



AGENDA REPORT

Meeting Date: February 19, 2013
Item Number: G-7
To: Honorable Mayor & City Council
From: Jonathan Lait, AICP, City Planner/ Assistant Director of Community Development

Subject: AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND HISTORIC RESOURCES GROUP TO COMPLETE A CITYWIDE HISTORIC RESOURCES SURVEY AND UPDATE OF STRUCTURES BUILT IN THE CITY UP TO AND INCLUDING 1968; AND

APPROPRIATION OF \$15,230.00 FOR CONSULTANT SERVICES AND CONTINGENCY ADDITIONAL TO THE \$100,000.00 ALREADY ALLOCATED TO THIS PROJECT; AND

APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$115,230.00, TO HISTORIC RESOURCES GROUP FOR THE CONTRACT WORK, WHICH INCLUDES A CONTRACT CONTINGENCY AMOUNT OF \$10,000.00.

Attachments: 1. Agreement

RECOMMENDATION

Staff recommends that the City Council:

- Move to approve an agreement between the City of Beverly Hills and Historic Resources Group to complete a Citywide Historic Resources Survey and Update of structures built in the city up to and including 1968, in the amount of \$115,230.00 (which includes a contract contingency amount of \$10,000);
- Move to appropriate \$15,230.00 from the General Fund Unrestricted Fund Balance to the Community Development Department Planning Program (0103701), One-Time Professional Consultant Services Account (73120),

- for consultant services and contingency additional to the \$100,000.00 already allocated to this project;
- And approve a purchase order in the amount of \$115,230.00.

INTRODUCTION

The agreement will help facilitate the completion of a comprehensive citywide historic resources survey and update of existing surveys. The project scope consists of:

- Completion of a reconnaissance-level survey of the entire city;
- Updating and consolidating the existing historic context statements;
- A more intensive survey of relevant properties following the initial reconnaissance survey effort; and
- An update of all surveys previously completed in the city.

Most of the funding for this project was requested and approved as part of the Fiscal Year 2012/2013 Budget. Staff is requesting an additional \$15,230.00 to cover the balance of required funding.

BACKGROUND

Much of the built environment in Beverly Hills has been previously surveyed; however, there are many areas that remain undocumented. The City initiated its first comprehensive historic resources survey in 1985 as a result of the community's desire to identify and document its rich architectural heritage. To date, three surveys have been completed in the city:

- **1985-1986 Survey: Pre-1945 properties.** The 1985-1986 survey assessed properties built prior to 1945, and included a windshield survey that identified 112 commercial buildings, 2648 residential buildings, 15 institutional buildings, and 15 industrial buildings. In total, 2,790 properties were surveyed, of which 371 were photographed and documented on DPR 523 forms. The properties formally recorded included potentially significant structures, historic districts and thematic groupings, and a few community design features.
- **2004 Survey: Multi-Family properties.** In 2004, the City of Beverly Hills conducted a historic resources survey update of 386 previously identified historic properties within the City and also completed a reconnaissance-level survey of 622 multi-family residences located in Area 4 (see Figure 1) of the City constructed prior to 1961. A Primary Record form (DPR523A) was prepared for each of the 622 applicable multi-family residences identified in the survey process, which took into account their eligibility as potential historic district contributors.
- **2006 Survey: Commercial properties.** In 2006, a survey of the City's commercial properties located in Area 5 (see Figure 1) was performed. This survey work included re-evaluating 27 previously identified buildings and conducting a reconnaissance-level survey of all commercial properties constructed after 1935 and before 1965. Approximately 60

newly identified resources were photographed and recorded through this reconnaissance-level survey effort.

The intent of the current project is to combine all new and updated survey work into one comprehensive citywide historic resources survey and inventory. The resulting inventory will be a vital tool for land use planning in the City, including implementation of the City's 2010 Historic Preservation Element and the 2012 Historic Preservation Ordinance. The inventory will also be an important tool for evaluating proposed alterations to identified properties and demolition permit requests involving buildings over 45 years of age, and may be used by the City's Cultural Heritage Commission to prioritize landmark designation initiatives and to assess project proposals that have the potential to impact neighborhood character and historic continuity.

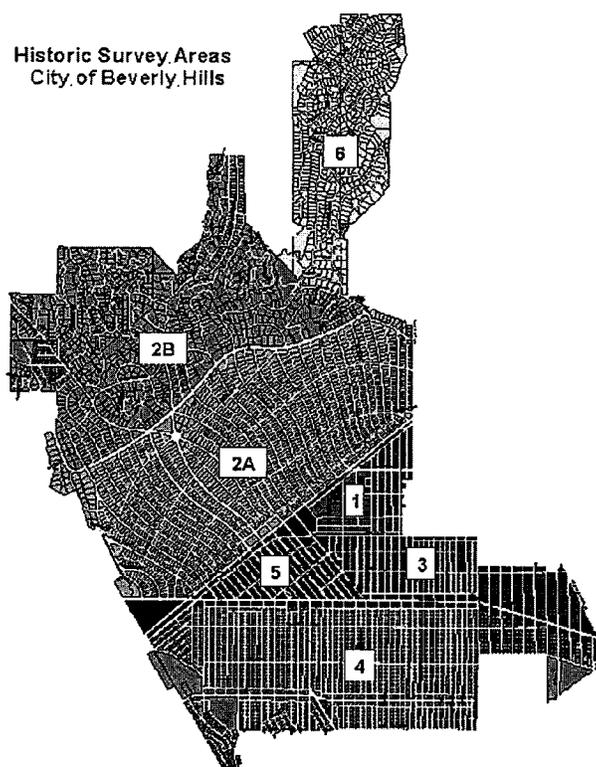


Figure 1. Map of Survey Areas

DISCUSSION

The consultant will be responsible for all components of the survey effort with general assistance and cooperation from City staff. The project scope of work includes the following tasks:

- Development of an appropriate historic context statement for the entire city, and specific sub-areas.
- Completion of a historic resources survey update for those properties previously identified and recorded through past survey efforts.
- Completion of a reconnaissance-level survey of properties built through 1968 that have not been previously identified or recorded, as well as

consideration of properties less than 45 years old that may be of exceptional significance under applicable evaluation criteria.

- Completion of DPR523A forms (Primary Record), DPR523B forms (Building, Structure, Object Record), and DPR523L forms (Continuation Sheet) for certain surveyed properties.
- Identification of any potential districts or thematic groupings and associated contributors.
- Identification of significant streetscape components, such as trees, cultural landscapes, light standards, extant estate perimeter walls, subdivision patterns and other elements that represent unique features and establish historic neighborhood characteristics for an area or neighborhood.
- Completion of an intensive-level survey of those relevant properties identified in the reconnaissance-level survey that merit further investigation and evaluation because of substantial historical significance.
- Completion of a final report that includes: 1) objectives/introduction, 2) area surveyed, 3) research design, 4) methodology, 5) context statement, 6) survey results/findings, 7) recommendations for future studies, 8) sources, 9) maps and other exhibits, and 10) complete lists of those properties to be added to the inventory and those properties to be deleted due to alteration, demolition or loss of context.
- Creation of a software database for the City to list, sort, and organize the survey data and results.

The City Council allocated \$100,000 in the FY2012/13 Budget for consulting services to undertake the historic resources survey, which was identified as an A-priority project by the City Council.

The Request for Proposals (RFP) for this contract was circulated to several local consulting firms, posted on the City's website, and advertised on online announcement boards of the local and national chapters of the American Planning Association and of the National Trust for Historic Preservation.

The City received proposal submissions from five consulting firms who specialize in historic preservation and the preparation of historic surveys. The consultant proposals bid the following costs:

<u>Consulting Firm</u>	<u>Budget Proposal¹</u>
Historic Resources Group	\$105,230.00
ASM Affiliates	\$169,563.35
Chattel, Inc.	\$186,048.00
Galvin Preservation Associates	\$202,880.15
PCR, Inc.	\$364,595.00

¹ Not including contingency amount of \$10,000
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The interview panel consisted of three members of Planning Division staff and two members of the Cultural Heritage Commission who sit on the Historic Resource Survey Sub-Committee. Historic Resources Group (HRG) was selected to be awarded the contract based on the team's experience, past work, and detailed local knowledge of Beverly Hills. In addition to experience and qualifications, HRG offered the lowest cost by a considerable margin. HRG is a local firm based in Pasadena, and has composed a team for the project which consists of their own personnel partnering with members of the firms Architectural Resources Group (ARG), Ostashay & Associates Consulting, and two other on-call consultants with a high degree of familiarity with Beverly Hills history. More information about the firm HRG can be found at: <http://www.historicla.com/index.html>.

Staff recommends acceptance of the total contract amount of \$115,230, which includes a contingency sum of \$10,000 that is recommended by City staff for changes due to additional meetings and work products that may be necessary to complete the work.

The project is to be completed by the end of the next fiscal year, in eighteen months or sooner.

FISCAL IMPACT

Funding in the amount of \$100,000 for this contract work was allocated in the 2012/13 Budget. An additional appropriation of \$15,230 from the General Fund Unrestricted Fund Balance is requested at this time.


for Noel Marquis
Acting Chief Financial Officer

Finance Approval

Susan Healy Keene
Director of Community
Development

Approved By



Attachment 1

**AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS
AND HISTORIC RESOURCES GROUP TO COMPLETE A
CITYWIDE HISTORIC RESOURCES SURVEY AND
UPDATE OF STRUCTURES BUILT IN THE CITY UP TO
AND INCLUDING 1968.**

NAME OF CONTRACTOR: Historic Resources Group

RESPONSIBLE PRINCIPAL OF CONTRACTOR: Christy Johnson McAvoy, Founding Principal

CONTRACTOR'S ADDRESS: 12 South Fair Oaks Avenue, Suite 200
Pasadena, CA 91105-1915
Attention: Christy Johnson McAvoy, Founding Principal

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Susan Healy Keene
Director of Community Development

COMMENCEMENT DATE: February 25, 2013

TERMINATION DATE: May 25, 2014

CONSIDERATION: Contract Amount - \$105,230
Contingency - \$10,000
Total Not to Exceed - \$115,230

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND
HISTORIC RESOURCES GROUP TO COMPLETE A CITYWIDE
HISTORIC RESOURCES SURVEY AND UPDATE OF
STRUCTURES BUILT IN THE CITY UP TO AND INCLUDING 1968.

THIS AGREEMENT is made by and between the City of Beverly Hills (hereinafter called "CITY"), and Historic Resources Group (hereinafter called "CONTRACTOR").

RECITALS

A. CITY desires to have certain services and/or goods provided as set forth in Exhibit A (the "Scope of Work"), attached hereto and incorporated herein.

B. CONTRACTOR represents that it is qualified and able to perform the Scope of Work.

NOW, THEREFORE, the parties agree as follows:

Section 1. CONTRACTOR's Scope of Work. CONTRACTOR shall perform the Scope of Work described in Exhibit A in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. CITY shall have the right to order, in writing, changes in the Scope of Work. Any changes in the Scope of Work by CONTRACTOR must be made in writing and approved by both parties. The cost of any change in the Scope of Work must be agreed to by both parties in writing.

Section 2. Time of Performance. CONTRACTOR shall commence its services under this Agreement upon receipt of a written notice to proceed from CITY. CONTRACTOR shall complete the performance of services by the Termination Date set forth above and/or in conformance with the project timeline set forth in Exhibit A hereof.

The City Manager or his designee may extend the time of performance in writing for two additional one-year terms or such other term not to exceed two years from the date of termination pursuant to the same terms and conditions of this Agreement.

Section 3. Compensation.

(a) Compensation. CITY agrees to compensate CONTRACTOR for the services and/or goods provides under this Agreement, and CONTRACTOR agrees to accept in full satisfaction for such services, a sum not to exceed the Consideration set forth above and more particularly described in Exhibit B, attached hereto and incorporated herein.

(b) Expenses. CONTRACTOR shall be entitled to reimbursement only for those expenses expressly set forth in Exhibit B. Any expenses incurred by CONTRACTOR which are not expressly authorized by this Agreement will not be reimbursed by CITY.

(c) Additional Services. CITY may from time to time require CONTRACTOR to perform additional services not included in the Scope of Work. Such requests for additional services shall be made by CITY in writing and agreed upon by both parties in writing.

Section 4. Method of Payment. Unless otherwise provided for herein, CONTRACTOR shall submit to CITY a detailed 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 and the amount due. Within 30 days of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall pay CONTRACTOR said Consideration in accordance with the schedule of payment set forth in Exhibit B, attached hereto and incorporated herein.

Section 5. Independent Contractor. CONTRACTOR is and shall at all times remain, as to CITY, a wholly independent contractor. Neither CITY nor any of its agents shall have control over the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

Section 6. Assignment. This Agreement shall not be assigned in whole or in part, by CONTRACTOR without the prior written approval of CITY. Any attempt by CONTRACTOR to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

Section 7. Responsible Principal(s).

(a) CONTRACTOR's Responsible Principal set forth above shall be principally responsible for CONTRACTOR's obligations under this Agreement and shall serve as principal liaison between CITY and CONTRACTOR. Designation of another Responsible Principal by CONTRACTOR shall not be made without prior written consent of CITY.

(b) CITY's Responsible Principal shall be the City Manager or his designee set forth above who shall administer the terms of the Agreement on behalf of CITY.

Section 8. Personnel. CONTRACTOR represents that it has, or shall secure at its own expense, all personnel required to perform CONTRACTOR's Scope of Work under this Agreement. All personnel engaged in the work shall be qualified to perform such Scope of Work.

Section 9. Permits and Licenses. CONTRACTOR 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.

Section 10. Interests of CONTRACTOR. CONTRACTOR affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the Scope of Work contemplated by this Agreement. No person having any such interest shall be employed by or be associated with CONTRACTOR.

Section 11. Insurance.

(a) CONTRACTOR shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

(1) A policy or policies of Comprehensive General Liability Insurance, with minimum limits of Two Million Dollars (\$2,000,000) for each occurrence, combined single

limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by CONTRACTOR.

(2) A policy or policies of Comprehensive Vehicle Liability Insurance covering personal injury and property damage, with minimum limits of One Million Dollars (\$1,000,000) per occurrence combined single limit, covering any vehicle utilized by CONTRACTOR in performing the Scope of Work required by this Agreement.

(3) Workers' compensation insurance as required by the State of California.

(4) A policy or policies of Professional Liability Insurance (errors and omissions) with minimum limits of One Million Dollars (\$1,000,000) per claim and in the aggregate. Any deductibles or self-insured retentions attached to such policy or policies must be declared to and be approved by CITY. Further, CONTRACTOR agrees to maintain in full force and effect such insurance for one year after performance of work under this Agreement is completed.

(b) CONTRACTOR shall require each of its sub-contractors to maintain insurance coverage which meets all of the requirements of this Agreement.

(c) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least a B+;VII in the latest edition of Best's Insurance Guide.

(d) CONTRACTOR agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONTRACTOR's expense, the premium thereon.

(e) At all times during the term of this Agreement, CONTRACTOR shall maintain on file with the City Clerk a certificate or certificates of insurance on the form set forth in Exhibit C, attached hereto and incorporated herein, showing that the aforesaid policies are in effect in the required amounts. CONTRACTOR shall, prior to commencement of work under this Agreement, file with the City Clerk such certificate or certificates. The general and auto liability insurance shall contain an endorsement naming the CITY as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days prior written notice to CITY, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement.

(f) The insurance provided by CONTRACTOR shall be primary to any coverage available to CITY. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(g) Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, CONTRACTOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONTRACTOR shall procure a bond guaranteeing payment of losses and expenses.

Section 12. Indemnification. CONTRACTOR agrees to indemnify, hold harmless and defend CITY, City Council and each member thereof, and every officer, employee and agent of CITY, from any claim, liability or financial loss (including, without limitation, attorneys fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONTRACTOR or any person employed by CONTRACTOR in the performance of this Agreement.

Section 13. Termination.

(a) CITY shall have the right to terminate this Agreement for any reason or for no reason upon five calendar days' written notice to CONTRACTOR. CONTRACTOR agrees to cease all work under this Agreement on or before the effective date of such notice.

(b) In the event of termination or cancellation of this Agreement by CITY, due to no fault or failure of performance by CONTRACTOR, CONTRACTOR shall be paid based on the percentage of work satisfactorily performed at the time of termination. In no event shall CONTRACTOR be entitled to receive more than the amount that would be paid to CONTRACTOR for the full performance of the services required by this Agreement. CONTRACTOR shall have no other claim against CITY by reason of such termination, including any claim for compensation.

Section 14. CITY's Responsibility. CITY shall provide CONTRACTOR with all pertinent data, documents, and other requested information as is available for the proper performance of CONTRACTOR's Scope of Work.

Section 15. Information and Documents. All data, information, documents and drawings prepared for CITY and required to be furnished to CITY in connection with this Agreement shall become the property of CITY, and CITY may use all or any portion of the work submitted by CONTRACTOR and compensated by CITY pursuant to this Agreement as CITY deems appropriate.

Section 16. Records and Inspections. CONTRACTOR shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of 7 years. CITY shall have access, without charge, during normal business hours to such records, and the right to examine and audit the same and to make copies and transcripts therefrom, and to inspect all program data, documents, proceedings and activities.

Section 17. Changes in the Scope of Work. The CITY shall have the right to order, in writing, changes in the scope of work or the services to be performed. Any changes in the scope of work requested by CONTRACTOR must be made in writing and approved by both parties.

Section 18. Notice. Any notices, bills, invoices, etc. required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party's regular business hours or by facsimile before or during the receiving party's regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses set forth above, or to such other addresses as the parties may, from time to time, designate in writing pursuant to this section.

Section 19. Attorney's Fees. In the event that either party commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing

party in such action shall be entitled to reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

Section 20. Entire Agreement. This Agreement represents the entire integrated agreement between CITY and CONTRACTOR, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both CITY and CONTRACTOR.

Section 21. Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

Section 22. Governing Law. The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California.

Section 23. CITY Not Obligated to Third Parties. CITY shall not be obligated or liable under this Agreement to any party other than CONTRACTOR.

Section 24. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

EXECUTED the ____ day of _____ 2013, at Beverly Hills, California.

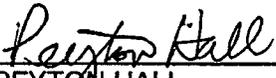
CITY OF BEVERLY HILLS, a municipal corporation

WILLIAM W. BRIEN, M.D.
Mayor of the City of Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

CONSULTANT: HISTORIC RESOURCES
GROUP



PEYTON HALL
Managing Principal



ANDREA HUMBERGER
Administrative Principal

APPROVED AS TO FORM



LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT

JEFFREY C. KOLIN
City Manager



SUSAN HEALY KEENE
Director of Community Development



KARL KIRKMAN
Risk Manager

EXHIBIT A
SCOPE OF WORK

CONTRACTOR shall perform the following services:

Task 1 and 6: Historic Context Statement and Survey Report

CONTRACTOR shall develop the Historic Context Statement. The Historic Context Statement shall be an accumulation of existing contexts and historical narratives about CITY, combined with new research as necessary – particularly to address properties and neighborhoods developed after 1945. The Historic Context Statement will emphasize eligibility standards and integrity thresholds.

CONTRACTOR shall develop a Survey Report with input from the Project Leaders and Management Team. The final Survey Report will include the Historic Context Statement, describe the survey areas, identify the research and survey methodology, summarize the survey findings (including properties to be added to, or removed from, CITY inventory), and provide recommendations for further study.

Task 2: Public Outreach

CONTRACTOR shall utilize a combination of online outreach and community meetings for the public outreach component of the project. The survey effort can be promoted using the CITY's existing Facebook page and Twitter account. Additionally, these sources can be used to educate property owners, solicit input, and gather specific recommendations from the public to help inform the survey effort.

CONTRACTOR shall hold two community workshops prior to the commencement of field documentation, and a third workshop after a portion of the field work has been completed. The first two meetings will introduce the project, review the goals and strategies for the project, solicit community input, and answer questions from property owners. The third meeting will identify the important themes developed in the Historic Context Statement, and will review progress of the field teams to date.

Facebook and Twitter will be used throughout the process to keep the public informed, and to continue to engage and communicate with interested stakeholders. The public outreach component will target community organizations and other interested stakeholders.

Task 3-5: Historic Resources Survey and Update, Database, and Mapping

The reconnaissance survey will execute a street-by-street reconnaissance survey of each of the survey areas. During the reconnaissance survey phase, the CONTRACTOR will:

- **confirm properties and districts that have been previously surveyed;**
- **identify properties (including buildings, structures, landscapes, and other historic features) for further study;**
- **identify potential historic districts for further study;**

- determine integrity thresholds for the extant property types and periods of development identified in the field; and
- determine the relevant criteria and historic context for potentially eligible properties.

Once the reconnaissance survey is complete, CONTRACTOR will document the eligible properties. Documentation shall include a photograph and relevant information about the property, including alterations, applicable eligibility criteria, and a significance statement.

Field data will be gathered using Tablet PCs, allowing surveyors to collect building information that is simultaneously incorporated into an Access/GIS database developed by Architects Resource Group. The field database contains pre-populated information from the County Assessor to guide the survey (such as addresses and parcel numbers) as well as blank fields for inputting building features. The database includes functionality whereby gathered field data automatically populates preliminary DPR 523 forms for each property.

Each property that is determined as potentially eligible under National, State, and/or local criteria will be documented with the appropriate Context and Theme, along with a brief statement of significance. For unique or unusual properties, in-depth property-specific research and a more detailed significance statement may be developed, as appropriate. In addition to compiling written documentation for each building surveyed, surveyors take a digital photograph of each individual building, as well as pertinent landscape and streetscape features, which are incorporated into the DPR forms. The use of Microsoft Access and GIS software will enable the project team to create maps that will serve as important visual tools. The maps will display individual resources, contributors and non-contributors to historic districts, historic district boundaries, development chronologies, and other data relevant to the survey area.

PROJECT SCHEDULE

- Months 1-3

The initial three months of the project will consist of:

- Review of existing CITY documents and previous surveys.
- Customization of the database to meet the specific needs of the project.
- Production of maps to be used for research and analysis, along with field maps. Mapping will reflect historical periods of development, tract boundaries and subdivision dates, and zoning patterns.
- Kick off meeting with the CITY.
- Commencement of online public outreach and initial public outreach meeting.
- Preliminary field reconnaissance with the Project Leaders to inform the update and further development of the Historic Context Statement, and to make preliminary decisions about properties to be documented, eligibility standards, and integrity thresholds.
- Preliminary research for the Historic Context Statement and the field survey. Research tasks will include neighborhood and property-specific research guided by the Project Leaders and based on the results of the preliminary field reconnaissance. Research will include collecting and reviewing Sanborn maps, tract maps, historic photographs and aerials, local histories, previous surveys and evaluations, and other relevant materials.

Meeting(s): Monthly phone update with CITY staff; Kick off meeting with CITY in Month 1; presentation to the Cultural Heritage Commission in Month 2; Initial public outreach meeting in Month 3.

Deliverable(s): Materials for Cultural Heritage Commission meeting in Month 2; Materials for the public outreach meeting in Month 2; Sample database structure and format for CITY review in Month 2.

- Months 4-6

This phase of the project will consist of:

- Continued development of the Historic Context Statement.
- Completion of the reconnaissance survey with the Project Leaders and Management Team. The reconnaissance survey will be organized by the Survey Area map, and will be sequenced so that priority is given to those areas that are anticipated to yield the most eligible properties. This will allow the team to begin property-specific research on potentially eligible properties.
- Property and neighborhood-specific research for resources flagged for further study during the reconnaissance survey.

- Compilation of a property list of potentially eligible properties based on research, field reconnaissance, and discussion with the Project Leaders.
- Commencement of field documentation. This will be organized by the Survey Area Map. In order to complete the field documentation efficiently and to maximize the budget, photography and documentation will be undertaken by the survey assistants, with oversight by the survey professionals and Project Manager.
- Continued public outreach.

Meeting(s): Monthly phone update with CITY staff; Project status meeting with CITY staff in Month 5; Public outreach meeting in Month 6.

Deliverable(s): Draft Historic Context Statement outline in Month 5; Preliminary reconnaissance survey findings (in list or map format) in Month 5; Materials for public outreach meeting in Month 6.

- Months 7-9

During this phase of the project, the project team will:

- Prepare the Draft Historic Context Statement (50% Draft).
- Identify the relevant Contexts and Themes for the properties flagged as potentially eligible during the reconnaissance survey, and develop standardized significance statements for use in the field.
- Continue public outreach.
- Continue field documentation.
- Produce 25 Draft DPR forms for review by CITY staff.

Meeting(s): Monthly phone update with CITY staff; Project status meeting with CITY staff in Month 8; Public outreach meeting in Month 9; presentation to the Cultural Heritage Commission in Month 9.

Deliverable(s): Draft Historic Context Statement (50% Draft) in Month 8; 25 Draft DPR forms in Month 8; Materials for public outreach meeting in Month 9; Materials for presentation to Cultural Heritage Commission in Month 9.

- Months 10-12

This phase of the project will consist of:

- Continued public outreach using online tools.
- Follow-up field work based on input from CITY staff and the public.
- Completion of field documentation, documentation of properties in the survey database, and ongoing production of DPR forms.

- Production of a draft Survey Map for review.
- Production of a draft Survey Report (including the 100% draft of the Historic Context Statement) for comment and review by CITY staff. The Survey Report will describe the survey areas, identify the research and survey methodology, summarize the survey findings (including properties to be added to, or removed from, the CITY inventory), and provide recommendations for further study.

Meeting(s): Monthly phone update with CITY staff.

Deliverable(s): Draft Survey Map in Month 12; Draft Survey Report in Month 12.

- Months 13-15

During the final phase of the project, the project team will:

- Finalize all documentation and the necessary DPR forms for surveyed properties based on feedback from CITY staff.
- Prepare the Final Draft of the Survey Report for presentation to the Cultural Heritage Commission and the City Council.

Meetings: Monthly phone update with CITY staff; Project update meeting with CITY staff in Month 13; Presentation to Cultural Heritage Commission in Month 14; Presentation to City Council in Month 15.

Deliverable(s): Materials for presentation to Cultural Heritage Commission in Month 14; Materials for presentation to City Council in Month 15; Final Survey Report, Survey Map, DPR Forms, and Database in Month 15 (following final recommendations by CITY staff, the Cultural Heritage Commission, and the City Council).

PROJECT SCHEDULE

	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Task 1: Development of Citywide Historic Context Statement					Outline			50% Draft				100% Draft			Final
Task 2: Public Outreach Program (Workshops noted as "Mtg")			Mtg			Mtg			Mtg						
Task 3: Historic Resources Survey (Survey Areas 1-6) (Update for 2,790 properties & Reconnaissance Survey of 5,850 properties)*															
Task 3.1: Historic Resources Survey Field Reconnaissance					List/ map										
Task 3.2: Historic Resources Survey Field Documentation															
Task 3.3: Historic Resources Survey Research (property and neighborhood specific research)															
Task 3.4 Historic Resources Survey Documentation (all forms: HRG will primarily be responsible for DPR 523L forms; ARG will primarily be responsible for new 523A & B forms) and property list								25 DPRS							Final
Task 4: Database of Surveyed Properties		Sample													Final
Task 5: Mapping												Draft			Final
Task 6: Survey Report												Draft			Final
Task 7: Meeting Attendance															
Task 7.1 Project status meetings with staff															
Task 7.2: Project status teleconferences with staff (monthly)															
Task 7.3: Public Hearings: Cultural Heritage Commission, City Council		CHC							CHC					CHC	CC

EXHIBIT B

SCHEDULE OF PAYMENT AND RATES

	Historic Resources Group				Architectural Resources Group			Leslie Heumann	Jan Ostashay	Consultants		Total
	CJM	CL	KF/PT	RA	CC	KH	AL	LH	JO	SP	MW	
Hourly Rates	\$ 250	\$ 150	\$ 150	\$ 75	\$ 220	\$ 145	\$ 100	\$ 150	\$ 130			
Task 1: Development of Citywide Historic context Statement	10	20				8		40	8			\$ 13,700
Task 2: Public Outreach Program	8	8						8	8			\$ 5,440
Task 3: historic Resources Survey (Survey Areas 1-6) (Update for 2,790 properties & Reconnaissance Survey of 5,850 properties)*												\$ -
Task 3.1: Historic Resources Survey field Reconnaissance	16	32	24	24		56	24	16	8			\$ 28,160
Task 3.2: Historic Resources Survey Field documentation		16		24		16	24					\$ 8,920
Task 3.3: historic Resources Survey Research (property and neighborhood specific research)		8		8		12	16		16			\$ 7,220
Task 3.4: Historic Resources Survey Documentation (all forms: HRG will primarily be responsible for DPR 523L form; ARG will primarily be responsible for new 523A & B forms)		8		24	4	8	48		16			\$ 11,920
Task 4: Database of Surveyed Properties						16	24					\$ 4,720
Task 5: Mapping							12					\$ 1,200
Task 6: Survey Report	8	32	8			8		8	8			\$ 11,400
Task 7: Meeting Attendance (4 public meetings + 6 meetings with staff)	16	8				6		16	16			\$ 10,550
Contingency												\$ 10,000
Total Hours per person	58	132	32	80	4	130	148	88	80			
Total Fees per person	\$14,500	\$19,800	\$4,800	\$6,000	880	\$18,850	\$14,800	\$13,200	\$10,400	\$1,000	\$1,000	
Total fee per firm	\$ 45,100				34,530			\$13,200	\$10,400	\$1,000	\$1,000	\$ 105,230
TOTAL (including contingency)												\$ 115,230

* Due to the collaborative nature of the team's approach to this project, a precise breakdown of costs to survey each Survey Area is not included here. The allocation of the budget to the field survey tasks is based on the team's professional experience with historic resources in the City of Beverly Hills and the required documentation anticipated in each Survey Area. Based on the team's proposed workplan, reconnaissance will be undertaken by the Management Team collectively (which is comprised of members from each firm); HRG will have primary responsibility for updating previously surveyed properties; ARG will have primary responsibility for surveying new properties; and the Team Leaders will provide oversight to all survey areas. The team anticipates substantial hours will be devoted of the survey updates in Survey Areas 2A and 2B, and the documentation of Trousdale Estates.

EXHIBIT C

CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(les) described below :

NAMED INSURED

COMPANIES AFFORDING COVERAGE

ADDRESS

- A.
- B.
- C.

COMPANY (A.B.C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	B.I.	LIMITS P.D.	AGGREGATE
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKER'S COMPENSATION					

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the City of Beverly Hills.

In the event of cancellation or material change in the above coverage, the company will give 30 days written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(les) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE : _____ BY : _____

 Authorized Insurance Representative

TITLE : _____
 AGENCY : _____ Address : _____

