

# ATTACHMENT A

## SCOPE OF SERVICES

It is the intent of this document to outline a general description of the Project, the extent of services required, and the relationship of this Project to other work, and the agencies or other parties that will interact with the Consultant. The contents of this document are considered representative of the Project as a whole, but are by no means conclusive.

In the late 1970s, a citywide survey of historic resources recommended 800 properties worthy of local designation, most of which have since been designated as local landmarks or districts. Since that time, the City has completed reconnaissance level surveys for ten geographic subsections of the city as well as an overall “capstone” evaluation of all ten reconnaissance survey projects. The Capstone report identified the need for a systematic survey of the streetcar corridors.

Historic streetcar corridors influenced much of the City’s early development by providing access to the expanding urban development. Commercial corridors developed at streetcar stops or along major lines. The streetcars were gone by the 1950s, but the legacy of their development persists in the city’s landscape. It is the backbone of the built environment. These properties are considered an important component of our economic and equity infrastructure in that they are generally affordable to new and start-up businesses. They are also active hubs of innovation that serve as incubators for locally-based businesses who provide goods and services to residents.

With the completion of the Streetcar Commercial Building context and survey, CPED staff will be able to better evaluate proposals from City partners, as well as outside developers and applicants, as to the effects of development proposals on historic resources. The scope of services for this project include:

- 1. Context Statement:** Review and update the existing “Street Railway, 1873-1954, Context Study.” This review and amendment of the existing context study will provide the basis for new survey work by providing clear guidance as to which properties are potentially significant. This new context shall provide criteria for what constitutes a streetcar era commercial building, what are the physical characteristics that make streetcar commercial corridors different from standard commercial corridors (if any), what constitutes a streetcar commercial node, are nodes indicative of the streetcar era, and evaluation criteria for areas of the city where historic disinvestment has affected integrity. The re-examination should consider the possibility of creating a discontinuous district (at the Local/National level) and the need/benefit of creating a multiple property documentation form. This work shall adhere to National Park Service recommendations and requirements while incorporating local criteria. The report shall include the Consultant’s methodology, and all sources shall be cited using *The Chicago Manual of Style* or a comparable format.

2. **Research Design:** While the project scope of work and the call for proposals will outline the basic direction for the work, after completion of the Context Study Update it may be necessary to revisit and clarify the research design. The Research Design document shall include a Phasing Plan for the next two phases of this work.

3. **Intensive Thematic Survey Field Test:**

a. **Process:** The Consultant will be responsible for conducting an Intensive Thematic Survey Field Test of a selected number of potentially threatened streetcar commercial building corridors numbering approximately 198 properties (see Attachment B). The goal of this survey is to apply the updated context to previously surveyed properties. This survey work shall document historic streetcar era commercial buildings in sufficient detail to permit their evaluation for listing in the Nation Register and City of Minneapolis landmark list. The project will consist of field survey work along with archival research before and or after the field work to best understand the historical and cultural significance of streetcar era commercial and to identify all potential associations. Forms reflection the national and local eligibility recommendations will be completed for all properties within the defined survey areas. A Multiple Property Form may be completed (the updated Research Design shall determine the need).

b. **Eligibility Standards:** To be eligible for local designation, the City of Minneapolis' Heritage Preservation Regulations require properties be significant within a given context and retain their integrity. While Minneapolis' seven aspects of integrity mirror those of the National Register of Historic Places, the City essentially divides the four National Register criteria into seven local significance criteria which the Consultant will use in evaluation efforts. They are:

- 1) The property is associated with significant events or with periods that exemplify broad patterns of cultural, political, economic or social history.
- 2) The property is associated with the lives of significant persons or groups.
- 3) The property contains or is associated with distinctive elements of city or neighborhood identity.
- 4) The property embodies the distinctive characteristics of an architectural or engineering type or style, or method of construction.
- 5) The property exemplifies a landscape design or development pattern distinguished by innovation, rarity, uniqueness or quality of design or detail.
- 6) The property exemplifies works of master builders, engineers, designers, artists, craftsmen or architects.
- 7) The property has yielded, or may be likely to yield, information important in prehistory or history.

The Minneapolis Preservation ordinance does not expressly prohibit designation of properties of any age, but properties less than 35 years old shall only be evaluated if they meet National Register of Historic Places Criteria Consideration G (properties that have achieved significance within the past 50 years).

- c. **Documentation:** The Consultant will document each evaluated property, with all evaluations compiled in single document, ensuring each resource (each potential landmark or historic district) includes one color image and the following data points (when applicable):
- i. Street address or general location (when describing locations not restricted to one or more fixed parcels);
  - ii. State Historic Preservation Office (SHPO) inventory number (Consultant will coordinate with SHPO to identify these numbers per Appendix E of the Minnesota State Historic Preservation Office's *Guidelines for History/Architecture Projects in Minnesota*);
  - iii. Property Identification (P.I.D.) number;
  - iv. Historic name;
  - v. Current name;
  - vi. Property category (building, structure, object, site, district, or cultural landscape);
  - vii. National Register of Historic Places (NRHP) status and determination date (obtain from SHPO);
  - viii. Local criterion;
  - ix. Local contexts;
  - x. Cultural affiliation;
  - xi. Consultant recommendation (narrative, reconnaissance-level eligibility determination with rationale);
  - xii. Architect/Engineer;
  - xiii. Other designer;
  - xiv. Builder/Contractor;
  - xv. Landscape architect;
  - xvi. Original owner;
  - xvii. Construction date;
  - xviii. Current function; and
  - xix. Original function.
- d. **Mapping:** The Consultant will be responsible for mapping the locations of properties deemed worthy of an intensive-level evaluation using Arc GIS.
- e. **Imagery:** Each survey form shall be accompanied by at least one color digital image of the subject property. Each image shall be at least 4 inches in width by 2.66 inches in height with a minimum resolution of 300 dpi and be in JPEG format. Each image shall be numbered and accompanied by key sheet identifying the property's address, the direction the photographer was facing, and the date the image was taken. Available historical images of the subject property must be scanned in color (if applicable) at a minimum of 150 dpi and included on the key sheet with a citation identifying its source.
- f. **Professional Qualification and Evaluation Standards:** All work carried out on this project must conform to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (as published in the Federal Register of September 29, 1983 and updated online at <http://www.nps.gov/history/local->

[law/arch stnds 0.htm](#) ) and the Minnesota State Historic Preservation Office's *Guidelines for History/Architecture Projects in Minnesota* (October 2010). Consultants must meet The Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983).

4. **Report:** The final report will be a compilation of the data from field survey and archival research. The report shall include recommendations for next steps that may include: a list of properties that are potentially eligible to be locally or National designated; or a recommendation to pursue district designations for areas that are potentially eligible to be locally or National designated; or a recommendation to pursue a Discontiguous Property Designation for identified buildings that are potentially eligible to be Locally or National designated under a multiple property listing. The report will contain all suggested sections and maps/data as spelled out by State and National guidance.
5. **Disclosures:** The context statement and reconnaissance-level survey supplement documentation must contain an acknowledgment of Historic Preservation Fund (HPF) grant funds and nondiscrimination policy as follows:

"The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior."

"This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, U.S. Department of the Interior, National Park Service, 1849 C St., NW, Washington, D.C. 20240."

6. **Deliverables:** Upon completion of the project, with any changes to deliverables requested by the Contract Manager having been made, the Consultant shall provide the City with the following items:
  - a. two bound copies and one electronic copy of the context statement, survey, and report in PDF format;
  - b. electronic copies of all images and their accompanying key sheet; and
  - c. one PDF map of sites deemed worthy of an intensive-level evaluation, along with one SHP file containing this data.