



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and City Council

FROM: Tina Moline

MEETING DATE: November 18, 2025

AGENDA SUBJECT: Approval of Award of Contract for 2025-RFP-029 Historic Properties Inventory

SUMMARY:

On September 4, 2025, the City of Kingman issued a Request for Proposal (RFP) seeking qualified consultants to conduct a Historic Properties Inventory. The solicitation remained open for 28 days and officially closed on October 2, 2025.

During the open period, City received four proposals. A five-member evaluation committee reviewed, discussed, and scored each submission based on the criteria outlined in the RFP. During the discussion the committee requested clarification from a few proposers before finalizing scores.

Upon completion of the evaluations, two firms received identical total scores of 87. The committee agreed that the proposer ranked highest by the majority of members would be recommended for award. Three of the five committee members selected Urbana Preservation & Planning LLC as their top choice. Therefore, the committee recommends awarding the contract to Urbana Preservation & Planning, LLC in the amount of \$33,000.

FISCAL IMPACT:

The total fiscal impact of this project is \$33,000, which will be funded through State Historic Preservation Grant monies. Of this amount, \$18,917 will be provided through grant funds, and the \$14,083 local match will be funded from the General Fund.

STAFF RECOMMENDATION:

Staff recommends Council approve and authorize the City Manager to execute a professional services contract with Urbana Preservation & Planning, LLC, in the amount of \$33,000.

ATTACHMENTS:

[RFP Kingman Historic Properties Inventory.pdf](#)
[Evaluation Tabulation.pdf](#)
[Urbana Proposal.pdf](#)

Professional Services Agreement Urbana and City of Kingman Citywide Historic Properties
Inventory_Urbana Signed.pdf