

HISTORIC CONTEXT RFP - MAJOR WORK TASKS

The historic context statement will discuss significant themes in the historical development of Benicia from its beginnings into the 1960s, identify associated property types with their character defining features, and establish evaluation criteria and integrity thresholds for important property types sufficient to provide a framework for evaluating resources for the National, California, and local registration programs. All work shall be performed and deliverables produced in accordance with *Secretary of the Interior's Standards for Preservation Planning, Identification, Evaluation and Registration* when such standards are applicable, the *National Register Bulletin #24 - Guidelines for Local Surveys: A Basis for Preservation Planning*, and the Office of Historic Preservation's instructions.

PROGRESS REPORTS:

Consultants shall submit to the City regular progress reports, in accordance with the following schedule. A work plan will be developed and the deliverables to be included with each progress report will be determined by the City in consultation with the OHP coordinator, the consultant, and the CLG grant manager. These progress reports will then be forwarded by the City to the State Office of Historic Preservation (OHP).

Progress reports will include any deliverables specified in the work plan, detail the work accomplished to date, and identify and discuss any problems or issues which have the potential to adversely affect the scope or progress of the project.

Consultant shall attend up to two (2) hearings with either the Historic Preservation Review Commission and/or the City Council. If necessary, Consultant may be asked to attend internal meetings with City staff and volunteers.

26 October 2009: Consultant shall note that on or before this date, City shall submit a progress report which will provide evidence that a contract has been executed and work has begun on the project.

25 January 2010: On or before this date, Consultant shall submit a progress report which will detail work accomplished to date and identify and discuss any problems or issues which have the potential to adversely affect the scope or progress of the project. Work samples shall include those items specified in the work plan.

19 April 2010: On or before this date, Consultant shall submit a progress report which will detail work accomplished to date and identify and discuss any problems or issues which have the potential to adversely affect the scope or progress of the project. Work samples shall include those items specified in the work plan.

23 June 2010: On or before this date, Consultant shall submit a progress report and a draft of the context statement and the survey forms for review.

FINAL PRODUCTS:

16 September 2010: On or before this date, Consultant shall submit all final products as specified in the work plan and as outlined below.

- A historic context statement for the City of Benicia from its beginnings into the 1960s which will identify significant property types with their character defining features and establish eligibility standards and integrity thresholds for resources associated with the important themes of the context.
- A Final Survey Report which documents the 1) project objectives; 2) area surveyed; 3) research design; 4) methodology; 5) results; 6) recommendations. The results section will include a discussion of how the survey findings will be incorporated into local planning.