

MODEL SCOPE OF WORK FOR HISTORIC PROPERTIES SURVEY

SCOPE OF WORK FOR IDENTIFICATION OF HISTORIC PROPERTIES SUBJECT TO EFFECT BY CONSTRUCTION: BUREAU OF DOG AND PONY REGULATION REGIONAL HEADQUARTERS, FISHFALL, OREBAMA

I. Introduction

A. The U.S. General Services Administration (GSA) is planning to construct a new headquarters building for the Bureau of Dog and Pony Regulation (BDPR) on the block bounded by Palomino Place, Yellowdog Street, Misty Avenue and Bull Terrier Boulevard in Fishfall, Orebama (the BDPR Building). The project is described in the August 15, 1995 Report titled "Concept Design for BDPR Building on the Palomino Place Site" that is available from GSA, Southnorthern Region, Planning Staff, 722 Sandcrab Street Room 106, Fishfall, Orebama.

B. The project site today is occupied by a paved surface parking lot. Facing the project site across Palomino Place, Yellowdog Street, Misty Avenue and Bull Terrier Blvd are residential, commercial, and institutional buildings, most built in the early 20th century.

E. Pursuant to Section 106 of the National Historic Preservation Act (16 U.S.C. 470f) and its implementing regulations (36 CFR 800), GSA has established that the area of potential effects (APE) of constructing the BDPR Building includes the construction site itself plus the buildings facing the site on all four sides.

F. Based on its assessment of information needs pursuant to 36 CFR 800.4(a), GSA requires contractor services to assist in determining whether any historic properties (properties eligible for inclusion in the National Register of Historic Places) exist within the APE. The results of GSA's assessment of information needs ("Assessment of Information Needs: BDPR Building in Fishfall," Bittner Sorenson Associates, June 1995) are available from the GSA Southnorthern Region Planning Staff, 722 Sandcrab Street, Room 106, Fishfall 00111, and should be reviewed by offerers in preparing proposals.

II. Services Required

A. Within ninety (90) days after notice to proceed, the contractor will:

1. Conduct background research and field investigation of the buildings facing the project site across Palomino Place, Yellowdog Street, Misty Avenue and Bull Terrier Blvd.;

2. Interview at least ten residents of the APE regarding the history of the area and their perceptions of its historical and cultural character;
3. Excavate no less than ten (10) and no more than fifteen (15) backhoe trenches, each not less than fifteen (15) feet long, sampling both those areas within the project site identified in the Assessment of Information Needs as having high archeological potential and those identified as having low potential;
4. Record stratigraphic data, process recovered artifacts and prepare them for curation by GSA, and interpret the results of the test excavation;
5. Evaluate each building, the buildings collectively as a group and as possible contributing elements to a historic district, and any archeological deposit identified by the test excavations, against the National Register Criteria (36 CFR § 60.4); and
6. Prepare a report on the results of the work, explicitly addressing the eligibility of properties within the APE for inclusion in the National Register.

B. In conducting the work the contractor shall:

1. Coordinate the contractor's study with the State Historic Preservation Officer (SHPO) the Fishfall Historic Preservation Office (WAHPO), and the Senemanche Tribe;
2. Avoid intruding on the privacy of the owners and occupants of the buildings;
3. Carry out the evaluation with reference to all pertinent National Register of Historic Places Bulletins and any guidance provided by the SHPO;
4. On or before the end of the 90 day period provided for by this stipulation, submit ten (10) copies of a draft report of the study to GSA for distribution to and coordination with others.

C. Within seven (7) days after receipt of comments from GSA on the draft report, the contractor shall revise the report to address all comments and provide GSA with ten (10) copies of a final report.

III. Qualifications

A. All background research, fieldwork, and report preparation dealing with historic architecture shall be supervised by an architectural historian meeting, at minimum, the Secretary of the Interior's Professional Qualifications Standards for Architectural History (48 FR 44739), having extensive experience in the architectural history of the eastern United States. Experience in the history and historic architecture of Fishfall or its vicinity is highly desirable.

B. All background research, fieldwork, and report preparation dealing with archeology shall be supervised by an archeologist meeting, at minimum, the Secretary of the Interior's Professional Qualifications Standards for Archeology (48 FR 44739), having extensive experience in the historic and prehistoric archeology of the southnorthern United States. Experience in the history and prehistory of Fishfall or its vicinity is highly desirable.

C. Persons not meeting the above standards may be used in the study, provided they are supervised by a person or persons meeting such standards, and provided they are sufficiently trained and experienced to carry out the tasks assigned them. At least one person meeting the above standards must oversee all research.

IV. Conduct of Work

A. The Contracting Officer's Technical Representative (COTR) for liaison with the contractor as to conduct and quality of work is Mr. Merlan Little, Planning Staff, Southnorthern Region, GSA.

B. The COTR may issue written or oral instructions to clarify the Scope of Work described in this contract. In no event shall the contractor accept any instructions, interpretations, or orders which would affect price, period of performance or any other provision of the contract without written notification signed by the Government's Contracting Officer.

C. Standard Services

1. The contractor shall:

a. Prepay shipping charges on all charts, models, sketches, drawings, manuscripts, and documents submitted to the COTR.

b. Attend and participate in all working conferences with the COTR and Government representatives.

c. Confer with and obtain the views of all appropriate Federal, regional and local government agencies, private and public utility companies, transit companies, appropriate functional activities and community groups.

d. Utilize in the performance of the contract those key personnel proposed to and accepted by the Government prior to the award of the contract. Substitutions of personnel shall not be made by the contractor without the advance written approval of the Government.

e. Not publish, nor release to any third party, any publication, news release, or other report concerning work done or information gained under this contract without prior approval by the COTR.

f. Not solicit or accept, or allow any employee to solicit or accept, additional work from GSA during the period of this contract without the advance written agreement of the Government's Contracting Officer.

2. The Government will:

a. Review all material submitted by the contractor. Because of the timing of the project, on-board reviews will be arranged and form the basis for the review of the individual submissions.

b. Advise the contractor of all meetings, presentations, etc. for which attendance is mandatory.

V. Schedule of Deliverables

A. The contractor will complete the services required under this Scope of Work and submit the required reports, drawings, and related documentation in accordance with the following schedule, exclusive of Government review time:

1. Project Schedule (Submission No. 1). Prepare and submit for review by the COTR five (5) copies of project schedule not more than 5 days after notice to proceed.

2. Draft Report (Submission No. 2). Prepare and submit for approval by the COTR ten (10) copies of the report required by Section II.A.5 not more than 60 days after notice to proceed.

3. Final Report (Submission No. 3). Prepare and submit for approval by the COTR ten (10) copies of the report required by Section II.C not more than 7 days after the contractor's receipt of comments from the COTR on the report required by Section II.A.5.

B. Report format. The originals of all written submissions shall be typed on standard 8.5 x 11 inch white bond paper with a one (1) inch margin on the left side to allow for binding and a one (1) inch margin on all other sides. All narrative portions shall be presented in clear, standard English with correct spellings and punctuation. Accompanying maps, plans, elevations, photographs, and similar material shall be consistent with the Secretary of the Interior's Standards for Architectural Documentation (Standard I, 48 FR 44732).

Source: Dr. Tom King, Ph.D.