

City of Santa Rosa

Historic Resource Evaluation of the Downtown Station Area

Exhibit A – Detailed Scope and Schedule of Work

Detailed Scope of Work

Based on our understanding of the goals of the City of Santa Rosa, we have developed the following scope of work. The work plan is broken down by task and timeline, and includes details on personnel, hours, bill rates, and costs. The work plan as a whole is designed to expedite completion of the project in a timely manner without any sacrifice to quality or accuracy.

All deliverables will be provided in English and Spanish, with translations by bilingual ARG staff or by a qualified translation service. All materials translated by a service will be carefully reviewed by bilingual ARG staff to ensure accuracy, clarity, and tone.

All deliverables, including data gathered through the Fulcrum platform (and resultant DPR 523 forms) and survey reports, will be reviewed and/or generated by senior staff for quality assurance.

The City will be provided the opportunity to review each deliverable. The timeline below earmarks City review time for the four major deliverables: the reconnaissance level survey (RLS) results, the draft historic context statement (HCS), the intensive level survey (ILS) results, and the draft survey report. Minor deliverables, including minutes memoranda, website content, and the property database will also be reviewed by the City; based on the smaller/simpler nature of these deliverables, we anticipate City review time for them will be minimal and will not impact the project schedule.

Task 1. Project Commencement

ARG will kick off the project with a virtual project initiation meeting with City staff. At this time, project goals, scope, timeline, communication methodology, and key deliverables will be finalized, and pertinent background information will be retrieved. ARG will produce and distribute a minutes memorandum detailing attendees, topics discussed, and action items/next steps.

ARG will provide the City with content for a project website, to be hosted on City servers and linked through the City's main website. The project website will provide information about the project and survey projects in general (including FAQs), will host a regularly updated library of project materials, and will alert the public of upcoming meetings and opportunities to participate in the project.

Using information from the City, previous studies, and preliminary research and fieldwork, ARG will compile a GIS property database (Excel spreadsheet/.csv file) and map illustrating locations of known and potential historic resources. Preliminary research will include baseline construction date research, to be conducted by ARG using county assessor data and/or building permit records.

Timeline:	March-April 2021
Deliverables:	<ul style="list-style-type: none"> 1.A.1 Minutes memorandum (Word and PDF) 1.B.1 Project website content (Word and jpgs) 1.C.1 GIS database and basemap (.csv and PDF)
Staff/Rate/Hours:	<ul style="list-style-type: none"> Katie Horak (Principal), \$230, 2 hours Mary Ringhoff (Project Manager), \$155, 16 hours Sarah Hahn/Rosa Fry (Architectural Historian), \$125, 8 hours

Diana Painter (Consulting Architectural Historian), \$150, 4 hours
Emelyn Najera (Intern), \$75, 24 hours

Task 2. Community Outreach

ARG understands that engaging members of the community will be critical to the success of the project. In addition to keeping the project website updated and synthesizing any information that arrives via the website or public communication with City staff, ARG will prepare and present project information and solicit feedback from the public at two outreach events to be scheduled and noticed by the City. Goals of the outreach events include introducing the project, providing an overview of survey methods, answering questions, soliciting information and feedback, and letting the community know how to continue sharing their knowledge of local resources with ARG for incorporation into the project. Upon completion of both outreach events, ARG will provide a memorandum detailing attendees, topics discussed, and feedback/questions received.

Timeline: March-July 2021

Deliverables: 2.1 PowerPoint presentation(s)
2.2 Minutes memorandum (Word and PDF)

Staff/Rate/Hours: Mary Ringhoff (Project Manager), \$155, 12 hours
Diana Painter (Consulting Architectural Historian), \$150, 8 hours
Emelyn Najera (Intern), \$75, 20 hours

Task 3. Preliminary Progress Reports

In the interest of maintaining regular communication with City staff regarding project progress, ARG will provide monthly reports outlining project progress and labor billed. Each progress report will summarize accomplishments, progress toward project completion, issues or other delays with cause(s) and resolution(s), and goals for the next month. ARG will also schedule quarterly virtual or in-person project status meetings to review progress with City staff.

Timeline: March 2021-December 2022

Deliverables: 3.1 Monthly written progress reports (PDF)
2.2 Quarterly virtual or in-person status report meetings

Staff/Rate/Hours: Mary Ringhoff (Project Manager), \$155, 40 hours

Task 4. Reconnaissance-Level Survey and Inventory

The reconnaissance survey is one of the most important components of any large-scale survey project. It informs the development of the HCS, provides information about known and potential eligible resources, and enables a look at all of the project area's pre-1975 resources at once, for effective comparative analysis. ARG will complete a street-by-street reconnaissance survey using the property database and maps of known and potential resources developed in Task 1 to ensure complete coverage. The database and maps will be updated with information on newly and previously identified properties as the reconnaissance survey progresses, and ARG will complete DPR 523a forms for all of the 627 +/- properties under consideration.

ARG will use a customized mobile documentation app built on the Fulcrum platform to expedite the fieldwork. The app will enable the rapid collection of information, including photographs and location data as well as information on property type, year built, architectural style, characteristics/details, and alterations, in a GIS-based platform. All information gathered will be based on the fields found on DPR forms to facilitate auto-generation of DPR 523a forms; as desired by the City, the data will also include abbreviated information related to historic context, integrity evaluation, and potential significance. Additional property-specific research will be conducted and preliminary California Historic Resource Status Codes will be assigned, to be confirmed by the intensive-level survey. All Fulcrum data will be reviewed by senior staff for quality assurance. The database, maps, and DPR 523a forms will be provided to the City along with a letter report summarizing the methodology and results of this phase of survey.

Timeline: May-October 2021

Deliverables:

- 4.1 DPR 523a (Primary) forms (PDF and hard copies)
- 4.2 Updated property database and maps (.csv and PDF)
- 4.3 Letter report (Word and PDF)

Staff/Rate/Hours:

- Katie Horak (Principal), \$230, 2 hours
- Mary Ringhoff (Project Manager), \$155, 200 hours
- Sarah Hahn/Rosa Fry (Architectural Historian), \$125, 48 hours
- Diana Painter (Consulting Architectural Historian), \$150, 120 hours
- Emelyn Najera (Intern), \$75, 220 hours

Task 5. Downtown Station Area Historic Context Statement

ARG will carefully review all background information gathered from the City, to include building permit records along with previous studies, designation materials, plans, and policies, and will supplement it with primary and secondary source research on the history and development of the project area. This information will be used to draft a detailed HCS outline to be used for preliminary evaluations of properties during the reconnaissance survey. Data gathered during the reconnaissance survey and through community outreach will be incorporated and ARG will draft a full HCS for the Downtown Station Area, using the Multiple Property Documentation approach. The HCS will clearly identify all contexts and themes under which historic resources may be significant, and will include registration requirements (eligibility standards), integrity considerations, and property types.

Timeline: May 2021-January 2022

Deliverables:

- 5.1 Historic Context Statement (Word and PDF)

Staff/Rate/Hours:

- Katie Horak (Principal), \$230, 4 hours
- Mary Ringhoff (Project Manager), \$155, 80 hours
- Sarah Hahn/Rosa Fry (Architectural Historian), \$125, 80 hours
- Diana Painter (Consulting Architectural Historian), \$150, 24 hours
- Emelyn Najera (Intern), \$75, 40 hours

Task 6. Intensive-Level Survey of Significant Resources

ARG will conduct an intensive-level survey of all significant properties in Downtown Plan Area, again using a customized mobile documentation app built on the Fulcrum platform to expedite the fieldwork and enable auto-generation of complete DPR 523 forms (a, b, and potentially d, with required maps and

photographs). Based on our knowledge of the project area, time estimates for this task assume 25% or fewer of the project area's properties (approximately 157 individual resources, with potential districts as yet unknown) will necessitate intensive-level documentation. Should the reconnaissance-level survey find a substantially larger number of properties need intensive-level documentation, ARG will inform City staff in a timely fashion and will complete the intensive survey as proposed, to the same level of detail for all properties. ARG will conduct additional property-specific research as needed to confirm evaluations of the resources against national, state, and local significance criteria (with justification provided), and final California Historical Resources Status Codes will be assigned. All Fulcrum data will be reviewed by senior staff for quality assurance.

Timeline: December 2021-June 2022

Deliverables:

- 6.1 DPR 523a and b forms (PDF and hard copies)
- 6.2 Updated property database and maps (.csv and PDF), with coordination with City staff to ensure compatibility with City GIS platform
- 6.3 Letter report (Word and PDF)

Staff/Rate/Hours: Katie Horak (Principal), \$230, 4 hours
Mary Ringhoff (Project Manager), \$155, 80 hours
Sarah Hahn/Rosa Fry (Architectural Historian), \$125, 80 hours
Emelyn Najera (Intern), \$75, 100 hours

Task 7. Draft Historic Resource Evaluation Report

ARG will draft a historic resource evaluation report to include executive summary; objectives; preservation framework; area surveyed; methodology; HCS (revised per City comment); results; definitions; conclusions; and sources. The report's appendices will include the master property database and maps as well as DPR 523 forms.

Timeline: July-September 2022

Deliverables:

- 7.1 Draft Historic Resource Evaluation Report (Word, appendices in Excel and PDF)

Staff/Rate/Hours: Katie Horak (Principal), \$230, 4 hours
Mary Ringhoff (Project Manager), \$155, 40 hours
Sarah Hahn/Rosa Fry (Architectural Historian), \$125, 16 hours
Diana Painter (Consulting Architectural Historian), \$150, 8 hours
Emelyn Najera (Intern), \$75, 40 hours

Task 8. Final Historic Resource Evaluation Report

Upon receipt of review comments from the City, ARG will revise the draft report accordingly and submit the final report with appendices.

Timeline: November-December 2022

Deliverables:

- 8.1 Final Historic Resource Evaluation Report (PDF)

Staff/Rate/Hours: Katie Horak (Principal), \$230, 2 hours

Mary Ringhoff (Project Manager), \$155, 24 hours
Diana Painter (Consulting Architectural Historian), \$150, 2 hours
Emelyn Najera (Intern), \$75, 16 hours

SCHEDULE

ARG proposes a 22-month timeline for completion of this project, and will be available to commence work immediately upon notice to proceed. The following timeline illustrates the schedule breakdown by task and deliverable.

Timeline for Downtown Station Area Historic Resource Evaluation - Revised 1/4/21

DESCRIPTION	2021												2022												2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. Project Commencement																																				
A. Kickoff Meeting																																				
1.A.1 Minutes memorandum																																				
B. Website Creation																																				
1.B.1 Website																																				
C. GIS Database and Basemap																																				
1.C.1 GIS database and basemap																																				
2. Outreach (2 events dates TBD)																																				
2.1 PowerPoint presentation																																				
2.2 Minutes memorandum																																				
3. Preliminary Progress reports																																				
3.1 Monthly report																																				
3.2 Quarterly status meeting																																				
4. Reconnaissance-Level Survey																																				
4.1 DPR 523A forms																																				
4.2 Updated database																																				
4.3 Letter report																																				
Client Review																																				
5. Historic Context Statement																																				
5.1 HCS draft																																				
Client Review																																				
6. Intensive-Level Survey																																				
6.1 DPR 523A and B forms																																				
6.2 Updated database																																				
6.3 Letter report																																				
Client Review																																				
7. Draft Survey Report																																				
7.1 Draft report																																				
Client Review																																				
8. Final Survey Report																																				
8.1 Final report																																				

- Ongoing work
- Submittals, Meetings, and Presentations
- Client Review

Santa Rosa Downtown Station Area Historic Resources Evaluation	Katie Horak Principal	Mary Ringhoff - Proj Man	Rosa Fry - Arch Hist	Diana Painter - Consult	Emelyn Najera - Intern	Total	Cost
Hourly Rates	\$230	\$155	\$125	\$150	\$75		
Task 1. Project Commencement	2	16	8	4	24	54	\$6,340
A. Attend a kick-off meeting with City staff to confirm project goals, scope, schedule, and deliverables. Prepare and submit minutes memorandum (<i>Deliverable 1.A.1</i>) - this and all subsequent deliverables to be in English and Spanish.							
B. Develop website (<i>Deliverable 1.B.1</i>) to provide project information, host project documents for public review, and notify community of progress and upcoming events.							
C. Create GIS map and database (<i>Deliverable 1.C.1</i>) illustrating known and potential historic resources.							
Task 2. Community Outreach	0	12	0	8	20	40	\$4,560
Prepare and present project information and solicit feedback from the public at two outreach events to be scheduled and noticed by the City. Deliverables: a Powerpoint presentation (<i>Deliverable 2.1</i>) and a minutes memorandum (<i>Deliverable 2.2</i>).							
Task 3. Preliminary Progress Reports	0	40	0	0	0	40	\$6,200
Provide monthly written progress reports (<i>Deliverable 3.1</i>) and schedule and attend quarterly status report meetings with City staff (<i>Deliverable 3.2</i>).							
Task 4. Reconnaissance-Level Survey and Inventory	2	200	48	120	220	590	\$71,960
Conduct a reconnaissance survey of all undesignated properties within the Downtown Station project area. Update property database (generated during Task 1) to reflect baseline information gathered in field, including newly identified potential historic resources (individuals and districts) as well as resources identified in previous surveys. Use customized mobile documentation app (Fulcrum platform) to photograph, map, and record information.							
Conduct property-specific research to inform preliminary evaluations. Evaluate properties under national, state, and local criteria, provide justification, and assign California Historical Resources Status Codes.							
Generate hard copies of DPR 523a forms with embedded photos and abbreviated evaluations (<i>Deliverable 4.1</i>), the updated database in GIS-compatible format (<i>Deliverable 4.2</i>) and a letter report summarizing methodology and results of reconnaissance survey (<i>Deliverable 4.3</i>).							
Task 5. Downtown Station Area Historic Context Statement	4	80	80	24	40	228	\$29,920
Obtain and review relevant background information, plans, and previous studies, including the Downtown Plan, historic preservation ordinance, previous survey reports/findings (1977 and 1989), historic district nominations/preservation plans, GIS data, building permit records (if available), etc.							
Supplement with primary and secondary source research on the history and development of the project area, to inform development of the historic context statement (HCS).							
Draft an HCS (<i>Deliverable 5.1</i>). Per OHP guidelines, the HCS will use the National Register Multiple Property Documentation (MPD) approach to identify a period of significance, develop themes providing a framework for evaluation, identify property types, and provide eligibility criteria and integrity thresholds. Submit to City for review; revise per comments for inclusion in final survey report.							
Task 6. Intensive-Level Survey of Significant Resources	4	80	80	0	100	264	\$30,820
Conduct an intensive-level survey of all significant properties on the property database/spreadsheet, using a customized mobile documentation app (Fulcrum platform) to photograph, map, and record information.							
Draft brief narrative significance statements to be included in the intensive level survey.							
Generate hard copies of DPR 523a and b forms with embedded photos and maps (<i>Deliverable 6.1</i>), the updated property database in GIS-compatible format (<i>Deliverable 6.2</i>) and a letter report summarizing the intensive survey findings (<i>Deliverable 6.3</i>).							
Task 7. Draft Historic Resource Evaluation Report	4	40	16	8	40	108	\$13,320
Draft a historic resource evaluation report (<i>Deliverable 7.1</i>), to include executive summary; objectives; preservation framework; area surveyed; methodology; HCS; results; definitions; and sources. The report's appendices will include the master property spreadsheet and maps as well as DPR 523 forms. Submit to City for review.							
Task 8. Final Historic Resource Evaluation Report	2	24	0	2	16	44	\$5,680
Revise draft report per City comment and submit final.							
Total Hours	18	492	232	166	460	1368	
Hourly Rates	\$230	\$155	\$125	\$150	\$75		
Subtotal (per person)	\$4,140	\$76,260	\$29,000	\$24,900	\$34,500		
Subtotal Labor	\$168,800						
Expenses - translation services	\$5,000						
Expenses - hard copies and reproduction	\$700						
Expenses - shipping/postage	\$200						
Expenses - software	\$1,800						
Expenses - mileage/travel/per diem	\$3,500						
TOTAL NOT-TO-EXCEED FEE	\$180,000						