to identify historical photographs that are currently digitized at high resolution or that can be digitized at no cost. The client does not require historical photographs or maps, and location photographs may include historical images only when they are accessible and in the public domain.
- The City will work with the consultant to develop a list of 50 site locations that includes 30 locations selected for narration. When possible, UTM coordinates, GPS points, street addresses, or parcel numbers will be provided to expedite research. SRI staff will confirm geolocation data during fieldwork and can supplement City data.

If selected for this project, SRI would prefer billing monthly by percentage of task(s) completed. Each invoice would be accompanied by a detailed monthly progress report. If the client requires a different billing procedure, that can be worked out if SRI is awarded the project.

ATTACHMENT A

ATTACHMENT A:

SCOPE, PURPOSE AND DESCRIPTION OF GRANT ACTIVITIES

City of Ste. Genevieve
Historic Walking Tour
Project No. P24AF02199-009

Starting Date: August 1, 2025

Ending Date: September 4, 2026

I. SCOPE AND PURPOSE:

The City of Ste. Genevieve will contract with a professional consultant to develop an app based historical walking tour of Ste. Genevieve. The mobile application will include approximately fifty stops of which thirty will have audio narration. The narratives will be developed by a historian or architectural historian who meets the *Secretary of the Interior's Professional Qualifications*; the theme of the narratives will be historic in nature and include preservation related information, as applicable. The app will use GPS to identify the users' location and provide them with navigation. Historic images may also be included in the app when available. A professional interpreter/narrator will complete the recorded audio narration for this app. The app will be advertised by the City of Ste. Genevieve.

II. ACTIVITIES AND FUNCTIONS:

A. Consultant Selection Process

1. Narrative Consultant

The City of Ste. Genevieve will hire one or more historians or architectural historians who meet the *Secretary of the Interior's Professional Qualifications* as listed in Attachment A, Exhibit 1 to develop narratives for notable properties. The Request for Proposal (RFP) sent to consultants shall include a copy of Attachment A (Scope, Purpose and Description of Grant Activities, the Milestone Schedule, and Exhibit 1, the Secretary of the Interior's Professional Qualifications) sans budgetary information. Pursuant to 2 CFR 200.331, the sub-recipient shall require the language of the certification and terms applicable to financial assistance awards to be included in sub-award documents at all tiers, and sub-recipients shall certify and disclose accordingly.

B. Walking Tour App

The narrative consultant shall work with the City of Ste. Genevieve to develop, at a minimum, thirty narratives for "notable properties." The City of Ste. Genevieve will develop the list to include properties that are within the city limits of the City of Ste. Genevieve, are at least 50 years old, and are considered to have historic value by the community. The narratives will include information about the historic significance of each property and include any relevant preservation information. The HPF Grants Manager or their designee will have the opportunity to review and comment on these narratives prior to distribution to the app developer.

The app will be professional in content and design. A professional interpreter or narrator will record the audio portion of this project to ensure a professional audio product. The HPF Grants Manager or their designee will have the opportunity to review and comment on the draft app layout prior to publishing and distribution. City

staff will serve as the primary point of contact for this project and will be expected to ensure milestones are submitted to the HPF Grants Manager on a timely basis. All contractual deadlines with the consultants shall not conflict with milestone deadlines set in the grant agreement.

The walking tour app shall produce the following products which shall be submitted to the HPF Grants Manager or their designee for review approval:

1. A sample of the audio narration for review and approval
2. A copy of the design and layout of the app for review and approval **prior** to the app going live
3. The final app
4. No less than three photos from the app development process for future use in the statewide preservation plan and other SHPO outreach materials. Photos with people are preferred but not required. The City of Ste. Genevieve will be responsible for notifying participants that their likenesses may be used for these purposes.

C. Public Involvement

The grant recipient will conduct at minimum of two public meetings in Ste. Genevieve to inform the owners of the properties within the app development area and the interested public about the goals and scope of this project. The first meeting will be held as near the beginning of the project as practicable and the second meeting will be conducted at the conclusion of the project, to summarize the project and answer question about the app. Meetings should be primarily informative in nature but may also be used to solicit information from knowledgeable members of the public.

A link to this app will be available on the City of Ste. Genevieve's website and shared on their social media accounts. Any printed advertisement or promotional material will be provided to the HPF Grant Manager or their designee in advance of publication or distribution.

The public involvement shall produce the following products which shall be submitted to the HPF Grants Manager or their designee for review approval:

1. A draft of the advertisements produced to inform the public of this app.
2. A copy of the public meeting notices, the agendas, and the sign-in sheets or records of attendance.

III. SPECIAL CONDITIONS:

- A. As a recipient of a federal subaward, the City of Ste. Genevieve is subject to the requirements of 2 CFR 200.1 "Subaward", 200.101 "Applicability", and 200.332 "Requirements for pass-through entities."
- B. The procedures and requirements contained herein are subject to applicable laws and regulations, and any changes made to these laws and regulations, subsequent to the execution of this agreement. In the event that these procedures and requirements conflict with applicable federal laws, regulations and policies, the following order of precedence will prevail:

1. Federal law
2. Code of Federal Regulations
3. Terms and conditions of grant award
4. Historic Preservation Fund Grant Manual

The provisions included herein shall also be applied by the State to subgrantees and contractors performing work under this program.

- C. It is agreed that if the project should fall one (1) month behind the milestones, the Missouri Department of Natural Resources has the right unilaterally to terminate or reduce the dollar amount of this agreement. In addition, if the Department determines that full termination is warranted, the Department shall be sole authority in determining the amount of compensation owed.
- D. All work requiring expertise in history, archaeology, architectural history, architecture, or historic architecture will either be supervised or completed by personnel who meet the *Secretary of the Interior's Professional Qualifications* as listed in Exhibit 1.
- E. The City of Ste. Genevieve Historic Preservation Commission will have an opportunity to review and comment on milestone products before they are submitted to the HPF Grant Manager or their designee if they so choose. Any Commission comments will be submitted with the corresponding milestone to the HPF Grant Manager or their designee

RESOLUTION 2026-05

A RESOLUTION OF THE CITY OF STE. GENEVIEVE, MISSOURI APPROVING A BID PROPOSAL FROM TURN-KEY MOBILE, INC. FOR THE PURCHASE OF SIX MOBILE DATA TERMINALS IN AN AMOUNT NOT TO EXCEED \$29,496.00.

WHEREAS, the Ste. Genevieve Police Department was awarded a grant through the Missouri Blue Shield Program for 100% of the total qualifying cost of the purchase of six mobile data terminals in an amount of \$29,496.00; and

WHEREAS, the City of Ste. Genevieve Police Department is requesting funds to purchase the six mobile data terminals from Turn-Key Mobile, Inc. in Jefferson City, Missouri; and

WHEREAS, Turn Key Mobile, Inc. of Jefferson City Missouri meets the City's purchasing policy per municipal code Section 140.060 Single Source Purchasing Procedure.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

SECTION ONE: The City Staff and officials of the City of Ste. Genevieve are hereby authorized to purchase the mobile data terminals and request re-imbursement through the Missouri Blue Shield Program.

SECTION TWO: This resolution is in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI THIS _____ DAY OF _____, 2025.

APPROVED AS TO FORM:

Brian Keim, Mayor

Mark Bishop, City Attorney

REVIEWED BY:

Pam Meyer, City Clerk

David Bova, Interim City Administrator



Turn-Key
Mobile, Inc.

TURN-KEY MOBILE, INC.

4510 Country Club Drive
Jefferson City, Missouri 65109

Estimate

Estimate#	: EST-14741	Sales person/ISS	: Mike Southard
Estimate Date	: 07/10/2025	Created By (ISS)	: Terry Cage
Expiry Date	: 08/08/2025		

Bill To	Ship To
Ste Genevieve City Police Department 165 South Fourth Street Ste. Genevieve Missouri 63670	Ste Genevieve City Police Department 165 South Fourth Street Ste. Genevieve 63670 Missouri

#	Item & Description	Qty	Rate	Amount
1	CF-33YCAAEBM Panasonic Mk4 Win11 Pro, Intel Core i5-1345U vPro (up to 4.7GHz), AMT, 12.0 QHD Gloved Multi Touch+Digitizer, 32GB, Intel Iris Xe, 512GB OPAL SSD, Intel Wi-Fi 6E, Bluetooth, 4G EM7595, GPS, COM Splitter, Dual Pass (Ch1:WWAN/Ch2:GPS), Mic and Infrared 2MP Webcam, 8MP Rear Camera, Standard Batteries (2), TPM 2.0, Flat	6	4,241.00	25,446.00
2	FZ-SVCTPNF5Y Panasonic PROTECTION PLUS WARRANTY - CF-33, FZ-G2 (YEARS 1, 2, 3, 4, and 5)	6	675.00	4,050.00
3	Contract-Jasper County Jasper County Sheriff's Office Contract # JCSO 2021-001 (Computers and Network Technology)	1	0.00	0.00

Notes

Looking forward to doing business with you.
Shipping Charges are not included unless otherwise stated.

Terms & Conditions

All PO placed orders have net 30 day terms, no discounts. All full/partial invoice payments are due in NET30 terms, unless otherwise stated in contract. If order contains equipment with or without services, payment for all hardware and/or product delivered is expected to be paid upon delivery (to customer and/or service/installation provider). Services will not be invoiced until complete and approved. Credit card payments are accepted with a 3% Service Charge added to the overall invoice price. This Service Charge will be displayed as a separate line item. ACH payments are also accepted with no processing or service fees. An ACH form can be requested by email at AR@turnkeymobile.com.

Return Policy: All PANASONIC sales are final. ONLY Panasonic can make exceptions for returns. Any items or materials that are approved to be returned by the manufacturer and TKM, are subject to a 20% restocking fee. All return requests must be made within 30 days of delivery to customer.

Sub Total 29,496.00

Total \$29,496.00

Authorized Acceptance Signature

City of
STE GENEVIÈVE
MISSOURI

To: Surrounding Property Owners
From: David Bova, Assistant City Administrator
Subject: Request for Special Use Permit
Date: October 20, 2025

Jason and Ashley Stackle are requesting a Special Use Permit to operate a guest lodging room, commonly known as "Vacation Rental By Owner" or "AirBnb" at 135 North 3rd Street, which is in an R-2 General Residential zoning district. Such use is permitted in an R-2 Residential Zoned District with a Special Use Permit.

The Planning and Zoning Commission for the City of Ste. Genevieve, Missouri will hold a public meeting on this request on Thursday, November 6th at 6 pm at City Hall, 165 S. Fourth Street.

If approved by the Planning and Zoning Commission, The Board of Aldermen of the City of Ste. Genevieve, Missouri will hold a public hearing on the recommendations of the Planning and Zoning Commission on Thursday, November 13 at 6:00 pm at City Hall, 165 S. Fourth Street.

All interested parties are invited to attend.

Sincerely,

David Bova
Assistant City Administrator

City of Ste. Genevieve
165 S. Fourth Street, Ste. Genevieve, MO 63670
573-883-5400

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE A PROPOSAL FOR PROFESSIONAL SERVICES WITH COCHRAN ENGINEERING FOR A CITY WIDE PAVING PROGRAM.

WHEREAS, the City of Ste. Genevieve ("City") has determined a need for a City-Wide Paving Program; and

WHEREAS, the Missouri Department of Transportation "on-call list" doesn't require bids for agreements under \$200,000 for engineering; and

WHEREAS, Cochran Engineering has kept their rates at or below 4% of the cost of the project; and

WHEREAS, Cochran Engineering has submitted a proposal for professional services; and

WHEREAS, the Board of Aldermen believe it to be in the best interests of the City to accept the proposal for professional engineering services from Cochran Engineering.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF STE. GENEVIEVE, MISSOURI AS FOLLOWS:

Section 1. The Board of Aldermen hereby authorize and direct the Mayor to execute and deliver the attached Proposal on behalf of the City with Cochran Engineering; the Proposal hereby accepted and approved in substantially the form of Exhibit "A" attached hereto.

Section 2. The portions of this ordinance shall be severable. In the event that any portion of this Ordinance is found by a court of competent jurisdiction to be invalid, the remaining portions of this Ordinance are valid, unless the court finds the valid portions of this Ordinance are so essential and inseparably connected with and dependent upon the void portion that it cannot be presumed that the Board of Aldermen would have enacted the valid portions within the invalid ones, or unless the court finds that the valid portions standing alone are incomplete and are incapable of being executed in accordance with the legislative intent.

Section 3. This ordinance shall be in full force and effect from and after its passage and approval as provided by law.

DATE OF FIRST READING: October 23, 2025

DATE OF SECOND READING: _____

**PASSED AND APPROVED THIS ____ DAY OF _____, 2025 BY A
ROLL CALL VOTE OF THE BOARD OF ALDERMEN AS FOLLOWS:**

	VOTE
Alderwoman Amie Dobbs	_____
Alderman Patrick Fahey	_____
Alderman Bob Donovan	_____
Alderman Sam Hughey	_____
Alderman Jeff Eydmann	_____
Alderman Teddy Ross	_____
Alderman Joe Steiger	_____
Alderman Joe Prince	_____

____ Ayes ____ Nays ____ Absent

Approved as to form:

Mayor, Brian Keim

City Attorney, Mark Bishop

ATTEST:

Reviewed by:

City Clerk, Pam Meyer

Interim City Administrator, David Bova



Architecture • Civil Engineering • Land Surveying • Site Development • Geotechnical Engineering • Inspection & Materials Testing

October 18, 2025

Mr. David Bova
Interim City Administrator
City of Ste. Genevieve
165 S. 4th Street
Ste. Genevieve, MO 63670

RE: Proposal – 2026 Water Main Replacement and Paving Project

Dear Mr. Bova:

Thank you for the opportunity to submit this proposal for professional services related to the above-referenced project. In accordance with our previous discussions, Cochran is pleased to offer the following professional services based on the attached 2026 Water Main Replacement and Paving Map, and a total construction budget of \$2,530,000. This budget includes the following estimated components: asphalt paving (\$1,600,000), water main replacement (\$630,000), and concrete pavement replacement (\$300,000).

SCOPE OF WORK:

A. Design and Bidding Phase Services – :

- a) Perform pavement coring, as needed, to determine existing asphalt and pavement thickness; prepare a project manual, construction plans, specifications, job special provisions, detail sheets, and a complete set of bidding documents for the roadway improvements shown on the attached 2026 Water Main Replacement and Paving Project map.
- b) Attend meetings as necessary.
- c) Bidding Phase Services –
 - Make copies and distribute bid packages to contractors.
 - Answer contractor's questions during bidding and issue addenda (if required)
 - Conduct the bid opening and review submitted contractor bids, investigate low bidder(s) as required to evaluate their competency, and consult with the City on award of bid.

B. Construction Phase Services

- a) Serve as City's representative for administering the terms of the construction contract for the 2026 Water Main Replacement and Paving Project.

8 East Main Street
Wentzville, MO 63385
Phone: 636-332-4574
Fax: 636-327-0760

737 Rudder Road
Fenton, MO 63026
Phone: 314-842-4033
Fax: 314-842-5957

530A East Independence Drive
Union, MO 63084
Phone: 636-584-0540
Fax: 636-584-0512

1163 Maple Street
Farmington, MO 63640
Phone: 573-315-4810
Fax: 573-315-4811

767 North 20th Street
Ozark, MO 65721
Phone: 417-595-4108
Fax: 417-595-4109

905 Executive Drive
Osage Beach, MO 65065
Phone: 573-525-0299
Fax: 573-525-0298

www.cochraneng.com

- a. Provide on-site inspection services to inspect the Contractor's progress and quality of work and to determine if the work conforms to the contract documents.
- b. Reject work not conforming to the project documents.
- c. Perform on-site nuclear density testing, and laboratory testing of loose mix samples.
- d. Prepare change orders for issuance by the City as necessary and assure that proper approvals are made prior to work being performed.
- e. Measure and document quantities, and review estimates for payments due the Contractor
- f. Inspect materials and review material certifications furnished by the Contractor.

FEE:

1. The total amount of fee to be paid for the Scope of Services, Item 1 – "Design and Bidding Phase Services" as outlined in this proposal shall be a lump sum fee of \$101,200.00.
2. The total amount of fee to be paid for the Scope of Services, Item 2 – "Construction Phase Services" as outlined in this proposal shall be a lump sum fee of \$126,500.00.

PAYMENT:

1. An invoice for progress payments will be submitted monthly during the performance period of this contract for professional services rendered. It is agreed that monthly progress payments for fees earned under this agreement are due and payable within fifteen (15) days of submission of invoices.
2. Any invoices remaining unpaid beyond fifteen (15) days will accrue interest at the rate of one and one-half (1½%) per month on the unpaid balance.
3. It is further understood that if the project is abandoned, or if any work being performed is suspended in whole or in part prior to the completion of any phase, payment will be due in direct proportion to the amount of work accomplished.
4. In addition, payment will be due for all reimbursable expenses incurred prior to receipt of written notice or such abandonment or suspension.

TIME OF PERFORMANCE:

We will make every effort to complete the project within the Owner's time frame and according to schedule. Cochran will not, however, be responsible for delays caused by events beyond our control.