



***REGULAR HISTORIC PRESERVATION COMMISSION MEETING
AGENDA***

Tuesday, July 27, 2021 5:00 PM

The Montrose Historic Preservation Commission is pleased to have residents of the community take time to attend Historic Preservation Meetings. We encourage your attendance and participation. Individuals wishing to be heard during public hearing proceedings are encouraged to be prepared and will generally be limited to three minutes to allow everyone the opportunity to be heard. Additional written comments are welcome and will be received at any time.

- 1) APPROVAL OF MINUTES
 - A) Approval of minutes dated June 22, 2021
- 2) ADDITIONS AND DELETIONS
- 3) PUBLIC COMMENT
 - A) Public invited to be heard on matters not on the agenda (Limited to 3 minutes)
- 4) REPORTS/PRESENTATIONS
 - A) Update on La Raza Park Neighborhood/Tortilla Flats Historic Context Report and Survey
 - B) Discussion on Preservation Tax Credits
- 5) ADJOURNMENT

Next Meeting August 24, 2021

**HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
June 22, 2021**

The regular meeting of the City of Montrose Historic Preservation Commission was held on **Tuesday, June 22, 2021**, in the City Council Chambers located at 107 S. Cascade Avenue, Montrose, Colorado. Said meeting was posted in accordance with the Sunshine Law.

PRESENT: Jon Horn, Kenneth Huff, John Eloie, Amanda Lloyd, Danielle Godt, Michael Prouty

ABSENT: Ian Atha

GUESTS: Deputy City Manager Ann Morgenthaler, Senior Planner Amy Sharp, Planner I William Reis, Deputy City Clerk Mikayla Unruh, Henni Boumeister

CALL TO ORDER

The meeting was called to order at 5:01 p.m.

APPROVAL OF THE MINUTES

The Historic Preservation Commission considered the minutes of the regular meeting held on May 25, 2021. A motion was made by John Eloie, seconded by Danielle Godt, to approve the minutes of the May 25, 2021 regular meeting. All voted yes. The motion passed.

ADDITIONS / DELTIONS TO THE AGENDA

Chairperson Jon Horn asked for an update on the Certified Local Government (CLG) Grant for a survey of the La Raza Park Neighborhood.

Planner I William Reis provided an update on the RFP process for the historic context report and survey process, noting that Logan Simpson resubmitted their proposal for the survey with an expanded scope, in line with recommendations from History Colorado. The revised proposal has been approved by History Colorado and the City of Montrose will finalize an agreement with Logan Simpson for the La Raza Park historic neighborhood survey in the coming weeks.

PUBLIC COMMENT

Public comment was accepted.

Henni Boumeister introduced herself to the Board, noting that she has recently relocated to Montrose and is interested in learning more about historic preservation in the community.

PUBLIC HEARING

Historic Designation Hearing – Denver and Rio Grande Depot

Planner I William Reis provided a presentation for historic property designation of the Denver Rio Grande Depot building, located at 21 North Rio Grande Avenue.

The building is eligible for designation due to its age, significant association with the history of transportation in the region, and its architectural design which is representative of the Mission Revival Style, a popular choice for railroad stations in the southwest.

Mr. Reis explained that the building has several character-defining attributes including a concrete foundation, a hipped roof with widely overhanging eaves and red tile roofing, central entrances with stepped parapets with arched undersides, parapets on the second story with semi-elliptical multi-light windows, narrow triple multi-light windows with decorative glass on the second story, pebble dash stucco on the building's upper walls, a paneled and glazed door with sidelights and divided transoms, and porches with thick pier supports and arched openings.

Mr. Reis stated that the building meets the eligibility criteria for designation and recommended approval of the application for historic designation.

The Board discussed the exterior condition of the building, noting that improvements to the roof and pebble stucco finish are congruent with the original architectural design and preserve the building's historic attributes.

Public comment was accepted. No comments were received.

A motion was made by John Eloie, seconded by Kenneth Huff, to approve the application for historic property designation for the Denver and Rio Grande Depot building, located at 21 North Rio Grande Avenue. All voted yes. The motion passed.

ADJOURNMENT

A motion was made by Michael Prouty, seconded by Danielle Godt, to adjourn the meeting at 5:39 p.m. with no further action being taken. All voted yes. The motion passed.

Jon Horn, Chairperson

ATTEST:

Amanda Lloyd, Secretary

INDEPENDENT CONTRACTOR AND PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into as of this 23 day of June, 2021, by and between the CITY OF MONTROSE, State of Colorado, a Colorado home rule municipal corporation, whose address is 433 S. First Street, P.O. Box 790, Montrose, Colorado 81402-0790, hereinafter referred to as "City" and Logan Simpson, an Arizona corporation, whose address is 213 Linden Street, Ste. 300, Fort Collins, Colorado 80524, hereinafter referred to as "Contractor"; the aforementioned entities may sometimes be collectively referred to as the "Parties".

WHEREAS, in consideration of the mutual covenants and obligations herein expressed, it is agreed by and between the Parties hereto as follows:

I. SCOPE OF CONTRACTED SERVICES

The Contractor agrees to perform professional services in a satisfactory and proper manner, assure that grant funds are expended solely for project activities and in the amounts budgeted under the Grant Purpose, and ensure fulfillment of all obligations and responsibilities required by and set forth within the City's contract with History Colorado (Project No. CO-21-10001), as amended. The aforementioned documents attached and incorporated by reference as **Exhibit A**.

The Contractor agrees to perform and complete the scope of work in accordance with the Project Proposal as outlined in **Exhibit B**.

II. COMMENCEMENT AND COMPLETION OF SERVICES

The services to be performed pursuant to this Agreement shall begin upon receiving an official Notice to Proceed in writing from the City, and be pursued with due diligence until completion of the project outlined in **Exhibit A** or until otherwise terminated as set forth herein. The project scope must be completed by June 30, 2022.

III. CONTRACTOR RESPONSIBILITY

The Contractor shall be responsible for the level of quality, timely completion and coordination of all services rendered by the Contractor, and shall, without additional compensation, promptly remedy and correct any errors, omissions or other deficiencies. In the process of executing all services rendered under this Agreement, the Contractor must use due care not to cause any damage to public or private property.

- A. Contractor shall be required to comply with all applicable Federal, State and Local safety and health laws, regulations, and ordinances. The City does not assume responsibility for monitoring, directing, or ensuring Contractor's compliance with said laws, regulations, and ordinances; such responsibility shall inure to the Contractor, and shall be a duty of the Contractor under this Agreement.

IV. COMPENSATION

For performance of the services provided under this Agreement, the City will pay the Contractor as set forth in the Fee Schedule attached hereto as **Exhibit C**. The contract amount is not to exceed \$25,000 for the completion of the project. The Contractor shall invoice the City for services performed on a monthly basis. The invoice shall be accompanied with support documentation regarding services performed and contain a calculation of how costs were determined. Upon approval by the City Representative, such invoice shall be paid in full within 30 days of receipt.

V. CITY REPRESENTATIVE

The City designates its Grant Coordinator as its representative, and authorizes him designee to make all necessary and proper decisions regarding this Agreement. All requests for contract interpretations, changes, clarifications or instructions shall be directed to the City Attorney.

VI. INDEPENDENT CONTRACTOR

The services to be performed by the Contractor are those of an independent contractor and not an employee of the City. As an independent contractor, Contractor is not entitled to worker's compensation benefits except as may be provided by the independent contractor nor to unemployment insurance benefits. The Contractor is obligated to pay all federal and state income tax on any moneys paid pursuant to this Agreement. Further, an IRS Form 1099 or equivalent shall be furnished to the Contractor by the City as proof of earnings for tax purposes.

VII. CONTRACTOR SERVICES

It is understood that the City enters into this Agreement based on the special abilities of the Contractor and that this Agreement shall be considered an agreement for personal services. Accordingly, the Contractor shall neither assign any responsibilities nor delegate any duties arising under this Agreement without the prior written consent of the City.

VIII. ACCEPTANCE NOT WAIVER

The City's approval of work, services rendered, and reports furnished hereunder shall not in any way relieve the Contractor of responsibility for the level of quality of the work. The City's approval or acceptance of, or payment for, any services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

IX. DEFAULT

Each and every term and condition shall be deemed to be a material element of this Agreement. In the event either Party should fail or refuse to perform according to the terms of this Agreement, such Party may be declared in default thereof.

X. TERMINATION

City may terminate this Agreement at any time for its convenience. Contractor shall be paid for work properly completed to the date of termination, as determined by the City. Contractor may terminate this Agreement at any time without prejudice to any other right or

remedy, upon giving the City 30 day's written notice. In the event of Contractor's termination of this Agreement, Contractor shall have no further obligation to the City. Upon completion of work or termination of this Agreement, Contractor shall deliver unto the City any final reports relating to this Agreement and a final invoice for payment.

XI. INSURANCE

- A. The Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.
- B. Contractor shall procure and maintain, and shall cause any subcontractor of the Contractor to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to City. All coverages shall be continuously maintained from the date of commencement of services hereunder. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
- C. Worker's Compensation insurance to cover obligations imposed by the Worker's Compensation Act of Colorado and any other applicable laws for any employee engaged in the performance of work under this Agreement, and Employers' Liability insurance with minimum limits of \$500,000 each accident, \$500,000 disease - policy limit, and \$500,000 disease - each employee. Evidence of qualified self-insured status may be substituted for the worker's compensation requirements of this Paragraph.
- D. Commercial general liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$1,000,000 aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision.
- E. Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than \$500,000 each occurrence and \$500,000 aggregate with respect to each of Contractor's owned, hired and non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision. If the Contractor has no owned automobiles, the requirements set forth herein shall be met by each employee of the Contractor providing services to the City under this Agreement.
- F. The Comprehensive Automobile Liability insurance required above shall be endorsed to include the City and the City's officers and employees as additional insureds. Every policy required above shall be primary insurance and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by Contractor. The additional insured endorsement for the Comprehensive General Liability insurance required above shall not contain any exclusion for bodily

injury or property damage arising from completed operations. The Contractor shall be responsible for any deductible losses under any policy required above.

- G. Professional/Contractor Liability insurance with minimum limits of \$1,000,000 each occurrence and \$1,000,000 aggregate.
- H. Certificates of insurance shall be completed by the Contractor's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of services under this Agreement. Each certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be canceled, terminated or materially changed until at least 30 days prior written notice has been given to the City. Any statement on the certificates which describe this 30-day prior written notice as being less than obligatory shall be stricken by the insurance agent completing the certificates. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
- I. Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate this Agreement, or at its discretion City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to Contractor from the City. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.
- J. The Parties hereto understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, (C.R.S. § 24-10-101 et seq., as from time to time amended, or otherwise available to the City.

XII. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless the City, its officers and its employees, from and against liability, claims and demands, on account of injury, loss, or damage, which arise out of or are in any manner connected with the services hereunder, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission, or other fault of the Contractor or any subcontractor of the Contractor, or any officer, employee, representative, or agent of the Contractor or of any subcontractor, or any other person for which Contractor is responsible. The Contractor shall investigate, handle, respond to, and provide defense for, and against liability, claims and demands, and bear other costs and expenses related thereto, including court costs and attorney fees. The obligation of this Paragraph XII shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City, its officers, or its employees.

XIII. INTEGRATION & SEVERABILITY

- A. This Agreement constitutes the final agreement between the Parties. It is the complete and exclusive expression of the Parties' agreement on the matters contained in this Agreement. All prior and contemporaneous negotiations and agreements between the Parties on the matters contained in this Agreement are expressly merged into and superseded by this Agreement. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of trade usage or a prior course of dealings. In entering into this Agreement, neither Party has relied upon any statement, representation, warranty, or agreement of the other Party except for those expressly contained in this Agreement. There are no conditions precedent to the effectiveness of this Agreement other than those expressly stated in this Agreement.
- B. If any provision of this Agreement is held invalid, illegal or unenforceable, the Parties shall negotiate in good faith so as to replace each invalid, illegal or unenforceable provision with a valid, legal and enforceable provision which will, in effect, from an economic viewpoint, most nearly and fairly approach the effect of the invalid, illegal or unenforceable provision and the intent of the Parties in entering into this Agreement.

XIV. THE FOLLOWING PROVISIONS ARE REQUIRED BY HB 06-1343, AS AMENDED BY HB 07-1073 and SB 08-139:

- A. Contractor shall not knowingly employ or contract with workers without authorization to perform work under this Agreement.
- B. Contractor shall not enter into a contract with a Subcontractor that fails to certify to the Contractor that the Subcontractor shall not knowingly employ or contract with workers without authorization to perform work under this Agreement. Contractor shall, within 20 days of hiring a new employee during the term of this Agreement, cause a written, notarized copy of its affirmation of said employee's status to be sent to the Owner.
- C. Contractor hereby affirms that it has confirmed or attempted to confirm the employment eligibility of all employees who are newly hired for employment in the United States through participation in the e-verify program, ("e-verify program" means the employment verification program authorized in 8 U.S.C. 1324a, as amended, that is administered by the United States Department of Homeland Security, or the "department program"). If the Contractor is not accepted into the e-verify program, prior to entering into this Agreement, the Contractor shall apply to participate in the e-verify program every 3 months until the Contractor is accepted or this Agreement has been completed, whichever is earlier. Contractor is prohibited from using the e-verify program procedures to undertake preemployment screening of job applicants while this Agreement is being performed. This subparagraph "C" shall not be effective if the e-verify program is discontinued.
- D. If the Contractor obtains actual knowledge that a Subcontractor performing work under this Agreement knowingly employs or contracts with an workers without authorization, the Contractor shall be required to: (a) notify the Subcontractor and the City within 3 days that the Contractor has actual knowledge that the Subcontractor is employing or contracting with an workers without authorization; and (b) terminate the subcontract with the Subcontractor if within 3 days of receiving the notice required pursuant to section (a) of this subparagraph, if the Subcontractor does not stop employing or contracting with the workers without authorization; except that the Contractor shall not

terminate the contract with the Subcontractor if during such 3 days the Subcontractor provides information to establish that the Subcontractor has not knowingly employed or contracted with an workers without authorization.

- E. Contractor shall comply with any reasonable request by the applicable State agency or department made in the course of an investigation that said agency or department is undertaking pursuant to its lawful authority. If Contractor violates a provision of this Section XIV, City may terminate this Agreement for material breach. If this Agreement is so terminated, Contractor shall be liable for actual and consequential damages to City. City is required by State law to notify the Office of the Secretary of State if Contractor violates a provision of this Section XIV, and City terminates this Agreement for that reason.

XV. MISCELLANEOUS PROVISIONS

- A. Each Party hereto agrees to cooperate in all reasonable respects necessary to consummate the transactions contemplated by this Agreement, and from time to time to do such acts and things and execute and deliver such documents and instruments as may reasonably be required in order to implement the transactions contemplated hereby. Each Party hereto agrees to cooperate in the execution of subsequent addenda, or to re-execute an amended version of this Agreement, in the event that a Party discovers: 1) a clerical error; or 2) a misinterpretation of law; or 3) an error as to form; when such error(s) obviate or hinder the consideration, performance or enforcement of this Agreement.
- B. Special Terms and Conditions:
- i. The work in this subcontract must meet the Secretary of the Interior's Standards for Archaeology and Historic Preservation.
 - ii. The Contractor shall protect, defend, indemnify, and save harmless the Owner and each of its officers, agents, servants, and employees from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the Contract, including its use by the Owner, or the Owner's officers, agents, servants, or employees unless otherwise specifically stipulated in the Contract Documents.
 - iii. If the Contractor uses any design, device, or Materials and Equipment covered by letters, patent or copyright, he shall provide for such use by suitable agreement with the owner of such patented or copyrighted design, device or material. It is mutually agreed and understood that without exception, the Contractor shall pay all royalty and license fees and the Contract Prices shall include all royalties or costs arising from the use of such design, device, or Materials and Equipment in any way involved in the Work. The Contractor and/or his Surety shall indemnify and save harmless the Owner of the Work from any and all claims for design, device, or Materials and Equipment, or any trademark or copyright in connection with the Work agreed to be performed under the Contract, and shall indemnify the

**HISTORY COLORADO
CERTIFIED LOCAL GOVERNMENT
INTERGOVERNMENTAL GRANT AWARD LETTER
SUMMARY OF GRANT AWARD TERMS AND CONDITIONS**

State Agency Department of Higher Education, History Colorado, the Colorado Historical Society	Grant Award Number CO-21-10001
Grantee City of Montrose	Grant Maximum Amount \$25,000
Grant Issuance Date 4/26/2021	Encumbrance POGG1 2021*2889
Grant Expiration Date 6/30/2022	
Grant Authority Authority exists under the National Historic Preservation Act (NHPA), 54 U.S.C 300.101 et. sq.; Historic Preservation Fund Grants Manual, 2007 and subsequent memos and guidance; Public Law: 114.223 and 114.254; 54 U.S.C. §302902(a) Grants to States. Authority exists under the State Constitution article XVIII, §9(5)(b)(III) and CRS §44-30-1201 for the annual distribution of monies from the State Historical Fund (SHF).	
Grant Purpose This project will prepare a historic context and conduct an intensive and reconnaissance level survey of the La Raza Park/Tortilla Flats neighborhood in Montrose, Colorado.	
Exhibits and Order of Precedence The following Exhibits and attachments are included with this Grant: 1. Exhibit A, Scope of Work. 2. Exhibit B, Project Budget. 3. Exhibit C, Project Schedule & List of Submittals and Deliverables 4. Exhibit D, Federal Provisions. 5. Attachment 1, Certified Local Government Subgrant Program Payment Request & Financial Report form In the event of a conflict or inconsistency between this Grant and any Exhibit or attachment, such conflict or inconsistency shall be resolved by reference to the documents in the following order of priority: 1. Exhibit D, Federal Provisions. 2. The provisions of the main body of this Grant. 3. Exhibit A, Statement of Work. 4. Exhibit B, Budget. 5. Exhibit C, Project Schedule & List of Submittals and Deliverables	

1. GRANT

As of the Grant Issuance Date, the State Agency shown on the first page of this Grant Award Letter (the "State") hereby obligates and awards to Grantee shown on the first page of this Grant Award Letter (the "Grantee") an award of Grant Funds in the amounts shown on the first page of this Grant Award Letter. By accepting the Grant Funds provided under this Grant Award Letter, Grantee agrees to comply with the terms and conditions of this Grant Award Letter and requirements and provisions of all Exhibits to this Grant Award Letter.

2. TERM

A. Initial Grant Term and Extension

The Parties' respective performances under this Grant Award Letter shall commence on the Grant Issuance Date and shall terminate on the Grant Expiration Date unless sooner terminated or further extended in accordance with the terms of this Grant Award Letter. Upon request of Grantee, the State may, in its sole discretion, extend the term of this Grant Award Letter by providing Grantee with an updated Grant Award Letter showing the new Grant Expiration Date.

B. Early Termination in the Public Interest

The State is entering into this Grant Award Letter to serve the public interest of the State of Colorado as determined by its Governor, General Assembly, or Courts. If this Grant Award Letter ceases to further the public interest of the State or if State, Federal or other funds used for this Grant Award Letter are not appropriated, or otherwise become unavailable to fund this Grant Award Letter, the State, in its discretion, may terminate this Grant Award Letter in whole or in part by providing written notice to Grantee that includes, to the extent practicable, the public interest justification for the termination. If the State terminates this Grant Award Letter in the public interest, the State shall pay Grantee an amount equal to the percentage of the total reimbursement payable under this Grant Award Letter that corresponds to the percentage of Work satisfactorily completed, as determined by the State, less payments previously made. Additionally, the State, in its discretion, may reimburse Grantee for a portion of actual, out-of-pocket expenses not otherwise reimbursed under this Grant Award Letter that are incurred by Grantee and are directly attributable to the uncompleted portion of Grantee's obligations, provided that the sum of any and all reimbursements shall not exceed the maximum amount payable to Grantee hereunder. This subsection shall not apply to a termination of this Grant Award Letter by the State for breach by Grantee.

C. Grantee's Termination Under Federal Requirements

Grantee may request termination of this Grant by sending notice to the State, or to the Federal Awarding Agency with a copy to the State, which includes the reasons for the termination and the effective date of the termination. If this Grant is terminated in this manner, then Grantee shall return any advanced payments made for work that will not be performed prior to the effective date of the termination.

3. DEFINITIONS

The following terms shall be construed and interpreted as follows:

- A. **"Budget"** means the budget for the Work described in Exhibit B.
- B. **"Business Day"** means any day in which the State is open and conducting business, but shall not include Saturday, Sunday or any day on which the State observes one of the holidays listed in §24-11-101(1) C.R.S.
- C. **"CORA"** means the Colorado Open Records Act, §§24-72-200.1 *et. seq.*, C.R.S.
- D. **"Grant Award Letter"** means this letter which offers Grant Funds to Grantee, including all attached Exhibits, all documents incorporated by reference, all referenced statutes, rules and cited authorities, and any future updates thereto.

to Contractor, without confidentiality obligations, by a third party who has the right to disclose such information; or (v) was independently developed without reliance on any State Confidential Information.

- U. **"State Fiscal Rules"** means the fiscal rules promulgated by the Colorado State Controller pursuant to §24-30-202(13)(a) C.R.S.
- V. **"State Fiscal Year"** means a 12 month period beginning on July 1 of each calendar year and ending on June 30 of the following calendar year. If a single calendar year follows the term, then it means the State Fiscal Year ending in that calendar year.
- W. **"State Records"** means any and all State data, information, and records, regardless of physical form, including, but not limited to, information subject to disclosure under CORA.
- X. **"Sub-Award"** means this grant by the State (a Recipient) to Grantee (a Subrecipient) funded in whole or in part by a Federal Award. The terms and conditions of the Federal Award flow down to this Sub-Award unless the terms and conditions of the Federal Award specifically indicate otherwise.
- Y. **"Subcontractor"** means third-parties, if any, engaged by Grantee to aid in performance of the Work. "Subcontractor" also includes sub-grantees.
- Z. **"Subrecipient"** means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization entity that receives a Sub-Award from a Recipient to carry out part of a Federal program, but does not include an individual that is a beneficiary of such program. A Subrecipient may also be a recipient of other Federal Awards directly from a Federal Awarding Agency. For the purposes of this Grant, Grantee is a Subrecipient.
- AA. **"Uniform Guidance"** means the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, commonly known as the "Super Circular, which supersedes requirements from OMB Circulars A-21, A-87, A-110, A-122, A-89, A-102, and A-133, and the guidance in Circular A-50 on Single Audit Act follow-up.
- BB. **"Work"** means the delivery of the Goods and performance of the Services described in this Grant Award Letter.
- CC. **"Work Product"** means the tangible and intangible results of the Work, whether finished or unfinished, including drafts. Work Product includes, but is not limited to, documents, text, software (including source code), research, reports, proposals, specifications, plans, notes, studies, data, images, photographs, negatives, pictures, drawings, designs, models, surveys, maps, materials, ideas, concepts, know-how, and any other results of the Work. "Work Product" does not include any material that was developed prior to the Grant Issuance Date that is used, without modification, in the performance of the Work.

Any other term used in this Grant Award Letter that is defined in an Exhibit shall be construed and interpreted as defined in that Exhibit.

4. STATEMENT OF WORK

Grantee shall complete the Work as described in this Grant Award Letter and in accordance with the provisions of Exhibit A. The State shall have no liability to compensate or reimburse Grantee for the delivery of any goods or the performance of any services that are not specifically set forth in this Grant Award Letter.

5. PAYMENTS TO GRANTEE

A. Maximum Amount

Payments to Grantee are limited to the unpaid, obligated balance of the Grant Funds. The State shall not pay Grantee any amount under this Grant that exceeds the Grant Maximum Amount shown on the first page of this Grant Award Letter. Financial obligations of the State payable after the current

Grantee shall make, keep, and maintain, all records, documents, communications, notes and other written materials, electronic media files, and communications, pertaining in any manner to this Grant for a period of three years following the completion of the close out of this Grant. Grantee shall permit the State to audit, inspect, examine, excerpt, copy and transcribe all such records during normal business hours at Grantee's office or place of business, unless the State determines that an audit or inspection is required without notice at a different time to protect the interests of the State.

B. Monitoring

The State will monitor Grantee's performance of its obligations under this Grant Award Letter using procedures as determined by the State. Grantee shall allow the State to perform all monitoring required by the Uniform Guidance, based on the State's risk analysis of Grantee. The State shall have the right, in its sole discretion, to change its monitoring procedures and requirements at any time during the term of this Agreement. The State shall monitor Grantee's performance in a manner that does not unduly interfere with Grantee's performance of the Work. If Grantee enters into a subcontract or subgrant with an entity that would also be considered a Subrecipient, then the subcontract or subgrant entered into by Grantee shall contain provisions permitting both Grantee and the State to perform all monitoring of that Subcontractor in accordance with the Uniform Guidance.

C. Final Audit Report

Grantee shall promptly submit to the State a copy of any final audit report of an audit performed on Grantee's records that relates to or affects this Grant or the Work, whether the audit is conducted by Grantee or a third party. Additionally, if Grantee is required to perform a single audit under 2 CFR 200.501, *et. seq.*, then Grantee shall submit a copy of the results of that audit to the State within the same timelines as the submission to the federal government.

8. CONFIDENTIAL INFORMATION-STATE RECORDS

A. Confidentiality

Grantee shall hold and maintain, and cause all Subcontractors to hold and maintain, any and all State Records that the State provides or makes available to Grantee for the sole and exclusive benefit of the State, unless those State Records are otherwise publically available at the time of disclosure or are subject to disclosure by Grantee under CORA. Grantee shall not, without prior written approval of the State, use for Grantee's own benefit, publish, copy, or otherwise disclose to any third party, or permit the use by any third party for its benefit or to the detriment of the State, any State Records, except as otherwise stated in this Grant Award Letter. Grantee shall provide for the security of all State Confidential Information in accordance with all policies promulgated by the Colorado Office of Information Security and all applicable laws, rules, policies, publications, and guidelines. If Grantee or any of its Subcontractors will or may receive the following types of data, Grantee or its Subcontractors shall provide for the security of such data according to the following: (i) the most recently promulgated IRS Publication 1075 for all Tax Information and in accordance with the Safeguarding Requirements for Federal Tax Information attached to this Grant as an Exhibit, if applicable, (ii) the most recently updated PCI Data Security Standard from the PCI Security Standards Council for all PCI, (iii) the most recently issued version of the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy for all CJI, and (iv) the federal Health Insurance Portability and Accountability Act for all PHI and the HIPAA Business Associate Agreement attached to this Grant, if applicable. Grantee shall immediately forward any request or demand for State Records to the State's principal representative.

B. Other Entity Access and Nondisclosure Agreements

Grantee may provide State Records to its agents, employees, assigns and Subcontractors as necessary to perform the Work, but shall restrict access to State Confidential Information to those agents, employees, assigns and Subcontractors who require access to perform their obligations under this Grant Award Letter. Grantee shall ensure all such agents, employees, assigns, and Subcontractors sign nondisclosure agreements with provisions at least as protective as those in this Grant, and that

or all of this Grant and require Grantee to repay any or all Grant funds to the State in the State's sole discretion. The State may also terminate this Grant Award Letter at any time if the State has determined, in its sole discretion, that Grantee has ceased performing the Work without intent to resume performance, prior to the completion of the Work.

12. DISPUTE RESOLUTION

Except as herein specifically provided otherwise or as required or permitted by federal regulations related to any Federal Award that provided any of the Grant Funds, disputes concerning the performance of this Grant that cannot be resolved by the designated Party representatives shall be referred in writing to a senior departmental management staff member designated by the State and a senior manager or official designated by Grantee for resolution.

13. NOTICES AND REPRESENTATIVES

Each Party shall identify an individual to be the principal representative of the designating Party and shall provide this information to the other Party. All notices required or permitted to be given under this Grant Award Letter shall be in writing, and shall be delivered either in hard copy or by email to the representative of the other Party. Either Party may change its principal representative or principal representative contact information by notice submitted in accordance with this §13.

14. RIGHTS IN WORK PRODUCT AND OTHER INFORMATION

Grantee hereby grants to the State a perpetual, irrevocable, non-exclusive, royalty free license, with the right to sublicense, to make, use, reproduce, distribute, perform, display, create derivatives of and otherwise exploit all intellectual property created by Grantee or any Subcontractors or Subgrantees and paid for with Grant Funds provided by the State pursuant to this Grant.

15. GOVERNMENTAL IMMUNITY

Liability for claims for injuries to persons or property arising from the negligence of the Parties, their departments, boards, commissions committees, bureaus, offices, employees and officials shall be controlled and limited by the provisions of the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S.; the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28 U.S.C. 1346(b), and the State's risk management statutes, §§24-30-1501, et seq. C.R.S. No term or condition of this Contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, contained in these statutes.

16. GENERAL PROVISIONS

A. Assignment

Grantee's rights and obligations under this Grant are personal and may not be transferred or assigned without the prior, written consent of the State. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of Grantee's rights and obligations approved by the State shall be subject to the provisions of this Grant Award Letter.

B. Captions and References

The captions and headings in this Grant Award Letter are for convenience of reference only, and shall not be used to interpret, define, or limit its provisions. All references in this Grant Award Letter to sections (whether spelled out or using the § symbol), subsections, exhibits or other attachments, are references to sections, subsections, exhibits or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.

C. Entire Understanding

This Grant Award Letter represents the complete integration of all understandings between the Parties related to the Work, and all prior representations and understandings related to the Work, oral or written, are merged into this Grant Award Letter.

materials produced as a result of the Grant funds, appropriate acknowledgement and require Equal Employment Opportunity statement should be given as follows.

“The activity that is the subject of this material has been financed in part with Federal funds from the National Historic Preservation Act, administered by the National Park Service, U.S. Department of the Interior for History Colorado. However, the contents and opinions do not necessarily reflect the views or policies of the U.S. Department of the Interior or History Colorado, nor does the mention of trade names or commercial products constitute an endorsement or recommendation by the Department of the Interior or History Colorado.”

“This program received Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally-assisted programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240.”

Identification and Evaluation published September 29, 1983 in the Federal Register.

Products specific to survey projects:

1. Grantee shall prepare a draft and final survey report that follows the format outlined in the Colorado Survey Manual. Included in the final survey report shall be a map, which clearly delineates the project boundaries. The survey report shall also include a listing of all the properties surveyed with their official state site numbers (Smithsonian Trinomial number) and an evaluation of their eligibility for local, state, and national registration.
2. Grantee shall submit a USGS 7.5' quad map plus a city plat or planning map outlining the boundaries of the survey area with a key that identifies the boundaries of eligible districts, contributing and non-contributing properties and individually eligible properties. Each resource recorded during the project should be clearly identified on the map by state site number.
3. Grantee shall conduct a minimum of one public meeting to describe the results of the project. Minutes of the meeting shall be submitted to History Colorado.
4. Grantee shall submit all inventory forms completed for the survey. Forms should be completed in accordance with the established instructions and must include appropriate location data and state site numbers.

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EXHIBIT C, PROJECT SCHEDULE & LIST OF SUBMITTALS AND DELIVERABLES**LIST OF SUBMITTALS**

	<u>Due Date</u>	<u>Society Response</u>
a. Deliverable 3, Contract Certification Form. <i>Grantee must be under contract with selected Contractor within 60 days of the Grant Start Date.</i>	July 15, 2021	Review & Approve.
b. Advance Payment Request (Attachment 1) and Progress Report #1. <i>Deliverables #1-5 below must be reviewed and approved before Advance payment is made.</i>	September 15, 2021	Review & Approve. Advance payment of grant award \$6,250.
c. 1st Interim Financial Report (Attachment 1) and Progress Report #2. <i>Deliverable #6 below must be reviewed and approved before 1st Interim payment is made.</i>	January 15, 2022*	Review & Approve. 1st Interim payment of grant award \$6,250.
d. 2nd Interim financial Report (Attachment 1) and Progress Report #3. <i>Deliverables #7-8 below must be reviewed and approved before 2nd Interim payment is made.</i>	March 15, 2022*	Review & Approve. 2nd Interim payment of grant award \$6,250.
e. Final Financial Report (Attachment 1). <i>All deliverables below must be reviewed and approved before Final payment is made.</i>	May 15, 2022	Review & Approve. Final payment of grant award \$6,250**

* Interim Financial Report due date is a guideline.

** Final Payment is a reimbursement ONLY after all contractors are paid in full.

All deliverables and reports must be received before the Grant End Date.

PROJECT DELIVERABLES

Submit the following Project Deliverables:

<u>Project Deliverables</u>	<u>Society Response</u>
1. Documentation of three bids	Review/Comment and or Approve
2. Consultant Resume	Review/Comment and or Approve
3. Contract Certification Form	Review/Comment and or Approve
4. List of properties to be surveyed	Review/Comment and or Approve
5. Initial Consultation with SHPO Staff & Selected Consultant	Review/Comment and or Approve
6. 10% Draft Survey Forms	Review/Comment and or Approve
7. 100% Draft Survey Forms	Review/Comment and or Approve
8. Draft Survey Report	Review/Comment and or Approve
9. Final Survey Forms	Review/Comment and or Approve
10. Final Survey Report	Review/Comment and or Approve
11. Documentation of Public Outreach	Review/Comment and or Approve
12. Final Project Report	Review/Comment and or Approve

Subrecipients, and borrowers. For purposes of Transparency Act reporting, Contractor does not include Vendors.

- 2.1.4. "Data Universal Numbering System (DUNS) Number" means the nine-digit number established and assigned by Dun and Bradstreet, Inc. to uniquely identify a business entity. Dun and Bradstreet's website may be found at: <http://fedgov.dnb.com/webform>.
- 2.1.5. "Entity" means all of the following as defined at 2 CFR part 25, subpart C;
 - 2.1.5.1. A governmental organization, which is a State, local government, or Indian Tribe;
 - 2.1.5.2. A foreign public entity;
 - 2.1.5.3. A domestic or foreign non-profit organization;
 - 2.1.5.4. A domestic or foreign for-profit organization; and
 - 2.1.5.5. A Federal agency, but only a Subrecipient under an Award or Subaward to a non-Federal entity.
- 2.1.6. "Executive" means an officer, managing partner or any other employee in a management position.
- 2.1.7. "Federal Award Identification Number (FAIN)" means an Award number assigned by a Federal agency to a Prime Recipient.
- 2.1.8. "Federal Awarding Agency" means a Federal agency providing a Federal Award to a Recipient as described in 2 CFR §200.37
- 2.1.9. "FFATA" means the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by §6202 of Public Law 110-252. FFATA, as amended, also is referred to as the "Transparency Act."
- 2.1.10. "OMB" means the Executive Office of the President, Office of Management and Budget.
- 2.1.11. "Prime Recipient" means a Colorado State agency or institution of higher education that receives an Award.
- 2.1.12. "Subaward" means an award by a Recipient to a Subrecipient funded in whole or in part by a Federal Award. The terms and conditions of the Federal Award flow down to the Award unless the terms and conditions of the Federal Award specifically indicate otherwise in accordance with 2 CFR §200.38. The term does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- 2.1.13. "Subrecipient" means a non-Federal Entity (or a Federal agency under an Award or Subaward to a non-Federal Entity) receiving Federal funds through a Prime Recipient to support the performance of the Federal project or program for which the Federal funds were awarded. A Subrecipient is subject to the terms and conditions of the Federal Award to the Prime Recipient, including program compliance requirements. The term "Subrecipient" includes and may be referred to as Subgrantee. The term does not include an individual who is a beneficiary of a federal program.
- 2.1.14. "Subrecipient Parent DUNS Number" means the subrecipient parent organization's 9-digit Data Universal Numbering System (DUNS) number that appears in the subrecipient's System for Award Management (SAM) profile, if applicable.
- 2.1.15. "Federal Provisions" means these Federal Provisions for Federally Funded Contracts, Grants, and Purchase Orders subject to the Transparency Act and Uniform Guidance, as may be revised pursuant to ongoing guidance from the relevant Federal or State of Colorado agency or institutions of higher education.
- 2.1.16. "System for Award Management (SAM)" means the Federal repository into which an Entity must enter the information required under the Transparency Act, which may be found at <http://www.sam.gov>.

- 5.1. Contractor shall include Total Compensation in SAM for each of its five most highly compensated Executives for the preceding fiscal year if:
 - 5.1.1. The total Federal funding authorized to date under the Award is \$25,000 or more; and
 - 5.1.2. In the preceding fiscal year, Contractor received:
 - 5.1.2.1. 80% or more of its annual gross revenues from Federal procurement contracts and subcontracts and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and
 - 5.1.2.2. \$25,000,000 or more in annual gross revenues from Federal procurement contracts and subcontracts and/or Federal financial assistance Awards or Subawards subject to the Transparency Act; and
 - 5.1.3. The public does not have access to information about the compensation of such Executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or § 6104 of the Internal Revenue Code of 1986.

6. REPORTING.

- 6.1. Contractor shall report data elements to SAM and to the Prime Recipient as required in this Exhibit if Contractor is a Subrecipient for the Award pursuant to the Transparency Act. No direct payment shall be made to Contractor for providing any reports required under these Federal Provisions and the cost of producing such reports shall be included in the Agreement price. The reporting requirements in this Exhibit are based on guidance from the US Office of Management and Budget (OMB), and as such are subject to change at any time by OMB. Any such changes shall be automatically incorporated into this Agreement and shall become part of Contractor's obligations under this Agreement.

7. EFFECTIVE DATE AND DOLLAR THRESHOLD FOR REPORTING.

- 7.1. Reporting requirements in §8 below apply to new Awards as of October 1, 2010, if the initial award is \$25,000 or more. If the initial Award is below \$25,000 but subsequent Award modifications result in a total Award of \$25,000 or more, the Award is subject to the reporting requirements as of the date the Award exceeds \$25,000. If the initial Award is \$25,000 or more, but funding is subsequently de-obligated such that the total award amount falls below \$25,000, the Award shall continue to be subject to the reporting requirements.
- 7.2. The procurement standards in §9 below are applicable to new Awards made by Prime Recipient as of December 26, 2015. The standards set forth in §11 below are applicable to audits of fiscal years beginning on or after December 26, 2014.

8. SUBRECIPIENT REPORTING REQUIREMENTS.

- 8.1. If Grantee is a Subrecipient, Grantee shall report as set forth below.
 - 8.1.1. **To SAM.** A Subrecipient shall register in SAM and report the following data elements in SAM *for each* Federal Award Identification Number no later than the end of the month following the month in which the Subaward was made:
 - 8.1.1.1. Subrecipient DUNS Number;
 - 8.1.1.2. Subrecipient DUNS Number + 4 if more than one electronic funds transfer (EFT) account;
 - 8.1.1.3. Subrecipient Parent DUNS Number;
 - 8.1.1.4. Subrecipient's address, including: Street Address, City, State, Country, Zip + 4, and Congressional District;
 - 8.1.1.5. Subrecipient's top 5 most highly compensated Executives if the criteria in §4 above are met; and
 - 8.1.1.6. Subrecipient's Total Compensation of top 5 most highly compensated Executives if criteria in §4 above met.

accordance with Uniform Guidance §200.510 (Financial statements) and provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit required by Uniform Guidance Part F-Audit Requirements.

12. GRANT PROVISIONS FOR SUBRECIPIENT CONTRACTS

12.1. If Grantee is a Subrecipient, then it shall comply with and shall include all of the following applicable provisions in all subcontracts entered into by it pursuant to this Agreement.

12.1.1. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

12.1.1.1. During the performance of this contract, the grantee agrees as follows:

12.1.1.1.1. Grantee will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The grantee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

12.1.1.1.2. Grantee will, in all solicitations or advertisements for employees placed by or on behalf of the grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

12.1.1.1.3. Grantee will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the grantee's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

12.1.1.1.4. Grantee will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

12.1.1.1.5. Grantee will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

12.1.1.1.6. In the event of Grantee's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the grantee may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- 12.1.6. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).** Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

13. CERTIFICATIONS.

- 13.1. Unless prohibited by Federal statutes or regulations, Recipient may require Subrecipient to submit certifications and representations required by Federal statutes or regulations on an annual basis. 2 CFR §200.208. Submission may be required more frequently if Subrecipient fails to meet a requirement of the Federal award. Subrecipient shall certify in writing to the State at the end of the Award that the project or activity was completed or the level of effort was expended. 2 CFR §200.201(3). If the required level of activity or effort was not carried out, the amount of the Award must be adjusted.

14. EXEMPTIONS.

- 14.1. These Federal Provisions do not apply to an individual who receives an Award as a natural person, unrelated to any business or non-profit organization he or she may own or operate in his or her name.
- 14.2. A Grantee with gross income from all sources of less than \$300,000 in the previous tax year is exempt from the requirements to report Subawards and the Total Compensation of its most highly compensated Executives.
- 14.3. There are no Transparency Act reporting requirements for Vendors.

15. EVENT OF DEFAULT.

- 15.1. Failure to comply with these Federal Provisions shall constitute an event of default under the Agreement and the State of Colorado may terminate the Agreement upon 30 days prior written notice if the default remains uncured five calendar days following the termination of the 30 day notice period. This remedy will be in addition to any other remedy available to the State of Colorado under the Agreement, at law or in equity.



LA RAZA PARK NEIGHBORHOOD / *TORTILLA FLATS*

HISTORIC CONTEXT REPORT AND SURVEY

CITY OF MONTROSE BID NO. 21-017

SUBMITTED BY LOGAN SIMPSON DESIGN INC.

REVISED SUBMITTAL JUNE 9, 2021



LOGAN SIMPSON

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SPECIAL CONDITIONS

Company Name: Logan Simpson Design Inc. dba Logan Simpson

1. PRE-BID CONFERENCE IS NOT PROVIDED.

2. CONTACT PERSON

During the course of this request process, from issuance until a recommendation for award, Bidders shall not initiate contact related to this request with anyone other than the officially designated individual:

For this bid the contact is Kendall Cramer at 970.497.8531 or email: kcramer@ci.montrose.co.us

Failure to abide by this requirement may result in disqualification from further participation in this process.

3. QUESTION DEADLINE:

All questions regarding this Request For Proposal shall be directed in writing (mail, email or fax) to Kendall Cramer or email address: kcramer@ci.montrose.co.us or mailed to P.O. Box 790, 433 South First Street; Montrose, CO 81402. All inquiries shall clearly identify the name of the firm and the authorized representative, the RFP number and Title and a method or address to which the responses shall be made.

The deadline for receipt of questions from Bidders in regards to this RFP is Tuesday May 4, 2021.

Responses will be prepared by the City in an addendum and published on the City of Montrose web site at: www.cityofmontrose.org under Department Services, Purchasing, Open bids, under this bid name. The responses in writing are the only official answers.

4. SUBMITTAL INSTRUCTIONS:

The City desires to receive a clear, concise, economical presentation of the vendors proposal. Bidders should include the following information in their Proposal and use the following format when compiling their responses.

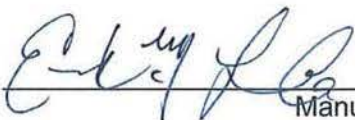
- A. One (1) copy and one original of the bid packet beginning with "Special Conditions" section.
- B. Submit signed bid addendum(s).
- C. Submit a bid packet in a sealed envelope with the bid number and project name in the lower left hand corner of envelope, with the bidders name clearly written on the envelope.

Failure to submit a proposal in the manner indicated may be cause for it to be considered 'non-responsive' and ineligible for consideration and subsequent award.

PROPOSAL FORM - PAGE 1**SUBMITTED BY:** Company Name: Logan Simpson Design Inc. dba Logan SimpsonAddress: 213 Linden Street, Suite 300 City: Fort CollinsState: Colorado Zip: 80524Phone: 970.449.4100 Fax: 480.966.9232**CERTIFICATION:** (if a Submission is Offered):

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Bidder,
- He/she has read the General Terms and Conditions, the Special Conditions and any technical specifications that were made available to the Bidder in conjunction with this Bid and fully understands and accepts these terms unless specific variations have been expressly listed on the Bid Proposal Form;
- The Submission is being offered independently of any other Bidder and in full compliance with the collusive prohibitions specified in the General Terms and Conditions of this solicitation; and
- The Bidder will accept any awards made to them as a result of this Solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By:  May 7, 2021
Manual Signature of Agent Date

Erick Laurila
Typed/Printed Name of Agent

Principal
Title of Agent

Include Original with Submission

Affix Manual signature of authorized agent.

NO OFFER:

Indicate reason(s) why no offer is being submitted at this time.

PROPOSAL FORM - PAGE 2Company Name: Logan Simpson Design Inc. dba Logan Simpson**PROMPT PAYMENT TERMS:**Discount: not applicable % _____ DaysNet: 30 Days**VARIATIONS:**

The Bidder shall identify all variations and exceptions taken to the General Terms and Conditions, the Special Conditions and any Technical Specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non-responsive and ineligible for award:

Page #: 4 Item # of Section: XII

Variance

Logan Simpson would prefer that the following edits be made to the contract language:

To the fullest extent permitted by law, the Contractor agrees to indemnify and hold harmless the City, its officers and its employees, from and against ~~all~~ liability, claims and demands, on account of injury, loss, or damage, which arise out of or are in any manner connected with the services hereunder, if such injury, loss, or damage, or any portion thereof, is caused by, or claimed to be caused by, the act, omission, or other fault of the Contractor or any subcontractor of the Contractor, or any officer, employee, representative, or agent of the Contractor or of any subcontractor, or any other person for which Contractor is responsible. The Contractor shall investigate, handle, respond to, and provide defense for, and ~~defend against any such~~ liability, claims and demands, and bear ~~all~~ other costs and expenses related thereto, including court costs and attorney fees. The obligation of this Paragraph XII shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City, its officers, or its employees.

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LOGAN SIMPSON

June 9, 2021

City of Montrose

Attn: Kendall Cramer, Community Program Manager

433 S. First Street

Montrose, CO 81401

Re: 21-017—Montrose Tortilla Flats Historic Context Report and Survey (Revised)

Dear Mr. Cramer,

Logan Simpson welcomes the opportunity to provide the City of Montrose (City) this revised proposal to implement a phased approach to preparing a historic context report and survey for La Raza Park neighborhood, aka the Tortilla Flats neighborhood. Our recent performance on similar projects, including a recent project for the City, as summarized in this submittal demonstrates why Logan Simpson is the best firm to successfully perform all necessary tasks and deliver the highest quality historic context report and documentation. We believe that the Logan Simpson team is a great fit for the City of Montrose for the following reasons:

- ▶ Logan Simpson developed the City's Historic Resources Survey Plan in coordination with City staff and local stakeholders. Last year, we successfully developed a Historic Resources Survey Plan (Plan) for the City. Our team who successfully completed the Plan is the same team that Logan Simpson will assign to complete the Tortilla Flats Neighborhood historic context and survey. We completed very similar tasks for the Plan that are required for the current scope of work including archival research, reconnaissance level survey, and development of a historic context. Our team is excited about building off of our successful efforts in developing the Plan.
- ▶ Experience conducting historical documentation in predominantly Hispanic/Mexican American communities. Logan Simpson's Team selected for the City's Tortilla Flats historic context and survey project is currently preparing a National Historic Landmark (NHL) nomination for the Barrio Viejo neighborhood in Tucson, Arizona. Barrio Viejo is a unique concentration of vernacular commercial and residential properties in Spanish and Mexican styles characteristic of northern Sonora. NHL's are our nation's most significant historic properties, and Logan Simpson is proud to be working with members of the Barrio Viejo community, the National Park Service, and other stakeholders. This experience has equipped our team to successfully develop a context for the City's traditionally Mexican American Tortilla Flats.
- ▶ Our full-service Fort Collins, Colorado office is supported by one of the largest cultural resources teams in the West. Our team includes diversity of expertise, over 50 cultural resources professionals on staff, and an experienced architectural historian. Our integrated team of cultural resource specialists, architectural historians, and planners work together in a collaborative manner that promotes creativity and positive outcomes. We are able to play on the different skills and strengths of our team to create meaningful planning documents that have utility for years to come.

Staff will be assigned to this project from the following three Logan Simpson locations:

213 Linden Street, Suite 300, Fort Collins, Colorado 80524

P. 970.449.4100

F. 480.966.9232

51 West Third Street, Suite 450, Tempe, Arizona 85281

P. 480.967.1343

F. 480.966.9232

177 North Church Avenue, Suite 607, Tucson, Arizona 85701

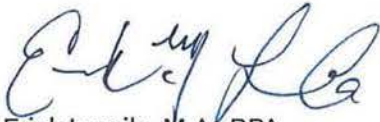
P. 520.884.5500

F. 520.620.0441

Logan Simpson is distinguished from our competitors by our highly skilled preservation staff, all of whom possess knowledge of residential and commercial architecture in Colorado and throughout the West. Logan Simpson has a proven record of successfully completing historic preservation projects for a wide variety of property types including multi-component historic districts, buildings, structures, archaeological sites, and multiple properties documentation forms. Résumés (Section 3) detail the qualifications of Principal Director Erick Laurila, Project Manager Jennifer Levstik, and our qualified support staff members Landon Guettinger, Jennifer Gardner, and Kathryn (Kat) McKinney. Furthermore, we have a native Spanish speaker on staff who can assist with any needed translation during interviews. This qualified and attentive team will successfully perform all necessary tasks, deliver the highest quality documentation to the City of Montrose and obtain concurrence from the Colorado Office of Historic Preservation. We will use our expertise to craft a historic context report and survey that reflects the values and character of the La Raza Park Neighborhood.

Thank you for considering our proposal. We are excited about the prospect of making a durable contribution to the City's Historic Preservation program and look forward to working with you to fulfill your preservation planning needs. I, Erick Laurila, am authorized to contractually bind Logan Simpson to a contract with the City of Montrose.

Respectfully submitted,



Erick Laurila, M.A., RPA
Project Director/Principal Contact
Principal, Cultural Resources
P. 480.967.1343, ext. 4115
C: 928.607.6321
E: elaurila@logansimpson.com



Jennifer Levstik, M.A.
Project Manager/Primary Contact
Architectural Historian
P. 480.967.4307, ext 4307

E: jlevstik@logansimpson.com



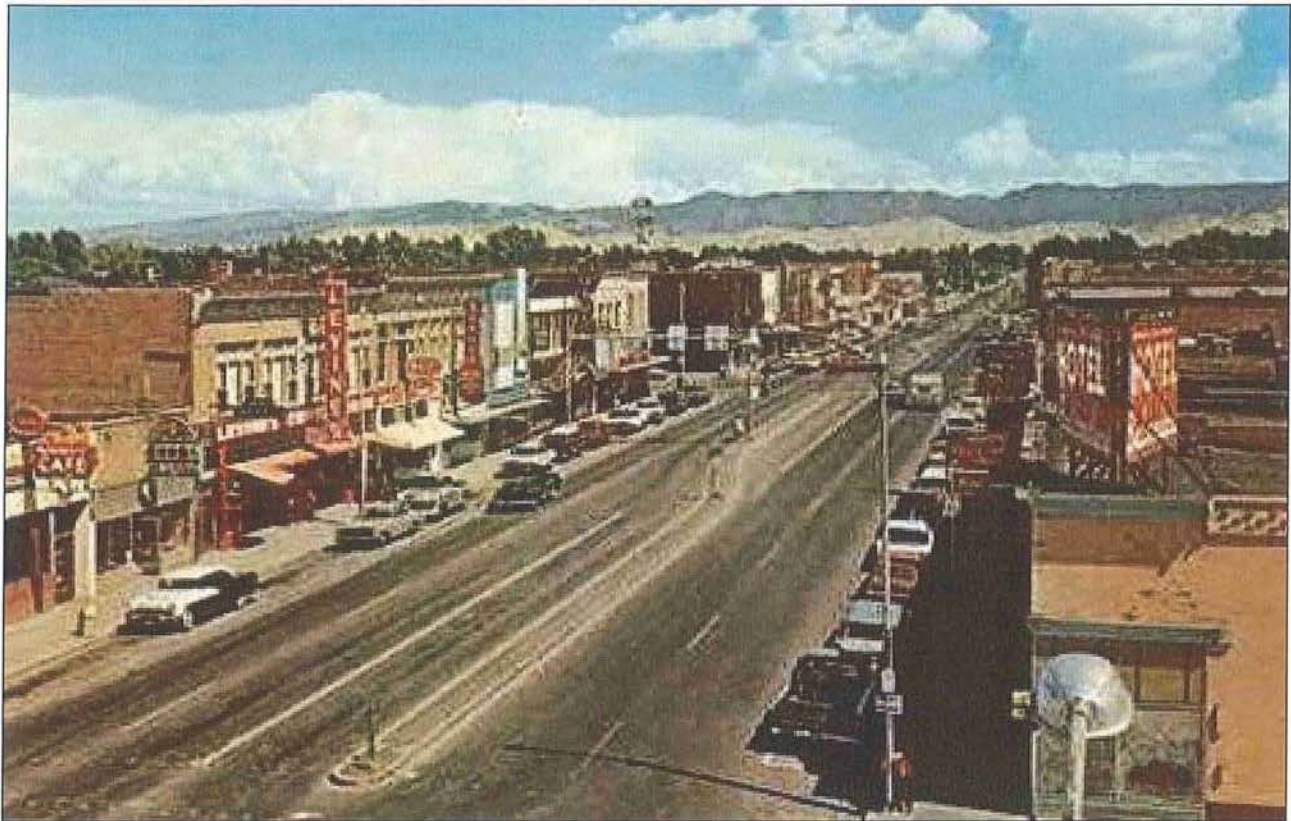
PROJECT PROPOSAL

Logan Simpson understands that the scope of work for this contract involves assisting the City of Montrose (City) with crafting a historic context report and survey for the La Raza Park Neighborhood, also known as Tortilla Flats. To successfully accomplish these tasks, Logan Simpson understands that while working for the City, our role is to function as a professional consultant, offering our expertise and resources, but deferring to the City's Project Manager and his/her designee.

Our approach and qualifications to accomplishing each task related to Montrose's historic resources survey plan is summarized in the following pages.

PROJECT APPROACH

All of Logan Simpson's survey and inventory efforts for the historic context report and survey for the Tortilla Flats Neighborhood will be conducted using accepted professional standards consistent with the Secretary of Interior's Standards and Guidelines for Archaeological and Historic Preservation (Federal Register, September 29, 1983, and 36 CFR § 800.2[a][1], revised August 2004), as well as guidelines developed by the Colorado Office of Archaeology and Historic Preservation (OAHP) Survey Manual for architectural surveys and inventories. Logan Simpson takes a detail-oriented approach to all project-related tasks, and we routinely prepare detailed project management plans that thoroughly analyze our approach and communication strategy before beginning fieldwork. These plans structure our dialogue with our clients during our project kick-off meetings, are referred to constantly through the life of the project and updated as needed.



Montrose's historic business district

MAJOR TASKS

Based upon comments from the City and from History Colorado, Logan Simpson proposes completing this project in two phases over the course of two CLG grant cycles. The following discussion details our approach to the scope of work and its deliverables.

PHASE I

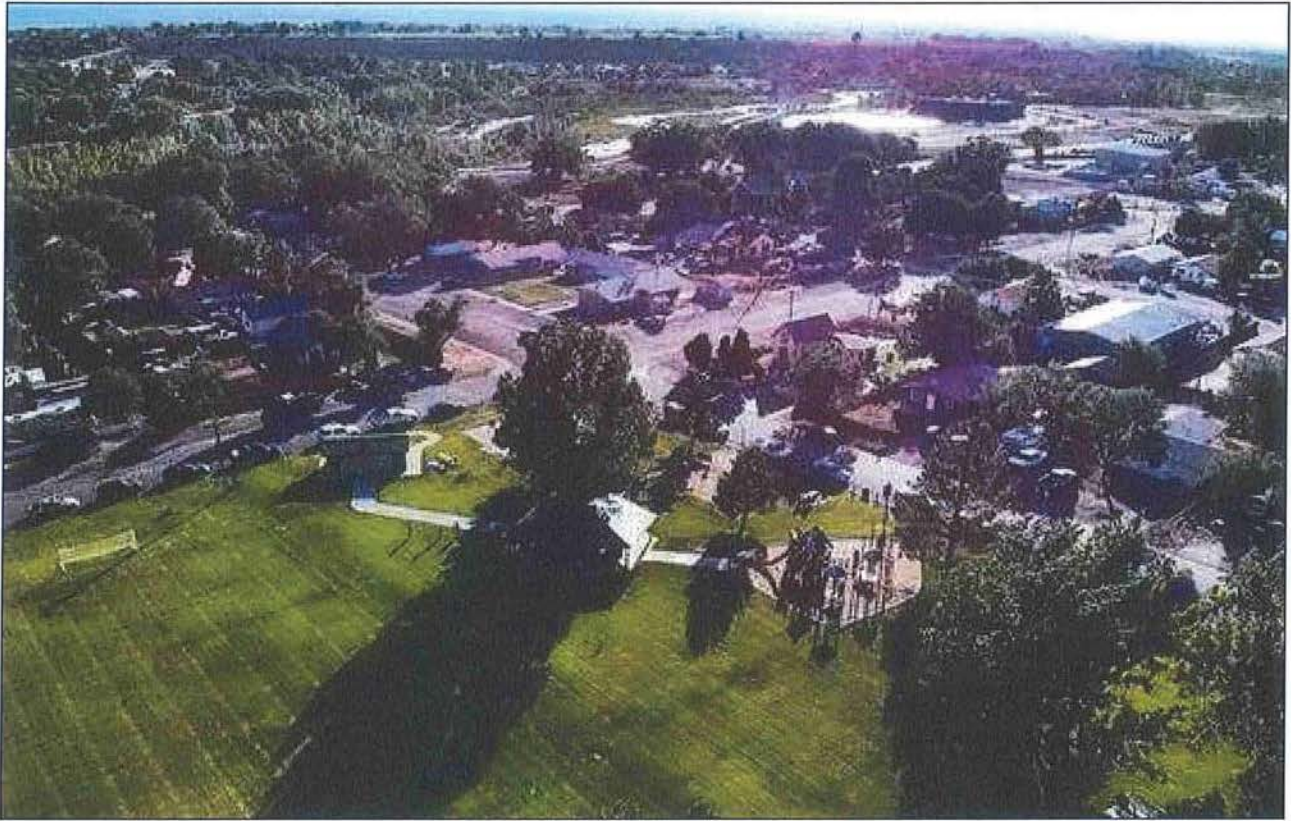
PHASE I-TASK A: ARCHIVAL RESEARCH & BEGIN COMMUNITY OUTREACH

Tasks A.A - A.C. Fieldwork, Research, Community Outreach, and Member Interviews

Team Members: Kathryn McKinney, Langston Guettinger, and Jennifer Levstik

We will begin this task by reviewing relevant survey reports, including those related to recent archaeological investigations occurring within the neighborhood boundaries, and other local historic context documents.

Archival research will be conducted at local repositories, the county assessor's office, state archives, and university libraries and special collections. Historic maps and city directory records housed at these repositories are expected to provide information on the residents, builders, and developers responsible for platting and building design and construction; historic data on land usage and development of the neighborhood; and permits for building modifications and/or additions if applicable. Records on file at the Montrose County Assessor's Office will be reviewed to determine approximate construction dates and current ownership information for the buildings located in the neighborhood. Primary document research on residents and events transpiring in Tortilla Flats and surrounding areas will also be conducted using additional online sources such as *ancestry.com* and *newspapers.com*.



Aerial of Tortilla Flats

Following archival research, Logan Simpson will conduct the first of two public meetings. We will introduce the project to the public using a multi-media format at a location chosen by the City of Montrose, preferably at a location accessible to members of the neighborhood. The meeting will also be an opportunity to identify potential community members for oral history interviews. If candidates are identified during the initial public meeting, Logan Simpson will schedule interviews with them immediately and meet with them in-person or virtually depending on their preference. We will submit permissions forms for interviewees to sign to allow us to use their information in the completion of the historic context portion of the final report. It is expected that at least two-to-three interviews will be completed during Phase I.

It is expected that resident interviews will aid greatly in uncovering the history of the neighborhood, as there is limited previous documentation of Tortilla Flats. In addition to the first public meeting, we have already identified potential oral history candidates from our previous outreach efforts related to our work completing the city-wide historic resources plan.

PHASE I-TASK B: CONDUCT SURVEY ON PROPERTIES

Task B.A and B.B. Fieldwork and Research

Team Members: Langston Guettinger, Kathryn McKinney

After completion of the initial archival research, oral history interviews, and literature review, Logan Simpson will commence with the initial field inventory. Logan Simpson is fully equipped to conduct the field survey and inventory and will provide all materials required to complete the project. All fieldwork will follow History Colorado and Colorado Survey Manual procedures.

In the Montrose Historic Resources Survey Plan, we recommended a cultural landscape approach in addition to additional background research to further evaluate the Tortilla Flats area. Utilizing City maps and information gleaned from the literature review and interviews, Logan Simpson's architectural historians and survey specialists will conduct a comprehensive "windshield survey" (i.e. driving survey) within the Tortilla Flats Neighborhood (identified prior to survey based on assessor's records and City provided building data).

The windshield survey will not only take a visual account of historic-age residential and commercial properties, but our survey will review the neighborhood as a cultural landscape, meaning, we will situate the neighborhood in an archaeological, topographical, and cultural framework that would include streetscapes, the early archaeology and history of the neighborhood, its location to the rest of the City, and the presence of distinguishable cultural patterns (i.e use of fences, shrines, etc).

Further, information regarding the general distribution and types of resources; architectural styles and building forms; and retention or lack of architectural integrity within the neighborhood will be recorded. Observations made during the windshield survey will be used to develop the reconnaissance survey strategy.

Task B.C. Documentation

Team Members: *Jennifer Levstik, Langston Guettinger, Kathryn McKinney*

The inventory will be accomplished systematically. Because previous survey work has been conducted by members of the Montrose Historic Preservation Commission in which they have identified 10 buildings and one site (La Raza Park with associated structures) that they believe are representative of the neighborhood, we will complete an intensive-level survey of all 11 properties. We will supplement the intensive-level survey with reconnaissance-level survey of 50% of the remaining 200 buildings within the neighborhood. A total of 100 addressed parcels/properties that are at least 50 years of age will be inventoried. Based on the budget and numbers of properties in the neighborhood, it is not possible to complete both a full reconnaissance-level and intensive-level survey during this phase, but the reconnaissance-level survey efforts can be used as the baseline for a second phase that would document the remaining 100 properties. In addition to standing architecture, we will also document streetscape features associated with the neighborhood.

The architectural style of each building will be noted during field inventory and a brief description of the physical appearance of the buildings (e.g. massing; number of stories, roof, wall and foundation materials; presence of alterations and/or additions; fenestration; ornamentation; number of associated outbuildings; overall condition of the building, etc.) and their significant architectural features will be recorded. These characteristics will provide the basis for an initial field assessment of the integrity and future State Register of Historic Buildings (SRHP)/NRHP-eligibility of the buildings.

Representative digital photographs of buildings and structures identified during the survey will be taken to illustrate the built environment, streetscapes, typical property types, and architectural styles found across the neighborhood. Photographs will also be taken from key vantage points to provide an overview of the historic streetscape and the project's vertical component in relation in the historic built environment. The subject and direction of each photograph, as well as the photograph's date and name of the photographer, will be recorded on a project photo log.

The inventory team will also conduct a visual inspection of historic streetscapes located within the project area to determine if the entire neighborhood, or a portion of it, constitutes a contributing element to an NRHP-eligible historic district. Streetscape documentation will make special note of building setback, fencing or walls, landscaping and vegetation, sidewalks, lighting, street furniture, curb and gutter treatment, and roadway width and condition.

Logan Simpson will complete intensive and reconnaissance-level survey forms for all properties that are at least 50 years old within the project area. Electronic versions of the Historic Resource Inventory Forms (HRIF 1403 and 1417), obtained from the Colorado SHPO website will be used for the inventory effort. Additionally, each of the individual HRIFs prepared will contain a partial 7.5' USGS topographic map and assessor's parcel map with the building location clearly identified, as well as a sketch map showing the parcel and its primary and associated buildings. The sketch maps will be completed in the field and will be drawn to approximate

scale. The HRIFs will also have a minimum of two 4 x 6 digital photographs showing the main elevation of the building and its contextual setting. If all sides of each building are visible from the street, all elevations of the building will be photographed. The HRIFs will be converted to PDF documents.

Based on the results of the survey, archival research, and initial oral history interviews, Logan Simpson will provide preliminary eligibility recommendations on both individual resources within the neighborhood, as well as the neighborhood as a whole. This assessment will take into account not only these resources' National Register eligibility but will also assess the resources' eligibility for the Colorado State Register of Historic Properties, the Montrose County Historic Landmark Register, and the City of Montrose Register of Historic Places. Logan Simpson's previous experience in Tortilla Flats indicates that the standard methods of historic designation may not adequately recognize the neighborhood's unique cultural importance and other methods of heritage designation including the use of cultural landscapes will also be explored. If, based on our inventory, we determine that the neighborhood constitutes a cultural landscape, we will complete a Historic Cultural Landscapes Form (1404).

Task B.D. Property Owner/Community Interviews

Team Members: Jennifer Levstik, Langston Guettinger, Kathryn McKinney

As described earlier, Logan Simpson will identify and interview at least 2-3 individuals during this first phase of the project. If sufficient oral history interviewees are not completed during the initial research phase, Logan Simpson will identify additional candidates for interview during the second phase. We will follow the same procedure as those outlined under Task A.A.

PHASE I-TASK C: COMPLETE SITE FORMS AND FINAL SURVEY REPORT

Team Members: Erick Laurila, Jennifer Levstik, Jennifer Gardner, Kathryn McKinney, Langston Guettinger

Task C.A and C.B: Intensive Level Survey Forms and Reconnaissance Level Survey Forms

The report will include a title page; table of contents; introduction describing the project's location, purpose, previous inventory findings, and environmental setting; Logan Simpson staff conducting the work, their roles, and dates of fieldwork. The report will also include a preliminary context that will briefly summarize the historic development of the neighborhood and applicable research themes; fieldwork methodology; a thorough discussion of the results of the inventory, applicable local, state and national eligibility recommendations and significance statements, followed by a bibliography and appendices containing relevant HPIFs. Logan Simpson's report will also contain sufficient supportive tables, maps, figures, and photographs to illustrate subject interpretations and assessments. An electronic copy of the report, and individual HRIFs will be submitted to the City for review. Logan Simpson will address City and SHPO comments and submit revised copies of the draft reports to the City for review. After making the appropriate revisions, Logan Simpson will prepare and submit the final reports and project deliverables. The final submission for Colorado SHPO will include an unbound and unstapled paper copy of each of the final reports, paper copies of the individual forms, and electronic PDF files.

PHASE I-TASK D: CONDUCT PUBLIC OUTREACH

Team Members: Jennifer Levstik, Jennifer Gardner

As noted previously, Logan Simpson will lead two public meetings for this project. One meeting will be held at the beginning of the project to introduce Phase I of the survey to the community, and the other, to present the results of the project. We propose an open house forum in which the public can hear about the inventory process, become acquainted with types of cultural resources that are being documented, and what the inventory can do to inform on the larger goal of identifying properties for future surveys. Logan Simpson's Project Manager will give a brief multimedia presentation. Public comments will be memorialized in notes taken at the meeting. The meetings will include time for the public to pose questions and to express their concerns and recommendations through facilitated general question and answer sessions. The meetings will also be an opportunity for Logan Simpson to identify good candidates for oral history interviews as

appropriate. Logan Simpson also has in-house staff who can serve as a Spanish-English translator as needed.

Logan Simpson assumes the City will provide sufficient public notice when these meetings are to occur, their location, and provide appropriate materials as needed.

PHASE II

The following briefly outlines the major tasks required to complete Phase II which would result in 100 percent reconnaissance-level survey of the neighborhood, as well as a completed historic context, and any additional oral history interviews as needed.

PHASE II-TASK A: HISTORIC CONTEXT & PUBLIC OUTREACH

Complete any outstanding archival research, hold first public meeting, and find additional candidates for interview.

PHASE II-TASK B: CONDUCT SURVEY ON PROPERTIES

Fieldwork and Research; Complete reconnaissance survey of remaining 100 properties.

PHASE II-TASK C: COMPLETE SITE FORMS AND FINAL SURVEY REPORT

Complete final report with historic context and remaining inventory survey forms.

PHASE II-TASK D: CONDUCT PUBLIC OUTREACH

Complete final public meeting at end of project.

PROJECT WORK SCHEDULE AND TIMEFRAME FOR COMPLETION

PHASE I WORK PLAN SCHEDULE

Logan Simpson is available to commence work immediately on Phase I after receiving Notice to Proceed from the City. We will provide the City with progress reports based upon the schedule outlined during a project kick-off meeting. Our proposed schedule for the project is summarized below. The below schedule assumes a start date of July 1, 2021. Logan Simpson can provide all needed equipment and materials for all aspects of the proposed schedule, apart from the public meetings. Logan Simpson assumes the City will provide appropriate meeting locations, public notices, any printed handouts, and necessary water or food for the meeting.

- ▶ Notice to Proceed, Kick-off Meeting
July 1-20, 2021
- ▶ Archival Research
August 2021
- ▶ First Public Meeting, Conduct Field Survey, and Interviews
September-October 2021
- ▶ Prepare and Submit Draft of Survey Report and Site Forms
November 2021
- ▶ Submit Final Report Deliverables
December, 2021-January 2021
- ▶ Revise Final Report
January-February, 2022
- ▶ Final Public Meeting
March-May, 2022

QUALIFICATIONS

Logan Simpson is an Arizona corporation and was established in 1990. Our seven principals guide a multidisciplinary team of professionals who are qualified to provide professional cultural resources services for a wide range of projects. We have more than 120 professional and administrative staff working throughout the West from offices in Fort Collins, Colorado; Tucson, Tempe, and Flagstaff, Arizona; Salt Lake City, Utah; and Reno, Nevada. We understand that survey, documentation, and evaluation of the historic built environment of the City along with a historic context and recommendations developed with community input provides a solid foundation for the City to preserve and celebrate its built heritage. Our interdisciplinary team has extensive experience working with local governments and state and federal agencies, providing them with historic preservation services.

Our team has evaluated these resources for their eligibility for inclusion in the NRHP and has completed Cultural Landscape Inventories (CLI) and prepared Cultural Landscape Reports. Logan Simpson is listed on numerous qualified consultants' lists or other types of long-term on-call or as-needed-services contracts with municipalities across the greater West, which is a demonstration of the confidence that local governments have in our staff and ability to complete historic preservation tasks. We have assisted cities with preparing and updating various historic and cultural resource preservation and management plans. Furthermore, we have recent on-going historic preservation and cultural resources experience in Colorado working on projects for the cities of Louisville, Boulder, Pueblo, Loveland, Fort Collins, and Colorado Springs, and Jefferson and Boulder counties.

Our staff includes environmental planners; archaeologists; biologists; graphic designers; architectural historians and historians; irrigation designers; construction inspectors; professional landscape architects, landscape designers; and permitting, GIS, and public involvement specialists. Our Fort Collins office is staffed with 24 planning, design, and environmental and cultural resources professionals. Our cultural resource experts and environmental and community planners work side-by-side, which results in a collaborative and creative problem-solving atmosphere in the office. We have access to almost every type of professional expertise that could be needed in the historic planning profession.

Our ecologically-based design and planning philosophy supports our company motto—Guiding Responsible Change—and results in plans that respect our historic heritage, the environment, limit energy impacts, and reduce long-term maintenance and costs. The majority of our clients are government agencies, with the community planning teams focused on regional agencies, cities, counties. Logan Simpson's planners routinely work with our cultural resources team, which consists of more than 50 full-time professionals who have extensive experience preparing thorough and well-written historic contexts; evaluating properties for NRHP eligibility; conducting historic building and structure inventories and evaluations; and preparing historic building condition assessments.

The Logan Simpson team includes a diversity of experience and expertise to take on a wide range of work. We have a proven track record of delivering successful historic preservation projects on time and in budget for our clients. Additionally, our expertise in multiple types of community outreach projects allows our team to coordinate effectively for meetings, stakeholder, and public engagement events, and build upon common threads between meetings. Our collective experience, combined with creative talent, results in very satisfied clients, proud communities, and industry awards.

All senior supervisory cultural resources staff at Logan Simpson minimally hold master's degrees, meet the Secretary of the Interior's professional standards, and most are Registered Professional Archaeologists (RPAs). Our key personnel for this project include Project Manager, Jennifer Levstik, former Lead Planner at City of Tucson Historic Preservation Office and Logan Simpson's historic preservation specialist and architectural historian, and Erick Laurila, Cultural Resources Principal. Erick will act as the quality control and quality assurance (QA/QC) oversight on this project. Brief overviews of the team's qualifications are presented below.

KEY PERSONNEL

As noted earlier, the Logan Simpson team assembled for work on this project—Erick Laurila, Jennifer Levstik, Langston Guettinger, Jennifer Gardener, and Kathryn McKinney—have worked together to assist numerous Colorado municipalities with their historic preservation and planning needs and understand how to engage the public in the important dialogue about preservation of heritage resources. Below, please find brief discussion of their background and qualifications. Two-page résumés for key project team members can be found in the appendix to this proposal.

ERICK LAURILA, M.A., RPA | CULTURAL RESOURCES PRINCIPAL/ QA & QC OVERSIGHT

Erick began his career as a professional archaeologist in 2003, and he has worked in the Southwest since 2004. He is one of Logan Simpson's owners and is responsible for leading a team of architectural historians, archaeologists and cultural resources specialists and for overseeing all aspects of cultural resources work. Previously, he worked for the Arizona State Historic Preservation Office (SHPO)

as a compliance specialist. During his tenure at SHPO, Erick was responsible for reviewing federal agency compliance with National Historic Preservation Act (NHPA) Section 106. He reviewed and commented on federal agencies' determinations of NRHP eligibility of archaeological properties and traditional cultural properties (TCPs). Erick participated in consultations with federal and state agencies, Native American tribes, and the Advisory Council on Historic Preservation to develop agreement documents for controversial and complex projects such as mines, renewable energy projects, transmission lines, and large land transfers. He has experience contributing to cultural resources sections of environmental assessments as part of the National Environmental Policy Act (NEPA) review process. Erick is listed as a principal investigator on Logan Simpson's Colorado BLM cultural use permit, and he has served as the project manager for our recent Colorado BLM cultural resources IDIQ contract task orders. He has extensive understanding of municipal historic preservation planning objectives and requirements.

Erick will serve as the principal in charge of the project, responsible for contract negotiations and management, and he will ensure that adequate resources are available for each project. He will have general oversight of the project including providing quality assurance, coordinating personnel, and providing technical review of all deliverables. Erick exceeds National Park Service (NPS) Qualifications Standards for Archaeology as identified in the Secretary of the Interior's Professional Qualification Standards as published at 36 CFR Part 61 and is a Registered Professional Archaeologist.



JENNIFER LEVSTIK, M.A. | ARCHITECTURAL HISTORIAN/PROJECT MANAGER

Jennifer has over 21 years of experience in cultural resource management and historic preservation. She has worked throughout the West, including Colorado, California, Oregon, Nevada, Wyoming and Utah, and has broad experience as an architectural historian and archaeological field director, former Lead Planner for the Tucson Historic Preservation Office, as well as extensive experience preparing NRHP nominations and eligibility reports, Historic American Building Survey, Engineering Record, and Landscape-level documentation (HABS/HAER/HALS); building condition and assessment documentation, archival research, editing, and report preparation. Jennifer also serves as an adjunct instructor with the University of Arizona's College of Architecture, Planning, and Landscape Architecture, is Vice-Chair of the Tucson-Pima County Historical Commission and serves on the board of the Southern Arizona Chapter of American Institute of Architects. She has authored hundreds of technical reports, National Register nominations, academic and public history articles, as well as online publications for the Society of Architectural Historians.

Jennifer earned her master's in historic preservation (architectural history focus) from Savannah College of Art and Design in 2011 and a bachelor's in anthropology (history minor) from the University of Arizona in 1999. Because of her extensive experience, she is well versed in local, state, and federal regulations regarding the protection and mitigation of cultural resources and the built environment. Jennifer will serve as the project manager and be responsible for developing the inventory strategy, and all aspects of the final report. As the project manager, she will oversee the consultant team on a day-to-day basis, prepare all final documents, manage invoicing and deliverables, and communicate directly with the City and stakeholders as needed.

Jen's experience includes working on the historic documentation of Hispanic communities, including serving as the project manager for the National Historic Landmark nomination for the Barrio Viejo Hispanic neighborhood in Tucson, Arizona.

Jennifer exceeds NPS Qualifications Standards for Architectural History as identified in the Secretary of the Interior's Professional Qualification Standards as published at 36 CFR Part 61.

LANGSTON GUETTINGER, B.A. | ARCHITECTURAL HISTORIAN/HISTORIC PRESERVATION SPECIALIST

Langston has worked throughout the Western United States on a wide variety of projects in Washington State, Oregon, Northern California, Arizona, Colorado, Utah, Nevada, and New Mexico. These projects have taken place at an array of public and private institutions and most recently include preparing historic context documents for the Colorado cities of Pueblo and Greeley, writing an architectural context for the Los Barrios Viejos National Historic Landmark nomination, as well as completing National Register nomination forms for buildings and structures within Arizona.

Through these efforts, Langston has interfaced with a multitude of interested parties from SHPOs to affected members of the public. He is an adept investigator within the historic record and is skilled at collating an array of research into a succinct narrative. Langston has also prepared historic structure reports as well as numerous determinations of eligibility where his research has centered upon historic homesteads, Colorado's early built environment, and historic development within the National Park Service (NPS). Langston meets the NPS's Qualifications Standards for Architectural History and History as identified in the Secretary of the Interior's Professional Qualification Standards as published at 36 CFR Part 61.

JENNIFER GARDNER, ASLA, PLA | LEAD PLANNER AND COMMUNITY OUTREACH LEAD

For more than 18 years, Jennifer has been dedicated to the planning and design of spaces small and large. Her tireless passion for connecting the natural and built environments has led to an extensive résumé of projects spanning both public and private sector. Jennifer is experienced with planning and entitlement, project coordination, land use codes and comprehensive plans, as well as landscape design, park and open space design and streetscapes. Through years of entitlement work, she has gained much insight into the opportunities and challenges that small and rural communities face and is dedicated to building the framework to help each community achieve their ultimate development goals.

Jennifer earned her bachelor's in landscape architecture from Colorado State University, 2000, with an ASLA Student Merit Award. She will assist with the overall plan guidance and authorship, and public outreach activities that support the creation of the survey plan.

KATHRYN MCKINNEY, B.A., GRADUATE CERTIFICATE IN HERITAGE CONSERVATION | RESEARCHER AND HISTORIAN

Kathryn has been working as a historian and archivist since 2009. With Logan Simpson, Kathryn has worked on multiple historic preservation projects in Arizona, Colorado, Utah, Nevada, and New Mexico as a researcher and historian, including historic building documentation, oral history interviews, archival research at multiple repositories, created databases, and provided content for report chapters in NRHP eligibility reports, historical archaeology reports, and Cultural Landscape Reports. These projects have taken place at an array of public and private institutions in addition to completing National Register nomination forms and determinations of eligibility for buildings and structures within Arizona. Kathryn meets NPS Qualifications Standards for History as identified in the Secretary of the Interior's Professional Qualification Standards as published at 36 CFR Part 61. She will serve as the project historian, and will conduct archival research for the project, as well as assist.

PREVIOUS SIMILAR WORK

The following are examples of several recent relevant historic preservation, planning, and public outreach projects that demonstrate our breadth and depth of experience and include members of our proposal team.

MONTROSE CITY-WIDE HISTORIC RESOURCES SURVEY PLAN, COLORADO

Client Name: City of Montrose

References: Ann Morganthaler, Assistant City Manager | P. 970.240.1427

Logan Simpson recently completed a City-wide Historic Resources Survey Plan for the City of Montrose, Colorado. The project was funded by a CLG grant provided by the Colorado State Historic Fund (SHF) and established baseline data and priorities to help guide the wise use of the community's resources. The creation of this historic resources survey plan overlaps with Montrose's ongoing efforts to update its 2008 Comprehensive Plan, which will act as the official guide for the City's strategic planning up to the year 2040. Logan Simpson's survey plan includes



evaluation of existing data, historic context development, limited reconnaissance level survey, descriptions of significant resources and property types, and public outreach. Through these efforts, Logan Simpson identified multiple historic resources for individual and district designations, documented the presence of significant landscapes, streetscapes, viewsheds, and historic and vintage signage, and identified over 25 different architectural styles and forms within City limits. The report also includes a discussion of goals, objectives, and a list of historic preservation priorities ranked in order of importance to be implemented over the next 15 years. Jennifer was the project manager, primary author, and public outreach lead on this project, while Ft Collins staff helped with the inventory efforts, and Langston contributed to authorship of the report.

GREELEY HISTORIC RESOURCES SURVEY PLAN, COLORADO

Client Name: City of Greeley

Reference: Doug Clapp, Purchasing Manager | P. 970.350.9792

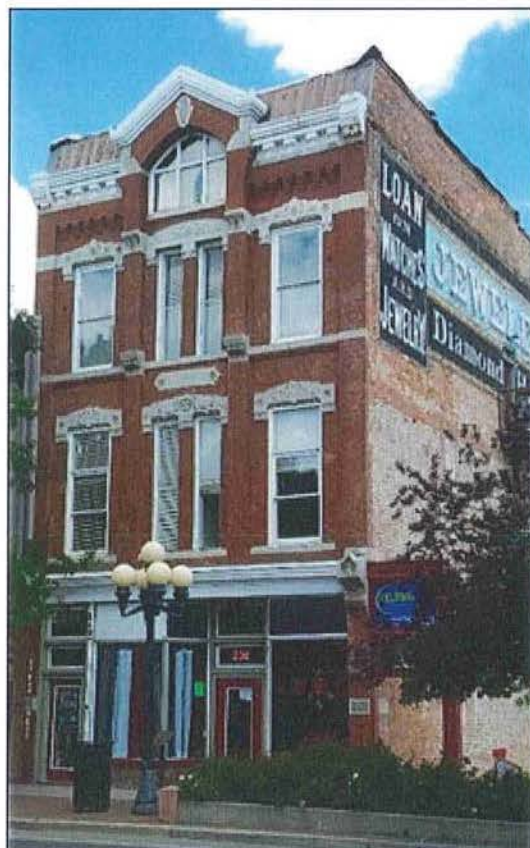
At the request of the City of Greeley, Logan Simpson completed a historic resources survey plan to assist the City in identifying potential historic districts and help to direct its future preservation efforts. To complete this project, Logan Simpson conducted a multi-day survey of Greeley's historic-age neighborhoods and identified the Espanola Subdivision—colloquially known as “Spanish Colony”—as a potentially unique area. Spanish Colony had been founded in the early twentieth century to provide itinerant farm workers with housing and a path to home ownership. The neighborhood has traditionally been occupied by a strong Latinx community and shows many examples of “Latinx Urbanism” including small-scale adobe residences, a flush façade of fencing, and a highly active street life. The neighborhood was found to be a distinctive counterpoint to Greeley's more ubiquitous American-style neighborhoods and was recommended as potential historic district for future investigation.

CITY OF PUEBLO DOWNTOWN HISTORIC BUILDING INVENTORY, COLORADO

Client Name: City of Pueblo

Reference: Alan Lamberg, Senior Planner, Planning & Community Development Department | P. 719.553.2241

Logan Simpson completed the final survey and updated historic context inventory report on behalf of the City of Pueblo, Colorado for 15 buildings located in their downtown core. The project included field inventory, completion of Colorado Historic Property Inventory Forms, archival research at local repositories, public meetings and outreach, and submission of a final report. Jennifer Levstik was the project manager, report author, and leading the public outreach efforts, while Kathryn and Langston helped support archival research activities and completing the historic property inventory forms for the project. Erick provided general oversight of the project.



BARRIO KROEGER LANE DETERMINATION OF ELIGIBILITY, TUCSON, ARIZONA

Client Name: Barrio Kroeger Lane Neighborhood

Reference: Jodie Brown, Historic Preservation Officer | P. 510.837.6968

Barrio Kroeger Lane is a historically Latinx barrio in central Tucson which has been increasingly faced by mounting development pressures. In order to retain the scale and character of their neighborhood, residents of the Barrio asked Logan Simpson to complete an architectural survey and determination of national register eligibility to assess a potential historic district within the neighborhood. Following an inventory of historic-age buildings within the barrio, Logan Simpson identified a unique type of urban development within the neighborhood which combined Anglo-American and Mexican-Sonoran architectural forms. With the support of substantial academic research, Logan Simpson recommended the barrio as an eligible historic district which will ultimately allow residents to help guide new construction taking place within their neighborhood.

LOS BARRIOS VIEJOS NATIONAL HISTORIC LANDMARK DISTRICT, TUCSON, ARIZONA

Client Name: Tucson Historic Preservation Foundation

Reference: Demion Clinco, Executive Director | P. 520.247.8969

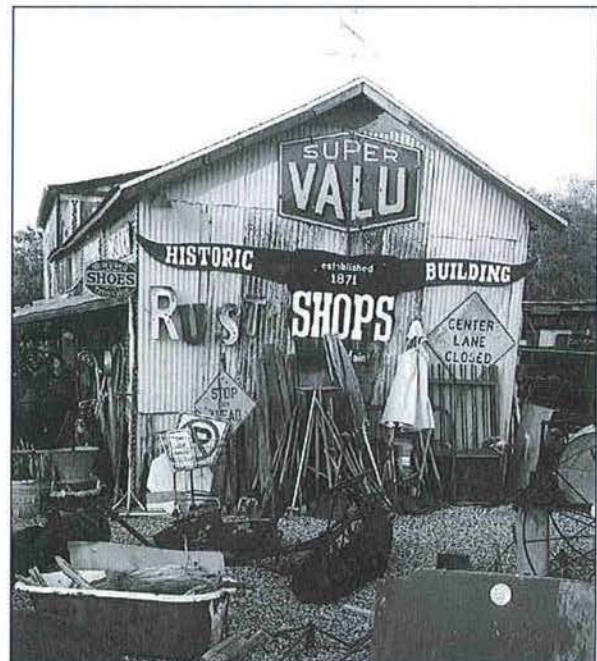
At the request of the Tucson Historic Preservation Foundation, Logan Simpson is currently working to elevate several historic barrios within central Tucson to the status of a National Historic Landmark district—the highest form of recognition granted by the national register. To complete this project, Logan Simpson has surveyed the barrios, conducted public outreach and oral interviews, and finished narrative discussions of the area's architectural and cultural significance. The resulting nomination charts the barrios' history from the mid-nineteenth century to the present day and seeks to situate their history within a national context. Upon completion, Los Barrios Viejos will be the 48th National Historic Landmark within Arizona and will help to preserve and celebrate the stories of this unique urban area.

CITY OF COTTONWOOD HISTORIC INVENTORY, ARIZONA

Client Name: City of Cottonwood

Reference: Jim Padgett, Community Development Planner | P. 928.634.5505 Ext. 3320 or Jeff Cook, Purchasing Agent | P. 928.634.5526

At the request of the City of Cottonwood, Logan Simpson performed the last phase of a two-phase historic property inventory and preliminary NRHP-eligibility assessment. Phase I included a historic property survey of residential neighborhoods and districts located within the municipal boundaries of the City in an effort to identify those resources that are potentially eligible for inclusion in the NRHP. Phase I results will be incorporated into the City's municipal planning, land use, and development processes. Phase II began in the winter of 2019, and includes amending the existing Cottonwood NRHP Commercial District boundaries, and updating associated design guidelines for properties located within this NRHP district. Jennifer Levstik is the project manager, and author of the revised NRHP nomination which is currently in review by the Keeper of the NRHP. Erick Laurila provided review of the document.



REFERENCES

Logan Simpson offers the following project contacts who can attest to our client's satisfaction. We encourage the City to contact our references; we are confident they will verify the high-quality and timely nature of our work.

CITY OF MONTROSE, COLORADO

Project Type: City-wide Historic Resources Survey Plan
Ann Morganthaler, Assistant City Manager, City of Montrose
433 S. 1st Street, Montrose, CO 81401
P. 970.240.1427 | E: amorganthaler@cityofmontrose.org

CITY OF PUEBLO, COLORADO

Project Type: City of Pueblo Downtown Historic Building Survey
Alan Lamberg, Senior Planner, City of Pueblo
211 East D. Street, Pueblo CO 81003
P. 719.553.2259 | E: alamberg@pueblo.us

CITY OF GREELEY, COLORADO

Project Type: Greeley Historic Resources Survey Plan
Elizabeth Kellums, Planner III—Historic Preservation, Community Development/Planning
1100 10th Street, Greeley, CO 80631
P. 970.350.9222 | E: elizabeth.kellums@greeleygov.com

CURRENT PROJECT WORKLOAD

The table on the following page provides the current workload of Logan Simpson team members identified for this proposal. Each of these members are prepared to work on the historic survey plan for the life of the project and can commit at least 50% percent of their time to completing this project.

AVAILABLE RESOURCES AND STAFF

We anticipate that each of the proposed members of the core project staff will be available to fulfill their roles for this project to begin work as soon as we receive a written notice to proceed from the City. Logan Simpson's deep bench of planners, historians, and cultural resources specialists ensures that we have the necessary flexibility for managing workloads. Logan Simpson will notify the City of Montrose immediately in the unlikely event that any alternates are needed to replace any the key staff members.

TEAM WORKLOAD

KEY TEAM MEMBER	CURRENT MAJOR ASSIGNMENTS	% OF TIME COMMITTED TO EACH	ANTICIPATED END DATE
Erick Laurila, M.A., RPA Cultural Resources Principal, QA & QC Lead	Navajo-Gallup Water Supply Project	10%	09/2023
	Arizona Department of Emergency and Military Affairs Cultural Resources On-call contract	20%	12/2021
	Navajo Division of Transportation Environmental Services on-call	20%	07/2024
Jennifer Levstik, M.A. Project Manager/ Architectural Historian	Rincon Heights-Pie Allen Neighborhood Preservation Zone Design Guidelines	20%	10/2021
	Arizona Department of Emergency and Military Affairs Cultural Resources On-call contract	10%	12/2021
	Barrio Viejo National Historic Landmark Nomination	20%	04/2022
Jennifer Gardner, ASLA, PLA Lead Planner and Public Outreach Lead	Pagosa Springs Land Use Development Code Update	25%	5/2022
	Ketchum Historic Preservation Design Guidelines and Code Update	15%	1/2022
	Wellington Landscape and Irrigation Standards	20%	1/2022
Kathryn McKinney, B.A. Researcher and Historian	Arizona Department of Emergency and Military Affairs Cultural Resources On-call contract	25%	12/2021
	Barrio Viejo National Historic Landmark Nomination	10%	04/2022
Langston Guettinger, B.A. Architectural Historian/ Historic Preservation Specialist	West Valley City and Kearns Township Reconnaissance Survey	25%	07/2021
	American Smelting & Refining Company Southwestern Department Headquarters National Register Nomination	20%	09/2021
	Bureau of Indian Affairs Uintah Canal Bifurcation Structure Public Story Map	5%	07/2021

FINANCES/BUDGET

Logan Simpson commits to performing all tasks included in the City of Montrose RFQ— Montrose Tortilla Flats Historic Context Report and Survey —for a total fixed fee (inclusive of equipment and supplies) of **\$24,959** (see breakdown below). This fee is for Phase I only, although Phase II would be of a similar budget. All prices quoted will be firm for a period of 120 days after this proposal has been accepted. Our total fixed fee is based upon the following assumption that the City of Montrose staff will aid in planning, coordinating, advertising, and facilitation of logistics of public meetings. If through the course of the project, additional efforts beyond those described above are needed, then a modification to this scope of work and cost estimate will be required.

HOURLY RATES	
Name	Hourly Rate*
Erick Laurila	\$179.61
Jennifer Levstik	\$113.00
Jennifer Gardner	\$102.00
Langston Guettinger	\$68.53
Kathryn McKinney	\$54.38

* Hourly rates include G&A plus profit

FEE ESTIMATE PER MILESTONE TASK			
Task	Labor	Expenses	Total
Task A. Archival Research, Interviews, Public Meeting 1 (kick-off meeting, public meeting, 3 interviews, and research)	\$1,801	\$302*	\$2,103
Task B. Conduct Survey on Properties (Fieldwork including windshield survey, 11 intensive-level survey form, and 100 reconnaissance-level survey forms)	\$6,598	\$2,118	\$8,716
Task C. Complete Site Forms and Survey Report (Report with limited historic context, results of interviews, and appendices of all 111 inventory forms)	\$12,536	—	\$12,536
Task D. Conduct Final Public Outreach Meeting (Final meeting with results of project and future work)	\$502	\$1,102	\$1,604
Total	\$21,437	\$3,522	\$24,959

* Expenses include air travel, lodging, rental car, copyright or use permissions for archival materials, and meals during fieldwork and public outreach efforts.

IN CLOSING

Logan Simpson's experience offers the City of Montrose several advantages that set us apart. We have a proven history of successfully completing historic property inventory projects for local municipalities including developing the Historic Resources Survey Plan for the City of Montrose. We have past and ongoing experience developing historic contexts and conducting surveys in Mexican American communities throughout the West. Our historic preservation planning approach is broad resting on the pillars of economic, social, and environmental sustainability. This approach allows us to create historic preservation documents that reinforce understandings of how historic resources contribute to a city's economic, social, and cultural vitality, and how these resources can be used as tools to foster smart growth and maintain our sense of place. Logan Simpson understands the value of open, frequent communication. Our team is balanced with seasoned principal investigators, project managers, and support staff with a track record of meeting schedules. The individuals identified in this proposal commit to providing client-oriented service throughout the duration of the contract, will meet all schedule requirements, and will exceed your quality expectations.

APPENDIX: RÉSUMÉS

**Erick Laurila, M.A., RPA****Cultural Resources Principal / QA/QC Oversight**

Erick is responsible for overseeing all aspects of cultural resources work for Logan Simpson's Cultural Resources Team throughout the United States including preparing proposals, scopes of work, cost estimates, planning and coordinating field projects including survey, monitoring, and data recovery, reviewing reports, and interacting with agency officials and clients. Previously, he worked for the Arizona SHPO as a Section 106 compliance review specialist. During his tenure at SHPO, Erick was responsible for reviewing federal agency compliance with Section 106 of the National Historic Preservation Act (NHPA) reviewing and commenting on federal agencies' determinations of NRHP eligibility and NRHP nominations of archaeological properties and TCPs. Erick participated in consultations with federal and state agencies such as the Bureau of Land Management (BLM), Environmental Protection Agency, Certified Local Governments, Native American tribes, and the Advisory Council on Historic Preservation to develop Memorandum of Agreements and Programmatic Agreements for controversial and complex projects such as renewable energy projects, transmission lines, copper mines, and large land transfers. In 2010, he served as the interim director of Logan Simpson's Graphics and GIS team. Erick has recent experience in Colorado serving as project manager for cultural resources surveys for private clients, municipalities, and federal agencies. He is currently managing three of Logan Simpson's IDIQ/on-call cultural resources contracts including contracts for the Bureau of Reclamation, Arizona Department of Emergency and Military Affairs (DEMA), and BLM Colorado. Erick exceeds the Secretary of the Interior's Professional Qualification Standards for archaeology, and he is listed on Logan Simpson's cultural resources and archaeological permits on multiple land agencies.

Education

M.A., Anthropology, Northern Arizona University, 2007

B.A., Anthropology, University of Minnesota, 2004

Selected Projects

BLM Colorado Cultural Resources IDIQ Contract. BLM Colorado. Project Principal/Principal Investigator. In 2017, Logan Simpson was awarded an IDIQ-type contract to provide cultural resources services to the BLM in Colorado. Erick has served as project manager and principal investigator from initial contract award. To date he has had oversight of Class III cultural resources inventories multiple including projects on the Tres Rios Field Office, Uncompahgre Field Office, and Canyon of the Ancients National Monument. These cultural resource surveys were conducted in support of grazing allotment permits, hazardous fuels reduction projects, travel management projects, and compliance with Section 110 of the NHPA. For these projects, Erick was managing multiple field crews who identified, recorded, and reported hundreds of cultural resources sites with multiple crews in the field concurrently. He oversees the preparation and submission of survey reports as well as GIS and site record deliverables that meet BLM and Colorado Office of Archaeology and Historic Preservation standards.

Douglas Mountain and Coal Creek/White Ranch Class II Cultural Resource Sample Survey. Jefferson County Open Space. Project Manager. Oversaw the completion of a Class II Cultural Resources Sample Survey of 1,398 acres of 3,833 acres of newly acquired Jefferson County Open Space land in advance of recreational development. Before the initiation of the survey, a sampling strategy was developed by Logan Simpson and subsequently submitted on behalf of Jefferson County Open Space to the State Historic Preservation Office for review and comment. The primary factors considered in the development of the sampling strategy included the relationship between slope and elevation and known sites in proximity to the project area. In addition, a spatial analysis of slope, elevation, and known cultural resource site locations was conducted to develop the Class II cultural resources survey sampling strategy based on the

records search. The Class II survey resulted in the identification of four previously-recorded sites, seven newly-recorded sites, and 27 Isolated Finds (IFs). All of the sites and IFs, except for three, are of historic age and date to the mid-nineteenth through mid-twentieth centuries. Cultural resources identified in the survey areas include historic-age artifact scatters, numerous historic-age buildings, logging areas, water control features, masonry walls, prospect pits, a large World War II era radio antenna, a wagon and various isolated historic artifacts. There were no definitive prehistoric sites or artifacts identified.

Tolland Ranch Public Trail Easement. Boulder County Parks and Open Space. Project Manager. Oversaw Class III cultural resources survey of seven-mile-long, 100-foot-wide corridor for a proposed trail on private land southwest of Nederland Colorado. The survey resulted in the identification of 14 cultural resources sites associated with historical mining in the area. All cultural resources were evaluated for their eligibility for inclusion in the National Register of Historic Places and the Colorado Register of Historic Places. Reports and site records were completed and submitted to Boulder County to assist in their planning efforts.

WAPA Ault to Husky Transmission Line Class II Cultural Resources Survey, Ault CO. Xcel Energy. Project Manager. Oversaw the completion of a Class II cultural resources survey of all the assessable portions of two potential Xcel Energy transmission line routes for the proposed four-mile-long Western Area Power Administration (WAPA) Ault to Husky Transmission Line. The WAPA Ault to Husky Transmission Line includes approximately four miles of new 230 kilovolt (kV) transmission line, between the WAPA Ault Substation, located approximately five miles northwest of the town of Ault and a new Xcel Energy Husky Substation, located approximately one mile northwest of Ault in Weld County Colorado. The project area includes 677 acres of potential ROW corridor. Right-of-entry has been received for 449 acres of this potential corridor, which was subject to cultural inventory. The cultural resource survey resulted in the identification of three previously-recorded sites, two newly-recorded sites, and three newly-recorded IFs. A draft Class II technical report was prepared and accepted by WAPA.

Arizona DEMA Cultural Resources Fieldwork and Lab Services On-call. Project Manager, full-time. Oversee all aspects of Logan Simpson's contract to provide cultural resources services to the Arizona Department of Emergency and Military Affairs (DEMA). Coordinate Class I and Class III cultural resources inventories in compliance with Section 106 and Section 110 of the NHPA, archaeological monitoring, and historic building assessments/documentation at all DEMA facilities. During the past two and a half years, he has managed more than 50 individual projects at 12 DEMA facilities. Assist DEMA with overall cultural resources program management including providing input on development of ICRMP, database development, workflows and standards, and development of NHPA Section 106 Programmatic Agreements. He is responsible for ensuring that all products including fieldwork, reports, and data meet DEMA and Department of Defense standards. Erick participates in two standing conference calls each week with DEMA staff to report on project status and discuss overall DEMA cultural resources needs.

Navajo-Gallup Water Supply Project (NGWSP), Programmatic Agreement Project Manager. Project Manager. Logan Simpson was awarded a second five-year contract to provide program agreement project management assistance to the Bureau of Reclamation (Reclamation) Western Colorado Area Office. Erick drafted the NGWSP communication plan; facilitates communication between Reclamation and NGWSP consulting parties including tribes; facilitates NGWSP Programmatic Agreement (PA) Workgroup meetings attended by tribes and other agencies; provide technical review of cultural resources reports including survey, data recovery, and monitoring reports; prepares summaries of cultural resources reports for tribes and other NGWSP consulting parties; oversees the management of the NGWSP PA Workgroup data sharing site; oversees the compilation and management of the NGWSP PA consultation record; reviews cultural resources work for compliance with the PA and applicable federal, state, and tribal statutes, policies, and standards; and reviews cultural resources work and make recommendations for Notice to Proceed (NTP).



Jennifer Levstik, M.A.

Architectural Historian / Project Manager

Jennifer has 20 years of experience in cultural resources management and historic preservation. She has worked throughout the Southwest, California, Oregon, Nevada, and Colorado, and has broad experience as an architectural historian, archaeological field director, and planner. She was also the former Lead Planner for the Tucson Historic Preservation Office, and has extensive experience preparing National Register of Historic Places (NRHP) nominations and eligibility reports, Historic American Buildings Survey, Engineering Record, and Landscape-level documentation (HABS/HAER/HALS); Building Condition and Assessment documentation, archival research, editing, and report preparation. Jennifer also serves as an adjunct instructor with the University of Arizona's College of Architecture, Planning, and Landscape Architecture; is the Vice-Chair of the Tucson-Pima County Historical Commission, and serves on the board of the Southern Arizona Chapter of the American Institute of Architects (AIA). She has authored hundreds of technical reports, national register nominations, academic and public history articles, as well as online publications for the Society of Architectural Historians.

In addition to managing a wide variety of projects (including directing both prehistoric and historic archaeological projects); conducting historic artifact analysis for historic ranching, mining, and homestead sites; historic building, district, and landscape documentation projects, and managing the rehabilitation and restoration of historic buildings and vintage signage, Jennifer has experience working in both the public and private sectors. She has managed projects on behalf of the U.S. Forest Service, Bureau of Land Management, multiple federal military installations, and local government agencies. She has also led multiple public meetings, focus groups, and presented to various boards, commissions, and municipal staff for various projects. Because of her extensive experience, she is well versed in local, state, and federal regulations regarding the protection and mitigation of cultural resources and the built environment. Jennifer exceeds National Park Service's Qualifications Standards for Architectural History and History as identified in the Secretary of the Interior's Professional Qualification Standards as published at 36 CFR Part 61.

Education

M.A., Historic Preservation (Architectural History focus), Savannah College of Art and Design, 2011

B.A., Anthropology (History minor), University of Arizona, 1999

Selected Projects

City of Montrose Historic Resources Survey Plan, Colorado. Preparation of a historic resources survey plan documenting existing and future historic resources, prioritizing historic preservation activities, and providing a historic narrative of the community.

City of Pueblo Historic Downtown Property Survey, Colorado City of Pueblo. Preparation of a historic resources inventory of 15 individual buildings, assess their NRHP eligibility, and complete a historic context document.

Louisville Center for the Arts Historic Structure Assessment, Colorado. City of Louisville. Performed historic structure and condition assessment of the Louisville Center for the Arts building, owned by the City of Louisville, Colorado. Additionally, the project included a cost analysis prepared by Ryden Architects.

Historic Preservation Treatment Plan for Old Santa Fe Trail Building and Annex, New Mexico. Prepared a technical historic preservation plan for exterior rehabilitation of the National Park Service Intermountain Region III headquarters building/Old Santa Fe Trail Building and Annex in advance of exterior rehabilitation of the adobe walls, parapet, vigas, canales, windows, and gates.

Albuquerque Veteran's Administration Medical Center Historic Preservation Master Plan, New Mexico (in progress). Prepare a historic preservation master plan for the historic Veteran's Administration hospital and campus in Albuquerque, New Mexico. The plan includes documentation of existing conditions, goals and best practices for future growth, and a public engagement component.

Rancho de las Golondrinas Cultural Landscape Report (CLR), New Mexico. Golondrinas Museum, Santa Fe, New Mexico. Completed a Cultural Landscape Report (CLR) for the Rancho de las Golondrinas Property in Santa Fe, New Mexico. The project area contains prehistoric and historic archaeological remains, historic buildings and structures, and a historic-age living history museum. A cultural landscape assessment was completed for the 400+-acres area, portions of which were intensively surveyed for cultural resources.

Taos Rael Property Cultural Landscape Report (CLR) and National Register Nomination, New Mexico. Bureau of Land Management Taos Field Office, Cañon, New Mexico (In progress). Complete a Cultural Landscape Report (CLR) and National Register nomination for the Rael Property in Cañon, New Mexico. Located on the Santa Fe River and within the La Cienega Area of Critical Environmental Concern (ACEC). The site contains agricultural fields; an orchard and vineyard; acequia system; segment of the El Camino Real De Tierra Adentro National Historic Trail; prehistoric archaeological remains, and several structures.

Bassett Cottage, Navajo Preparatory School HABS Documentation, New Mexico. City of Farmington. Historic American Building Survey for the Bassett Cottage on the Navajo Preparatory School Campus in Farmington, New Mexico.

Housing and Urban Development (HUD)/Community Development Block Grant (CDBG) Funds for Historic Preservation, Arizona. City of Tucson. Construction and project management for the rehabilitation and repair of historic buildings and structures utilizing federal CDBG funds, including Oury Community Center, Rodeo Parade Museum, Brown House, El Con Water Tower, and Sam Hughes Water Tower and four vintage neon signs along the Miracle Mile Corridor. Jennifer was the reviewer for HUD-funded low income housing repair projects, Lead Abatement program, and Vacant and Neglected Structures program.

West University Historic District NRHP Nomination Amendment, Tucson, Arizona. Prepared an amendment to the southern boundary of the West University Historic District on behalf of the West University Neighborhood Association. The revised district was listed in the NRHP in 2018.

HAER Survey of the Southern Pacific Railroad Route, Arizona. Union Pacific. Completion of HAER documentation for a portion of the historic Sunset Route alignment of the Southern Pacific Railroad between Gila Bend and Tucson, Arizona. The survey included documentation of all railroad features and bridges, as well as architectural drawings, photography, and an engineering history of the resource.

Fourth Avenue Commercial Historic District, Arizona. Fourth Avenue Merchants Association. The project entailed preparing an NRHP historic district nomination for the Fourth Avenue Commercial District in Tucson, Arizona. The district was listed in the NRHP in 2018.

Paul Laurence Dunbar School NRHP Nomination, Arizona. Tucson Dunbar Coalition. Completion of an NRHP nomination for the Paul Laurence Dunbar School, Tucson's first school built exclusively for African Americans and constructed in 1918. The property was listed in the NRHP in 2018.

Camp Naco Historic District, Arizona. Huachuca City. Preparation of a National Register of Historic Places (NRHP) district nomination for the historic Camp Naco military installation located in Naco, Arizona that housed Buffalo Soldiers involved in border protection prior to WWI. The district was listed in 2012 at the National Level of Significance.

Lakeside Officers' Club HABS Documentation, Arizona. Fort Huachuca. Completed HABS-level documentation of the World War II-era Lakeside Officers' Club at Fort Huachuca, Arizona. Responsibilities also included field documentation and mapping, archival research, writing, and report organization.



Langston Emerson Guettinger, B.A.
Architectural Historian/Historic Preservation Specialist

Langston has worked throughout the Western United States on a wide variety of projects in Washington State, Oregon, Northern California, Arizona, Colorado, Utah, Nevada, and New Mexico. These projects have taken place at an array of public and private institutions and most recently include preparing historic context documents for the Colorado cities of Pueblo and Greeley, writing an architectural context for the Los Barrios Viejos National Historic Landmark nomination, as well as completing National Register nomination forms for buildings and structures within Arizona.

Through these efforts, Langston has interfaced with a multitude of interested parties from state historic preservation offices (SHPOs) to affected members of the public. He is an adept investigator within the historic record and is skilled at collating an array of research into a succinct narrative. Langston has also prepared historic structure reports as well as numerous determinations of eligibility where his research has centered upon historic homesteads, Colorado's early built environment, and historic development within the National Park Service (NPS). Langston meets the NPS's Qualifications Standards for Architectural History and History as identified in the Secretary of the Interior's Professional Qualification Standards as published at 36 CFR Part 61.

Education

B.A., History of Art & Architecture and English Literature, Trinity College Dublin, 2018

Positions

Historian of Record for the Ely Shoshone Tribe, Ely, Nevada.

Selected Projects

City of Greeley Historic Resources Survey Plan, Colorado (in progress). Prepared plan to document existing and future historic resources in order to assist Greeley with prioritizing future preservation efforts. Work on this project included a multi-day field survey of the City, preparation of a historic context statement, preparation of architectural style descriptions, and additional research into the City's important themes and patterns.

Barrio Kroeger Lane Determination of Eligibility, Arizona (in progress). Completed a determination of eligibility for a small, traditionally Mexican-American *barrio* (neighborhood) located south of Tucson's downtown core. Project work included a field survey of the barrio with recordation of contributing resources and other character-defining features. This was followed with an eligibility assessment grounded in academic research on traditional patterns of Latino Urbanism and Southwestern architectural development.

City of Montrose Historic Resources Survey Plan, Colorado. Preparation of a historic resources survey plan documenting existing and future historic resources and helping to prioritize the community's future preservation activities. This project included the completion of a historic context statement on the development of the city, descriptions of preservation programs at the federal and state level, and an enumeration of already designated and eligible cultural resources within the City.

City of Pueblo Downtown Historic Property Survey, Colorado. Preparation of a historic resources inventory and context document. Completed a historic context statement focused upon the downtown core as well as 15 architectural inventory forms on selected properties for the Colorado Cultural Resource Survey.

Barrio Viejo National Historic Landmark Nomination, Arizona (in progress). Preparation of a National Historic Landmark nomination documenting the history and architecture of Los Barrios Viejos in Tucson, Arizona for submission to the National Park Service. Conducted extensive background research on changes to the Barrios, completed descriptions of the visible architectural styles, and helped to organize and run public outreach meetings as well as oral history interviews.



L O G A N S I M P S O N

Lafayette Urban Renewal Authority Determination of Eligibility, Colorado (in progress).

Completed a determination of national register eligibility for a historic-age worker's residence near the commercial core of Lafayette. Project work included a field survey of the property, substantial archival research into its history and past residents, and the preparation of an architectural inventory form (Form 1403) pursuant to History Colorado standards.

Architectural Documentation of the Durango Post Office, Colorado. Project entailed researching and documenting the history and condition of the former Durango Post Office in a full-scale narrative report. In-field efforts consisted of written and photographic documentation of the building's setting, exterior, interior, and character-defining features. This information was supplemented by a historic context statement created through archival research using historic newspaper records, photographs, and architectural plans.

El Presidio Fountain National Register of Historic Places Nomination Form, Arizona (in progress). Completed a National Register nomination form for The El Presidio Fountain located in Tucson's El Presidio Park and designed by architect Michael A. Lugo, Jr. and artist Charles Clement. The nomination sought to highlight not only the fountain's formal Late-Modernist design but also situate its construction within the context of Tucson's urban renewal period.

Historic American Landscapes Survey of the Old Spanish Trail, Nevada (in progress). A Historic American Landscapes Survey was prepared for a 1.11 mile segment of the Old Spanish Trail located 30 miles north of Las Vegas. Fulfillment of the survey included on-site field documentation of character-defining features and the subsequent completion of written historical and descriptive data for final submission to the National Park Service and Library of Congress.

Uintah Canal Historic Context and Story Map, Utah (in progress). Completed a historic context statement for a publically accessible story map on the Uintah Canal on the Uintah-Ouray Reservation. Project included academic research into the history of Mormon and Ute irrigation projects, as well as archival research for primary source documents and representative graphics.

Camp Navajo Architectural Survey, Arizona. Completed field survey and associated report on multiple potential historic resources at the Arizona Department of Emergency & Military Affairs's Camp Navajo. Undertook background research and a historic context statement on the facility's WWII history as an Ordnance Depot and preliminary work for the planned survey.

Architectural Documentation of a Segment of the Former San Pedro, Los Angeles, and Salt Lake Railroad, Nevada. Completed architectural descriptions of nearly 40 culverts and bridges along a portion of the former alignment of the SPLA&LR railroad in Clark County. The project required technical descriptions of various culvert and bridge types as well as assessing changes to these structures since their original construction.

Corporation Guard Station Determination of Eligibility, Oregon. Completed a determination of eligibility for a collection of Rustic and Modern-era administrative buildings located within the Umatilla National Forest. In-field efforts consisted of written and photographic documentation of the potential district and were augmented by archival research for a historic context statement and eligibility assessment.

Albuquerque Veteran's Affairs Medical Center Historic Preservation Master Plan, New Mexico. Helped to revise and proof the historic preservation master plan for the historic Veterans Affairs hospital and campus in Albuquerque, New Mexico. Over ten chapters and nine appendices, the plan detailed existing conditions as well as goals and best practices for future preservation efforts.

Furner Valley Historic Context, Utah. Completed a historic context statement for Juab County's Furner Valley. Research included consulting homestead records, historic newspapers, historic journals, and conducting oral history interviews with current land owners.

Jennifer Gardner, ASLA, PLA**Lead Planner and Community Outreach Lead**

L O G A N S I M P S O N

Over the past 17 years, Jennifer has been dedicated to the planning and design of spaces small and large. Her tireless passion for connecting the natural and built environments has led to an extensive resume of projects spanning both public and private sector. Jennifer is experienced with planning and entitlement, project coordination, land use codes and comprehensive plans, landscape design, irrigation design, site design, park and open space design, streetscape design, and construction administration. Through years of entitlement work, she has gained much insight into the opportunities and challenges that communities face throughout the Rocky Mountain region and is dedicated to building the framework to help each community achieve their ultimate development goals. Her involvement in municipal and private development paired with her project management skill positions her perfectly for involvement in this project. Jennifer is available to assist with development review, code recommendations, and general planning and entitlement as needed.

Education

B.S., Landscape Architecture, Colorado State University, 2000 (ASLA Student Merit Award)

Registered Landscape Architect, Colorado #714, Wyoming #LA-0136C

Colorado ASLA North Area Director

CSU Alumni Advisory Board for Landscape Architecture Department

Member American Society of Landscape Architects

Selected Project Experience

Eagle Comprehensive Plan and Land Use Code Update. Eagle, Colorado. Logan Simpson is currently working with the Town of Eagle to update their comprehensive plan and land use code. Jennifer is the project manager for the land use code update portion of the project, which will include a complete overhaul of the existing code (last substantially updated in the 1980s). Some of the new concepts being contemplated for inclusion in the new code include green building standards, mixed use zone districts to provide a more sustainable approach to development of commercial areas, accessory dwelling units, etc. The process will include a full code audit and final assessment document to include recommendations

Milliken Town Planner. Milliken, Colorado. Logan Simpson provided on call planning services for the Town of Milliken, a small community in Northern Colorado, from November of 2016 to March of 2018 at which time the Town hired a full time planner. Through the course of the contract, Jennifer served as the primary planner for the Town which included: handling the day to day planning needs; completing plan review and staff reports for all development projects; reviewing building permits and business licenses with regards to planning and zoning code; and presenting development projects at public hearings. Additionally, Jennifer audited the existing Land Use Code for a proposed code overhaul, updated the development review process and created new, more streamlined documents for development proposals.

Loveland Zoning Code Update. Loveland, Colorado. Jennifer assisted an attorney-led team and the city to update the zoning code. This update provides clarity, improves overall functionality, and achieves greater sensitivity to the fabric and character of Loveland. Specific attention was given to developing new zoning code language and standards to reflect the comprehensive plan's vision that Logan Simpson developed with the City for new complete neighborhoods and enhanced corridors. Jennifer led the Logan Simpson team in developing graphics to illustrate different building types within a housing palette, building massing concepts for the downtown area, and new infill, corridor, and neighborhood development standards.

Fort Collins Sign Code. Fort Collins, Colorado. Jennifer was the assistant project manager for facilitation of a sign code update for the City of Fort Collins. Working with the City and a land use attorney, Logan Simpson lead an extensive public outreach effort for the prospective code changes which included new

sign types and revision to some existing standards in the historic Old Town area to be consistent with recently updated sub-area plans. An analysis of using electronic billboards to accelerate a static billboard replacement project was completed and recommendations given on standards to regulate the new sign type. The new code language was adopted in December of 2018.

Castle Pines Mixed-Use Design Guidelines. Castle Pines, Colorado. Jennifer led an effort to develop a set of design guidelines for the four mixed use areas that were defined in the Castle Pines Comprehensive Plan completed by Logan Simpson in 2016. The document, adopted in April of 2018, provides a basis for communication of the design elements that Castle Pines has determined are most important to new, infill, and redevelopment sites with the City's designated Mixed-Use Districts as a sustainable approach to development of core commercial areas. The completed document includes text guidelines, supporting images and supporting graphics developed by the Logan Simpson team.

Arvada Land Use Code Update. Arvada, Colorado. Given Logan Simpson's history with the City's comprehensive Plan in 2014, Logan Simpson was brought aboard the team to assist in reforming the Land Development Code for Arvada with Jennifer as the project manager. Primary tasks include providing support for focus group and advisory board meetings as well as assisting to develop language for a series of issue papers which to address subjects such as desired community character; transit-oriented development, parking, landscaping and site design; and sustainability. The project will take a closer look at zoning districts with the goal of consolidating some of the districts for a more streamlined approach to zoning. Additionally, Logan Simpson will be providing graphics to support the new code language.

Arvada Traffic Standards. Arvada, Colorado. Logan Simpson is beginning work on a new project with the City of Arvada to continue previous code and Comprehensive Plan work through development of a new traffic standards manual. As a consultant to traffic engineers Felsburg Holt and Ullevig (FHU), Logan Simpson will provide a bridge between the current Land Use Code update and our previous Comprehensive Plan efforts to ensure consistency and reduce redundancy between documents. Logan Simpson will also develop code level graphics to illustrate the resulting standards and assist in researching case studies and best management practices for innovative transportation design solutions such as scooters, Uber and autonomous vehicles. Jennifer is serving as Logan Simpson's project manager.

Osceola County Planning On-Call. Osceola County, Florida. Logan Simpson has had an on-call planning contract with Osceola County for the past five years. Projects completed under this contract have included: an analysis and recommendations of strategies for a sustainable future; research on regional climate change; research, analysis, and future land use map update to include new commercial centers; development of mixed use design standards; W192 redevelopment plan and catalyst site designs; comprehensive plan updates and land development code updates. Jennifer is leading an effort with the County and the W192 Development Authority to develop a set of design guidelines and code standards to define specific themed elements for the streetscape, buildings and signage along the 15 mile W192 Highway corridor which is located at the southern gateway to Disney World. This effort builds on the policies defined within the redevelopment plan and provide implementation strategies for the high profile tourist corridor.

Millcreek General Plan and Meadowbrook District Form Based Code. Millcreek, Utah. Jennifer worked with City Staff to develop a new subchapter to the existing Millcreek Land Use Code to develop standards for a small sub area community called Meadowbrook. The code was written in a format which blended some form based code elements into a more traditional code document with form based code style graphics to illustrate the desired vision. The new code section defined uses or the area, cross sections for three new street types, standards for development of several different building types, landscape standards, and general provisions for administration of the standards.



Kathryn McKinney, B.A.
Historian/Historic Preservation Specialist

Kathryn has been working as a historian and archivist since 2009. With Logan Simpson, Kathryn has worked on multiple historic preservation projects in Arizona, Colorado, Utah, Nevada, and New Mexico as a researcher and historian, including historic building documentation, oral history interviews, archival research at multiple repositories, created databases, and provided content for report chapters in NRHP eligibility reports, historical archaeology reports, and Cultural Landscape Reports. These projects have taken place at an array of public and private institutions in addition to completing National Register nomination forms and determinations of eligibility for buildings and structures within Arizona. In addition to preservation work, Kathryn also assists with compliance and permitting work with Logan Simpson. Kathryn meets NPS Qualifications Standards for History as identified in the Secretary of the Interior's Professional Qualification Standards as published at 36 CFR Part 61. She will serve as the project historian, and will conduct archival research for the project, as well as assist.

Education

B.A., History, State University of New York at Buffalo, 2010.

Graduate Certification, Heritage Conservation Program, University of Arizona, 2017.

Positions

Historian and Data Coordinator for the Jewish Buffalo Archives Project.

Historian, Independent Contractor.

Selected Projects

City of Greeley Historic Resources Survey Plan, Colorado (in progress). Prepared plan to document existing and future historic resources in order to assist Greeley with prioritizing future preservation efforts. Work on this project included a multi-day field survey of the City, preparation of a historic context statement, preparation of architectural style descriptions, and additional research into the City's important themes and patterns.

City of Montrose Historic Resources Survey Plan, Colorado. Preparation of a historic resources survey plan documenting existing and future historic resources and helping to prioritize the community's future preservation activities. This project included the completion of a historic context statement on the development of the city, descriptions of preservation programs at the federal and state level, and an enumeration of already designated and eligible cultural resources within the City.

City of Pueblo Downtown Historic Property Survey, Colorado. Preparation of a historic resources inventory and context document. Completed 15 architectural inventory forms on selected properties for the Colorado Cultural Resource Survey. Primary research was also conducted using the local city directories online database.

Barrio Viejo National Historic Landmark Nomination, Arizona (in progress). Preparation of a National Historic Landmark nomination documenting the history and architecture of Los Barrios Viejos in Tucson, Arizona for submission to the National Park Service. Conducted extensive background research on changes to the Barrios, completed descriptions of the visible architectural styles, assisted with editing and updating Historic Inventory Property Forms, well as oral history interviews.

Barrio Kroege Lane Determination of Eligibility, Arizona (in progress). Completed a determination of eligibility for a small, traditionally Mexican-American *barrio* (neighborhood) located south of Tucson's downtown core. Project work included a field survey of the barrio with recordation of contributing resources and other character-defining features. This was followed with an eligibility assessment grounded in academic research on traditional patterns of Latino Urbanism and Southwestern architectural development.



Casitas de Castilian Determination of Eligibility, Arizona (in progress). At the request of the Casitas de Castilian Homeowners Association (HOA), Logan Simpson performed a National Register of Historic Places (NRHP)-Eligibility Assessment of Casitas de Castilian. The documented property was designed by Mexican American architect, Bennie Gonzales. Work on this project included a field survey of the complex, preparation of architectural style and landscape design descriptions, additional research into the complex important themes and patterns, and reviewing and editing the entire Determination of Eligibility.

Reconnaissance Level Survey of West Valley City and Kearns Township in western Salt Lake County, Utah (in progress). Logan Simpson prepared a selective reconnaissance level survey (RLS) of two communities with Salt Lake County for the Utah State Historic Preservation Office (SHPO). The survey identifies potentially significant historic districts within both communities for future study and possible inclusion in the National Register of Historic Places (NRHP). Project tasks include assisting with data entry for each subdivision spreadsheet.

Rincon Heights Neighborhood Preservation Zone Guidelines, Arizona (in progress). Logan Simpson was hired to create a Neighborhood Preservation Zone Guidelines document for the neighborhoods Rincon Heights and Pie Allen Historic Districts. These guidelines define parameters for the construction of new buildings and significant additions to existing buildings in order to be architecturally compatible with the defining characteristics of nearby contributing properties in each historic district. Project tasks include a site visit to photograph properties for the report.

AZDEMA Cultural Plan Proposal, Arizona (in progress). Logan Simpson provides three primary services for the Arizona National Guard (AZNG) Cultural Resources and Environment programs which include preparation of agreement documents, archaeological survey and monitoring fieldwork and historic building assessments. These efforts are designed to assist AZNG project compliance with applicable federal, state, and local historic preservation statutes. Logan Simpson's goal for the next five years is to completely survey all AZNG lands and prepare a comprehensive inventory of historic properties and cultural resources that can assist AZNG in project compliance and mission readiness. Project tasks include data entry for architectural styles for the DEMA architectural collection inventory tool.

Camp Navajo Architectural Survey, Arizona (in progress). Completed and updated the Historic Inventory Property Forms for the Arizona Department of Emergency & Military Affairs Camp Navajo.

Tempe Depot Historic Context, Arizona. Prepared a historic context statement for Tempe, Arizona's historic train depot beginning with the city's first railroad connection and ending in the present-day. The project required conducting research into the greater Phoenix area's railroad history through primary research in historic newspapers and a wide array of secondary sources.

Union Pacific Train Bridge Repair Archaeological Monitoring, Arizona. Prepared a historic context statement for the broad historic context and framework of the railroad in Tempe. The project required conducting research into the greater Phoenix area's railroad history through primary research in historic newspapers and a wide array of secondary sources.

University of Arizona Chemistry Building Architectural History, Arizona. Logan Simpson was charged with preparing an architectural history of the University of Arizona's Chemistry and Physics building in advance of the building's future rehabilitation. Tasks for the project included a site visit to take photos and archival research at the University of Arizona Special Collections.

Catalina Townhomes National Register of Historic Places Nomination Form, Arizona. Assisted with the completion of a National Register of Historic Places Nomination (NRHP) Form for the Catalina Townhomes Historic District. The townhomes are associated with the emergence of multi-family developments in Catalina Foothills was designed by Mexican architect Juan Wørner y Baz (Wørner Baz) and Japanese landscape designer, Taro Akutagawa. Tasks for the project included assisting with the editing and formatting of the draft report.

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FINANCES/BUDGET

Logan Simpson commits to performing all tasks included in the City of Montrose RFQ— Montrose Tortilla Flats Historic Context Report and Survey —for a total fixed fee (inclusive of equipment and supplies) of **\$24,959** (see breakdown below). This fee is for Phase I only, although Phase II would be of a similar budget. All prices quoted will be firm for a period of 120 days after this proposal has been accepted. Our total fixed fee is based upon the following assumption that the City of Montrose staff will aid in planning, coordinating, advertising, and facilitation of logistics of public meetings. If through the course of the project, additional efforts beyond those described above are needed, then a modification to this scope of work and cost estimate will be required.

HOURLY RATES	
Name	Hourly Rate*
Erick Laurila	\$179.61
Jennifer Levstik	\$113.00
Jennifer Gardner	\$102.00
Langston Guettinger	\$68.53
Kathryn McKinney	\$54.38

* Hourly rates include G&A plus profit

FEE ESTIMATE PER MILESTONE TASK			
Task	Labor	Expenses	Total
Task A. Archival Research, Interviews, Public Meeting 1 (kick-off meeting, public meeting, 3 interviews, and research)	\$1,801	\$302*	\$2,103
Task B. Conduct Survey on Properties (Fieldwork including windshield survey, 11 intensive-level survey form, and 100 reconnaissance-level survey forms)	\$6,598	\$2,118	\$8,716
Task C. Complete Site Forms and Survey Report (Report with limited historic context, results of interviews, and appendices of all 111 inventory forms)	\$12,536	—	\$12,536
Task D. Conduct Final Public Outreach Meeting (Final meeting with results of project and future work)	\$502	\$1,102	\$1,604
Total	\$21,437	\$3,522	\$24,959

* Expenses include air travel, lodging, rental car, copyright or use permissions for archival materials, and meals during fieldwork and public outreach efforts.

Colorado's Historic Preservation Tax Credits

WHAT IS A HISTORIC PRESERVATION TAX CREDIT?

A tax credit is a dollar-for-dollar reduction in the amount of tax owed to the government.

Tax credits to preservation projects create jobs and provide financial incentives to revitalize historic buildings. The federal government also offers a tax credit of 20 percent, which can be paired with the Colorado state tax credit. Federal and state tax laws offer tax credits for historic preservation projects that follow the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

Preservation tax credits for commercial properties are managed jointly by the Office of Economic Development and International Trade (OEDIT) and History Colorado.

WHAT TYPE OF PROPERTY IS ELIGIBLE?

	Property must be:
Residential Properties	» At least 50 years old » Locally landmarked or listed on the State Register
Commercial Properties	» At least 50 years old » Locally landmarked or listed on the State Register » Income-producing

 **HISTORY**Colorado
PRESERVATION PROGRAMS

 **COLORADO**
Office of Economic Development
& International Trade

HOW CAN THE TAX CREDIT HELP?

- » Colorado's state historic preservation tax credits for commercial properties are transferable: you can sell them upon completion of your project.
- » Selling credits can bring in additional funds for your commercial project, for a cash match for a grant, or for a loan.
- » Using preservation tax credits gives you access to additional federal and state funding pools, grant programs, and further tax credits.
- » For Residential Properties, Historic preservation tax credits lower your tax bill, which can increase your tax refund.

HOW DO I RESERVE A COMMERCIAL TAX CREDIT?

-  1. Register with the Colorado Office of Economic Development and International Trade on their tax credit website.
-  2. Submit a Tax Credit Application (TCA) and rehab plan. Use OEDIT's project checklist to make sure you've turned in all requested materials, such as photographs and drawings.
-  3. History Colorado and OEDIT will conduct a preliminary review of project materials and respond to your request.
-  4. If the project materials you submit meet the requirements, OEDIT will reserve a preliminary tax credit on your behalf, pending available funding.
-  5. History Colorado will conduct a detailed review and ensure your project follows the Standards for Rehabilitation. Upon History Colorado's approval of project, OEDIT will officially reserve the tax credits for the applicant (90 days).
-  6. You will claim your tax credit upon completion of your project and approved proof of rehabilitation.



Want to learn more?

Commercial: <https://choosecolorado.com/doing-business/incentives-financing/the-commercial-historic-preservation-tax-credit/>
Residential: <https://www.historycolorado.org/preservation-tax-credits>

WHEN TO APPLY?

Applications for the **residential and commercial** state preservation tax credit are accepted year-round on a rolling basis. Each **commercial** building is limited to \$1 million in credit in any one calendar year. Owners may apply for credits on multiple properties.

Residential applicants are encouraged to apply before starting work or in the early stages of the rehabilitation project. Note: Each residential building is limited to \$50,000 in credits over a ten-year period unless the building is sold to a new owner.

HOW DO I CLAIM A RESIDENTIAL TAX CREDIT?

-  1. Submit Part 1 of the tax credit application to History Colorado or your Certified Local Government (CLG).^{**}
-  2. History Colorado or your CLG will conduct a preliminary review of project materials and respond to your request.
-  3. If your submitted Part 1 meets the requirements, History Colorado or your CLG will approve the proposed work.
-  4. Submit Part 2 of the tax credit application.
-  5. History Colorado or your CLG will conduct a detailed review and ensure your project follows the Standards for Rehabilitation.
-  6. If your submitted Part 2 meets the requirements, History Colorado or your CLG will approve the work and you will receive your tax credit.

^{**}For a list of CLGs, contact the History Colorado Office of Archaeology and Historic Preservation.

All applications are reserved on a first-come, first-served basis.

	 COMMERCIAL CREDIT	 RESIDENTIAL CREDIT
ELIGIBLE PROPERTIES	More than 50 years old and Listed on State Register of Historic Properties or landmarked by a Certified Local Government (CLG)	More than 50 years old and Listed on State Register of Historic Properties or landmarked by a Certified Local Government (CLG)
ELIGIBLE APPLICANTS	Property owner or , Tenant of at least 39 years , or 5 years in rural areas . Holders and those with property under contract.	Property owner or , Tenant of at least 5 years .
ELIGIBLE PROJECTS	Costs must exceed \$20,000. Project must meet the Secretary of the Interior's Standards.	Costs must exceed \$5,000. Project must meet the Secretary of the Interior's Standards.
TIME LIMITS	1) Applicant must start work within 12 months of allocation, and; 2) Applicant must be at least 20% finished within 18 months of allocation. Part 2 Application must be submitted within 90 days of project completion.	No time limit. Part 2 Applications must be submitted within 120 days of project completion.
COMPLETED WORK	Can be claimed if completed within 90 days of project completion.	Can be claimed if completed within past 24 months and documented if and only if Part 2 submission requirement is met.
EXTENT OF TAX SAVINGS	25% of Qualified Rehabilitation Expenditures (QREs) for projects \$2 million or less; 20% of Qualified Rehabilitation Expenditures (QREs) for projects more than \$2 million	20% of Qualified Rehabilitation Expenditures (QREs).
DISASTER RELIEF	Additional 5% credit for properties located in areas that have been designated as disaster areas within past 6 years.	Additional 5% credit for properties located in areas that have been designated as disaster areas within past 6 years.
RURAL BONUS	Additional 10% credit for properties in rural areas.	Tax credit for residential properties in rural areas goes up to 35% (from 20%).
PROJECT CAP	The maximum amount of tax credit available to any commercial property is \$1 million per year.	\$50,000 per property, but resets upon new ownership or after 10 years
CREDIT LENGTH	Can be used for up to 10 years.	Can be used for up to 10 years.
TRANSFERABILITY	Owners, including nonprofit organizations, may use, transfer or sell credits to other taxpayers; these other taxpayers may in turn transfer credits to additional taxpayers, using the OEDIT website.	None; credits stay with owner.