

## EXAMPLE SCOPE OF WORK – INTENSIVE-LEVEL ARCHITECTURAL SURVEY

The survey project will be carried out in accordance with the standards and guidelines of the *National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning* and SHPO's *Michigan Above-Ground Survey Manual*. The project will be coordinated by the City's Preservation Officer. She will work closely with the selected consultant and SHPO to ensure that the grant requirements and purpose of the project are appropriately met. The City anticipates that the project will proceed according to the timeline outlined in the Work Schedule.

- 1. RFP and Consultant Selection:** Once a grant agreement is executed with SHPO, the City will begin working on the Request for Proposals (RFP), which will be used to competitively select a consultant who meets the Secretary of the Interior's Professional Qualification Standards (36 CFR 61) for Architectural Historian and/or Historian and possesses the following: (1) thorough knowledge of and familiarity with late 19<sup>th</sup> and early 20<sup>th</sup> century architecture; (2) demonstrated experience in completing primary and secondary research, conducting architectural survey, and writing historic contexts; and (3) familiarity with documenting and evaluating Michigan's historic resources in accordance with Michigan State Historic Preservation Office (SHPO) standards and guidelines and the National Register Criteria for Evaluation. The City will work closely with SHPO for review and approval of the RFP, as well as selection and approval of the consultant for the survey. The selected consultant will ultimately be responsible for all technical work associated with the project, including conducting research, completing the survey, and preparing the survey report and related materials.
- 2. Consultant Kick-Off Meeting and Initial Public Meeting:** At the start of the project, the City, SHPO, and selected consultant will participate in a kick-off meeting to discuss the goals of the project, tasks to be completed, and anticipated timelines. In advance of any survey work, the City and consultant will also coordinate to host a public meeting in or nearby the Irvington neighborhood. Information on the meeting will be sent to property owners in the survey area and advertised on the City's website, on the community notice board at City Hall, and on social media. The purpose of this meeting will be to introduce the project to property owners and other stakeholders, discuss the proposed methodology and goals of the project, and summarize potential future actions that may result from the survey, depending on the results. This meeting at the outset of the project also will present an ideal opportunity for soliciting input from property owners, particularly those that may have historical information related to their properties or the overall neighborhood.
- 3. Archival Research:** The City anticipates the consultant will proceed with archival research following the initial meetings, to include as appropriate, a SHPO file search and a review of published resources such as community histories; archival resources such as development plats, company records, tax records, and city directories; and historical cartographic resources such as Sanborn maps and historical aerials available through repositories such as the Lawton County Public Library, Western State University, and the files of the local historical society. This research will supplement the initial research on the neighborhood that staff previously completed on the neighborhood as part of the 2010 reconnaissance survey and in preparation for this grant application. Such research included researching building construction dates and documenting the history of the development through historical newspaper articles available on Newspapers.com. Given that basic information on the neighborhood has already been collected, the City anticipates that most of the consultant's research will focus on placing the Irvington neighborhood into the larger context of developmental trends of the period in order to appropriately assess its significance and integrity.
- 4. Architectural Inventory and Documentation:** Concurrent with research, the consultant will begin the field survey component. City staff will provide maps, including ArcGIS shapefiles, and addresses for the properties for the consultant to use as their base mapping to enable efficient completion of project work. The field survey will collect baseline information on each property in the survey area, including locational data, architectural characteristics, and historical associations. The collected information will be sufficient for the consultant to prepare a Michigan Architectural Inventory Form for each property in accordance with SHPO standards and to appropriately evaluate the eligibility of each property according to the National Register Criteria for Evaluation. An emphasis will be placed on preparing detailed summaries of architectural character and historical associations for all properties 40 years of age or older while only basic information will be recorded for properties that are less than 40 years of age. Architectural and historical narratives will be completed by digital photographs of each property. At least three photographs—two oblique views and a façade view—will be collected, as feasible, for each

property. In addition, representative streetscape views will be captured throughout the survey area for use in the survey report.

5. **Survey Report:** Upon completion of the research and survey components of the project, the consultant will prepare a survey report meeting the content requirements outlined in SHPO's *Michigan Above-Ground Survey Manual*. Broadly speaking, the report will provide a thorough historical background and contexts for the neighborhood; anticipated themes to be addressed include, at minimum, Architecture, Community Planning and Development, Ethnic Heritage, Industry, and Social History. The historic context presented in the report will be sufficient to evaluate the relative significance of surveyed resources, which will be measured against the NRHP Criteria for Evaluation. The report will also include a thorough discussion of the survey results, including narratives on the overall character and integrity of the neighborhood and prevalent building types and architectural styles. The report will also include final recommendations of National Register eligibility for individual resources and the neighborhood and/or portions thereof, as appropriate. If eligible districts are identified, the consultant will be responsible for recommending contributing and non-contributing status for each individual property within the proposed district boundary. The report will also include a discussion of potential next steps, including, for example, preservation planning concerns and potential preservation actions, such as local historic district designation. Narratives will be complemented by photographs and mapping to fully illustrate the character and integrity of the neighborhood and resources therein. The report will also include a bibliography and appendices, including, for example, a table of surveyed properties and inventory forms for individual properties.

The City anticipates that the consultant will submit components of the survey report and associated materials in four intervals: Deliverable #1, report outline and 10 preliminary inventory forms (25% submittal); Deliverable #2, first draft of the inventory forms and survey report (50% submittal); Deliverable #3, revised draft of the inventory form and survey report (95% submittal); and Deliverable #4, final drafts of all materials (100% submittal). The consultant will be required to address all SHPO comments and corrections at each review phase. The City and consultant will meet with SHPO, as necessary, after submission of the deliverables to discuss the comments prior to making adjustments for the remainder of the work.

6. **Public Meeting:** At the conclusion of the project, the City will work with the consultant to host a final public meeting to present the results of the survey and the consultant's recommendations. The final survey report and related materials also will be made available on the City's website and printed copies will be made available at City offices, the Lawton County Library, and the historical society's reference library.