

SB Historic Preservation Plan, Phase I

Inventory and Phase II Work Plan

Scope of Work

Project Background

The Matanuska-Susitna Borough (MSB) is in the process of updating its 1987 Historic Preservation Plan (HPP). In June 2019, the MSB received a certified local government grant from the State Historic Preservation Office to begin this update. Phase I of the Historic Preservation Plan update included funding to create an inventory past preservation efforts in the MSB, to develop goals and objectives for the new preservation plan, to engage the public, and to develop an actionable work plan that outlines the next steps for the development of the updated HPP. The public outreach and the development of goals and objectives have been accomplished, but a thorough inventory of past and present preservation work, and a detailed work plan for completing the HPP update in Phase II of the project still need to be developed.

Scope of Services

The Matanuska-Susitna Borough is seeking a contractor to assist with Phase I of our Historic Preservation Plan update by completing an inventory and assessment of past and present historic preservation work done in Borough and a detailed work plan for the completion of the HPP update. The drafting of the Historic Preservation Plan will happen in Phase II of the project.

Task 1: Inventory of Past and Present Preservation Work

Contractor is responsible for inventory, assessment and gap analysis of past and present preservation work in the MSB. Review shall include a table of past preservation plans, known historic properties, surveys, and other relevant cultural resources work, as well as work completed thus far on the MSB Preservation Plan Update – Phase I.

Goals:

- Communicate with the MSB Historical Preservation Commission at least once, and continuing on an as-needed basis, for assistance with inventory.
- Review MSB preservation plans.
- Inventory past preservation work in the MSB including historic properties, survey work, and other relevant cultural resources work. This inventory should be formatted to also accommodate future cultural resources work.
- Assess past and present preservation work to identify gaps and inform future cultural resources work.

Deliverable:

- A scalable inventory of preservation work completed in the MSB. A section of this deliverable should synthesize and assess information gathered including an identification of knowledge gaps that can be filled with future cultural resource work. This deliverable should include a section describing methodology.
- Inventory table should be provided as a part of the larger deliverable but also as a separate spreadsheet.

Task 2: Phase II Work Plan

Contractor is responsible for developing a detailed work plan that will make recommendations, outline tasks, and be used as a guide for the completion of the HPP Update in Phase II. This work plan should be based on preservation planning best practice, information gathered in Task 1, and discussions with MSB staff and HPC.

Goals:

- Research relevant examples of successful preservation planning, best practice, and preservation planning methodology. This research should inform a proposed approach for the MSB plan.
- Review past and present preservation work, inventoried and analyzed in Task 1. Specific emphasis should be on the Task 1 gap analysis and HPP - Phase I work completed towards the HPP update. Review should inform work still needed for the preservation plan update.
- Identify and organize next steps for updating the MSB HPP.

Deliverable:

- A detailed work plan that outlines steps for the completion of the HPP update. This plan should include and draw from the Task 1 inventory to develop steps still required to complete a successful plan update in Phase II. This plan should make recommendations

Project Management:

- Contractor should provide weekly updates to MSB project manager.
- Contractor should provide a brief, final, written update describing work completed with funds and how the *Secretary of the Interior's Standards for Preservation Planning* were applied.

Budget and Requirements

Contractor shall provide a proposed budget that specifies costs aligned with each task. Total compensation is not to exceed \$13,403. Hourly rates are not to exceed \$95.74 per grant requirements.

Contractor must review the *Secretary of the Interior's Standards for Preservation Planning*.

Contractor must meet the Secretary of the Interior's *Professional Qualification Standards*.

Contractor must have access to the *Alaska Heritage Resources Survey* database.

Contractor must show experience in preservation planning.

Timeline

All tasks must be completed on or before May 31, 2021.

Contact

Questions about this project should be directed to Adam Bradway, Planner II, Matanuska-Susitna Borough, 907-861-8608, adam.bradway@matsugov.us.