

1 FIRST AMENDMENT TO AGREEMENT NO. 35054

2 **35054**

3 THIS FIRST AMENDMENT TO AGREEMENT NO. 35054 is made and
4 entered, in duplicate, as of March 13, 2019 for reference purposes only, pursuant to a
5 minute order adopted by the City Council of the City of Long Beach at its meeting on
6 September 4, 2018, by and between WISS, JANNEY, ELSTNER ASSOCIATES, INC., an
7 Illinois corporation ("Consultant"), with a place of business at 225 South Lake Avenue,
8 Suite 500, Pasadena, California 91101, and the CITY OF LONG BEACH, a municipal
9 corporation ("City").

10 WHEREAS, City and Consultant (the "Parties") entered into Agreement No.
11 35054 whereby Consultant agreed to provide on-call historic preservation consultant
12 services; and

13 WHEREAS, the Parties desire to add \$60,000 and attach an additional scope
14 of work;

15 NOW, THEREFORE, in consideration of the mutual terms, covenants, and
16 conditions herein contained, the Parties agree as follows:

17 1. Section 1.A of Agreement No. 35054 is hereby amended to read as
18 follows:

19 "A. Consultant shall furnish specialized services more particularly
20 described in Exhibit "A", attached to this Agreement and incorporated by this
21 reference, in accordance with the standards of the profession, and City shall pay for
22 these services in the manner described below, not to exceed Seventy Thousand
23 Dollars (\$70,000), at the rates or charges shown in Exhibit "B".

24 2. In addition to the specialized services generally described in the
25 Agreement and attached as Exhibit "A", Consultant shall furnish those services generally
26 described in Exhibit "A-1", attached to this Amendment and incorporated by this reference.

27 3. Except as expressly modified herein, all of the terms and conditions
28 contained in Agreement No. 35054 are ratified and confirmed and shall remain in full force

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 and effect.

2 IN WITNESS WHEREOF, the Parties have caused this document to be duly
3 executed with all formalities required by law as of the date first stated above.

4 WISS, JANNEY, ELSTNER ASSOCIATES,
5 INC., an Illinois corporation

6 May 30, 2019

By [Signature]
Name STEVEN J. SCHMIT
Title OFF

8 MAY 30, 2019

By [Signature]
Name EDMUND A. STEPHAN, III
Title ASSOCIATE GENERAL COUNSEL / ASSISTANT SECRETARY
"Consultant"

12 CITY OF LONG BEACH, a municipal
13 corporation

13 6/20, 2019

By [Signature]
City Manager

15 "City"

16 This First Amendment to Agreement No. 35054 is approved as to form on

17 June 12, 2019.

19 CHARLES PARKIN, City Attorney

By [Signature]
Deputy

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

EXHIBIT “A-1”

Via E-mail: christopher.koontz@longbeach.gov

December 18, 2018
Revised January 14, 2019

Mr. Christopher Koontz
Planning Manager
City of Long Beach
Development Services | Planning Bureau
333 West Ocean Boulevard, 5th Floor
Long Beach, California 90802

Re: Historic Preservation Consultant Services
Hellman Street Craftsman Historic District Survey Update
WJE No. 2018.2442

Dear Mr. Koontz:

Per your request, Wiss, Janney, Elstner Associates, Inc. (WJE) is pleased to provide the City of Long Beach Planning Bureau (City) this proposal for historic preservation consultant services related to the Hellman Street Craftsman Historic District (District) survey update.

Background

We understand that the City seeks a historic preservation specialist to update its existing District survey, including updates to contributor and non-contributor lists, re-evaluation and delineation of character-defining features, and documentation and evaluation of boundary expansions. The District boundaries and contributing properties were identified in 1992 by City Ordinance No. C-7051. The District is located in central Long Beach and currently spans from the north side of Ninth Street to the south side of Hellman Street, between Orange and Walnut Avenues. The District consists of a concentration of Craftsman bungalows as well as Mission Revival, Mediterranean, Spanish Colonial Revival, and Victorian Style structures constructed between 1902 and 1928. The neighborhood was developed by Isaias Hellman, for whom the District is named, and originally consisted of single-family homes to serve a working-class population. The original District survey identified 188 properties of which 156 properties were determined to have contributing structures. The remaining 32 properties were listed as non-contributing because they were either built outside the period of significance or had been significantly altered. The majority of the non-contributing structures were located along Hellman Street at the south end of the District.

The City of Long Beach would like to update the existing survey, which is now twenty-six years old. As part of the update, properties outside but adjacent to the existing District boundaries will be surveyed and considered for a possible expansion of the existing District. The City has identified eight additional study areas adjacent to the current District boundary to be included for evaluation as part of the survey update. These include two small building clusters to the west, the half block extending to 10th Avenue to the north, a small building cluster to the south, and four large areas to the east that would almost extend the survey area to the Rose Park Historic District. The additional surveys areas would include a total of 220 properties.

The update will include survey and re-evaluation of all structures within the original historic District as well as survey and evaluation of the additional 220 properties in relation to the historic contexts and period of significance established in the original District designation.

We also understand the City is applying for a grant award from the Long Beach Navy Memorial Heritage Association, for funding to complete the District survey update. WJE is prepared to work with the City and requirements of the grant funding in order to meet the City's schedule for deliverables.

Scope of Services

Based on our understanding of the scope of services as discussed during our correspondence, we propose the following tasks:

Meetings.

- **Staff Kick-Off Meeting.** Representatives of the project team will attend one kick-off meeting with City staff at the start of the project.
- **Pre-Survey Meeting.** After archival research has been performed and prior to the architectural structure survey, representatives of the project team will meet with City staff. The purpose of the meeting will be to discuss findings of the research, including potential historic contexts and individually significant structures, review of survey forms to be used in the field, and criteria to be used for re-evaluating and delineating the District boundaries. There will also be discussion regarding anticipated character-defining features, assessment of integrity, and evaluation of alterations.
- **Post-Survey Meeting.** After completion of the survey of the existing District and additional study areas, representatives of the project team will meet with City staff to discuss preliminary findings.
- **Cultural Heritage Commission (CHC) Meeting.** Representatives from the project will meet and present the survey findings and District boundary evaluations to the Long Beach CHC.

Research and Review of Documentation. Review relevant previous reports, studies, and architectural resources surveys for the Hellman Street Craftsman Historic District as well as similar adjacent historic districts. We will also review historic photographs, titles and deeds, directories, and maps (e.g., Sanborn maps), local histories, and the current contributing/non-contributing structures list for the District and adjacent study areas made available by the City of Long Beach. In addition to information received from the City, WJE will perform limited research using the South Central Coastal Information Center (SCCIC). The SCCIC is one of twelve regional Information Centers that comprise the California Historical Resources Information System (CHRIS). CHRIS works under the direction of the California Office of Historic Preservation (OHP) and the State Historic Resources Commission (SHRC). We anticipate that the existing reports and studies will provide a suitable level of information to guide development of the history narrative, context histories, and statement of significance.

We anticipate that the Long Beach Development Services and Planning Bureau will provide baseline GIS data as well as mapping files with available information regarding the properties within the historic District and adjacent study areas. This information will be used in preparation of survey maps and in developing survey forms to be used in the field.

Architectural Survey - Existing District. Perform a survey of the District from the public right-of-way. The survey will confirm information available from previous surveys or City resources and will include

confirmation of building address, architectural style, estimated date of construction, potential alterations including alterations to character-defining features, and assessment of significance.

The survey team will use the State of California Department of Parks and Recreation (DPR) Office of Historic Preservation (OHP) DPR 523 forms as a template for collecting building information during survey work. This will be an intensive-level survey for buildings contributing to the District.

The structures will be documented from the public right-of-way through photography; note that portions of the structures will not be visible from the right-of-way and all features and alterations may not be readily documented due to access. Information will be compiled on a web- and geospatially-based information system called Arches. A web-based database can be made publicly accessible with restrictions on editing or limited data as appropriate. Supplementary programs such as Microsoft Access and GIS systems may also be used to collect, organize, filter, and collect information in preparation for the report. The various survey systems and outputs are discussed in more detail below.

We anticipate completing a survey of all identified historic structures within the existing District boundaries in preparation for the report. As part of the survey, we will evaluate the current District boundaries and recommend boundary adjustments as necessary.

Architectural Survey - Additional Study Areas. Perform a survey of the additional study areas from the public right-of-way. The survey will include a review of all properties within the additional study areas and will use the DPR 523 forms as a template for collecting building information during survey work. As such, this will be an intensive-level survey. Significance and integrity will be evaluated and the structure will be documented through photography. We anticipate compiling information on Arches.

California DPR 523A Primary Record Forms. DPR 523A forms will be completed and submitted to the California OHP, through the SCCIC. WJE anticipates creating DPR 523A forms for all properties within the District and additional study areas (approximately 400 properties). The Primary Record forms will assist with updating existing records, will clarify a property's contributor or non-contributor status, and will identify eligibility for listing in the local, state, or federal registers. The forms will include at least one photograph of the exterior of each property. Structures identified as potentially eligible for local, state, or federal landmark designation and are fifty years old or older will be designated with the appropriate California Historical Resources Status Code.

California DPR 523D District Record Form. If any portion of the additional study areas are found to contribute to the existing District and an expansion of the existing District boundary is recommended, an updated DPR 523D Form will need to be created to incorporate the new proposed boundaries, and boundary justifications.

Report. Prepare an architectural resource survey report for the District and additional survey areas. A draft report along with five samples of DPR 523A forms will be submitted for Long Beach Development Services and Planning Bureau review. Based on comments, a final draft will be submitted. The report will include the following:

- **General Description.** Provide a description of the project. Generate maps and a narrative description to clearly define the location and boundaries of the existing District and additional study areas.
- **Research Design.** Provide a description of the project objectives and methods for survey and assessment.

- **Historical Narrative and Context.** Provide a chronological narrative of the history of the project area and historic contexts, expanding upon what has been presented in published documents.
- **Architectural Assessment.** Provide a narrative description referencing photographs of major building types, architectural styles, and topographic features throughout the District. A list and tabular summaries of contributing and non-contributing buildings and structures within the boundaries of the District will be provided as an appendix.
- **Statement of Significance.** Develop a statement of significance for buildings which contribute to a potential landmark district. The Statement of Significance will also assess the historic integrity of the District. Buildings and features that potentially merit individual listing on the National Register will also be identified.
- **Recommendations.** If applicable, provide recommendations for boundary changes to the historic District as well as individual properties that may merit individual significance and require further assessment for individual eligibility. Recommendations for future study and research will also be outlined and may potentially include development of additional historic contexts or revision of the period of significance.
- **Maps.** Provide maps of the District and revised study areas outlining the boundaries, identifying contributing and non-contributing buildings, and outlining any proposed changes to the existing District boundary or list of contributing buildings.
- **Bibliography.** Provide a list of previous surveys and sources referenced.
- **Survey Sheet.** Provide DPR 523A forms for all structures surveyed. The forms will be provided in hard copy as well as in PDF form and on an archival CD.
- **Photography.** Provide digital photographs showing the major building types and styles, as well as distinctive and character-defining buildings, topographic features, and representative non-contributing buildings within the project area. The photographs will be renamed, logged, and labeled in accordance with the National Register Photo Policy Factsheet.

Submittals.

- **Report.** As previously indicated, a draft report with sample DPR 523A forms will be provided for review and comment. The final report with appendices including all DPR 523A forms and survey forms will be provided in PDF format. Upon completion of the final report, two copies will be sent to the SCCIC for inclusion in their records.
- **DPR 523 Form Submittal.** Two copies of completed DPR 523 forms will be sent to the regional SCCIC. The SCCIC will assign a Primary Number to the forms and forward the second copy to the OHP for inclusion in the Central Records.
- **Database.** All information collected will be inputted, housed, and made available on the web-based program Arches. Through the website, the City will have the ability to determine public access to the information.
- **GIS Files.** Updated GIS mapping files will be provided with information added for the building surveyed. The files will be compatible with GIS software.

Project Approach

The project deliverables and output will include a written report as well as a database of the recorded information. There are several options for the database format, including: Microsoft Access database, geographic information system (GIS) based software such as ArcGIS, or a web-based software such as Arches. Often, multiple programs are used to perform the survey work but support one primary database. Upon discussion with the City, we understand the City prefers a database which includes a web-based

output such as Arches. The following outlines options and capabilities of the web-based program Arches, which is the assumed deliverable database approach for this proposal.

Recently, the Getty Conservation Institute (GCI) and World Monuments Fund (WMF) collaborated on development of a new open-source, web- and geospatially-based information system called Arches. The program includes some of the data inputting benefits of Microsoft Access but is web-based and compatible with GIS programs. This approach would include using a tablet in the field to locate and survey the buildings. Arches is built to be accessed using a web browser, with most Arches deployments operating on a server. Access to the information recorded in Arches can be limited to qualified users, controlled by a system administrator; it may also be integrated to other City web-based resources with full or restricted viewing capabilities for the public. Required state forms such as DPR 523A forms would likely need to be developed separately, using information exported from the Arches database. Information gathered would also need to be exported in a format compatible with the City's GIS system.

Expertise and Experience

WJE is experienced with historic preservation projects including National Register eligibility assessments of individual properties, the preparation of National Register nominations, the development of Historic Structure Reports and Cultural Landscape Reports, and the preparation of Historic American Building Survey (HABS) documentation. WJE's experience with numerous large-scale surveys has allowed us to develop a system to efficiently survey and document structures so that we can assist the City in its preservation efforts.

Fee Proposal

We propose to complete the scope of services described above for the City of Long Beach, Hellman Street Craftsman Historic District survey update for the fixed fee of \$60,000, inclusive of expenses.

Thank you for inviting us to submit this proposal. Please contact us if you have any questions. We would be happy to meet with you by telephone to discuss further our project approach.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.



Kyle Normandin, FAPT, PAIC
Associate Principal



Michelle Sandoval
Senior Associate