

The City of Carmel-By-The-Sea, hereafter the Participant, will contract with a consultant meeting the Secretary of the Interior's Professional Qualifications for historian or architectural historian as set forth in 36 CFR part 61, Appendix A. The consultant will develop a Phase II update to the existing citywide Historic Context Statement to make the document a comprehensively effective tool for assessing potential historic properties. A Phase I effort was undertaken in 2021-22, with this Phase II effort to complete all remaining updates to the document.

All work shall be performed, and deliverables produced in accordance with the *2013-2017 Statewide Historic Preservation Plan* goals to identify, preserve, and protect significant historic resources; *Secretary of the Interior's Standards for Preservation Planning, Identification, Evaluation and Registration* when such standards are applicable; National Register Bulletin #24 – *Guidelines for Local Surveys: A Basis for Preservation Planning*; and National Register Bulletin #16B – *How to Complete the National Register Multiple Property Documentation Form*.

PROGRESS REPORTS:

Participant shall submit to the State Office of Historic Preservation (OHP) regular progress reports, with specific deliverables in accordance with the following schedule. A work plan will be developed to be included as part of the contract.

Progress reports will include any deliverables specified in the work plan, detail the work accomplished to date, and identify and discuss any problems or issues that have the potential to adversely affect the scope or progress of the project.

OHP may ask for additional progress reports or drafts of work papers during the project period.

OHP reserves the right to withhold disbursements of up to half the grant amount until the final products have been determined to meet the Secretary of the Interior's Standards. Participant may submit billings for partial payment as the work progresses.

23 January 2024 (~~06 December 2023~~): On or before this date, Participant shall submit a progress report for OHP's review and comment that will confirm that an RFP was submitted to the OHP for review and comment, and subsequently sent to potential consultants, and that a consultant is under contract. This report will also include a copy of the work plan.

19 March 2024 (~~14 March 2024~~): On or before this date, Participant shall submit a progress report for OHP's review and comment that includes an outline of consultant's proposed outline of

new chronological historic context narratives, including a discussion of any issues encountered in the process; and outcomes and conclusions drawn from the first public workshop and consultation with local tribal representatives.

18 July 2024: On or before this date, Participant shall submit a progress report for OHP's review and comment that includes a working draft or partial draft of the historic context statement, including a discussion of any issues encountered in the process.

26 September 2024: On or before this date, Participant shall submit a progress report for OHP's review and comment that includes a final draft of the historic context statement, including a discussion of any issues encountered in the process; and outcomes and conclusions drawn from the second public workshop.

15 November 2024: On or before this date, Participant shall submit a progress report for OHP's review and comment that includes response of Historic Resources Board and Planning Commission to recommendation to adopt updated historic context, including any subsequent actions or conclusions.

29 January 2025: On or before this date, Participant shall submit a progress report for OHP's review and comment that includes outcome of presentation to City Council to adopt the updated historic context; outcome of submission to the California Coastal Commission for Local Coastal Plan Amendment; and any subsequent actions, conclusions, or issues encountered in both processes.

A Final Performance Report shall also be submitted summarizing the outcome of the comprehensive project efforts comparing actual accomplishments to planned objectives, discussing lessons learned, explaining how project data will be incorporated into local planning and preservation activities, and describing future needs or activities to derive continued benefit from the project. A final copy of the historic context statement shall be submitted as well.

11 February 2025: On or before this date, Participant shall submit the final *Request for Reimbursement* (DPR 417), with all claims for project costs dated prior to the end of the project period (30 December 2024).

FINAL PRODUCTS WILL INCLUDE:

- Final Performance Report (referenced above)
- Electronic copy of the historic context statement