

TASK ORDER FOR RECONNAISSANCE SURVEY OF HISTORIC PROPERTIES – PHASE 2

This TASK ORDER FOR RECONNAISSANCE SURVEY OF HISTORIC PROPERTIES – PHASE 2 (“Task Order”) is made this ____ day of _____, 20____ (“Effective Date”), by and between the City of Meridian, a municipal corporation organized under the laws of the State of Idaho (“City”), and TAG Historical Research & Consulting, (“Consultant”). (City and Consultant may hereinafter be collectively referred to as “Parties.”)

WHEREAS, City and Consultant entered into a Master Agreement for Professional Services on June 23, 2020 (“Master Agreement”);

WHEREAS, City desires a survey of historical properties along the North Main Street corridor (“Project”), for the purpose of determining such properties’ eligibility for National Register of Historic Places;

WHEREAS, Consultant is qualified to undertake the Project, in accordance with the Statement of Work attached here as *Exhibit A* (“Statement of Work”);

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed, and in consideration of the mutual promises and covenants herein contained, the Parties agree as follows:

I. SCOPE OF SERVICES.

Consultant shall complete Phase 2 of the Project, and all related tasks, in accordance with the methodology, timetable, scope, and budget set forth in the Statement of Work. Further, Consultant shall timely provide to City all Phase 2 deliverables as set forth in the Statement of Work. Specifically, Consultant shall complete Phase 2 survey fieldwork, research, data collection, photography, and survey report, provide monthly reports to the Arts & Culture Coordinator, provide an update to the Meridian Historic Preservation Commission (“MHPC”) at at least two of their regular meetings (dates to be determined in cooperation with the Arts & Culture Coordinator), and provide final survey report to the Arts & Culture Coordinator. Consultant shall complete all work and provide all deliverables as set forth in this Task Order by September 15, 2023.

II. COMPENSATION.

A. **Total amount.** The total payment to Consultant for all deliverables and related services provided under this Task Order shall be five thousand dollars (\$5,000.00).

B. **Payment schedule.** Consultant shall be paid pursuant to the following benchmarks:

1. **Initial monthly report:** \$2,500.00 shall be paid to Consultant within thirty (30) days of Consultant’s first monthly report to the Arts & Culture Coordinator.

2. **Final Survey Report:** \$2,500.00 shall be paid to Consultant within thirty (30) days of the Arts & Culture Coordinator's timely receipt of the final survey report, which shall incorporate: findings from Phase 1; photographs, photo logs, maps, and other information collected in the course of Consultant's fieldwork and research; all edits and comments received from MHPC and the State Historic Preservation Officer ("SHPO"); digital files of the survey report; all site forms, photographs, maps and attachments; and information for the Idaho Historic Sites Database for submission to SHPO according to current SHPO requirements.

III. TIME OF PERFORMANCE.

- A. **Timeline.** Consultant shall complete services and provide deliverables to City by 5:00 p.m. on September 15, 2023.
- B. **Time of the essence.** The Parties acknowledge that services provided under this Task Order shall be performed in a timely manner. The Parties acknowledge and agree that time is strictly of the essence with respect to this Task Order, and that the failure to timely perform any of the obligations hereunder shall constitute a breach of, and a default under, this Task Order by the party so failing to perform.

IV. CREATION, INTEGRITY, AND OWNERSHIP.

- A. **Waiver and relinquishment of rights.** Consultant shall, and hereby does, expressly waive any and all right, title, or interest in the deliverables related to the Project. Consultant understands that this waiver shall include waivers of the rights of reproduction, adaptation, publication, and display, except as otherwise permitted by written agreement of the Parties. Consultant agrees to relinquish any and all rights, title, and interest in the Deliverables developed in connection with this Task Order, and hereby expressly waives any rights Consultant has or may have to the Deliverables or Project, including, but not limited to, the rights afforded Consultants under the Copyright Act of 1976.
- B. **Exclusivity.** Consultant warrants and represents that the deliverables produced pursuant to this Task Order have never heretofore been designed, created, published, or copied and that Consultant is the sole creator and owner of all rights in the deliverables. Upon Consultant's delivery of the deliverables, the deliverables shall be owned by City.
- C. **No copyright.** Consultant shall not make any claim to the copyright of the Project or related deliverables.
- D. **Subcontracting or assignment of obligations.** Consultant shall not subcontract or assign any of Consultant's obligations under this Task Order without City's prior written approval. Any and all subcontractors or assignees shall be bound by all the terms and conditions of this Task Order.

- E. **Non-waiver of breach.** A waiver of any breach or default of any provision of this Task Order shall not be construed as a waiver of a breach of the same or any other provision hereof.

V. **GENERAL PROVISIONS.**

- A. **Task Order governed by Idaho law.** The laws of the State of Idaho shall govern the validity, interpretation, performance and enforcement of this Task Order. Venue shall be in the courts of Ada County, Idaho.
- B. **Successors and Assigns.** All of the terms, provisions, covenants and conditions of this Task Order shall inure to the benefit of, and shall be binding upon, each party and their successors, assigns, legal representatives, heirs, executors, and administrators.
- C. **Master Agreement applies.** All provisions of the Master Agreement are incorporated by reference and made a part of hereof as if set forth in their entirety herein.
- D. **Exhibits.** All exhibits to this Task Order are incorporated by reference and made a part of hereof as if set forth in their entirety herein. To the extent that there is any conflict between this Task Order and the exhibits, this Task Order shall govern.
- E. **City Council approval required.** The validity of this Task Order shall be expressly conditioned upon City Council action approving the Task Order. Execution of this Task Order by the persons referenced below prior to such ratification or approval shall not be construed as proof of validity in the absence of Meridian City Council approval.

IN WITNESS WHEREOF, the parties hereto have executed this Task Order on the Effective Date first written above.

CONSULTANT:



Elizabeth Jacob
Secretary/Historian, TAG Historical Research & Consulting

CITY OF MERIDIAN:

BY: _____
Robert Simison, Mayor

Attest: _____
Chris Johnson, City Clerk

EXHIBIT A
CONSULTANT'S STATEMENT OF WORK



a/b/n of The Arrowrock Group, Inc.

Reconnaissance Survey Meridian North Main Street to Cherry /Fairview Avenue

In September 2022, TAG Historical Research and Consulting completed the first phase of a two-phase reconnaissance-level survey of selected streets in Meridian. The objective of the survey is to identify eligible or potentially eligible properties for listing in the National Register of Historic Places (NRHP). The following is a Scope of Work for Phase 2.

Proposed survey area

The survey in its entirety includes approximately 37 city blocks (with approximately 400 properties) located south of Cherry Lane/Fairview, west of E. 4th Street Avenue, north of Broadway Avenue, and east of NW 1st Street. The boundaries for Phase 1 included the area north to south from Carlton Avenue to Broadway Avenue and east to west from E. 2nd Street to NW1st Street. Phase 2 will include those blocks not surveyed in Phase 1.

Methodology

New properties surveyed will be consistent with Idaho State Historic Preservation Office *Idaho Historic Sites Inventory Requirements and Standards for Documentation* and database entry will be according to the *Idaho Historic Sites Inventory Automated Database Manual*.

Project Tasks

Fieldwork

- Conduct fieldwork, which includes photography of each recorded site as well as gathering information to complete the Idaho Historic Sites Inventory (IHSI database)
- Minimal research for properties recommended eligible using but not limited to records of the Ada County Assessor and resources available at the Idaho State Archives, local history resources at the Meridian Public Library, and online resources providing access to newspapers and genealogical information and other resources as identified.

Report Production

- Preparation and/or supervising data entry by Clerical Support and preparation of photo logs, required maps, and other information.
- Draft survey report to include findings from Phase 1.
- Complete final edits of the report based on review and incorporation of any comments received from the client or SHPO.

Deliverables

Final products will include digital files of the survey report and all site forms, photographs, maps and attachments as well as the IHSI database for submission to SHPO according to current SHPO requirements. Digital files will be made available via a shared link or on a thumb drive, depending on the client's preference and SHPO requirements.

Assumptions

- Meridian Historic Preservation Commission will provide TAG with a letter describing the project and verifying TAG as the consultants which TAG will carry during fieldwork.
- Notify the Meridian Police Department of the project and provide them with a fieldwork schedule. If possible, we ask that police officers include the survey area in their daily patrol during scheduled fieldwork days.
- TAG will provide a monthly progress report to the Meridian HPC staff liaison.

Budget Estimate

The budget for this project is \$5,000.00, including fieldwork, research, data entry preparation of photo logs, maps, and survey reports.

Estimated Timetable

January 2023

Phase 2 pre-field research and data collection.

January – April 30, 2023

Conduct fieldwork, photography, and survey.

May 1, 2023 – July 1, 2023

Phase 2 Inventory forms completed and submitted to HPC and SHPO for review. 30 days allowed for review and comment.

September 8, 2023

Phase 1 survey report updated with additional information from Phase II.

Project Team Personnel and Qualifications

The project team includes Barbara Perry Bauer and Elizabeth Jacox. Clerical support and data entry will be provided by TAG office assistant Ellen Jacox.

Our team is equipped with the necessary equipment (digital cameras, computers, scanners, and printers) to successfully produce documents to the standards set by SHPO and the NPS. We are experienced at all levels of historic surveys.

We are familiar with the SHPO and NPS standards and since 1993 have provided documentation that meets or exceeds these standards.

This proposal and the attached budget estimate will remain valid for 45 days from the date of submission.



December 27, 2022

Elizabeth Jacox, B.A.
Secretary/Historian
TAG Historical Research & Consulting
a/b/n of The Arrowrock Group, Inc.
P.O. Box 7333
Boise, Idaho 83707
208-338-1014
ejacox@taghistory.com

Date

Equal Employment Opportunity Policy Statement

TAG Historical Research & Consulting (a/b/n of The Arrowrock Group, Inc) is committed to equal employment opportunity to all qualified persons without regard to race, color, creed, religion, age, gender, national origin, ancestry, marital status, disability or any other protected status. We are committed to this policy by the laws of our country and by our own value system.

Our policy of Equal Employment Opportunity applies to all aspects of employment at *TAG Historical Research & Consulting*, including hiring, compensation, promotion, transfer, training and disciplinary action. It is also our policy to conduct all business without regard to age, race, color, religion, gender or national origin.