

**CITY OF LANGLEY
HISTORIC PROPERTY SURVEY & INVENTORY
SCOPE OF WORK**

APPENDIX A TO PROFESSIONAL SERVICES AGREEMENT

Task 1 Historic Resource Inventory

- Complete sixty property inventory forms for identified buildings, including building descriptions, history and significance (based on available historical information) and photographs. The forms will comply with the “Historic Property Inventory Guide and Database User Manual” and the “Washington State Standards for Cultural Resource Reporting.”
- Provide hard copies of sixty completed forms and Word/PDF or other electronic versions as specified by the Department of Archaeology and Historic Preservation (Note that DAHP is revising their database process, so the final product may differ from what is currently required.)
- Meet with the Historic Preservation Commission at the beginning and the end of the inventory project.

Task 2 Survey Training

- At the project kick-off meeting, discuss the inventory process and related questions with the Commission and define more specifically the training desired.
- Provide two training sessions tailored to the needs expressed in the kick-off meeting. These sessions will include, most likely, a PowerPoint presentation focused on Langley’s built environment and a walking tour to discuss points such as styles, architectural characteristics, building integrity and landscape features.
- Provide relevant written materials as needed.

Task 3 Landmark Nominations

- Prepare two draft landmark nominations for internal review. Each nomination will include: a building description identifying key architectural characteristics; a building history; a statement of significance including the developmental context; and photographs as needed.
- Revise and finalize the nominations as needed.
- Prepare and present PowerPoint presentations on the two buildings to the Historic Preservation Commission.

Task 4 Optional Tasks.

- Research and write a context statement describing Langley’s development history (approximately 10 pages).
- Prepare an analysis of the potential for one or more historic districts and possible district boundaries.
- Provide up to three additional training sessions as requested by the Historic Preservation Commission. Possible topics include: legal aspects of preservation including important federal and state regulations; the developmental history of Whidbey Island; and a discussion of historical research techniques including relevant books and other resources.

BUDGET

(Consultant may invoice for a portion of work completed within each task)

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| Bid Amount for Tasks 1, 2 and 3: | \$10,000 |
| Bid Amount for Task 4: | \$ 5,000 |
| Total Bid Amount: | \$15,000 |