

# 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.

Knowing that historic context studies are the cornerstone of the heritage planning process, the City of Minneapolis seeks to develop a modern-era context study and limited test reconnaissance survey. Minneapolis is the State's largest "Modern City" and so, by developing this contextual understanding of the history and architecture of the modern era in Minneapolis, a better understanding of modernism in Minneapolis and all of Minnesota can be achieved. While the modern-era context of downtown Minneapolis (with its large scale buildings and direct connection to the urban renewal movement) is better understood, a contextual understanding of modernism and recent past architecture throughout the City is lacking. It is not clear what effects the Urban Renewal movement in downtown Minneapolis had on greater Minneapolis. This context study and limited reconnaissance survey hopes to explore what makes Minneapolis, Minnesota modernism and its modern-era architecture potentially significant. The study has the potential to inspire a greater understanding and appreciation of modernism and recent-past architecture at the local and statewide level.

With the completion of the modern-era context and survey, CPED staff plans to 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 City will use the context to develop goals and priorities for future identification, evaluation, registration and treatment of historic properties/resources. The scope of services for this project include:

1. **CONTEXT STUDY:** At a minimum, the context study must include a statement of context, background history, definition of the context, development of themes/areas of significance, the themes, geographic parameters, temporal limits, associated property types, physical characteristics and determinations of integrity, relationship to all applicable National Register Criteria, all of Minneapolis, and the period from roughly 1930-1970.

The report shall include the Consultant's methodology, and all sources shall be cited using *The Chicago Manual of Style* or a comparable format. Additionally, the report shall follow the guidance offered in "The Components of a Historic Context, A National Register White Paper", by Barbara Wyatt.

*The following historic context work-plan will be used, augmentation to this (plan in consultation with the City) may be considered:*

- a. **Identify the concept, time periods and geographical limits for the historic context:** The initial concept has been identified as the Minneapolis modern-era, between 1930-1970,

and the geographic limits are the City of Minneapolis.

- b. **Gather and assemble the existing information about the Minneapolis modern-era:** Several kinds of information should be collected. The Capstone Report, existing survey/inventory entries, and the City's ARC Gis catalog of property-specific data will be important sources of information about potential historic properties. Additionally, this work should include State historic inventories, technical reports prepared for Section 106, and other completed assessments of historic properties. City and State preservation and history organizations/groups with important information that will help inform the historic contexts should be further identified and engaged. For example, the work that Minnesota Society of Architectural Historians has completed regarding the "Minnesota Modern Masters."
  - c. **Synthesize information:** The information collected should be analyzed and contribute to the content for the written narrative of the historic context. This context narrative should provide a thorough synthesis of the research results, covering the history of the area during the modern-era and identify important patterns, trends, events, persons and/or cultural values.
  - d. **Define property types that link the ideas incorporated in the modern-era context with actual historic properties that illustrate those ideas:** The property types defined shall be directly related to the historic modern-era context. The narrative shall discuss the kinds of properties expected, group them into types that represent the trends identified within the research, generalize about where particular types of properties are likely to be found, and identify inherent characteristics of a property type and external pressures that may affect the preservation/visibility of the type. A small sample of properties representative of each type should undergo a field-test reconnaissance survey to verify assertions within context study (see Item 3 below).
  - e. **Identify additional information needed to move forward:** Identify any missing information, necessary to start survey (being as specific as possible) focusing on the information needed, the property types it applies to, and why the information is needed to perform identification, evaluation, or treatment activities in the future. (NOTE: this work item is following best practices as spelled out by National Park Service, it does not imply that a less than complete report will be accepted).
2. **PUBLIC ENGAGEMENT:** Preservation planning includes public participation. Providing a forum for the public to discuss planning and preservation issues is a value of the City. Public engagement should be developed and conducted during the third-through-ninth months of the project schedule and should coincide with Preservation Month in May. Organizations and groups that may have important roles in defining the modern-era historic contexts should be identified and engaged. A broad range of knowledgeable professionals from the preservation, planning, construction, architectural, and academic communities should be engaged, along with the greater public.
  3. **LIMITED / SMALL TEST RECONNAISSANCE SURVEY:** The Consultant will be responsible for

conducting a test reconnaissance survey to help verify the accuracy of context assertions within the context study. All field test survey work should follow Secretary of the Interior's Standards for Identification and MNSHPO's Historic and Architectural Survey Manual.

a. **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 should 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).

b. **Documentation:** The Consultant should 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 should coordinate with SHPO to identify these numbers);
- 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.

c. **Mapping:** The Consultant will be responsible for mapping the locations of properties deemed worthy of an intensive-level evaluation using Arc GIS.

d. **Imagery:** Each survey form shall be accompanied by at least one color digital image of the subject property. Each image shall be at least 6 inches by 4 inches 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.

e. **Professional Qualification and Evaluation Standards:** All work carried out on this project must conform to the Secretary of the Interior's Standards for Identification, the Minnesota Historical Society's *Historic and Architectural Survey Manual* (June 2017). Consultants must meet *The Secretary of the Interior's Professional Qualifications for Architectural History* (as published in the Federal Register of September 29, 1983) and follow the guidance offered in "The Components of a Historic Context, A National Register White Paper", by Barbara Wyatt.

4. **REPORT:** The final report should 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 should 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 assistance from the State of Minnesota from the Arts and Cultural Heritage Fund and nondiscrimination policy as follows:

*"This publication was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical*

*Society from the Minnesota Arts and Cultural Heritage Fund. Any views, findings, opinion, conclusions, or recommendations expressed in this publication are those of the author and do not necessarily represent those of the State of Minnesota, the Minnesota Historical Society, or the Minnesota Historic Resources Advisory Committee.”*

- 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 in PDF format;
  - b. two bound copies and one electronic copy of the reconnaissance survey, and report in PDF format;
  - c. electronic copies of all images and their accompanying key sheet; and
  - d. one PDF map of sites deemed worthy of an intensive-level evaluation, along with one SHP file containing this data.