



County of Santa Cruz 0383

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

ALVIN D. JAMES, DIRECTOR

June 9, 2000

Agenda: June 27, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

SUBJECT: Contract Approval; Historic Inventory Update

Dear Members of the Board:

Your Board is requested to approve the attached contract for \$10,000 with The Dill Design Group to conduct an update to the County's Historic Inventory. The \$10,000 is included in the Planning Department's FY2000-2001 budget request.

Background

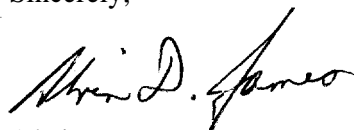
Earlier this year, the County's Historic Resources Commission (HRC) advised the Planning Director that updating the County's Historic Inventory was their top Work Program and Budget priority. The HRC stated that the Update effort would seek to correct existing errors and add omitted resources to the Historic Inventory. The Commission also indicated that the entire Update program would likely extend over a three to four year period, with a FY 2000-2001 cost of \$10,000.

The Commission directed Planning Staff to issue a Request for Qualifications (RFQ) to various qualified historical preservation consultants to perform the Update. The RFQ was issued by the Planning Department, following review and approval by the Commission (see Attachment 2). The Dill Design Group was selected by various HRC Commissioners and HRC Staff from a pool of three RFQ respondents. The Scope of Work for the project, as well as the timeline for its completion, are enclosed with the attached contract (see Attachment 3). Pending your Board's approval today, the contract period will commence July 1, 2000.

Recommendation

It is therefore RECOMMENDED that your Board approve the attached contract for \$10,000 with The Dill Design Group to conduct an update to the County's Historic Inventory.

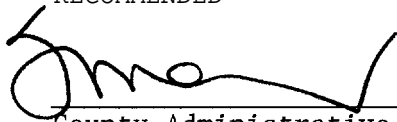
Sincerely,



Alvin James
Planning Director

Attachments: 1) Request for Qualifications (RFQ) for Historic Inventory Update
 2) Contract

RECOMMENDED:



County Administrative Officer

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Contract No.

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this day of , 20 by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and The Dill Design Group, hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result: **Prepare an update to the County's Historic Inventory.**

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: **Not to exceed the amount of \$10,000, payable in two phases: a progress payment of \$5,000 upon delivery of the draft Work Products to the Planning Department, and final payment of \$5,000 upon approval by the Board of Supervisors of the final Work Products, in compliance with the Scope of Work (see Attachment 1) and Study Timeline (see Attachment 2).**

3. TERM. The term of this contract shall be: **From July 1, 2000 to June 30, 2001.**

4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

Any and all Federal State and Local taxes charges fees, or contribution: required to be paid with respect to CONTRACTOR and CONTRACTORS officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full

term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

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If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here _____ / _____

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here _____

(2) Automobile Liability Insurance for each of CONTRACTOR's vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here _____ / _____

(3) Comprehensive or Commercial General Liability Insurance, coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of \$ 1,000,000.00 combined single limit. This insurance coverage shall not be required of both the CONTRACTOR AND COUNTY acknowledge to this fact by initialing here _____ / _____.

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial

General Liability Insurance shall be endorsed to contain the following clause:

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“The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz.”

(3) All required insurance policies shall be endorsed to contain the following clause:

“This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Santa Cruz County Planning Department
Attn: Fiscal
701 Ocean Street Room 418
Santa Cruz, CA 95060

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Santa Cruz County Planning Department
Attn: Fiscal
701 Ocean Street Room 418
Santa Cruz, CA 95060

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Agreement provides compensation in excess of \$50,000 to CONTRACTOR and if CONTRACTOR employs fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation,

age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) The CONTRACTOR shall furnish COUNTY Affirmative Action Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority-Women/Disabled Business Enterprises.

(3) In the event of the CONTRACTOR's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(4) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

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It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

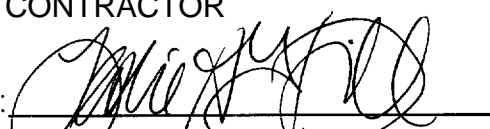
9. NON-ASSIGNMENT. CONTRACTOR shall not assign this Agreement without the prior written consent of the COUNTY.

10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years after final payment under this Agreement or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Agreement.

11. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

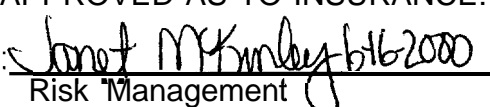

12. ATTACHMENTS. This Agreement includes the following attachments (identify by name or write "NONE"): **Attachments #1 and 2**

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. CONTRACTOR
By:  _____
4. COUNTY OF SANTA CRUZ
By: _____

Address: **110 North Santa Cruz Avenue
Los Gatos, CA 95030**

Telephone: **408-354-4015**

2. APPROVED AS TO INSURANCE: By:  _____
Risk Management
3. APPROVED AS TO FORM: By:  _____
County Counsel

DISTRIBUTION: County Administrative Office
Auditor-Controller
County Counsel
Risk Management
Contractor

SCOPE OF WORK

The consultant will evaluate a range of historic resources identified by County staff, the public and/or the County Historic Resources Commission (HRC) for eligibility in the County's Historic Inventory. It is estimated that the consultant will:

- 1) document at least 10 new resources on DPR523 forms, and
- 2) evaluate at least 25 existing Historic Inventory DPR523 forms for their completeness and accuracy

for submittal to the County Planning Department, consideration (Study Session and a minimum of two Public Hearings) by the County Historic Resources Commission, and action (public hearing) by the Board of Supervisors for inclusion in the County's Historic Inventory, and submittal to the State Department of Parks and Recreation, Office of Historic Preservation for inclusion in the California Register.

The consultant's work program will be broken into four parts:

- a. Initial field reconnaissance. The purpose of the initial field reconnaissance will be to establish the level of research necessary for the property being considered. During the initial field reconnaissance, the physical characteristics, condition and integrity of the property will be considered and noted. The building and sites will be photographed. Assessments will be made in the field in relation to Criterion C of the National Register of Historic Places, and Criterion 3 of the California Register of Historic Resources.
- b. Intensive research. Historical research will be conducted on the properties, beginning with general tools such as maps, census data, regional histories, and City Directories. After establishing construction dates and associated personages, more detailed research will be conducted at local archives and through oral interviews where possible to develop the context and help determine levels of significance.
- c. Preparation of DPR523 forms. These forms, including forms A, B, and related Continuation Sheets, will be prepared following preparation of property descriptions and historical overviews for each resource. These forms are prepared from a matrix of information. The base information will be made available for future use by the Planning Department in the form of either a Microsoft Access database or Excel table.
- d. Summary report. The results will be tabulated and presented in a DRAFT report format to the Planning Department with the DPR523 forms attached. These forms will include screened photos integrated into the DPR523 pages to facilitate readability when photocopied. The DRAFT report will be considered by the Planning Department, HRC and Board of Supervisors. A FINAL report will incorporate any changes deemed

necessary by these review bodies, prior to submittal of a FINAL Summary report to the Planning Department for inclusion in the County's Historic Inventory and to be forwarded to the State DPR for inclusion in the California Register.

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County of Santa Cruz Planning Department
Advanced Planning Division

REQUEST FOR QUALIFICATIONS

March 31, 2000

HISTORIC INVENTORY UPDATE

INTRODUCTION

The Santa Cruz County Planning Department and Historic Resources Commission (HRC) are seeking the consulting services of a qualified individual in order to update the County's Historic Inventory. You have been pre-selected as a potential consultant for this project and, as a consequence, are being sent this Request for Qualifications (RFQ).

OBJECTIVES

The Objectives of the County's Historic **Inventory Update** to be prepared by the selected consultant are as follows:

- * To **identify** approximately 30 to 40 new, eligible historic resources that are currently unlisted by the County's Inventory and unprotected by the County's Historic Preservation Ordinance, and prepare the relevant DPR Inventory listing forms for consideration by the "Historic Resources Commission and adoption by the Board of Supervisors;
- * To correct and/or modify approximately 100 of the existing listing forms in the adopted Historic Inventory to address changed conditions, factual errors and/or new information, for consideration by the Historic Resources Commission and adoption by the Board of Supervisors;

Note: The contract to be awarded as a result of this RFQ will specifically address a single year's efforts; however the entire Inventory Update process and the RFQ will actually extend over a 3 - 4 year period for a larger dollar amount.

PROJECT BACKGROUND

The County's Historic Inventory was first prepared by a consultant in 1986; and adopted by the County Board of Supervisors in 1989. The Inventory was subsequently updated by a consultant in 1994, and adopted by the Board of Supervisors in 1996. Since 1996, additional resources have

been identified by Commissioners, members of the public, and/or County Staff that potentially 039 3 qualify for inclusion in the Inventory. Also, errors have been noted and/ or additional information has become available since 1996 that affect existing Inventory listing forms. The Commission has requested that an Update of the County Historic Inventory commence in order to research, document and list these additional historic resources, and to “clean up” existing listings containing outdated and/or incorrect data.

CONSULTANT QUALIFICATIONS

The selected consultant must meet the Secretary of the Interior’s Professional Qualification Standards, as listed in the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation.

In addition, the **selected consultant** will be evaluated on the strength of his or her:

- 1) Academic background;
- 2) Work experience dealing with historic resource preservation;
- 3) Publications (as author or chief contributor);
- 4) Knowledge of Santa Cruz history,
- 5) **Familiarity** with California State historic preservation law and procedures; and
- 6) Work experience dealing with Historic Inventory/Survey form preparation.

SCOPE OF WORK

The chosen consultant will evaluate a range of historic resources identified by County **staff**, the public **and/or** the **HRC** for eligibility in the County’s Historic Inventory. The consultant shall prepare DPR forms, available and acceptable to the State Department of Parks and Recreation, Office of Historic Preservation, for eligible historic resources evaluated. It is estimated that the consultant will document a total of 30 to 40 new resources, or approximately 10 per year for 3 to 4 years, on listing forms for consideration by the HRC and action by the Board of Supervisors.

The consultant will also evaluate approximately 100 of the existing Inventory listing forms, or 25 per year for 3 to 4 years, for completeness and accuracy, based on suggestions **from** the HRC and community. Should existing listing forms require revision, the consultant will prepare the necessary modifications on the relevant DPR forms.

WORK PRODUCTS

The consultant shall provide one original and two copies of each State Department of Parks and Recreation DPR form, with accompanying photographs, for all new proposed listings on the Historic Inventory. Where relevant, one original and two copies of the relevant DPR form shall be submitted to address existing Inventory forms in need of revision/correction.

TIMELINE

It is anticipated that the selected consultant's contract will be approved on June 27, 2000 by the County Board of Supervisors. The contract Period will begin immediately thereafter. The contract duration will be for 3 to 4 years. Each year, approximately 10 Inventory forms addressing new resources and 25 forms addressing corrections/amplification will be prepared. It is expected that the same consultant will be used for the entire Update process, but with annual renewal of the base contract to address the balance of the process.

B U D G E T

The budget for this contract will be \$10,000 for FY 2000-2001 (July 1, 2000 to June 30, 2001), to address the first phase of the Update process. It is expected that the chosen consultant will be retained for a total of 3 - 4 years, however, to complete the remaining phases to be addressed by a renewed contract. It is estimated that a budget of \$40,000 - \$65,000 will be needed for all phases of the Inventory Update; \$30,000 - \$50,000 to accomplish Inventory corrections and an additional \$10,000 - \$15,000 to prepare new Inventory forms addressing **new resources**. Thus, the total Inventory update will cost \$40,000 - \$65,000, to be executed over a 3 to 4 year period.

SUBMITTAL REQUIREMENTS

If you choose to respond to this RFQ, please provide the following:

- 1) Evidence that you meet the necessary consultant qualifications listed above;
- 2) A concise statement of your understanding of the project;
- 3) A proposed work program as it relates to the referenced Scope of Work.
- 4) A statement indicating the firm's experience with projects of similar scope with comparable issues;
- 5) A reference list providing the names of 4 references, including 2 local references, --projects addressed, telephone numbers and a contact person;
- 6) Estimated cost and time schedule, illustrating a breakdown of work by individual (and subconsultant, if any are proposed) and total reimbursable costs; and
- 7) A statement indicating any limitations on availability (specify seasonal, evening, weekend, or other limitations).

Please be concise, providing only information directly relevant to this RFQ.

CONSULTANT SELECTION PROCESS

Responses to this RFQ are due in to the Santa Cruz County Planning Department by 5:00 p.m. Friday, May 17, 2000. They should be addressed to: Cherry McCormick, Historic Resource Program Manager, Santa Cruz County Planning Department, 701 Ocean Street, Room 406B, Santa Cruz, CA 95060. Please submit six copies of your response.

Responses **will** be reviewed by a Selection Committee, comprised of Planning Department Staff,

and the County Historic Resources Commission. Final consultant selection and notice to start work will be made by early July, 2000. The candidate individual/firm chosen for the project will be the one best suited for the job based on: the qualifications of the consultant, the **participating** personnel and the consultant's stated understanding of the process and technical issues. We reserve the right to not contract with any firm.

CONTACT PERSON

For further information, you may contact Cherry McCormick, County Historic Resources Program Manager, at (83 1) 454-3 132.



PROFESSIONAL QUALIFICATION STANDARDS - 1983

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In the September 29, 1983, issue of the Federal Register, the National Park Service published the following Professional Qualification Standards as part of the larger Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. These Professional Qualification Standards are in effect currently. Since 1983, the National Park Service has not issued any revisions for effect, although the National Park Service is in the process of drafting such revisions.



The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;

ATTACHMENT

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2. At least four ~~months~~ of supervised field and **analytic** experience in general North **American** archeology; and

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3. Demonstrated ability to carry research to completion,

In addition to these **minimum qualifications**, a professional in **prehistoric** archeology **shall have** at least one **year** of full-time professional experience at a supervisory level in the study of **archeological** resources of the prehistoric period.

A professional in historic **archeology** shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period,

Architectural History

The **minimum** professional qualifications in **architectural** history are a graduate ~~degree~~ in architectural **history**, art history, historic preservation, or closely **related** field, **with coursework** in **American architectural history**; or a bachelor's degree in architectural history, art **history**, **historic** preservation or closely related field **plus** one of the following:

1. At least two years of **full-time** experience in research, writing, or teaching in American **architectural** history **or** restoration architecture with **an** academic institution, historical **organization** or **agency**, museum, or **other professional** institution; or
2. Substantial contribution through research and publication to **the** body of scholarly knowledge in **the** field of **American** architectural history.

Architecture

The **minimum professional** qualifications in architecture are a professional degree in architecture plus at least two years of **full-time** experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one **year** of ~~graduate study in~~ **architectural** preservation, American architectural history, preservation planning, or closely related field; or

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2. At least one year of full-time professional experience on historic preservation projects. 0398

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects .



Mapping & GIS



Planning & Preservation



Grants & Tax Credits



Training & Internships



Bookstore



News & Events

Last Modified: Thursday, June 3, 1999 08:09:30 am EDT



TIMELINE
REQUEST FOR QUALIFICATIONS
HISTORIC INVENTORY UPDATE

0399

April 5	Draft RFQ and RFQ mailing list mailed in HRC packet
April 12 ,	HRC reviews RFQ and contact list
April 18	RFQ's mailed out to contact list
May 10	HRC meeting; HRC appoints Respondent Selection Committee
May 17	Responses due
May 19	HRC Subcommittee meets and selects consultant
May 22	Consultants notified of outcome
June 9	Board Letter with contract to Mark Deming
June 27	Board Letter with contract to Board of Supervisors

myfiles\rfqtimeline.wpd

HISTORIC INVENTORY UPDATE
YEAR 1
CONCEPTUAL TIMELINE

0400

- o 6/14/2000 - HRC discusses Historic Inventory update approach and process. Commissioners commence to identify list of potential Inventory additions and revisions within their own Supervisorial Districts for delivery to consultant on 8/9/2000.
- o 6/27/2000 - Letter to Board of Supervisors attaching Historic Inventory update consultant contract for Board approval
- o 7/1/2000 - Contract period begins (assumes a one year contract, and BOS approval 6/27/00)
- o 8/9/2000 - Consultant meets with Historic Resources Commission at regularly scheduled HRC meeting; Commissioners provide consultant with preliminary list of suggested Inventory revisions and resource additions by Supervisorial district.
- o 12/13/2000 - Consultant presents status report on DRAFT Work Products to Historic Resources Commission at regularly scheduled HRC meeting
- o 2/16/2001 - DRAFT Work Products submitted to Planning Department for review and comment.
- o 3/14/2001 - Historic Resources Commission Study Session on DRAFT Work Products
- o 4/11/2001 - Historic Resources Commission Public Hearing on DRAFT Work Products
- o 5/9/2001 - Continued Historic Resources Commission Public Hearing on DRAFT Work Products
- o 6/19/2001 - Board of Supervisors Public Hearing on DRAFT Work Products
- o 6/29/2001 - Consultant submits FINAL Work Products to Planning Department
- o 6/30/2001 - Contract period ends for this contract

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT 0401

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Planning (Dept.)
[Signature] (Signature) 6/13/00 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the County of Santa Cruz Planning Department (Agency)
and Dill Design Group, 110 North Santa Cruz Avenue, Los Gatos, CA 95030 (Name & Address)

2. The agreement will provide update to County's historic inventory.

3. The agreement is needed because the County cannot provide the service

4. Period of the agreement is from July 1, 2000 to June 30, 2001

5. Anticipated cost is \$ 10,000. (Fixed amount; Monthly rate; Not to exceed)

6. Remarks: _____

7. Appropriations are budgeted in 542300 (Index#) 3 6 6 5 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and encumbered. Contract No. CO 02180 Date 6/15/00
are not will be

~~CONTINGENT~~ upon approval of 2000-01 budget.

GARY A. KNUTSON, Auditor - Controller
BY [Signature] Deputy.

Proposed Planning Director reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Planning Department to execute the same on behalf of the _____ (Agency).

Remarks: _____ County Administrative Officer

By _____ (Analyst) Date _____

Agreement approved as to form. Date _____

- Distribution:
- Bd. of Supv. - White
- Auditor-Controller - Blue
- County Counsel - Green. *
- Co. Admin. Officer - Canary
- Auditor-Controller - Pink
- Originating Dept. - Goldenrod

*To Orig. Dept. if rejected.

State of California)
County of Santa Cruz) ss
I, _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____ 19_____.
County Administrative Officer

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