



## DEPARTMENT OF COMMUNITY DEVELOPMENT

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### PLANNING DIVISION

DATE: March 20, 2017  
TO: Historic Preservation Commission  
FROM: Craig Jimenez, Director of Community Development  
**SUBJECT: Historic Context Statement – Professional Services Agreement**

As you recall, at the end of 2016, the City released a Request for Proposals (RFP) to complete a citywide Historic Context Statement. To facilitate the review of the proposals, staff requested that a subcommittee of the Historic Preservation Commission be appointed to assist City staff in reviewing and evaluating the proposals and to determine which consultants would be invited for an interview.

Commissioners Jimenez and Ryan, along with Chair Zuk were appointed to serve on the subcommittee. On Friday, February 10, the subcommittee met with Staff and the City's Historic Preservation consultant, Anne McIntosh to review the eight proposals. Based on that discussion, four firms were selected to be interviewed. Additionally, the subcommittee provided direction to the selection committee (Commission Chair Zuk, Community Development Director, Planning Division Manager, and consultant Anne McIntosh) on areas to focus on during the interviews.

The selection committee conducted interviews on February 21. Each consultant firm brought a significant amount of experience to the table; each with a different method and approach to the project. However, based on the proposals and the interviews, the selection committee unanimously agreed that ASM Affiliates, Inc. (ASM) would provide the best product for the City and would also be the best fit in working with the Commission and staff during the course of the project.

Based on this recommendation, staff completed the final negotiations and drafted the professional services agreement. Additional information is provided in the City Council Staff Report which is part of your packet.

Pursuant to the City's procurement policies, the agreement will need to be approved by the City Council. In addition to the City Council Staff Report, the draft agreement and ASM's proposal is also being provided to the Historic Preservation Commission for your information. The Commission will have the opportunity to provide feedback at the meeting which will be forwarded to the City Council for their consideration.



# CITY COUNCIL AGENDA REPORT



**DEPARTMENT:** Community Development

**MEETING DATE:**

**PREPARED BY:** Sheri Bermejo, Planning Services Manager

**AGENDA LOCATION:**

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**TITLE:** Professional Service Agreement with ASM Affiliates, Inc. (ASM) for the Preparation of a Citywide Historic Context Statement for an Amount Not to Exceed \$64,100.60.

**OBJECTIVE:** To approve a contract with ASM to develop a comprehensive, city-wide Historic Context Statement for the City of Monrovia and identify potential historic districts within the City.

**BACKGROUND:** On August 4, 2015, after much community discussion and outreach, the City Council adopted a formal Neighborhood Study Policy Direction Statement to guide the Planning Commission, Historic Preservation Commission and staff in moving forward in the Neighborhood Study. The two main themes that were presented in the statement were neighborhood compatibility and historic preservation. Several implementation measures have already been completed to address each of these themes. Neighborhood compatibility development standards (Ordinance No. 2016-08) were adopted to address new residential construction and a new discretionary demolition review process (Ordinance No. 2016-10) was established as a preservation effort to discourage the demolition and substantial alteration of potential significant residential structures that contribute to the defining character of the City.

On June 20, 2016, the City's Historic Preservation Consultant, Anne Browning McIntosh, and staff conducted a Joint Study Session with the City Council and the Historic Preservation Commission to gain consensus on several additional policy implementation options for consideration to further the City's preservation efforts. One main topic of discussion included the recommendation that the City engage the services of a historic preservation consultant to prepare a Historic Context Statement (HCS).

An HCS is a report that provides the basis for evaluating historic significance and integrity. It helps to identify important themes in history and then relate those themes to existing resources or property types. Themes may be related to historic events, development patterns, trends, or even cultural topics. An HCS is a valuable tool in helping identify significant properties.

**ANALYSIS:** On December 21, 2016, a Request for Proposals (RFP) for the completion of the Citywide HCS was sent out to 15 historic preservation consulting firms. On January 30, 2017 the City received the following proposals:

- Architectural Resources Group, Inc. (\$65,626.00),
- Arroyo Resources (\$36,130.00),
- ASM (\$64,100.60),
- Chambers Group, Inc. (\$17,553.50),
- Dudek (\$25,055.00),
- Page & Turnbull (\$54,950.00),

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- Sapphos Environmental, Inc. (\$59,817.25), and
- Scientific Resource Surveys, Inc. (\$37,360.00).

The RFP indicated that the proposed Monrovia HCS will need to discuss significant themes in the historical development of Monrovia from its founding through the 1960's, identify associated property types with their character defining features, and establish eligibility standards, evaluation criteria and integrity thresholds for resources associated with the important themes and subthemes of the context. The proposed HCS will also need to provide a framework for evaluating resources for National, State, and local designation. Furthermore, the scope of work included the task of preparing a map with narrative identifying boundaries and distinctive characteristics of potential districts including an analysis of features that would define contributing structures/properties.

There was a wide variety in scope of work, budget, and approach by each of the firms that participated in the RFP process. This was not a surprise, given that an HCS can vary in the amount of content detail. Given that the final context statement will set the stage for the completion of a future survey(s) and will help determine appropriate resources that will need to be allocated in the future, a comprehensive consultant selection process was established.

In order to streamline and ensure both an efficient and effective consultant selection process, the Historic Preservation Commission appointed an Ad Hoc Consultant Selection Subcommittee at their regular meeting on January 25, 2017, to assist City staff with reviewing and evaluating each proposal, as well as determining which consultants were invited to a formal interview. The Ad Hoc Subcommittee members included Commission Chair Penny Zuk, Commissioner Sergio Jimenez, and Commissioner Dan Ryan. On February 10, 2017, the Ad Hoc Subcommittee thoroughly reviewed each proposal based on seven essential components; understanding of project and scope of work, applicability of tasks, applicability of deliverables (work products), methodology (approach to the assignment), strength of the consulting team, quality of work product, as well as aesthetics of the work product.

A total of four firms (ASM, Arroyo Resources, Page & Turnbull, and Sapphos Environmental, Inc.) were selected to advance to the interview selection process, which took place on February 21, 2017. During the interview phase, each firm was asked questions regarding their methodology for gathering documentation and completing necessary field work, how the field work influenced the HCS content, options for identifying districts, and best practices. Each firm was also required to submit sample work products for evaluation.

Based on the outcome of the formal review, it is recommended that the contract be awarded to ASM. ASM's scope of work recommended the appropriate amount of archival research and field work necessary for preparing a comprehensive context statement that will set the stage for the completion of a future survey(s) and will help determine appropriate resources that will need to be allocated in the future. ASM's proposal also provides for public outreach, a robust training program on how the HCS can be utilized in future policy and project review for staff and the Historic Preservation Commission, as well as the creation of an informational brochure that will promote the City's preservation program for users and applicants. The proposal includes a project timeframe of approximately twelve (12) months and a budget totaling \$64,100.60.

ASM is a cultural resources consulting firm that specializes in historic preservation and community outreach, as well as providing the full range of cultural resource studies. The firm is based in Pasadena, California, and has over 39 years of experience providing high-quality historical and cultural resource service to local, state, and federal agencies throughout the West. ASM's senior staff meet or exceed the *Secretary of the Interior's Standards for the Treatment of Historic Properties* as Historians and Architectural Historians.

## **Conclusion**

An historic contexts is a critical tool for understanding, identifying, evaluating, and protecting resources which give Monrovia its individual character and sense of place. Although the budget for ASM's scope of work is on the higher end of the project cost range, their scope of work provides the most value to the City of Monrovia. In comparison to the other proposals, the level of detail and content that will be provided in the HCS will be closest to that of a historic survey. The ASM proposal outlines an appropriate amount of archival research and field work necessary for preparing a comprehensive context statement that will serve as a cost-effective and long term historic preservation tool for residents, community members, City Officials, and staff.

The draft Professional Service Agreement has been included in this report as Attachment "A." ASM's proposal is included as Attachment "B."

**ENVIRONMENTAL IMPACT:** There is no direct environmental impact associated with the approval of the agreement.

**FISCAL IMPACT:** The total cost of the project will not exceed \$64,100.60 and will be spread over FY 2017 and FY2018. The current Planning Division budget allocated funds for consultant service related to the Neighborhood Study including historic preservation tasks. Additional resources are available in the General Plan Cost Recovery Fund, which are moneys collected through the issuance of building permits to help pay for advance Planning efforts that support the goals and policies of the City's General Plan.

**OPTIONS:** The City Council has two options for consideration:

1. Approve the professional service agreement with ASM for an amount not to exceed \$64,100.60 for expert historic preservation consulting services for the development of a city-wide Historic Context Statement and identification of potential historic districts within the City.
2. Reject the professional service agreement proposal and provide staff with additional direction. Electing this option would potentially have a negative impact on the project schedule.

**RECOMMENDATION:** Staff recommends that the City Council approve the professional service agreement with ASM for an amount not to exceed \$64,100.60 for expert historic preservation consulting services for the development of a city-wide Historic Context Statement and identification of potential historic districts within the City.

**COUNCIL ACTION REQUIRED:** If the City Council concurs, the appropriate action would be a motion to approve the agreement with ASM, for an amount not to exceed \$64,100.60, for the development of a city-wide Historic Context Statement and identification of potential historic districts within the City, and authorize the City Manager to execute the necessary documents.

## CONSULTANT SERVICES AGREEMENT

This Consultant Services Agreement (“Agreement”) is dated March 22, 2017 (“Effective Date”), and is between the City of Monrovia, a California municipal corporation (“City”) and ASM Affiliates, a California corporation (“Consultant”).

### RECITALS

A. City desires to utilize the services of Consultant as an independent contractor to prepare a Monrovia Historic Context Statement (HCS) and Identification of Potential Districts.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The parties therefore agree as follows:

#### 1. Consultant’s Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services, attached as **Exhibit A**. City may request, in writing, changes in the scope of services to be performed. Any changes mutually agreed upon by the parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the “City Representative”). For the purposes of this Agreement, the Consultant Representative shall be Shannon Davis, ASM Project Manager (the “Consultant Representative”). The Consultant Representative shall directly manage Consultant’s services under this Agreement. Consultant shall not change the Consultant Representative without City’s prior written consent.

C. Time for Performance. Consultant shall commence the services on the Effective Date and shall perform all services in conformance with the project timeline, attached hereto as **Exhibit C**.

D. Standard of Performance. Consultant shall perform all services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

E. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the services required under this Agreement. All of the services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services.

F. Compliance with Laws. Consultant shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements applicable to this Agreement.

G. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement, including a business license.

**2. Term of Agreement.** The term of this Agreement shall be from the Effective Date through March 31, 2018, unless sooner terminated as provided in Section 13 of this Agreement or extended.

**3. Compensation.**

A. Compensation. As full compensation for Consultant's timely completion of all the tasks set forth in Exhibits A and C, pursuant to this Agreement, City shall pay Consultant the total flat sum of Sixty Four Thousand, One Hundred Dollars and Sixty Cents (\$64,100.60) (the "maximum compensation"), as set forth in the Approved Fee Schedule, attached hereto as **Exhibit B**.

B. Expenses. The amount set forth in paragraph A shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement.

A. Additional Services. City shall not allow any claims for additional services performed by Consultant, unless the City Council and the Consultant Representative authorize the additional services in writing prior to Consultant's performance of the additional services or incurrence of additional expenses. Any additional services or expenses authorized by the City Council shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

**4. Method of Payment.**

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period, hourly rates charged, if applicable, and the amount due. City shall review each invoice and notify Consultant in writing within ten (10) business days of receipt of any disputed invoice amounts.

B. Payment. City shall pay all undisputed invoice amounts within thirty (30) calendar days after receipt up to the maximum compensation set forth in Section 3 of this Agreement. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this agreement available during Consultant's regular working hours to City for review and audit by City.

**5. Ownership of Documents.** All reports, documents or other written material ("written products") developed by Consultant in the performance of this Agreement shall be and remain City's property without restriction or limitation upon its use or dissemination by City. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

**6. Independent Contractor.** Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City.

**7. Confidentiality.** All drafts, data, documents, discussion, or other information (collectively "data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential. Consultant shall keep all data confidential and shall not disclose any data to any person or entity without City's prior written consent. City shall grant such consent if disclosure is legally required. Consultant shall return all data to City upon the expiration or termination of this Agreement. Consultant's covenant under this Section 7 shall survive the expiration or termination of this Agreement.

**8. Conflicts of Interest.** Consultant and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section 8 into any

subcontract that Consultant executes in connection with the performance of this Agreement.

## **9. Indemnification.**

### **A. Indemnities for Third Party Claims.**

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liability with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this Subparagraph A. 2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section 9 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations,



Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section 9, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section 9 shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liability, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Consultant's indemnifications and obligations under this Section 9 shall survive the expiration or termination of this Agreement.

## **10. Insurance.**

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of Two Million Dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of Two Million Dollars (\$2,000,000) per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of Two Million Dollars (\$2,000,000) per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of services under this Agreement, Consultant shall obtain a non-

owned auto endorsement to the Commercial General Liability policy required under Subparagraph A. 1) of this Section 10.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per accident for bodily injury or disease. If Consultant has no employees while performing services under this Agreement, a workers' compensation policy is not required, but Consultant shall execute a declaration that it has no employees.

B. Acceptability of Insurers. The insurance policies required under this Section 10 shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self insurance shall not be considered to comply with the insurance requirements under this Section 10.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming the City, its officers, employees, agents and volunteers as additional insureds.

D. Primary and Non-Contributing. The insurance policies required under this Section 10 shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section 10 shall not prohibit Consultant and Consultant's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section 10 during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail thirty (30) days' prior written notice to City. If any insurance policy required under this Section 10 is canceled or reduced in coverage or limits, Consultant shall, within two (2) business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section 10 in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section 10, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of services under this Agreement, Consultant shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section 10. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two (2) weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 9 of this Agreement.

K. Subcontractor Insurance Requirements. Consultant shall require each of its subcontractors that perform services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section 10.

## **11. Mutual Cooperation.**

A. City's Cooperation. City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available to City for Consultant's proper performance of the services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against the City relating to Consultant's work product, performance or services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

**12. Records and Inspections.** Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of four (4) years following the expiration or termination of this Agreement. Consultant shall, without charge, provide City with access to the records during normal business hours. City may examine and audit the records and make transcripts therefrom, and inspect all program data, documents, proceedings and activities.

**13. Termination of Agreement.**

A. Right to Terminate. City may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least five (5) calendar days before the termination is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least sixty (60) calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

**14. Force Majeure.** Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

**15. Notices.** Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Consultant's and City's regular business hours, or (c) three business days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the party to be notified as set forth below:

If to City:  
Attn: Alice D. Atkins, City Clerk  
City of Monrovia  
415 South Ivy Avenue  
Monrovia, California 91016

If to Consultant:  
Attn: Shannon Davis, M.A., RPH  
ASM Affiliates, Inc.  
20 North Raymond Avenue, Suite 220  
Pasadena, California 91103

With a courtesy copy to:  
Craig A. Steele, City Attorney  
Richards, Watson & Gershon  
355 South Grand Avenue, 40<sup>th</sup> Floor  
Los Angeles, CA 90071

**16. Non-Discrimination and Equal Employment Opportunity.** In the performance of this Agreement, Consultant shall not discriminate against any employee,

subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

**17. Prohibition of Assignment and Delegation.** Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section 17 shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section 17, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

**18. No Third Party Beneficiaries Intended.** This Agreement is made solely for the benefit of the parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

**19. Exhibits.** Exhibits A, B and C constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

**20. Entire Agreement and Modification of Agreement.** This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may be modified only by a writing signed by both parties.

**21. Headings.** The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the parties to this Agreement.

**22. Word Usage.** Unless the context clearly requires otherwise, (a) the words “shall,” “will” and “agrees” are mandatory and “may” is permissive; (b) “or” is not exclusive; and (c) “includes” or “including” are not limiting.

**23. Time of the Essence.** Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

**24. Governing Law and Choice of Forum.** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a municipal, superior or federal court with geographic jurisdiction over the City of Monrovia.

**25. Attorneys’ Fees.** In any litigation or other proceeding by which on party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded reasonable attorneys’ fees together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

**26. Severability.** If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

[SIGNATURE PAGE FOLLOWS]

The parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

City:

City of Monrovia,  
a California municipal corporation

By: \_\_\_\_\_

Name: Oliver Chi  
Title: City Manager

Consultant:

ASM Affiliates, Inc.  
a California corporation

By: \_\_\_\_\_

Name: Shannon Davis  
Title: ASM Project Manager

ATTEST:

*(Two signatures of corporate officers required for corporations under Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)*

By: \_\_\_\_\_

Name: Alice D. Atkins, CMC  
Title: City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_

Name: Craig A. Steele  
Title: City Attorney

## **EXHIBIT A SCOPE OF SERVICES**

### **SCOPE OF WORK**

ASM understands that the City desires the development of a comprehensive, city-wide Historic Context Statement (HCS) for Monrovia and the identification of potential historic districts within the City. The City will utilize the HCS in the future as the basis for reconnaissance and intensive level historic resources surveys, which are outside the scope of this Project.

ASM will conduct archival research, public meetings, reconnaissance survey, historical analysis of the information gathered, and prepare the HCS in accordance with the California OHP's *Writing Historic Contexts* and *Format for Historic Context Statements*. Work for this project will be conducted by ASM Historians and Architectural Historians that meet and/or exceed the *SOI's Professional Qualification Standards* for those disciplines. ASM will also conduct public outreach through meetings with interest groups and a training session with City Planning Staff to train them how to utilize the Context Statement in future policy development and project review.

ASM recognizes that many historic preservation milestones have been achieved in Monrovia:

- **1980:** formation of Monrovia Old House Preservation Group (MOHPG)
- **1995:** preservation ordinance and Mills Act program
- **2005:** ordinance requiring the review of pre-1940 homes prior to demolition
- **2014:** moratorium on the demolition of houses and construction of new two-story residential
- **2002-2004:** Survey that resulted in 1,500 Department of Parks and Recreation (DPR) forms and database of baseline information

The HCS is the next logical step in preservation planning for the City, to identify, recognize, and protect historic properties.



## WORK PLAN

ASM will develop a comprehensive, city-wide HCS for Monrovia and identify potential historic districts within the City. Appropriate subthemes will be included to provide a framework for important themes, events, and time periods of development. A HCS will be submitted that includes the following sections:

- Title Page
- Table of Contents
- Front Matter
  - Methodology
  - Eligibility Criteria
- Summary Statement
- Historical Background
- Themes (s)
  - Sub-theme (s)
  - Property Types
  - Registration Requirements
  - Integrity Thresholds
- Recommended Historic Districts
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- Implementation

The HCS will be prepared in accordance with the OHP's *Writing Historic Contexts and Format for Historic Context Statements*, as well as more general guidance on context statements found in the National Register of Historic Places (NRHP) *Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning*, *Bulletin 16A: How to Complete the National Register Registration Form*, and *Bulletin 15: How to Apply the National Register Criteria for Evaluation*, *Bulletin 16B: How to Complete the National Register Registration Form* and OHP's *Instructions for Recording Historical Resources*, and Technical Assistance Series #7 *How to Nominate a Resource to the California Register of Historical Resources (CRHR)*.

ASM will begin the project with a kick-off meeting between the City and ASM to finalize the work plan and project schedule (**Task 1**). As part of the kick-off meeting, ASM requests that the City lead the team on a brief windshield tour (not to exceed one hour) so that City staff can identify areas or neighborhoods that may require special emphasis or focus in the historic research and analysis.

ASM will then begin the archival research phase of the project (**Task 2**). ASM will request a targeted records search from the South Central Coastal Information Center (SCCIC), to obtain copies of relevant architectural history related reports conducted within the City boundaries within the past five years, not to exceed a cost of \$1,000. ASM will review the City's existing lists of potential and designated historic resources,

General Plan policies, current historic preservation ordinance, demolition and neighborhood and compatibility ordinances. ASM will also contact interested parties at the outset of the research phase to discuss the Project, potential sub-themes for the HCS, and research questions. ASM will obtain from the City the prior DPR forms and associated database from the 2002-2004 survey conducted by PCR. ASM will review all of this prior information, as well as any other reports or overview histories that the City or MOHPG can provide. ASM will then develop a list of research questions and data gaps to focus our research.

ASM will conduct research using primary and secondary documents at local repositories including the Monrovia Public Library's Heritage Room, Monrovia Historical Museum, and City offices for original subdivision maps. ASM will utilize electronic research materials such as Digitized Monrovia Newspapers on Google Drive, Sanborn Maps, and Census Data. ASM will review historic maps and aerial photographs to confirm the general development of the project area. ASM requests the City to provide Geographic Information System (GIS) shapefiles from Los Angeles County Assessor property data that identifies the "year built" for every property within the City. This data will enable ASM to develop maps for the context that illustrate the growth of the City, as well as assist us with identifying appropriate boundaries for recommended historic districts and a reconnaissance-level survey of the City. During the reconnaissance survey, ASM will note development patterns, general characteristics of different areas/neighborhoods, property types, architectural styles, and distribution of resources. Digital photography taken during the survey will focus on representative views only; comprehensive photographs of all parcels within the City will not be taken. Those representative views will depict streetscapes of potential districts and typical property types and architectural styles. The survey will only include those areas of the City developed up to 1970. It is assumed that the survey will be limited to two-days. In support of the HCS section for registration requirements, photographs will be chosen from the reconnaissance survey that illustrate a maximum of two specific properties for each property type identified as eligible under a specific theme or sub-theme.

As part of the public outreach for the project, ASM will collaborate with the City to identify individuals and organizations that are knowledgeable and interested in historic resources, community planning, and development, such as MOHPG, that should be invited to participate in an informational meeting. The City will arrange a meeting location where ASM will present the project methodology and an overview of our initial research findings, and provide a brief handout for the meeting attendees (not to exceed two pages) (**Task 3**). The purpose of the meeting will be two-fold: 1) to inform the local preservation community about the project and initial research and 2) solicit and gather input from the meeting attendees of places that may be historically significant, especially places associated with significant local events and people.

ASM will provide content to the City and MOHPG for posting of information about the project on websites and social media (Facebook, Twitter, etc). Shortly after the kick-off meeting, ASM will provide content to the City so their website staff can create a

webpage for this project. That content will include a short project description, photographs, project schedule, and an email address for ASM staff where input/comments can be submitted. Throughout the duration of the project, ASM will provide context to the City to update this webpage. ASM will provide meeting dates, once established for the MOPHG and HPC meetings, to add to the webpage. Concurrent with the delivery of the draft HCS, ASM will provide a brief summary of the findings to update the City website, and recommends that a PDF version of the draft HCS be posted on the City's website. Concurrent with the delivery of the final HCS, ASM will provide a final summary of the project, and recommends that a PDF version of the final HCS be posted on the City's website.

ASM will review all of the information gained through public outreach and archival research gathered to develop a succinct understanding of the history and development of Monrovia, and develop the administrative draft HCS (**Task 4**). The HCS will discuss significant themes in the historical development of Monrovia from its founding in the 1880s through the 1960s. The HCS will specifically include information about the diverse residential, commercial and industrial neighborhoods of Monrovia and their development over time. As appropriate, the HCS will identify sub-themes with periods of significance and areas of significance that relate to those established by the NRHP in *Bulletin 16B: How to Complete the National Register Registration Form*. Property types will be established for each theme and/or sub-theme, including character-defining features, eligibility standards/registration requirements, and integrity thresholds. Those eligibility standards will address NRHP, CRHR, and Monrovia Historic Landmark eligibility criteria. As a result, the HCS will provide a framework for evaluating resources for National, California, and local designation. Illustrative materials will include maps and photographs that represent the context, sub-themes, and property types.

The HCS will also identify specific boundaries for potentially eligible historic districts within the City. This section will include a map for each recommended historic district, with accompanying verbal boundary description. Narrative within the HCS will also identify the distinctive characteristics of those potential historic districts and the type of properties, features, and integrity necessary for buildings within the historic district boundary to qualify as contributing structures/properties.

The Preservation Goals and Priorities section of the HCS will recommend future preservation objectives and steps to reach those goals. The final chapter, Implementation, will identify how the survey findings will be incorporated into local planning including a user guide, forms, and procedural documents. An appendix to the HCS report will include the City's existing lists of potential and designated historic resources.

ASM will provide two additional iterations of the HCS to allow for response to comments. ASM will provide the Draft HCS (**Task 5**) in response to City comments and the Final HCS (**Task 7**) in response to State Historic Preservation Office (SHPO) comments. It is assumed that comments will be editorial in nature, not require additional

research, and not exceed 34 hours of staff time for each additional iteration. Upon completion of the Draft HCS, ASM will present the findings to the Historic Preservation Commission (HPC) (**Task 6**). ASM will prepare a Powerpoint presentation and large scale project area maps for those meetings. Finally, ASM will present the Final HCS to the HPC and City Council, to take place during a regularly scheduling meetings (**Tasks 8 and 9**).

Additionally, ASM will facilitate two meetings to train City Planning staff and the HPC on how to utilize the HCS in future policy development and during project review (**Task 10**). ASM will provide up to three iterations of the brochure. Three design layouts of the first iterations will be provide for the City to select their preferred layout as part of their review of the first iteration. ASM will provide the final brochure as a PDF document for the City to print and distribute.

ASM will provide monthly progress reports to accompany our monthly invoices for work completed in the preceding month (**part of Task 1**). The progress reports will outline progress made on each task to date.

## **WORK PRODUCTS**

The following specific end products will be submitted as part of this project:

### **1. Administrative Draft HCS**

- a. Submitted electronically in Word and PDF format.
- b. Identification of Historic Districts will be included in the HCS
- c. Content of all iterations of the HCS will follow the below outline:
  - Title Page
  - Table of Contents
  - Front Matter
    - Methodology
    - Eligibility Criteria
  - Summary Statement
  - Historical Background
  - Themes (s)
    - Sub-theme (s)
    - Property Types
    - Registration Requirements
    - Integrity Thresholds
  - Recommended Historic Districts
  - Preservation Goals and Priorities

### **2. Draft HCS**

- a. Submitted electronically in Word and PDF format
- b. Submitted in Bound Hard Copy, up to three (3) copies

### **3. Final HCS**

- a. Submitted electronically in Word and PDF format
- b. Submitted in Bound Hard Copy, up to fourteen (14) copies
- c. GIS shapefiles

**4. Meetings/Outreach**

- a. MOHPG Meeting
  - i. Brief handout (2 pages) of Project methodology and research overview
- b. Internet postings
  - i. Provide content to MOHPG for website and email posting
  - ii. Provide initial content to City for posting on website or Facebook accounts
  - iii. Provide updated content with submission of Draft HCS
  - iv. Provide updated context with submission of Final HCS
- c. Presentation of Draft HCS to HPC
- d. Presentation of Final HCS to HPC
- e. Presentation of Final HCS to City Council

**5. HCS Training for City Planning Staff and HPC**

- a. Up to two (2) meetings at City offices to instruct Planning staff and HPC on how to the HCS can be utilized in future policy development and project review

**6. Listing on Qualified Preservation Consultant's List**

- a. ASM requests addition to the list, if not already included

**EXHIBIT B  
APPROVED FEE SCHEDULE**

<b>Task</b>	<b>Rate</b>	<b>Units</b>	<b>Total</b>	
<b>Task 1. Kick off Meeting/Administrative</b>				
Project Manager	117.00	15.00	1,755.00	
Architectural Historian II	87.00	5.00	435.00	
Mileage	0.55	20.00	10.90	
		Subtotal		\$2,200.90
<b>Task 2. Archival Research</b>				
Project Manager	117.00	16.00	1,872.00	
Historian II	96.00	48.00	4,608.00	
Architectural Historian II	87.00	80.00	6,960.00	
GIS Technician	85.00	24.00	2,040.00	
Per Diem	135.00	1.00	135.00	
Mileage	0.55	720.00	392.40	
		Subtotal		\$16,007.40
<b>Task 3. Initial Outreach</b>				
Project Manager	117.00	16.00	1,872.00	
Architectural Historian II	87.00	16.00	1,392.00	
Cultural Resources Specialist	98.00	4.00	392.00	
Mileage	0.55	40.00	21.80	
		Subtotal		\$3,677.80
<b>Task 4. Administrative Draft Historic Context Statement</b>				
Project Manager	117.00	48.00	5,616.00	
Historian II	96.00	70.00	6,720.00	
Architectural Historian II	87.00	140.00	12,180.00	
Cultural Resources Specialist	98.00	4.00	392.00	
GIS Technician	85.00	20.00	1,700.00	
Graphics	78.00	12.00	936.00	
Word Processor	68.00	12.00	816.00	
		Subtotal		\$28,360.00
<b>Task 5. Draft Historic Context Statement</b>				
Project Manager	117.00	8.00	936.00	
Historian II	96.00	4.00	384.00	
Architectural Historian II	87.00	12.00	1,044.00	
Cultural Resources Specialist	98.00	2.00	196.00	
GIS Technician	85.00	6.00	510.00	
Graphics	78.00	2.00	156.00	
Word Processor	68.00	4.00	272.00	
Shipping/postage	50.00	1.00	50.00	
		Subtotal		\$3,548.00

**Task 6. Presentation of Draft HCS to HPC**

Project Manager	117.00	8.00	936.00	
Architectural Historian II	87.00	8.00	696.00	
Mileage	0.55	20.00	10.90	
		Subtotal		\$1,642.90

**Task 7. Final Historic Context Statement**

Project Manager	117.00	4.00	468.00	
Historian II	96.00	4.00	384.00	
Architectural Historian II	87.00	12.00	1,044.00	
Cultural Resources Specialist	98.00	2.00	196.00	
GIS Technician	85.00	6.00	510.00	
Graphics	78.00	2.00	156.00	
Word Processor	68.00	12.00	816.00	
Shipping/postage	150.00	1.00	150.00	
		Subtotal		\$3,724.00

**Task 8. Presentation of Final HCS to HPC**

Project Manager	117.00	6.00	702.00	
Architectural Historian II	87.00	6.00	522.00	
Mileage	0.55	20.00	10.90	
		Subtotal		\$1,234.90

**Task 9. Presentation of Final HCS to Council**

Project Manager	117.00	6.00	702.00	
Architectural Historian II	87.00	6.00	522.00	
Mileage	0.55	20.00	10.90	
		Subtotal		\$1,234.90

**Task 10. HCS Training**

Project Manager	117.00	12.00	1,404.00	
Architectural Historian II	87.00	12.00	1,044.00	
Mileage	0.55	40.00	21.80	
		Subtotal		\$2,469.80

**TOTAL** **\$64,100.60**

**EXHIBIT C  
PROJECT TIMELINE**

<b>Task #</b>	<b>Task</b>	<b>Beginning Date</b>	<b>Completion</b>	<b>Review Period</b>	<b>Work Products</b>
#1	Kick off Meeting/ Administrative	March 22, 2017	March 30, 2017	NA	NA
#2	Archival Research	March 30, 2017	July 30, 2017	NA	NA
#3	Initial Outreach	April 15, 2017	July 30, 2017	NA	4.a and 4.b (i and ii)
#4	Administrative Draft HCS	July 30, 2017	September 15, 2017	30 days	1
#5	Draft HCS	October 15, 2017	November 15, 2017	30 days	2, 4.b (iii)
#6	Presentation of Draft HCS to HPC	November 29, 2017	November 29, 2017	NA	4. c
#7	Final HCS	December 15, 2017	January 15, 2018	NA	3, 4.b (iv)
#8	Presentation of Final HCS to HPC	January 31, 2018	January 31, 2018	NA	4. d
#9	Presentation of Final HCS to City Council	February 6, 2018	February 6, 2018	NA	4. e
#10	HCS Training	February 6, 2018	March 31, 2018	NA	5. a



# Proposal to Provide City of Monrovia Historic Context Statement and Identification of Potential Districts

Due 1/30/2017

ASM Proposal Number P000010.17

*Prepared for:*

Anne McIntosh  
City of Monrovia  
Office of the City Clerk  
415 S. Ivy Avenue  
Monrovia, CA 91016



20 N. Raymond Ave, Suite 220  
Pasadena, CA 91103

ATTACHMENT B

January 27, 2017

Anne McIntosh  
City of Monrovia  
Office of the City Clerk  
415 S. Ivy Avenue  
Monrovia, CA 91016

Re: Request for Proposal (RFP) for the City of Monrovia Historic Context Statement (HCS) and Identification of Potential Districts

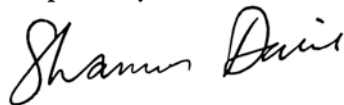
Dear Ms. McIntosh:

ASM Affiliates, Inc. (ASM) is pleased to present this proposal to prepare a HCS for the City of Monrovia (City) and, using the Historic Context, identify potential historic districts. ASM is uniquely qualified to meet the needs of the City and conduct the requested services to the highest standard on schedule and within budget. This proposal recognizes and includes all terms and conditions of the RFP and will remain valid for 90 days.

ASM is a cultural resources consulting firm that specializes in historic preservation and community outreach, as well as providing the full range of cultural resource studies. As a certified Small Business Enterprise (SBE) with more than 39 years of experience providing high-quality historical and cultural resource services to local, state and federal agencies and private project proponents throughout the West, we have completed more than 5,000 studies related to architectural history, history, archaeology and other specialized services. We also have an extensive history performing large contracts that involve the management of multiple subcontractors; though ASM does not propose any subconsultants as part of this proposal, we are prepared to coordinate with other agencies and contractors, as needed. ASM's senior technical staff meet or exceed the *Secretary of the Interior's (SOI's) Professional Qualification Standards* as Historians and Architectural Historians and have completed HCSs for projects throughout the state of California, and are well versed in applying the *SOI's Standards for the Treatment of Historic Properties*. With decades of experience performing the required services, our staff is confident that our expertise and technical approach will meet the City's historic needs.

As Director of Architectural History and Project Manager for the proposed project, I am authorized to represent ASM in any negotiations and to sign any agreement that may result. If you have any questions or would like to discuss this project further, please do not hesitate to contact me.

Respectfully submitted,



Shannon Davis, M.A., RPH  
Director, Architectural History  
ASM Project Manager  
20 N. Raymond Avenue, Suite 220  
Pasadena, CA 91103  
(626) 793-7395

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# INTRODUCTION

ASM understands that the City seeks to conduct historic preservation analysis through the preparation of a HCS and, using the statement, identify potential historic districts. As part of this project, ASM will investigate and discuss significant themes in the historical development of Monrovia from its founding through the 1960s, identify associated property types with their character defining features, and establish eligibility standards, evaluation criteria and integrity thresholds for resources associated with the important themes and subthemes of the context using the Office of Historic Preservation (OHP) Preferred format for HCS. This context will provide a framework for evaluating resources for national, California, and local designation.

ASM is uniquely qualified to meet the needs of the City and conduct the requested services to the highest standard, on schedule and within budget. With decades of experience performing the required services, our staff is confident that our expertise and technical approach will meet the City's historic needs. Our team has demonstrated experience in producing historic contexts, in conducting historic property surveys, in research methods, in knowledge of local architectural history, in assessments and evaluation reports, in the use of the SOI's *Standards for Treatment of Historic Properties*, and in preparing and implementing goals of historic preservation plans (HPP). Our team of Architectural Historians, Historians and other cultural resource specialists can provide considerable experience within Los Angeles county limits and considerable experience with regards to historic preservation services. By proposing a team of highly qualified individuals, we are ensuring the accuracy, timeliness, and quality of the delivered product, in accordance with the requirements of the proposed project. All of the proposed personnel meet or exceed the SOI's *Professional Qualifications Standards* (36 CFR 61) for their respective fields, including proposed Project Manager, Ms. Shannon Davis, M.A., RPH. All proposed individuals have been selected based upon their history of providing similar services to public sector organizations, their overall qualifications and expertise, and their ability to accomplish the assigned work on time and within budget.

## Project Management and Quality Control

In addition to our project experience and depth of staff, ASM has a project management system that enables our staff to complete tasks efficiently and keep projects on time and within allocated budget. Quality Assurance/Quality Control Program (QCP) for work performed for various public agencies. Our QCP monitors project progress, and is designed to allow for the accommodation of any contingencies and changes. As our past performance history has repeatedly demonstrated, our business plan, organizational structure, capabilities, experience and project oversight allow us to provide services and products that invariably meet our clients' specifications and needs, resulting in very high client satisfaction, regardless of the work load or complexity of the required tasks.

Completing projects on schedule and within budget is critical to client satisfaction, and it is a central goal in ASM's business philosophy and management approach. We achieve this goal through our time-tested QCP, which ensures that quality technical reports are provided as the basis for decision-making; verifies that functional, legal and environmental requirements are met; achieves cost-effective solutions consistent with project needs; assures accountability for the quality of the deliverables; avoids cost and schedule overruns; and includes a seamless review process including early identification and resolution of any policy or technical issues. With a designated QC team overseeing overall and project-specific measures, the plan includes internal project review; document control; coordination with subcontractors; work process control; inspection; corrective actions; maintenance of QC records; internal quality audits; QC staff training; revisions to QC plan; and contract review. The results are projects completed on schedule and within budget, and that fully satisfy the client's needs and objectives.

Each assigned project staff member will have well-defined responsibilities directed towards achieving the project and contract goals. Monthly internal project reviews combined with our document control system will guarantee that all responsibilities are fulfilled and project tasks completed on schedule. ASM Technical Editors review all reports prior to submittal, ensuring the product complies with all appropriate regulatory requirements and exceeds industry standards. Additional copy editing performed during word processing guarantees high quality of all deliverables.

## **Proposal Contents**

This proposal contains the following information:

- Project understanding;
- Proposed scope of the project;
- Concept for conducting the work;
- Identification of work products;
- Proposed schedule for completion;
- Estimated cost for ASM to complete the proposed scope of work; and,
- Firm qualifications and capability to perform the required project tasks;
- Resumes for proposed staff; and,
- Examples of deliverables from past projects.

## SCOPE OF WORK

ASM understands that the City desires the development of a comprehensive, city-wide HCS for Monrovia and the identification of potential historic districts within the City. The City will utilize the HCS in the future as the basis for reconnaissance and intensive level historic resources survey, which are outside the scope of this Project.

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The HCS is the next logical step in preservation planning for the City, to identify, recognize, and protect historic properties.

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subdivision maps. ASM will utilize electronic research materials such as Digitized Monrovia Newspapers on Google Drive, Sanborn Maps, and Census Data. ASM will review historic maps and aerial photographs to confirm the general development of the project area. ASM requests the City to provide Geographic Information System (GIS) shapefiles from Los Angeles County Assessor property data that identifies the “year built” for every property within the City. This data will enable ASM to develop maps for the context that illustrate the growth of the City, as well as assist us with identifying appropriate boundaries for recommended historic districts and a reconnaissance-level survey of the City. During the reconnaissance survey, ASM will note development patterns, general characteristics of different areas/neighborhoods, property types, architectural styles, and distribution of resources. Digital photography taken during the survey will focus on representative views only; comprehensive photographs of all parcels within the City will not be taken. Those representative views will depict streetscapes of potential districts and typical property types and architectural styles. The survey will only include those areas of the City developed up to 1970. It is assumed that the survey will be limited to two-days. In support of the HCS section for registration requirements, photographs will be chosen from the reconnaissance survey that illustrate a maximum of two specific properties for each property type identified as eligible under a specific theme or sub-theme.

As part of the public outreach for the project, ASM will collaborate with the City to identify individuals and organizations that are knowledgeable and interested in historic resources, community planning, and development, such as MOHPG, that should be invited to participate in an informational meeting. The City will arrange a meeting location where ASM will present the project methodology and an overview of our initial research findings, and provide a brief handout for the meeting attendees (not to exceed two pages) (**Task 3**). The purpose of the meeting will be two-fold: 1) to inform the local preservation community about the project and initial research and 2) solicit and gather input from the meeting attendees of places that may be historically significant, especially places associated with significant local events and people.

ASM will provide content to the City and MOHPG for posting of information about the project on websites and social media (Facebook, Twitter, etc). Shortly after the kick-off meeting, ASM will provide content to the City so their website staff can create a webpage for this project. That content will include a short project description, photographs, project schedule, and an email address for ASM staff where input/comments can be submitted. Throughout the duration of the project, ASM will provide context to the City to update this webpage. ASM will provide meeting dates, once established for the MOPHG and HPC meetings, to add to the webpage. Concurrent with the delivery of the draft HCS, ASM will provide a brief summary of the findings to update the City website, and recommends that a PDF version of the draft HCS be posted on the City’s website. Concurrent with the delivery of the final HCS, ASM will provide a final summary of the project, and recommends that a PDF version of the final HCS be posted on the City’s website.

ASM will review all of the information gained through public outreach and archival research gathered to develop a succinct understanding of the history and development of Monrovia, and develop the administrative draft HCS (**Task 4**). The HCS will discuss significant themes in the historical development of Monrovia from its founding in the 1880s through the 1960s. The HCS will specifically include information about the diverse residential, commercial and industrial neighborhoods of Monrovia and their development over time. As appropriate, the HCS will identify sub-themes with periods of significance and areas of significance that relate to those established by the NRHP in *Bulletin 16B: How to Complete the National Register Registration Form*. Property types will be established for each theme and/or sub-theme, including character-defining features, eligibility standards/registration requirements, and integrity thresholds. Those eligibility standards will address NRHP, CRHR, and Monrovia Historic Landmark eligibility criteria. As a result, the HCS will provide a framework for evaluating resources for National, California, and local designation. Illustrative materials will include maps and photographs that represent the context, sub-themes, and property types.



The HCS will also identify specific boundaries for potentially eligible historic districts within the City. This section will include a map for each recommended historic district, with accompanying verbal boundary description. Narrative within the HCS will also identify the distinctive characteristics of those potential historic districts and the type of properties, features, and integrity necessary for buildings within the historic district boundary to qualify as contributing structures/properties.

The Preservation Goals and Priorities section of the HCS will recommend future preservation objectives and steps to reach those goals. The final chapter, Implementation, will identify how the survey findings will be incorporated into local planning including a user guide, forms, and procedural documents. An appendix to the HCS report will include the City's existing lists of potential and designated historic resources.

ASM will provide two additional iterations of the HCS to allow for response to comments. ASM will provide the Draft HCS (**Task 5**) in response to City comments and the Final HCS (**Task 7**) in response to State Historic Preservation Office (SHPO) comments. It is assumed that comments will be editorial in nature, not require additional research, and not exceed 34 hours of staff time for each additional iteration. Upon completion of the Draft HCS, ASM will present the findings to the Historic Preservation Commission (HPC) (**Task 6**). ASM will prepare a Powerpoint presentation and large scale project area maps for those meetings. Finally, ASM will present the Final HCS to the HPC and City Council, to take place during a regularly scheduling meetings (**Tasks 8 and 9**).

Additionally, ASM will facilitate two meetings to train City Planning staff and the HPC on how to utilize the HCS in future policy development and during project review (**Task 10**). ASM will provide up to three iterations of the brochure. Three design layouts of the first iterations will be provide for the City to select their preferred layout as part of their review of the first iteration. ASM will provide the final brochure as a PDF document for the City to print and distribute.

ASM will provide monthly progress reports to accompany our monthly invoices for work completed in the preceding month (**part of Task 1**). The progress reports will outline progress made on each task to date.

# WORK PRODUCTS

The following specific end products will be submitted as part of this project:

## 1. Administrative Draft HCS

- a. Submitted electronically in Word and PDF format.
- b. Identification of Historic Districts will be included in the HCS
- c. Content of all iterations of the HCS will follow the below outline:
  - Title Page
  - Table of Contents
  - Front Matter
    - Methodology
    - Eligibility Criteria
  - Summary Statement
  - Historical Background
  - Themes (s)
    - Sub-theme (s)
    - Property Types
    - Registration Requirements
    - Integrity Thresholds
  - Recommended Historic Districts
  - Preservation Goals and Priorities

## 2. Draft HCS

- a. Submitted electronically in Word and PDF format
- b. Submitted in Bound Hard Copy, up to three (3) copies

## 3. Final HCS

- a. Submitted electronically in Word and PDF format
- b. Submitted in Bound Hard Copy, up to fourteen (14) copies
- c. GIS shapefiles

## 4. Meetings/Outreach

- a. MOHPG Meeting
  - i. Brief handout (2 pages) of Project methodology and research overview
- b. Internet postings
  - i. Provide content to MOHPG for website and email posting
  - ii. Provide initial content to City for posting on website or Facebook accounts
  - iii. Provide updated content with submission of Draft HCS
  - iv. Provide updated context with submission of Final HCS
- c. Presentation of Draft HCS to HPC
- d. Presentation of Final HCS to HPC
- e. Presentation of Final HCS to City Council

## 5. HCS Training for City Planning Staff and HPC

- a. Up to two (2) meetings at City offices to instruct Planning staff and HPC on how to the HCS can be utilized in future policy development and project review

## 6. Listing on Qualified Preservation Consultant's List

- a. ASM requests addition to the list, if not already included

## PROPOSED SCHEDULE

Below is the proposed schedule for the project, organized by task as identified Work Plan. ASM recommends a 12-month schedule for the project. Work Products identified in the preceding section correspond to the final column of the table. It is assumed the City and SHPO will require 30 days for review. Revisions to the schedule can be determined during the kick off meeting.

Table 1. Schedule of Tasks and Deliverables

Task #	Task	Beginning Date	Completion	Review Period	Work Products
#1	Kick off Meeting/ Administrative	March 22, 2017	March 30, 2017	NA	NA
#2	Archival Research	March 30, 2017	July 30, 2017	NA	NA
#3	Initial Outreach	April 15, 2017	July 30, 2017	NA	4.a and 4.b (i and ii)
#4	Administrative Draft HCS	July 30, 2017	September 15, 2017	30 days	1
#5	Draft HCS	October 15, 2017	November 15, 2017	30 days	2, 4.b (iii)
#6	Presentation of Draft HCS to HPC	November 29, 2017	November 29, 2017	NA	4. c
#7	Final HCS	December 15, 2017	January 15, 2018	NA	3, 4.b (iv)
#8	Presentation of Final HCS to HPC	January 31, 2018	January 31, 2018	NA	4. d
#9	Presentation of Final HCS to City Council	February 6, 2018	February 6, 2018	NA	4. e
#10	HCS Training	February 6, 2018	March 31, 2018	NA	5. a

## ESTIMATED COST

The total expected cost for the project is **\$64,100.60**. That cost is a not-to-exceed amount for the scope of work described. The budget is broken down by task, staff, and hours. Each task or component also includes a subtotal/standalone cost if the City chooses to phase the project over two fiscal years.

Task	Rate	Units	Total	
<b>Task 1. Kick off Meeting/Administrative</b>				
Project Manager	117.00	15.00	1,755.00	
Architectural Historian II	87.00	5.00	435.00	
Mileage	0.55	20.00	10.90	
		Subtotal		\$2,200.90
<b>Task 2. Archival Research</b>				
Project Manager	117.00	16.00	1,872.00	
Historian II	96.00	48.00	4,608.00	
Architectural Historian II	87.00	80.00	6,960.00	
GIS Technician	85.00	24.00	2,040.00	
Per Diem	135.00	1.00	135.00	
Mileage	0.55	720.00	392.40	
		Subtotal		\$16,007.40
<b>Task 3. Initial Outreach</b>				
Project Manager	117.00	16.00	1,872.00	
Architectural Historian II	87.00	16.00	1,392.00	
Cultural Resources Specialist	98.00	4.00	392.00	
Mileage	0.55	40.00	21.80	
		Subtotal		\$3,677.80
<b>Task 4. Administrative Draft Historic Context Statement</b>				
Project Manager	117.00	48.00	5,616.00	
Historian II	96.00	70.00	6,720.00	
Architectural Historian II	87.00	140.00	12,180.00	
Cultural Resources Specialist	98.00	4.00	392.00	
GIS Technician	85.00	20.00	1,700.00	
Graphics	78.00	12.00	936.00	
Word Processor	68.00	12.00	816.00	
		Subtotal		\$28,360.00
<b>Task 5. Draft Historic Context Statement</b>				
Project Manager	117.00	8.00	936.00	
Historian II	96.00	4.00	384.00	
Architectural Historian II	87.00	12.00	1,044.00	
Cultural Resources Specialist	98.00	2.00	196.00	
GIS Technician	85.00	6.00	510.00	
Graphics	78.00	2.00	156.00	
Word Processor	68.00	4.00	272.00	
Shipping/postage	50.00	1.00	50.00	
		Subtotal		\$3,548.00

**Task 6. Presentation of Draft HCS to HPC**

Project Manager	117.00	8.00	936.00	
Architectural Historian II	87.00	8.00	696.00	
Mileage	0.55	20.00	10.90	
		Subtotal		\$1,642.90

**Task 7. Final Historic Context Statement**

Project Manager	117.00	4.00	468.00	
Historian II	96.00	4.00	384.00	
Architectural Historian II	87.00	12.00	1,044.00	
Cultural Resources Specialist	98.00	2.00	196.00	
GIS Technician	85.00	6.00	510.00	
Graphics	78.00	2.00	156.00	
Word Processor	68.00	12.00	816.00	
Shipping/postage	150.00	1.00	150.00	
		Subtotal		\$3,724.00

**Task 8. Presentation of Final HCS to HPC**

Project Manager	117.00	6.00	702.00	
Architectural Historian II	87.00	6.00	522.00	
Mileage	0.55	20.00	10.90	
		Subtotal		\$1,234.90

**Task 9. Presentation of Final HCS to Council**

Project Manager	117.00	6.00	702.00	
Architectural Historian II	87.00	6.00	522.00	
Mileage	0.55	20.00	10.90	
		Subtotal		\$1,234.90

**Task 10. HCS Training**

Project Manager	117.00	12.00	1,404.00	
Architectural Historian II	87.00	12.00	1,044.00	
Mileage	0.55	40.00	21.80	
		Subtotal		\$2,469.80

		<b>TOTAL</b>		<b>\$64,100.60</b>
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## **ABILITY OF CONSULTANT TO PERFORM**

With our depth of experience in conducting HCS, surveys, public presentations, and oral histories, ASM brings the necessary experience as well as technical and professional skills to successfully complete this project. Throughout our 39 year history, ASM has prepared numerous HCSs, citywide and comprehensive historic surveys, Historic Structure Reports (HSRs), HPPs, historic building inventories, NRHP evaluations and nominations, CRHR eligibility evaluations, Historic American Building Surveys (HABS)/Historic American Engineering Record (HAER) recordation, and management planning documents such as Integrated Cultural Resources Management Plans (ICRMPs), and Historic Building Maintenance Plans for buildings and structures throughout California, as well as other areas within Arizona, Idaho, Nevada, and Washington.

### **Project Experience**

Our Pasadena office has extensive experience throughout southern California, including development of historic contexts and intensive level surveys. We have also evaluated numerous individual properties throughout southern California for compliance with California Environmental Quality Act (CEQA) and local city ordinances. Numerous examples of ASM's past projects demonstrate our experience and technical and professional skills required to conduct the proposed project for Monrovia. Most recently, ASM was awarded a contract with the City of Ontario to prepare a themed history context statement and conduct an intensive-level survey for the Ontario International Airport in order to provide a framework to evaluate commercial and military aviation-associated properties. In addition to the final HCS, ASM is conducted oral interviews and will prepare a short video documentary. ASM assisted the City of Los Angeles's OHR in developing a context for the Military Institutions and Activities in Los Angeles theme, in support of SurveyLA. ASM developed narrative contexts for the overall theme and seven sub-themes, identified known resources, developed a bibliography of sources, and established future research questions. ASM has also prepared similar tasks for other municipalities. Most relevant to the Monrovia Historic Context was a multi-phase city-wide historic resources survey for the City of Chula Vista, which include historic context development, outreach meetings, and surveys. Our team of Architectural Historians identified more than 12,000 parcels during the reconnaissance survey and conducted intensive evaluations for nearly 400 of those potential historic resources through intensive field survey. Our team also participated in public meetings to seek input from the community for inclusion in the historic context. ASM developed a HPP for the City of Henderson, Nevada, during which ASM conducted multiple public and private meetings, including targeted meetings with the local historic society and a brief reconnaissance survey. ASM completed a historic context and research design for the Southern Pacific River Railroad Station in Los Angeles, synthesizing historical data, drawings, and photographs to inform future interpretation of the park by California State Parks. ASM prepared HCSs for two military institutions, China Lake (Cold War), and Detachment Corona, Naval Weapons Station Seal Beach (World War II through the Cold War), the latter of which included intensive survey of more than 70 buildings. ASM also conducted an intensive-level survey and evaluation of 30 buildings and structures at Miramar Air Force Base, including multiple aviation related resources. Additionally, as part of ASM's on-call historic preservation consultant contract with Mt. San Antonio College, ASM prepared a Historical Resources Evaluation Report (HRER) to assess impacts to known historic resources on campus and evaluated five buildings for listing in the CRHR and as historical resources under CEQA, prior to demolition. Reports from these projects are provided in Appendix B to demonstrate the high-quality of deliverables that ASM submits.

### **Key Personnel**

We propose a highly experienced staff of historical architects, historians, cultural resource specialists, graphics specialists and peer reviewers who have the experience and education necessary to successfully

complete the project. Our proposed team has considerable experience performing similar scopes of work including historic contexts, survey, and outreach with the community. All staff and resources will be committed to completing this project on schedule and within budget.

Our qualified team is led by Ms. Shannon Davis who brings more than 19 years of experience in the field of historic preservation. She has an M.A. in Historic Preservation/American Studies and is a RPH. Ms. Davis is well-versed in all aspects of historic context development, reconnaissance surveys, evaluating buildings and structures for listing in federal, state, and local registers, and in applying the aspects of integrity to a given property. Ms. Davis also has extensive experience working with local non-profit organizations, not only through her work with ASM, but in prior positions with the National Trust for Historic Preservation, as Chair of the Arlington Heritage Alliance (a local historic preservation advocacy non-profit), and as a founder of the Recent Past Preservation Network (a national preservation advocacy non-profit). Prior to ASM, Ms. Davis worked for the NRHP for eight years as an Historian and for the National Trust for Historic Preservation as their west-coast representative for heritage tourism. She will serve as Project Manager under this contract and will be responsible for project oversight and quality control, as well as directing all aspects of the project including the historic research, reconnaissance survey, oral histories, and all deliverables.

Other team members will include Sarah Stringer-Bowsher, M.A., RPH, Marilyn Novell, M.S, Jennifer Gorman, M.H.P., and Sherri Andrews, M.A., J.D., RPA. As Senior Historian, Sarah Stringer-Bowsher, RPH, exceeds the SOI *Professional Qualification Standards* for Historian. She has more than 12 years of full-time experience contributing to historical and cultural resources projects that include developing preservation plans, historic contexts for CEQA, National Environmental Protection Act (NEPA), and National Historic Preservation Act (NHPA) compliance. Ms. Stringer-Bowsher has prepared numerous historic contexts, including a Cold War historic context for China Lake in Ridgecrest, California and a historic context for the Southern Pacific Railroad's Los Angeles Division for California State Parks. She will serve as the Senior Historian for this project, leading the archival research.

Jennifer Gorman and Marilyn Novell will serve as Architectural Historians and they both have extensive experience in historic preservation and architectural history consultation. Their expertise includes the documentation and evaluation of historic resources on local, state and Federal levels, having participated in several preservation public outreach components to various projects including public meetings for citywide surveys. They have evaluated and written extensive historic contexts for several historic resource nominations on the state and local level as well. Both bring extensive experience in Section 106 review, the preparation of NRHP nominations, Historic Building Evaluation Reports (HRERs), HABS/HAER documentation, and technical reports in support of Environmental Assessments (EAs) and Environmental Impact Reports (EIRs), municipal ordinances and amendments; and interpretation projects. Ms. Novell has performed extensive historical services throughout Los Angeles County. She recently completed a HCS and survey for the Los Angeles Unified School District and previously served as an intern for SurveyLA, contributing to writing the HCS. Ms. Gorman has prepared multiple historic contexts including a historical military context as part of a city-wide survey for all historic property types in Los Angeles and a historic context for the Normandie 5 Redevelopment neighborhood in south Los Angeles, both for the City of Los Angeles. As Architectural Historians on this project, they will participate in the historic research, reconnaissance survey, and preparation of the deliverables.

Sherri Andrews will serve as QC Manager and Cultural Resource Specialist. She has experience in all aspects of project management, ranging from records searches and fieldwork to report writing and preparation, as well as laboratory management, including artifact analysis, cataloging and curation. For this project she will help facilitate the public meeting. Additionally, she has served as the QC Manager for ASM for the past three years and will be responsible for reviewing all deliverables prior to submission in order to ensure quality.

ASM has the capacity to dedicate additional resources to this project at short notice from our large pool of technical staff, as well as additional support staff and a large inventory of equipment from more than ten offices in the west.

Table 2 provides the names and disciplines of all staff to be assigned to this project, as well as their proposed roles in this project.

Table 2. Staff Information

<b>Name</b>	<b>Project Role</b>	<b>Education</b>	<b>Availability</b>
Shannon Davis	Project Manager/Lead Architectural Historian/Historian	M.A./Historic Preservation B.A./American History	10%
Sarah Stringer-Bowsher	Senior Historian	M.A./History B.A./History	30%
Jennifer Krintz Gorman	Senior Architectural Historian	M.H.P./Historic Preservation B.A./Philosophy	20%
Marilyn Novell	Architectural Historian	M.S./History of Architecture B.A./American Studies	60%
Sherri Andrews	QC Manager/Cultural Resource Specialist	J.D./Law M.A./Archaeology B.A./Anthropology	20%

Detailed resumes including project experience are included for all proposed staff as Appendix A.

## References

Below are four references from similar clients that can speak to our qualifications and experience, our ability to stay on schedule and within budget, and the quality of work provided by ASM.

<b>Client Name</b>	City of Ontario Diane Ayala
<b>Client Address</b>	303 East B Street Ontario, CA 91764
<b>Client Phone Number</b>	(909) 395-2428
<b>Client Email</b>	Dayala@ontarioca.gov
<b>Project Title</b>	Ontario Airport Historic Context Survey
<b>Length of Service</b>	2016-In Progress
<b>Descriptions of Services</b>	ASM is currently preparing a themed history context statement and conducting an intensive-level survey for the Ontario International Airport in order to provide a framework to evaluate commercial and military aviation-associated properties. In addition to the final HCS, ASM is conducting oral history interviews and will be preparing a video documentary.



<b>Client Name</b>	City of Chula Vista Lynette Tessitore-Lopez
<b>Client Address</b>	276 Fourth Avenue Chula Vista, CA 91910
<b>Client Phone Number</b>	(619) 509-5465
<b>Client Email</b>	LTessitore-Lopez@chulavistaca.gov
<b>Project Title</b>	City of Chula Vista Historic Resources Survey
<b>Length of Service</b>	2013-2014
<b>Descriptions of Services</b>	ASM conducted a multi-phase city-wide historic resources survey for the City of Chula Vista. More than 12,000 parcels were identified during the Phase One reconnaissance survey as being more than 45 years old. Phase One included the development of a historic context that outlined Chula Vista's relevant themes, time periods, events, people, and architectural styles, within which the individual resources were evaluated. During Phase Two, intensive evaluations were conducted for nearly 400 potential historic resources through intensive field survey, additional research, and comparison with similar properties. An integral part of the process was a series of public meetings where input from the community was sought, and the findings of the two phases of the survey were presented to the public and Historic Preservation Commission.

<b>Client Name</b>	City of LA Department of City Planning Janet Hansen
<b>Client Address</b>	201 North Figueroa Street #4 Los Angeles, CA 90012
<b>Client Phone Number</b>	(213) 978-1191
<b>Client Email</b>	janet.hansen@lacity.org
<b>Project Title</b>	City of Los Angeles Military Institutions and Activities HCS
<b>Length of Service</b>	2013-2014
<b>Descriptions of Services</b>	ASM assisted the City of Los Angeles with the creation of its city-wide historic context. ASM developed a HCS for Military Institutions and Activities in Los Angeles that explained the possible significance of the resources being surveyed and evaluated through the Survey LA project. ASM developed a Draft Bibliography of Sources to conduct archival and library research and field work necessary to develop this context. A list of detailed research questions was developed to focus the research and explain the possible significance of the resources being surveyed and evaluated. Our team of architectural historians identified all known resources related to this theme, as well as previously unknown resources.

<b>Client Name</b>	City of Henderson Paul Andricopulos
<b>Client Address</b>	Henderson City Hall 240 South Water Street Henderson, NV 89015
<b>Client Phone Number</b>	(702) 267-1523
<b>Client Email</b>	Paul.Andricopulos@cityofhenderson.com
<b>Project Title</b>	City of Henderson Historic Preservation Strategic Plan
<b>Length of Service</b>	2013-2014
<b>Descriptions of Services</b>	ASM was contracted by the City of Henderson to conduct community outreach and codify the steps needed to develop a HPP. ASM provided education to the City staff, public officials, and members of the public pertaining to historic preservation and the city’s historic and cultural resources, fostered community engagement and interest in the historic preservation process, and prioritized areas in the city for future intensive survey to identify historic resources. The project included multiple public and private meetings, including targeted meetings with the local historic society, property owners, commercial organizations, and key city officials. A reconnaissance survey was conducted to identify the highest and lowest priority survey areas.

## **APPENDIX A – STAFF RESUMES**

## **Shannon Davis, M.A., RPH**

**Project Manager/Lead Architectural Historian/Historian**

**Total Years of Experience:** 19

### **Education:**

M.A. 1998/Historic Preservation/George Washington University, Washington, D.C.  
B.A. 1993/American History/University of Southern California, Los Angeles (Cum laude with honors)

### **Selected Project Experience:**

#### **Mt. San Antonio College Cultural Resources Evaluation Report, Walnut, Los Angeles County, CA Project Manager and Senior Architectural Historian**

##### **CLIENT: Mt. San Antonio College**

Prepared cultural resources evaluation report for Supplemental EIR for the 2015 Facilities Master Plan Update and Physical Education Projects. The report evaluated more than 20 historic resources within the school's proposed project area, and to assess potential direct and indirect visual impacts to the Mt. SAC Historic District. Work included intensive pedestrian-level survey of potentially significant historic buildings on campus, as well as the Wildlife Sanctuary, and archival research. Report prepared in compliance with CEQA.

#### **Los Angeles County Landmark Evaluation Report: The Doumakes House, 4918 Angeles Vista Boulevard, View Park, California**

##### **Project Manager and Senior Architectural Historian**

##### **CLIENT: Los Angeles County Department of Regional Planning**

Prepared landmark evaluation report for Doumakes House as the first Los Angeles County Register of Landmarks under the new County Historic Preservation Ordinance. Prepared under our on-call contact as the Planning Department's historic preservation consultants. The Doumakes House is single family residence built in 1928, eligible because of its association with the Doumakes family and as a good example of a typical Spanish Colonial Revival single family residence.

#### **Citywide Historic Resources Survey, San Diego County, CA**

##### **Senior Architectural Historian**

##### **CLIENT: City of Chula Vista**

Conducted a reconnaissance survey of more than 12,000 parcels and intensive survey of more the 350 parcels, based on a historic context developed as part of the project for the City of Chula Vista. Solicited public input on and presented findings of the survey in a series of public meetings. Made recommendations of local, state, and national eligibility. In addition to a final survey report, prepared a comprehensive survey database as well as web-based interactive photograph and maps.

#### **Lanterman Developmental Center, Pomona, Los Angeles County, CA**

##### **Project Manager and Senior Architectural Historian**

##### **CLIENT: Petra Resource Management**

Prepared Historic Resources Assessment Report (HRAR) for Lanterman Developmental Center—a state mental developmental center—to clarify NRHP and CRHR eligibility, develop HCS, period of significance, and contributing resources. On-site intensive pedestrian survey included photographic documentation of more than 100 buildings (exteriors and public interior spaces). Work included preparation of California DPR forms for historic district and individual eligibility. Prepared under PRC 5024 compliance for transfer of state property, for CA Dept. of General Services, with SHPO concurrence.

#### **HRER for James A. Foshay Learning Center, Los Angeles County, CA**

**Senior Architectural Historian****CLIENT: Impact Sciences and Los Angeles Unified School District**

Completed an HRER for possible eligibility for the CRHR under eligibility criteria established by the LAUSD HCS based on closely followed parallel criteria established for NRHP and CRHR significance. Conducted archival research for property information, including the architect, chain of title and history of the property as well as a records search at the local information center (IC). An intensive field survey was then undertaken including photographic documentation of the interior and exterior of the building to document the resources and its setting.

**HRER for Grove Street Bible Church, Pomona, Los Angeles County, CA****Project Manager and Senior Architectural Historian, 2014****CLIENT: Warmington Residential**

Surveyed, documented, and evaluated a Mid-Century Modern church constructed in 1961. Researched and developed local historic context. Evaluated within the contexts of mid-twentieth century development of Pomona and architecture. Conducted in compliance with CEQA.

**Military Context for Survey Los Angeles, Los Angeles County, CA****Project Manager and Senior Architectural Historian****CLIENT: City of Los Angeles OHP**

Prepared pro-bono HCS for military history of Los Angeles in support of ongoing citywide-survey, Survey LA.

**Cold War Historic Context for NAWS China Lake, San Bernardino County, CA****Architectural Historian****CLIENT: Epsilon Systems Solutions**

Consulted on and edited historic context (1943-1989) prepared for updated inventory and evaluation of two historic districts listed in the NRHP. Context developed for one of the most significant World War II and Cold War research, development, testing, and evaluation facilities in the country.

**Historic Context and Eligibility Criteria for Puget Sound Dikes, Multiple Counties in Puget Sound, WA****Senior Architectural Historian****CLIENT: U.S. Fish and Wildlife Service**

Assisted with research to develop historic context for late-nineteenth- and early-twentieth-century dikes that contributed to the agricultural development of the Puget Sound region of northwestern Washington. Developed NRHP eligibility criteria as a management tool for USFWS for future compliance with Section 106 of the NHPA.

**HABS Documentation and Interpretive Signage, Marron-Hayes Adobes Historic District, Carlsbad, San Diego County, CA****Project Manager and Senior Architectural Historian****CLIENT: Corky McMillin Companies**

Conducted official HABS Level II documentation for the Marron-Hayes Adobes Historic District, and coordinated submission with the HABS National Park Service headquarters office. Prepared outline history, large format photography, and sketch drawings. Developed content for interpretive signage including narrative text and historic photographs. Conducted in compliance with CEQA and Section 106 of the NHPA.

**HRER for 880 Stone Canyon, Los Angeles County, CA****Project Manager****CLIENT: City of Los Angeles Office Historic Preservation**

Surveyed, documented, and evaluated 1936 single-family residence built in the Hollywood Regency style by architect Douglas Honnold for screenwriter Stanley Rauh. Evaluated within the City of Los Angeles's Survey LA HCSs for Residential Development and Suburbanization, 1850-1980 and Architecture and Engineering, 1850-1980, with the theme/subtheme of the Hollywood Regency, 1850-1980. Conducted in compliance with CEQA by request of the City of Los Angeles's Office of Historic Resources.

## **Sarah Stringer-Bowsher, M.A., RPH**

**Senior Historian**

**Total Years of Experience:** 12

### **Education:**

M.A. 2007/History/ Public History Program/Arizona State University, Tempe

B.A. 2000/History/University of Arizona, Tucson

### **Selected Project Experience:**

#### **Historical Context, Archaeological Research Design, and Mitigation Monitoring and Discovery Plan for the River Station, Los Angeles State Historical Park, Los Angeles, CA**

**Senior Historian**

##### **CLIENT: California State Parks**

Completed research on the Southern Pacific Railroad Station in Los Angeles and synthesized historical data, drawings, photographs, etc. into historical contexts for the Zanja Madre, the establishment of the Southern Pacific Railroad's Los Angeles Division, San Fernando Street Depot: 1875-1882, River Station Depot: 1883-1888, River Station Yard: 1889-1923, and River Station Yard: 1923-1960. Information provided was meant to inform archeological monitoring and be utilized for future interpretation of the park.

#### **DGS Lanterman Development Center Historic Resources Assessment Report, Los Angeles, CA**

**Senior Historian**

##### **CLIENT: Petra Resource Management**

Completed historic research of the Pacific State Hospital Historic District in order to fully evaluate all buildings and structures associated with the campus for their significance based upon criteria set forth by the CRHR and NRHP. Gathered historic sources and writings, conducted intensive and in-depth research, assessment of remaining research questions, client coordination, SHPO comment review and preparation of draft and final reports.

#### **Historic Resource Evaluation for Buildings at 12423 Whittier Blvd., Los Angeles County, CA**

**Senior Historian**

##### **CLIENT: Warmington Residential**

Conducted a site visit, photographed the extant buildings and surrounding area, conducted research, and prepared a city-appropriate context on manufacturing from the 1950s-1970s. Since the buildings were constructed in 1953, their potential for historical significance was evaluated in compliance with CEQA and local historic preservation requirements.

#### **Historical Resource Reconnaissance Survey in support of Grantville EIR, San Diego County, CA**

**Senior Historian**

##### **CLIENT: BRG Consulting**

Identified potential historic resources as a requirement for the preparation of the EIR, in compliance with CEQA. As ASM's Senior Historian, conducted research and prepared the HCS for the city-wide survey of the Grantville area.

#### **Cultural and Historical Resources Existing Conditions and Evaluation Report for the Pacific Surfliner Carlsbad Village Double-track Project, San Diego County, CA**

**Senior Historian**

##### **CLIENT: BRG Consulting**

Prepared the historic resource evaluation and assessment of indirect effects report. The study made recommendations for any additional work needed for Section 106 compliance. As ASM's Senior Historian, conducted research, and prepared the historic context that considered community development, including the significance of the railroad.

**Jennifer Krintz Gorman, M.H.P.**  
**Senior Architectural Historian**

**Total Years of Experience:** 9

**Education:**

M.H.P. 2009/Historic Preservation/University of Georgia, Athens, Georgia  
B.A. 2004/Philosophy/ Belmont University, Nashville, Tennessee

**Selected Project Experience:**

**Historic Resources Survey for the City of Chula Vista, San Diego County, CA**  
**Architectural Historian**

**CLIENT: City of Chula Vista**

Conducted survey of an 11,000-parcel area in the western half of Chula Vista. Conducted multiple site visits, presented findings at historic preservation commission meetings, gathered information from local resources, completed a database of all buildings and structures as well as completed 300 DPR-523 forms.

**South Monterey County Survey, Monterey County, CA**  
**Architectural Historian**

**CLIENT, Monterey County**

Conducted survey of southern Monterey County. This included fieldwork, research, oral interviews, and historic context writing of DPR 523 form sets.

**Cottage Grove Neighborhood Survey, Los Angeles County, CA**  
**Architectural Historian**

**CLIENT: City of Glendale**

Helped create architectural descriptions and DPR 523 forms for the Cottage Grove neighborhood survey in Glendale.

**Normandie 5 Redevelopment Neighborhood Survey, Los Angeles County, CA**  
**Architectural Historian**

**CLIENT: City of Los Angeles**

Conducted field work, researched and wrote the historic context, and prepared inventory forms for the Normandie 5 Redevelopment neighborhood in south Los Angeles.

**Old Highway 80 National Register Nomination, San Diego County, CA**  
**Architectural Historian**

**CLIENT: San Diego Gas & Electric Company**

Conducted fieldwork to document 200-mi. route of Old Highway 80 in the state of California. Utilized GPS Trimble unit data to record bridges, road material alterations, and original alignments off of modern route. Also completed DPR-523 form and assisted with nomination.

**Los Angeles Historic Context, Military Context, Los Angeles County, CA**  
**Architectural Historian**

**CLIENT: City of Los Angeles**

The City of Los Angeles launched a city-wide survey and historic context study for all historic property types in the Los Angeles city boundaries. As part of this effort, a military context was needed to identify extant landmarks and property types relating to the military history in Los Angeles. Conducted research and writing for context.

## **Marilyn Novell, M.S.**

**Architectural Historian**

**Total Years of Experience:** 9

### **Education:**

M.S. 2010/History of Architecture and Urbanism, University of California, Berkeley  
B.A. 2008/American Studies, University of California, Berkeley

### **Selected Project Experience:**

#### **Los Angeles International Airport, Los Angeles, CA**

**Architectural Historian**

##### **CLIENT: Los Angeles World Airports (LAWA)**

Conducted research, field survey, and historic evaluation in advance of runway extensions at the North Airfield at LAX. Included on-site intensive pedestrian surveys, photographic documentation, archival research, and preparation of a report assessing potential historic resources extant within demolished residential areas of LAX-owned properties to the north and west of existing runways. The project proposed to extend Runway 24R to the west and relocate it to the north closer to existing residential neighborhoods.

#### **Historic Resources Evaluation Report for Foshay Learning Center, Los Angeles County, CA**

**Architectural Historian**

##### **CLIENT: Impact Sciences**

Surveyed, researched, documented, and evaluated Foshay Learning Center, a Los Angeles Unified School District Campus located in the South Los Angeles Community Plan Area. Core campus was constructed in the 1920s, one of the rare remaining pre-1933 Long Beach earthquake LAUSD campuses. Additional buildings added in the 1960s. The evaluation was required in preparation for a project proposing the demolition of several campus buildings and construction of new buildings and landscaping. A historic district was identified and defined; contributors were identified and recorded. Evaluated for compliance with CEQA.

#### **Lanterman Developmental Center, Los Angeles County, CA**

**Architectural Historian**

##### **CLIENT: Petra Resource Management**

Surveyed and contributed to preparation of a revised Lanterman Developmental Center HRAR, based on a prior HRAR prepared by Heritage Architecture. On-site survey included photographing more than 100 buildings, taking detailed field notes, and preparing California DPR 523 district and primary record forms.

#### **Historic Resources Evaluation for Pedestrian Safety Improvement Project for Colorado Boulevard and Fair Oaks Intersection, Los Angeles County, CA**

**Architectural Historian**

##### **CLIENT: City of Pasadena**

Reviewed historic resources adjacent to a proposed Caltrans project in the Old Pasadena Historic District to improve pedestrian safety at the intersection of Colorado and Fair Oaks by creating curb bulb-outs and relocating street lights. Prepared documentation in the form of a Historic Resources Standards Evaluation Report and presented the project to the City of Pasadena Design Commission to ensure compliance with SOI's Standards and Section 106 for a project involving federal funds.

#### **Wilshire Country Club Historic Resources Evaluation, Los Angeles County, CA**

**Architectural Historian**

##### **CLIENT: County of Los Angeles**

Conducted research, field survey, and historic evaluation of the Wilshire Country Club located in Hancock Park, in the City of Los Angeles, for CEQA compliance of a project by the County of Los Angeles to improve drainage through the privately owned country club property. Included on-site intensive pedestrian survey, research, and preparation of an assessment report.



**Sherri Andrews, M.A., J.D., RPA**  
**Senior Archaeologist**

**Total Years of Experience:** 19

**Education:**

J.D. 2012/Law/Concord Law School (honors)  
M.A. 2000/Archaeology/California State University, Northridge (honors)  
B.A. 1989/Anthropology/University of California, Los Angeles

**Selected Project Experience:**

**Santa Monica City Hall Seismic Retrofit and Adaptive Reuse Monitoring Project, Los Angeles County, CA**

**Senior Archaeologist**

**CLIENT: Department of Civil Engineering, City of Santa Monica**

Coordinated monitoring efforts, conducted monitoring activities, and prepared summary report for archaeological monitoring undertaken during ground-disturbing activities related to seismic retrofitting and use conversions at the Santa Monica City Hall. The work was conducted in compliance with Section VIII of the Section 106 Memorandum of Agreement (MOA) prepared for the project, which was funded by both the Federal Emergency Management Agency (FEMA) and the City of Santa Monica. No prehistoric or historic resources were encountered during the course of the monitoring program.

**Cultural Resources Survey for the Metrolink CTO-31 Project, Los Angeles County, CA**

**Senior Archaeologist**

**CLIENT: HDR Engineering, Inc.**

Conducted records searches, field work, and prepared technical report for a cultural resources survey of approx. 7.4 miles of the Union Pacific Railroad, located in the communities of Chatsworth, Northridge, and Van Nuys, in the San Fernando Valley. The survey was conducted in compliance with NEPA and Section 106 of the NHPA in advance of proposed track additions and station upgrades. No cultural resources had been previously recorded within the project area, and none were identified as a result of the survey.

**Caltrans District 7 TEA Rural Roads Inventory, Los Angeles and Ventura counties, CA**

**Project Archaeologist and Field Director**

**CLIENT: Caltrans District 7**

Coordinated and conducted fieldwork in tandem with prime contractor personnel. Prepared post-field notes and site records. As Field Director, conducted field surveys and inventories within Caltrans ROW along rural highways.

**Dominguez Channel Widening Project, Los Angeles County, CA**

**Project Archaeologist**

**CLIENT: City of Carson**

Conducted records search and field survey, and prepared report for survey of a portion of Sepulveda Boulevard and the Dominguez Channel Bridge for proposed road and bridge widening project.

**Flint Canyon Trail Improvement Project Survey, Los Angeles County, CA**

**Project Archaeologist**

**CLIENT: City of La Cañada Flintridge**

Directed field survey and authored report for small survey conducted in support of a pedestrian and equine trail improvement project.

## **APPENDIX B – WORK SAMPLES**

The work samples provided for this opportunity demonstrate ASM’s ability to produce high-quality deliverables that meet, and often exceed, the needs/requirements of the client and reviewing agency.

Table 3. Deliverables

<b>Report Title</b>	<b>Prepared For</b>
Historic Resources Survey for the City of Chula Vista, San Diego County, California	City of Chula Vista
Military Context for Survey Los Angeles, Los Angeles County, California	City of Los Angeles
Historic Resources Reconnaissance Survey for Grantville Subarea A, San Diego County, California	City of San Diego
Preliminary Recommendations for a Historic Preservation Plan for the City of Henderson, Clark County, Nevada	City of Henderson