

## Assessment of Information Needs

### SECTION I: MODEL SCOPE OF WORK FOR ASSESSMENT OF INFORMATION NEEDS

SCOPE OF WORK FOR ASSESSMENT OF INFORMATION NEEDS IN HISTORIC PRESERVATION REVIEW: 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 one of four sites in Fishfall, Orebama (the BDPR Building). The project and the alternative sites are described in the March 3, 1995 Concept Submission Report titled "Initial BDPR Building Concept Design" that is available from GSA, Southnorthern Region, Planning Staff, 722 Sandcrab Street, Fishfall, Orebama.

B. 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 four potential construction sites, the buildings facing each site on all four sides where visual effects may occur, and a corridor running along Unicorn Avenue to the Murtagh Freeway, where traffic effects are possible.

C. GSA requires contractor services to initiate the identification of historic properties within the APE, by assessing what information may be needed to identify such properties and evaluate them using the criteria for inclusion in the National Register of Historic Places (36 CFR 60.4).

#### II. Services Required

A. After notice to proceed, the contractor will conduct background research to determine:

1. The overall history and prehistory of the APE, as documented in published and unpublished literature;

2. The history of development within the APE, including but not limited to determining what buildings and structures previously stood on each construction site, and the history of surrounding buildings to the extent such information is available from documentary records;

3. The general architectural character of potentially affected buildings and structures, to the extent this can be determined from documentary records and cursory visual inspection;

4. The general cultural characteristics of the neighborhood surrounding each alternative site, to the extent this can be determined from documentary records;

5. Whether any historic properties that are registered as such at the Federal, State, or local level, or recorded in any State or local inventory, exist within the APE;

6. Whether there have been previous surveys or other studies aimed in whole or in part at identifying historic properties within or near the APE, and if so, what the results of such studies have been;

7. Whether it is likely that previously undiscovered historic properties (including but not limited to historic buildings and structures, historic districts, and historic and prehistoric archeological sites) exist within the APE; and

8. If such properties may exist, what further studies, if any, should be undertaken to identify them.

B. The contractor shall:

1. Coordinate the contractor's study with the State Historic Preservation Officer (SHPO), and solicit the SHPO's advice about what further studies, if any, should be undertaken;

2. Examine all relevant historic property inventories and relevant printed material, including but not limited to the State Historic Properties Inventory and other documents maintained or recommended by the SHPO;

3. Consider the potential for historic properties in the APE with reference to the National Register Criteria (36 CFR 60.4), all pertinent National Register of Historic Places Bulletins, and any guidance provided by the SHPO;

4. Within sixty (60) days after notice to proceed, 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).

## **SECTION II. SOURCES OF INFORMATION TO CHECK DURING AN ASSESSMENT OF INFORMATION NEEDS**

The following is not an exhaustive list; it is merely illustrative of the kinds of sources you, or your contractor, should check.

§ State inventory maintained by the SHPO. This will include properties listed in the National Register, properties nominated but not yet listed, properties officially determined eligible for the Register or regarded by the SHPO as eligible, properties included in State and some local registers, and sometimes properties that have been identified but not yet evaluated. It may also include information on previous studies in the area, and information that will help identify potentially interested parties -- for example, local historical or archeological groups that have sent in records to the SHPO.

§ State historic preservation plan. SHPOs maintain statewide historic preservation plans. These may predict what kinds of historic properties are likely to be present in the vicinity of your project. They may summarize relevant aspects of state and local history, prehistory, and architectural history, summarize previous studies in the area, establish recommended standards for field survey or property evaluation, and provide other useful information. GSA is not required to follow standards and guidelines set forth in state historic preservation plans, but should consider them carefully.

§ Local government records. Many local governments have historic preservation commissions, historic district commissions, or staff assigned to deal with historic preservation. These are often found in the city planning office, or the city planning office will know where to find them. Some local governments are "certified local governments" (CLGs) under NHPA -- that is, their historic

preservation programs are certified by the SHPO and National Park Service to meet standards set forth in Park Service regulations (36 CFR 61), qualifying them for special grants and technical assistance. Local governments often carry out surveys of historic properties, and may maintain records of such properties. Some local governments officially designate historic landmarks or historic districts by ordinance, and exercise design controls on construction and rehabilitation in their vicinities; such controls are often exercised through historic district commissions. GSA is not required to follow such controls, but should give them respectful attention. In using local records during identification, remember that local designation and determining National Register eligibility are totally separate decisions, that may be based on totally different criteria. While most locally designated sites, buildings, and districts are eligible for the National Register, the fact that a property has not been locally designated does not mean that it is not eligible for the Register. It is up to GSA to determine what is eligible, in consultation with the SHPO.

§ Indian tribal records. If you are working on a reservation, or in another area where an Indian tribe may have special cultural concerns, the tribe may have records that should be checked during the assessment of information needs. If the tribe has a historic preservation officer or a cultural committee of some kind, these will probably be appropriate points of contact, through the tribal government. Other tribal offices -- for example, tribal museums, language programs, and education offices -- may also have pertinent information. Tribal records, and the people who maintain them, may also help you identify individuals who have knowledge or concerns about historic properties in your project's APE, and help you determine how to seek information from these individuals in culturally sensitive ways.

§ Institutional records. Local academic departments of anthropology, history, architecture, architectural history, folklore, American studies, and similar subjects may maintain records pertinent to your APE, as may local libraries and other institutions. These may include reports of previous surveys, historical, ethnographic, and architectural studies, student project papers, and general works relevant to the area.

§ Published and unpublished texts. Published and unpublished reports of prior architectural, archeological, and other surveys, local histories, tax maps, local plans, and prior environmental studies, among others, may contain information about what historic properties have been identified in your APE, or about what kinds of historic properties might exist there. Tax maps provide a particularly rich source of information on what buildings have previously existed on a given parcel, which now may be represented by archeological remains.

\$ Individuals. Particularly knowledgeable individuals should be consulted to find out what they know or think about the APE. The SHPO and others discussed above should be able to recommend people to contact. Examples of such individuals include:

- \* Professional scholars such as historians, architects, and archeologists;
- \* Local historical or historic preservation organizations;
- \* Traditional cultural leaders in Native American communities and other culturally distinct neighborhoods or groups; and
- \* Amateur archeologists and artifact collectors.

\$ General sources. Even though a source may not contain information specific to the APE and its properties, it may serve as the basis for generalizations about what the APE might contain and what one might do to identify it. For example:

- \* Soil maps may indicate whether soils likely to contain archeological sites are present;
- \* Studies of cultural geography may suggest what kinds of industries, neighborhoods, or communities may have occupied the area in the past;
- \* Ethnographic studies may identify types of landforms likely to be regarded as culturally sensitive by Native American groups or others;
- \* Sociological studies may identify social, ethnic, or occupational groups whose particular lifestyles may have influenced the character of historic properties in the area; and
- \* Records of land use, construction, and utility services may indicate what was built in the area in the past, who lived there, what activities went on, and what kinds of impacts the area has experienced in recent years (for example, extensive ground disturbance during the excavation of deep basements).

Source: Dr. Tom King, Ph.D.