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PROPOSAL SUBMITTAL FOR: CITY OF MERIDIAN HISTORIC PRESERVATION SERVICES

February 16, 2024

City of Meridian | Parks and Recreation Department
Attention: Cassandra Schiffler, Arts & Culture Coordinator
33 E. Broadway Ave. Ste. 206
Meridian, Idaho 83642

Re: Request to Provide Historic Preservation Services

Dear Ms. Schiffler:

We are delighted to submit our response to your email of January 26, 2024. We are confident that our team and approach will exceed your expectations for historic preservation consulting services. **J-U-B ENGINEERS, Inc.** has provided engineering services for the City of Meridian for several decades and we are eager to expand our support to include planning, landscape architecture, public involvement, among others. As a dedicated historic preservation planner in our Meridian office, I look forward to working with you to preserve your local heritage.

I have attached a short proposal to work collaboratively with the City of Meridian Historic Preservation Commission on a potential historic landmarking program. You will note we have identified four principal phases, to conduct the analysis and to prepare a memorandum, over the course of four months. We are committed to providing the highest quality of service and look forward to any comments or questions you might have.

Thank you for considering J-U-B. I look forward to meeting with the Historic Preservation Commission next Thursday.

Sincerely,
J-U-B ENGINEERS, Inc.

A handwritten signature in black ink that reads "Sheri F. Freemuth".

Sheri F. Freemuth, AICP | Project Manager
208-376-7330 | sfreemuth@jub.com



J-U-B ENGINEERS, INC.



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WHO WE ARE

J-U-B ENGINEERS, Inc. is an employee-owned professional services firm focused on improving the quality of life for communities where we live and work. We provide exceptional planning, engineering, and surveying services. We specialize in land use, transportation, municipal, funding, and infrastructure design. To meet the evolving challenges that communities face today, J-U-B staffs a specialized public involvement team through its subsidiary, The Langdon Group (TLG), and Geographic Information System (GIS) mapping through another other subsidiary, Gateway Mapping, Inc. (GMI).

J-U-B opened its doors in Nampa, Idaho in 1954. Now headquartered at the Ten Mile Interchange in Meridian, J-U-B has expanded to 400+ employees and 20 offices throughout Idaho, Oregon, Washington, Utah, Colorado, Nevada, and Wyoming. We are proud of our Idaho roots and the work we do to help local communities become more desirable places to live. J-U-B has been providing professional services for the City of Meridian since the mid-1970s, including planning and designing infrastructure that has supported the growth of your city. Currently, our engineers are supporting downtown utility revitalization efforts, undertaking water distribution and treatment projects, and concluding the Citywide Sewer Master Plan.

OUR PROPOSED APPROACH

J-U-B is eager to bring our planning and historic preservation expertise to the City of Meridian. We understand that the Historic Preservation Commission (HPC) is considering a variety of small, special projects to enhance the City's preservation efforts. Our team has the necessary skills and expertise to support a wide range of projects from planning to interpretation, from mapping to graphic design, from public engagement to ordinance preparation.

Based on your recent communications, we are proposing to research and analyze the potential of a local historic landmarking program. Idaho Code Sections 67-4614 and 67-4616 provide for this activity, although this provision has rarely been used in our State. The program allows for identified historic properties to be designated as a local landmark. This status would be so noted and, prior to issuance of any permits on the landmarked property, the HPC would be notified. Depending on the provisions established by the City of Meridian, the HPC could provide comment and recommendations on the proposed permit request.

For this project, Sheri Freemuth, AICP, will be the Project Manager and will be assisted by Marika Panagiotou. Sheri is an experienced historic preservation planner, instrumental in starting Ada County's Historic Preservation Council and providing support on preservation projects throughout Idaho. Notably, Sheri prepared the award-winning City of Nampa Historic Preservation Plan (2020) and, along with Marika, prepared the Washington County Historic Preservation Plan (2023). A list of relevant recent projects is provided for your consideration at the bottom of page 3.

In order to determine if a historic landmarking program is appropriate for the City of Meridian, J-U-B proposes the following tasks within a 4-month time period as noted below:

1. Project Management and Administration

May – August 2024

Throughout the life of the project, J-U-B will provide monthly updates and invoices to the City of Meridian, tracking tasks, schedule and cost and addressing concerns promptly as they arise. We anticipate a kick-off meeting with the HPC at the outset of the project to refine project objectives and set the tone for a successful process.

2. Data Collection and Review

May – June 2024

This phase will focus on careful review of the State Statute while collaborating with the Idaho State Historic Preservation Office (SHPO), to determine the scope and intent of historic landmarking programs. Identification of communities within the state who have implemented this program, along with others that have considered it, will be an important part of developing an understanding of concerns and opportunities. A literature search regarding local landmark programs will also be undertaken, and if appropriate, examples from other states will be referenced.

3. Draft Memo

June – July 2024

This phase will result in a memo summarizing the information collected in the previous phase and provide appropriate recommendations. The draft will be provided to the HPC and will be the subject of a public workshop during a regular HPC meeting.

4. Final Memo

August 2024

This phase will conclude the project with the preparation and submittal of a final memo. The document will incorporate the comments and suggestions provided by the HPC on the draft report.

J-U-B RELEVANT RECENT PROJECT EXPERIENCE

PROJECT	DATE	CLIENT
Leading Idaho Local Bridge Cultural Resources Programmatic Agreement	2023 - Present	Local Highway Technical Assistance Council (LHTAC), ID
Washington County Historic Preservation Plan	2021-2022	LHTAC/Washington County, ID
State Street Urban Renewal District Cultural Resource Survey Report	January-August 2021	Capital City Development Corporation, Boise, ID
City of Kuna Downtown Design Standards	2020-2022	City of Kuna, ID



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PROPOSED COST

J-U-B is eager to begin this planning process in late Spring 2024 and anticipates that it will require approximately 4 months to conclude. Once awarded, the J-U-B team will work closely with the City of Meridian to develop a detailed scope of work, with technical assumptions, that will inform a complete operating budget. **Based on the current project plan and proposed personnel, the total estimated firm fixed price is \$4,974.**

The cost was calculated based on the technical approach provided above, with key personnel (brief biographies presented on page 5) applied to each task. The resulting cost associated with each phase is presented below:

- ✓ Phase 1 Project Management and Administration – \$1,412
- ✓ Phase 2 Data Collection and Review – \$1,547
- ✓ Phase 3 Draft Memo – \$1,393
- ✓ Phase 4 Final Memo – \$622

J-U-B practices state of the art project tracking to ensure the County will receive the best value within the budgeted amount. Our monthly progress reports and regular team meetings (anticipated to occur every month throughout the project) result in timely communication of any project issues.

J-U-B PROPOSED PERSONNEL SUMMARY

PROJECT MANAGER/HISTORIC PRESERVATION SENIOR PLANNER

Sheri Freemuth, AICP

MCP, City Planning; BA, Political Science | American Institute of Certified Planners (AICP)



J-U-B is pleased to propose Sheri Freemuth as the Meridian-based Project Manager who will be responsible for this project. She has managed a variety of projects during a career that has spanned nearly four decades. Sheri is a respected colleague well known for her effective communication and organizational skills and the quality and timeliness of her work. She routinely leads teams of professionals -- engineers, planners, landscape architects, and specialists in geographic information systems (GIS) and public involvement -- and applies their skills and resources to assure that projects are suitably staffed.

Sheri has specialized in historic preservation throughout her career as a land use and environmental planner. She meets the Secretary of the Interior's Professional Qualification Standards for Historic Preservation Planning, as reviewed by SHPO. In addition to initiating and supporting local historic preservation programs early in her career (in both San Diego, CA and Ada County, ID), Sheri served as a Senior Field Officer with the National Trust for Historic Preservation (NTHP) for a decade. In that position, she provided technical assistance to communities throughout the Pacific Northwest, reviewing grant and award applications, and presenting at conferences and workshops.

PLANNING TECHNICIAN, PUBLIC INVOLVEMENT COORDINATOR

Marika Panagiotou

BA, Urban Studies & Community Development | Public Participation Professional, IAP2



Marika is a valued member of the Meridian team. She has supported a variety of current and long-range planning efforts in Ada, Canyon, Jerome, Minidoka, Payette, and Washington Counties. She is currently supporting LHTAC as they prepare a cultural resources Programmatic Agreement in coordination with the Idaho SHPO, the U.S. Army Corps of Engineers, and other interested parties. She also assisted in preparing the Washington County, Idaho, Historic Preservation Plan. Her enthusiasm for vibrant, ecologically sound, and livable places is uplifting. Effective city planning cannot be done without public participation, and so Marika has

sought projects that blend the two disciplines. Marika served as the Communications Officer for the Boise State University Urban Community Club and assisted with promotional activities for the Idaho Walk Bike Alliance.

Our project personnel as presented, are committed to supporting the City of Meridian for the life of the project. If additional expertise from J-U-B's larger team is needed after the project has been initiated, or if additional tasks or services are identified during the project, we will address those requests during the on-going collaborative project management process.