

***Example Scope of Work for a HPF grant-funded  
Historic Resources Survey***

**EXHIBIT A  
SCOPE OF WORK & BUDGET  
CITY OF \_\_\_\_\_  
CITY-WIDE HISTORIC RESOURCES SURVEY**

**SCOPE OF WORK**

The RECIPIENT will conduct a comprehensive city-wide historic resources survey of an estimated \_\_\_\_\_ parcels (or as many as funds will allow), which will include buildings, structures, sites, and objects, constructed before 1975, and located within the City of \_\_\_\_\_.

All project work shall conform to the Secretary of the Interior's *Standards for Archaeology and Historic Preservation*, which include the *Standards for Evaluation, Identification, and Registration*. The project work will be prepared in accordance to (a) *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning*; (b) the Historic Preservation Division's guidance materials for identifying and documenting Georgia's historic resources, available online and as provided by the DEPARTMENT; and (c) the DEPARTMENT'S Georgia's Natural, Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database.

The RECIPIENT will ensure that consultant(s) meet professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) and possess the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. Demonstrated experience in research and description of historic resources, conducting architectural surveys, and writing historic contexts;
3. A thorough knowledge of and familiarity with identifying and evaluating Georgia's historic resources including architectural styles and types, the GNAHRGIS database, and survey procedures;
4. Demonstrated writing skills; and
5. Experience with digital photography.

The RECIPIENT will ensure that consultant(s) is familiar with data categories and procedures for the GNAHRGIS system.

The RECIPIENT will ensure that all survey data and digital photographs are entered in the GNAHRGIS online database within the contract period. All items and data groups in GNAHRGIS will be completed for each resource surveyed and a minimum of two (2) digital photographs per resource will be uploaded. GNAHRGIS is an online, web-based, GIS database. Resource information is entered and stored via the GNAHRGIS website. Printed (hard copy) resource "forms" are not required and are not reimbursable as part of this grant.

The RECIPIENT will provide a survey area map delineating surveyed parcels. The map will indicate the survey area boundary, any relevant local or National Register of Historic Places-listed historic district boundaries, ALL addresses, legal parcels, and ALL street names, and be at a scale of 1" = 200'.

The RECIPIENT will provide six (6) final copies and two (2) electronic CD/DVDs of the survey report, the survey map, and the local district boundary expansion report to the DEPARTMENT within the contract period.

The survey report is to include at a minimum:

1. **Executive summary**, which includes the total number of surveyed resources;
2. **Project description**, including how the survey was funded, who sponsored the survey, the name of the surveyor, and a general description of the survey area, including a clear statement and justification of the boundaries of the area surveyed, and the total number of surveyed resources;
3. **Summary of previous preservation projects**, including previous survey efforts, local designations, National Register listings, and other historic preservation planning efforts;
4. **Developmental history**: a brief written account of how the area developed over time and how it reflects distinctive aspects of Georgia's history;
5. **Survey methodology and results**, including the fieldwork techniques and research methods employed while conducting the survey, the total number of surveyed resources broken into appropriate categories and references to previous surveys, and analysis of survey results;
6. **Architectural analysis**, including the main building types and architectural styles according to GNAHRGIS, local architectural character, some general observations, and local eccentricities;
7. **Appendix 1**: table listing all GNAHRGIS ID numbers associated with the survey paired with the address of the resource that each GNAHRGIS ID number represents.

All project development by the RECIPIENT shall be reviewed by the DEPARTMENT. The review process includes reviewing and approving consultant selection, the consultant contract, GNAHRGIS data, first draft of the survey report and map, subsequent drafts of the survey report and map, final draft of the survey report and map, and other materials determined necessary during project development.

Prior to review by the DEPARTMENT, the RECIPIENT shall review all drafts of the survey report and map. If the RECIPIENT wishes to review draft GNAHRGIS survey data, the recipient shall ensure that the consultant provides access to this draft data.

The RECIPIENT will complete project work by the following due dates.

**November 1, 2016** Approximately 25% of surveyed resource data entered into GNAHRGIS

**January 1, 2017** Approximately 50% of surveyed resource data entered into GNAHRGIS

- March 1, 2017**      **Approximately 75% of surveyed resource data entered into GNAHRGIS**
- April 1, 2017**      **First Draft of Survey Report and map submitted in hard copy format to the DEPARTMENT for review and comment**
- June 1, 2017**      **Second Draft of Survey Report submitted in hard copy format to the DEPARTMENT for review and comment, as necessary**  
**Final version of one (1) set of survey map(s) submitted for approval by the DEPARTMENT**
- August 15, 2017**    **Final Survey Report and map submitted to the DEPARTMENT in hard copy format six (6) copies and two (2) electronic CD/DVDs**  
**Final Survey Map Submitted to the DEPARTMENT (1 copy)**  
**All GNAHRGIS data and digital photographs for each resource completed**

**BUDGET** *(will vary depending on size/scope of area surveyed)*

<b>FEDERAL SHARE</b>	<b>\$12,000.00</b>
<b>MATCHING SHARE</b>	<b><u>8,000.00</u></b>
<b>TOTAL PROJECT COST</b>	<b>\$20,000.00</b>