



East-West Glendale Historic Context and Historic Resource Survey	ARG				HRG				Total	Cost
	PIC	PM/Sr Hist	Hist	Intern	PIC	PM/Sr Hist	Hist	Intern		
<b>1. Meetings and Project Administration</b>										
Participate in one (1) kickoff meeting with City staff to confirm project scope, schedule and deliverables.	1	1			1	1			4	\$870
Participate in monthly progress meetings with City staff.		20				12			32	\$5,600
<b>2. Historic Context</b>										
Review background materials including the South Glendale HCS for structure and format, federal and state technical bulletins, and other pertinent planning documents.		8	8						16	\$2,640
Conduct additional primary and secondary source research about the survey area.		24	32	12					68	\$9,820
Conduct initial reconnaissance survey to confirm locations of resources that research suggests may represent significant themes.	8	8	4			8			28	\$5,500
Participate in one (1) community meeting to gather public input.		8	4			4			16	\$2,720
Prepare draft HCS using information obtained from research, reconnaissance, and public input and including the following sections: Introduction, Guidelines for Evaluation, Historic Narrative, Contexts and Themes, Property Types and Registration Requirements, and Preservation Goals and Priorities. Submit to City staff for review.	4	80	40			8			132	\$22,640
Present draft HCS at one (1) public hearing of the Historic Preservation Commission.		8	4			4			16	\$2,720
Revise HCS to address feedback received; submit final HCS to City staff.	4	16				2			22	\$4,190
<b>3. Historic Resource Survey</b>										
Review background materials including National Register Bulletin Nos. 15, 16A, 16B, and 24; the California OHP's Instructions for Recording Historical Resources; the Glendale Municipal Code; and previous historic documentation of the survey area.						8	8		16	\$2,640
Conduct reconnaissance survey of properties within the survey area built before 2000, taking note of properties and districts that appear to merit further study. Prepare GIS maps to guide fieldwork. Produce list of properties that appear eligible or merit further study.		16	16		16	16	16		80	\$14,720
Perform property-specific research as needed to gather information (e.g. architect, builder, owner) and enable evaluation of resources.			60				60		120	\$18,600
Conduct intensive survey. Document eligible individual properties and districts using a GIS-based mobile documentation app (Fulcrum). Apply HCS themes and registration requirements to evaluate resources against local, state, and federal eligibility criteria.		8	40	40		40	40		168	\$23,000
Prepare draft Survey Report and appendices including DPR 523A and B forms for individual properties, DPR 523D forms for districts, photographs, and spreadsheets. Submit to City staff for review.		40	60		8	20	60	20	208	\$32,280
Participate in one (1) community meeting to discuss draft survey findings.		4				8	4		16	\$2,720
Present draft survey findings at one (1) public hearing of the Historic Preservation Commission.		4				8	4		16	\$2,720
Revise Survey Report and appendices to incorporate feedback received; submit final Survey Report and appendices to City staff.		8			2	8			18	\$3,320
<b>4. Historic District Survey: Cleveland Knoll Historic District</b>										
Complete historic district survey for the proposed Cleveland Knoll Historic District.	6	140	92	36					274	\$42,300
<b>5. Historic District Survey: Selvas de Verdugo Historic District</b>										
Complete historic district survey for the proposed Selvas de Verdugo Historic District.					6	284	208	32	530	\$85,260

<b>Total Hours</b>	23	393	360	88	33	431	400	52	<b>1780</b>	<b>\$284,260</b>
<b>Hourly Rates</b>	\$260	\$175	\$155	\$55	\$260	\$175	\$155	\$55		
<b>Subtotal (per person)</b>	\$5,980	\$68,775	\$55,800	\$4,840	\$8,580	\$75,425	\$62,000	\$2,860		
<b>Subtotal Labor</b>	\$284,260									
<b>Reimbursable allowance (estimated - Tasks 1-3)</b>	\$1,500									
<b>Reimbursable allowance (estimated - Task 4)</b>	\$2,500									
<b>Reimbursable allowance (estimated - Task 5)</b>	\$2,500									

**TOTAL NOT-TO-EXCEED FEE \$285,760**

ARG \$135,395 HRG \$148,865



<b>Supplemental Fee Proposal: Cleveland Knoll Historic District Survey</b>						
	<b>PIC</b>	<b>PM/Sr Hist</b>	<b>Hist</b>	<b>Intern</b>	<b>Total</b>	<b>Cost</b>
<b>1. Meetings and Project Administration</b>						
Participate in ongoing meetings and correspondence with City staff, as needed, for the duration of the project.	2	8			10	\$1,920
<b>2. Background Review and Historic Context</b>						
Review background materials obtained during the kickoff meeting; conduct additional primary and secondary source research as necessary.		8	16	16	40	\$4,760
Prepare a historic context statement and eligibility standards specific to the proposed historic district, for inclusion in the survey report.		32	16		48	\$8,080
<b>3. Field Survey</b>						
Conduct field survey of the proposed historic district using a custom mobile documentation app (Fulcrum); data will include a list of architectural features, visible alterations, and three (3) high-res photos of each property.		40	20	20	80	\$11,200
Draft DPR 523a and 523d forms; organize and name photos per City of Glendale conventions; generate property spreadsheet.		16	16		32	\$5,280
Produce GIS maps for inclusion in the survey report.			4		4	\$620
<b>4. Historic Resources Report (Draft)</b>						
Prepare draft Historic Resources Report with the following sections: project description and methodology, historic context, physical character, evaluation of eligibility, and DPR forms. Submit for City review and comment.	2	24	20		46	\$7,820
<b>5. Meetings</b>						
Attend two (2) public meetings, including one (1) public meeting and one (1) Historic Preservation Commission meeting; present draft Historic Resources Report and survey findings.		4			4	\$700
<b>6. Historic Resources Report (Final)</b>						
Revise draft deliverables based on City and community feedback; submit final Historic Resources Report and DPR forms.	2	8			10	\$1,920

**Total Hours**      6            140            92            36            **274**            **\$42,300**

**Hourly Rates**      \$260            \$175            \$155            \$55

**Subtotal (per person)**      \$1,560            \$24,500            \$14,260            \$1,980

**Subtotal Labor**      \$42,300

**Reimbursable allowance (estimated)**      \$2,500

**TOTAL NOT-TO-EXCEED FEE**      **\$44,800**



<b>Supplemental Fee Proposal: Selvas de Verdugo Historic District Survey</b>						
	<b>PIC</b>	<b>PM/Sr Hist</b>	<b>Hist</b>	<b>Intern</b>	<b>Total</b>	<b>Cost</b>
<b>1. Meetings and Project Administration</b>						
Participate in ongoing meetings and correspondence with City staff, as needed, for the duration of the project.	2	8			10	\$1,920
<b>2. Background Review and Historic Context</b>						
Review background materials obtained during the kickoff meeting; conduct additional primary and secondary source research as necessary. Confirm district boundary identified in the nomination.		8	16	16	40	\$4,760
Prepare a historic context statement and eligibility standards specific to the proposed historic district, for inclusion in the survey report.		48	16		64	\$10,880
<b>3. Field Survey</b>						
Conduct field survey of the proposed historic district using a custom mobile documentation app (Fulcrum); data will include a list of architectural features, visible alterations, and three (3) high-res photos of each property.		132	132		264	\$43,560
Draft DPR 523a and 523d forms; organize and name photos per City of Glendale conventions; generate property spreadsheet.		40	16	16	72	\$10,360
Produce GIS maps for inclusion in the survey report.			8		8	\$1,240
<b>4. Historic Resources Report (Draft)</b>						
Prepare draft Historic Resources Report with the following sections: project description and methodology, historic context, physical character, evaluation of eligibility, and DPR forms. Submit for City review and comment.	2	36	20		58	\$9,920
<b>5. Meetings</b>						
Attend two (2) public meetings, including one (1) public meeting and one (1) Historic Preservation Commission meeting; present draft Historic Resources Report and survey findings.		4			4	\$700
<b>6. Historic Resources Report (Final)</b>						
Revise draft deliverables based on City and community feedback; submit final Historic Resources Report and DPR forms.	2	8			10	\$1,920

**Total Hours** 6 284 208 32 **530** **\$85,260**

**Hourly Rates** \$260 \$175 \$155 \$55

**Subtotal (per person)** \$1,560 \$49,700 \$32,240 \$1,760

**Subtotal Labor** \$85,260

**Reimbursable allowance (estimated)** \$2,500

**TOTAL NOT-TO-EXCEED FEE** **\$87,760**