

## Scope of Work

The scope of work set forth below outlines the tasks required to complete a National Register of Historic Places (NRHP) historic district nomination for Segundo Barrio in El Paso, El Paso County, Texas. All work proposed below will be completed by personnel appropriately trained and qualified, who meet the *Secretary of the Interior's (SOI) Professional Qualifications Standards* (36 CFR 61). The proposed scope of work reflects the approach that HHM has developed, refined, and successfully implemented since 1983 while helping clients in the public and private sectors with a wide range of preservation planning needs. Assumptions, deliverables, and a schedule follow the breakdown of these tasks.

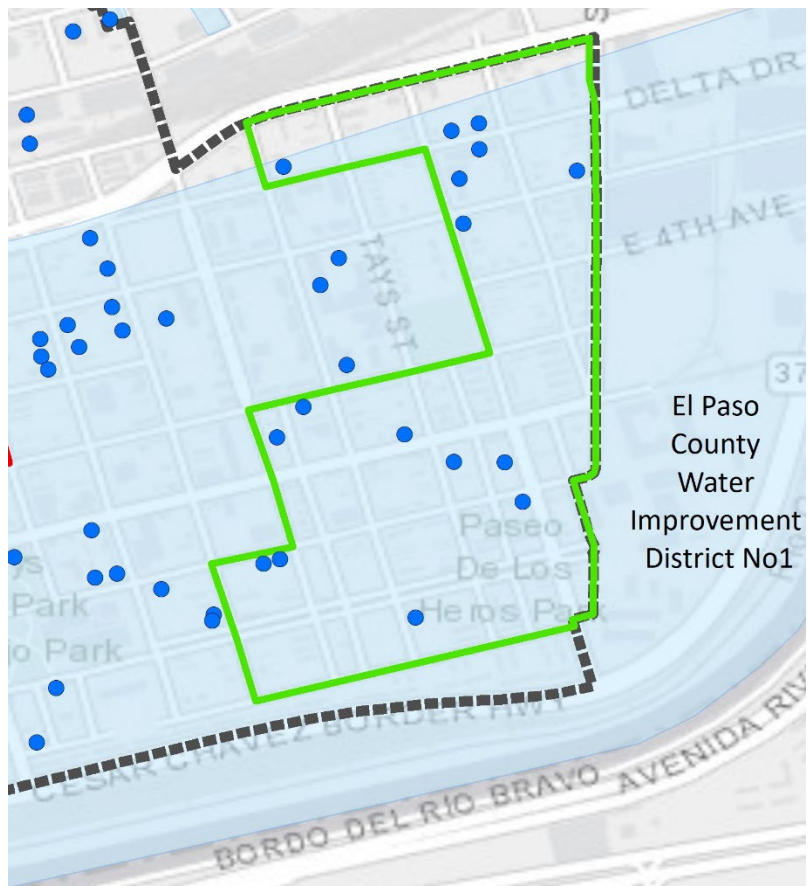
Note that this project will build upon field survey data collected by HHM from 2017-2019, as well as research collected for the ongoing 2020 NRHP historic district nomination for "Downtown" El Paso. As a result, the scope of work below does not include field work or research tasks.

## TASKS

### Task 1. First Draft Nomination for County Review

Under Task 1, HHM will submit one (1) first draft NRHP nomination for a historic district in Segundo Barrio using the boundaries recommended by the Texas Historical Commission (THC) during their January 14, 2020 site visit (fig. 1). The NRHP historic district nomination will follow the guidance set forth in *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation* and *National Register Bulletin 16a: How to Complete the National Register Registration Form*, as well as all other applicable bulletins.

*Figure 1. Map showing THC's recommended boundaries for the Segundo Barrio NRHP historic district in green. Note that these boundaries contain roughly 405 cultural resources, including approximately 295 contributing resources and 110 noncontributing resources. Blue dots represent resources recommended individually eligible for listing in the NRHP.*



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**Segundo Barrio Historic District, El Paso, Texas**

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**Task 2. Second Draft Nomination THC Review**

Under Task 3, HHM will submit one (1) second draft NRHP nomination for a historic district in Segundo Barrio using the boundaries presented in *Figure 1*. This revised draft will address all County comments on the First Draft prepared under Task 1. Federal regulations allow THC staff up to 60 days to review and comment upon the draft nomination.

**Task 3. Final Draft Nomination for State Board of Review**

Upon receiving comments from the THC, HHM will address all comments and submit the revised nomination to be placed on the agenda for the quarterly meeting of the Texas State Board of Review (SBR). For Certified Local Governments such as El Paso, the THC requires a second draft for the State Board of Review be received at least 75 days in advance of the SBR meeting in order for it to be placed on the agenda of the next meeting.

Once the nomination is placed on the agenda for the SBR, the THC will schedule a public meeting in El Paso to give property owners the opportunity to ask questions about the National Register process and the effects of listing in the National Register. HHM will attend the public meeting, which typically is held in the evening during the workweek.

If requested by the client, HHM also will attend the SBR meeting to answer questions. The location for the anticipated SBR hearing (May 2021) has not been established to date. If additional labor and expenses are required for travel to the SBR meeting, they will be negotiated separately under a supplemental contract.

**Task 5. Final Nomination for the National Park Service**

After the SBR meeting, HHM may provide additional revisions at the request of the THC. The THC will forward the final nomination to the National Park Service (NPS) for official listing in the NRHP.

**ASSUMPTIONS**

The assumptions listed below are made for purposes of developing the scope of work and project schedule, and for cost-estimating purposes.

- No additional fieldwork will be conducted for this project; HHM's field survey data collected from 2017-2019 will form the basis for the nomination.
- HHM will complete one (1) NRHP nomination for one (1) historic district in Segundo Barrio in El Paso.
- This scope of work estimates a maximum of 450 cultural resources within the historic district (based upon the 2017-2019 survey, which identified 405 resources).
- HHM will take a maximum of one (1) trip to El Paso for the public meeting hosted by the THC prior to the SBR hearing.
- If additional labor and expenses are required for travel to the SBR meeting, they will be negotiated separately under a supplemental contract.
- HHM will be able to communicate directly with the THC throughout the project, copying the client on all email communication and maintaining an administrative record of all communication that will be available to the client at any time.
- The client will be available to review draft deliverables according to the schedule below.
- The client will be responsible for all necessary application processing fees, e.g., payment of Public Notices to be published in local newspapers, as directed by the THC in compliance with NPS regulations.

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## PROJECT DELIVERABLES

Project deliverables will include the following items:

- Task 1. One (1) first draft NRHP nomination, with maps, photographs, and KMZ files submitted to the client electronically via HHM's cloud-based, file-sharing system
- Task 2. One (1) second draft NRHP nomination, with maps, photographs, and KMZ files submitted to the client and THC electronically via HHM's cloud-based, file-sharing system
- Task 3. One (1) final draft NRHP nomination, with maps, photographs, and KMZ files submitted to the client and THC electronically via HHM's cloud-based, file-sharing system
- Task 4. One (1) final NRHP nomination, with maps, photographs, and KMZ files submitted to the client and THC electronically via HHM's cloud-based, file-sharing system

## PROJECT SCHEDULE

The following is a proposed project schedule, which is based on an assumed signed contract date and notice to proceed of July 1, 2020. HHM professional staff is available to begin work immediately upon notice to proceed. However, deadlines are subject to change based on final negotiations and signed contract date.

Task	Days + NTP*	Projected Deadline
Task 1. First Draft Nomination for County	91	Wednesday, September 30, 2020
<i>Comments from County (30-day review)</i>	121	Friday, October 30, 2020
Task 2. Revised Draft Nomination for THC	152	Monday, November 30, 2020
<i>Comments from THC (60-day review)</i>	212	Friday, January 29, 2021
Task 3. Final Draft Nomination + SBR	243	Monday, March 1, 2021
<i>SBR Hearing (75-day review)</i>	318	Saturday, May 15, 2021
Task 4. Final Nomination for NPS	348	Monday, June 14, 2021
<i>Contract Expiration</i>	548	Friday, December 31, 2021

\*Anticipated Notice-to-Proceed (NTP):

Wednesday, July 1, 2020

## BUDGET

Costs will not exceed those listed below. Invoices will be monthly, for actual labor and expenses expended to date.

Line Item	SUBTOTAL	TOTAL
Labor Not-to-Exceed	\$43,498.34	
Expenses Not-to-Exceed	\$666.94	
<b>TOTAL</b>		<b>\$44,165.28</b>