

August 17, 2023

PROPOSED SCOPE OF WORK: Services to assist in Section 106 Compliance for the Annie and Mary Trail Connectivity Project, Arcata, Humboldt County, California.

Project Understanding and Scope of Work

The City of Arcata is proposing to build the Annie and Mary Trail Connectivity Project. This Caltrans Local Assistance project will be built within approximately 3.5 miles of the alignments of the Northwestern Pacific Railroad (NWPRR) and Arcata & Mad River Railroad (A&MRR), from Sunset Avenue north to the Humboldt Bay Municipal Pump Station No. 1 on West End Road. The project requires historic resources compliance documentation for Caltrans review and approval in compliance with Section 106 of the National Historic Preservation Act. Documentation for project compliance with the California Environmental Quality Act (CEQA) has already been prepared. Both railroad lines were partially recorded in a CEQA cultural resources study by DZC Archaeology and Cultural Resources Consulting (DZC) (June 2022). Segments of the NWPRR elsewhere in Humboldt County were previously determined ineligible for the National Register of Historic Places (NRHP), and the A&MRR is California Historic Landmark No. 842, though it does not appear to have been evaluated under NRHP criteria.

Under contract with GHD, JRP Historical Consulting, LLC (JRP) will prepare the historic resources compliance documentation that addresses historic architectural / built environment resources for the Annie and Mary Trail Connectivity Project. Others will address archaeological resources. JRP will assist with establishing the Area of Potential Effects (APE) for built resources and prepare a Historical Resources Evaluation Report (HRER). JRP will also prepare a Finding of Effect (FOE), if required, and take the lead in preparing the Historic Property Survey Report (HPSR) with assistance from project archaeologists.

For the HRER, JRP will:

- Assist with establishment of the APE for built environment resources in coordination with the project environmental team;
- Assist with public outreach and participation for Section 106 compliance regarding built resources. JRP will prepare letters to interested parties for the City to send, conduct follow-up communication, and collect responses;
- Review the record search results from the Information Center that will be conducted by project archaeologists and shared with JRP;
- Conduct fieldwork to survey and photograph built environment resources in the APE;
- Conduct research at various repositories, such as Cal Poly Humboldt; Humboldt County Historical Society; Humboldt County Offices and Public Library; City of Arcata Offices; California State Library in Sacramento; and Shields Library at the University of California, Davis, as well as in online sources and the extensive JRP in-house library, as needed;

- Prepare up to two sets of Department of Parks and Recreation (DPR) 523 forms for built resources, i.e., for the two railroad alignments, including Primary Records, Building/Structure/Object Records, Linear Feature Records, Location Maps, and Continuation Sheets.

If needed, project archaeologists will address historic archaeological resources and prepare relevant sections of the HRER pertaining to such resources.

Caltrans may require a FOE to address project impacts to the A&MRR. For purposes of this scope of work, it is assumed that the effects analysis will result in a Finding of No Adverse Effect (FNAE). Project archaeologists will contribute analysis to the FOE regarding archaeological resources in the APE that are listed in, determined eligible for listing in, or assumed eligible for listing in the NRHP, if any.

Cultural resources documents will be reviewed by Caltrans District 1. JRP will therefore prepare documents for this project following the Caltrans guidelines set forth in the Standard Environmental Reference (SER), Volume 2, Cultural Resources Procedures and will follow the procedures set forth in the *First Amended Programmatic Agreement among the Federal Highway Administration, the Advisory Council on Historic Preservation, the California State Historic Preservation Officer, and the California Department of Transportation Regarding Compliance with Section 106 of the National Historic Preservation Act, as it Pertains to the Administration of the Federal-Aid Highway Program in California* (January 1, 2014) (Caltrans Section 106 PA).

JRP has the qualifications and experience to effectively undertake this scope of work. JRP principals and staff historians / architectural historians meet and exceed the Secretary of the Interior's Professional Qualification Standards under History and Architectural History, as well as meet the Professionally Qualified Staff Standards in the Section 106 PA, Attachment 1 as Architectural Historian and/or Principal Architectural Historian.

Assumptions

This scope of work has been prepared with the following assumptions:

1. JRP will start work on this project upon receipt of a notice to proceed and executed contract, copies of project vicinity map, project location map, and project description.
2. GHD and/or others will prepare the APE graphic and coordinate with Caltrans to obtain APE approval.
3. JRP will conduct fieldwork following Caltrans' approval of the APE. Please note, Caltrans will sign the APE later in the process, likely after review of the HRER.
4. Project archaeologists will conduct the records search at the appropriate Information Center and will share the results for built environment resources with JRP.
5. The City will assist JRP with access to the railroad corridors in the APE, sufficient for adequate recordation of the resources. It is understood that some sections of the APE may not be accessible.

6. Caltrans is expected to execute the Second Amended Caltrans Section 106 PA in January 2024, and this scope assumes that the Second Amended Section 106 PA will be similar to the existing PA. Documents under this scope may be prepared as per the Second Amended Section 106 PA.
7. Additional historic resources compliance may be required if the FOE concludes the project will have an adverse effect. This may include drafting a Memorandum of Agreement (MOA) and preparation of public history mitigation measures, which JRP can prepare under separate scope of work and budget.

Deliverables, Schedule, and Cost

JRP will prepare administrative draft, draft, and final deliverables. JRP will provide deliverables electronically.

The HRER will be subject to three rounds of review, one review by GHD, one review by the City, and one review by Caltrans. JRP will submit an administrative draft HRER within eight weeks following Caltrans approval of the APE. JRP will respond to comments within two weeks of receipt of comments. Following the City's review and two weeks for JRP to respond to comments, the City will submit the draft HRER to Caltrans. JRP will respond to comments within two weeks of receipt of comments from Caltrans and submit the final HRER.

The schedules for the FOE and HPSR are to be determined. The FOE and HPSR will also be subject to three rounds of review.

A cost estimate is attached.

EXHIBIT 10-H1 COST PROPOSAL Page 1 of 3
COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS
(DESIGN, ENGINEERING, AND ENVIRONMENTAL STUDIES)

Note: Mark-ups are Not Allowed

Prime Consultant Subconsultant 2nd Tier Subconsultant

Consultant: JRP Historical Consulting, LLC
Project No. Annie and Mary Trail Contract No. _____ City of Arcata Date: 8/17/2023

Direct Labor

Classification/Title	Name	Hours	Actual Hourly Rate	Total
Principal*	Christopher McMorris	64.0	\$79.11	\$5,063.04
Historian / Architectural Historian*	TBD	160.0	\$41.41	\$6,625.60
Research Assistant*	TBD	80.0	\$28.22	\$2,257.60
GIS / Graphics Technician*	Rebecca Flores	24.0	\$32.91	\$789.84
Contracts Manager*	Kia Larson	4.0	\$35.68	\$142.72
Assistant Contracts Manager*	Jennifer Wilson	8.0	\$28.36	\$226.88
Total		340.0		\$15,105.68

LABOR COSTS

a) Subtotal Direct Labor Costs \$15,105.68
b) Anticipated Salary Increases (see page 2 for calculation) \$604.23
c) **TOTAL DIRECT LABOR COSTS [(a)+(b)]** \$15,709.91

INDIRECT COSTS

d) Fringe Benefits (Rate): 60.100% e) Total Fringe Benefits [(c) × (d)] \$9,441.65
f) Overhead (Rate): 33.120% g) Overhead [(c) × (f)] \$5,203.12
h) General and Administrative (Rate): 24.730% i) Gen & Admin [(c) × (h)] \$3,885.06
 117.95%
j) **TOTAL INDIRECT COSTS [(e)+(g)+(i)]** \$18,529.84

FIXED FEE

k) **TOTAL FIXED PROFIT** 12% \$4,108.77
 [(c) + (j)] × Fixed Fee

l) CONSULTANT'S OTHER DIRECT COSTS (ODC) - ITEMIZE (Add additional pages if necessary)

Description of Item	Quantity	Unit	Unit Cost	Total
Vehicle Mileage	675	Mile	\$0.655	\$442.13
Parking	3	Each	\$25.00	\$75.00
Research Fees	4	Each	\$25.00	\$100.00
Per Diem Lodging (GSA Rate) (+ taxes & fees)	8	Each	\$130.00	\$1,040.00
Per Diem Meals (first and last days) (GSA Rate)	4	Each	\$51.75	\$207.00
Per Diem Meals	2	Each	\$69.00	\$138.00

l) **TOTAL OTHER DIRECT COSTS** \$2,002.13

m) SUBCONSULTANT'S COSTS (add additional pages if necessary)

Subconsultant 1: _____
Subconsultant 2: _____
Subconsultant 3: _____
Tier Subconsultant 4: _____
m) **TOTAL 2nd TIER SUBCONSULTANT'S COSTS** \$0.00

n) **TOTAL OTHER DIRECT COSTS INCLUDING 2nd TIER SUBCONSULTANTS [(l) + (m)]** \$2,002.13
TOTAL COST [(c) + (j) + (k) + (n)] \$40,350.64

NOTES:

- Key Personnel **must** be marked with an asterisk (*) and employees that are subject to prevailing wage requirements must be marked with two asterisks (**). All costs must comply with the Federal Cost Principles. Subconsultants will provide their own cost proposals.
- The cost proposal format shall not be amended. Indirect cost rates shall be updated on an annual basis in accordance with the consultant's annual accounting period and established by a cognized agency or accepted by Caltrans.
- Anticipated salary increases calculation (page 2) must accompany.

EXHIBIT 10-H COST PROPOSAL Page 2 of 3
COST-PLUS-FIXED FEE OR LUMP SUM OR FIRM FIXED PRICE CONTRACTS
 (CALCULATIONS FOR ANTICIPATED SALARY INCREASES)

1. Calculate Average Hourly Rate for 1st year of the contract (Direct Labor Subtotal divided by total hours)

Direct Labor <u>Subtotal</u> per Cost Proposal	Total Hours per Cost Proposal	=	Avg Hourly Rate	5 Year Contract Duration
\$15,105.68	340	=	\$44.43	Year 1 Avg Hourly Rate

2. Calculate hourly rate for all years (Increase the Average Hourly Rate for a year by proposed escalation %)

	Avg Hourly Rate		Proposed Escalation	=		
Year 1	\$44.43	+	5.00%	=	\$46.65	Year 2 Avg Hourly Rate
Year 2	\$46.65	+	5.00%	=	\$48.98	Year 3 Avg Hourly Rate
Year 3	\$48.98	+	5.00%	=	\$51.43	Year 4 Avg Hourly Rate
Year 4	\$51.43	+	5.00%	=	\$54.00	Year 5 Avg Hourly Rate

3. Calculate estimated hours per year (Multiply estimate % each year by total hours)

	Estimated % Completed Each Year	*	Total Hours per Cost Proposal	=	Total Hours per Year	
Year 1	20.00%	*	340.0	=	68.0	Estimated Hours Year 1
Year 2	80.00%	*	340.0	=	272.0	Estimated Hours Year 2
Year 3	0.00%	*	340.0	=	0.0	Estimated Hours Year 3
Year 4	0.00%	*	340.0	=	0.0	Estimated Hours Year 4
Year 5	0.00%	*	340.0	=	0.0	Estimated Hours Year 5
Total	100%		Total	=	340.0	

4. Calculate Total Costs including Escalation (Multiply Average Hourly Rate by the number of hours)

	Avg Hourly Rate (calculated above)	*	Estimated hours (calculated above)	=	Cost per Year	
Year 1	\$44.43	*	68.0	=	\$3,021.14	Estimated Hours Year 1
Year 2	\$46.65	*	272.0	=	\$12,688.77	Estimated Hours Year 2
Year 3	\$48.98	*	0.0	=	\$0.00	Estimated Hours Year 3
Year 4	\$51.43	*	0.0	=	\$0.00	Estimated Hours Year 4
Year 5	\$54.00	*	0.0	=	\$0.00	Estimated Hours Year 5
	Total Direct Labor Cost with Escalation			=	\$15,709.91	
	Direct Labor Subtotal before Escalation			=	\$15,105.68	
	Estimated total of Direct Labor Salary Increase			=	\$604.23	Transfer to Page 1

NOTES:

- 1 This is not the only way to estimate salary increases. Other methods will be accepted if they clearly indicate the % increase, the # of years of the contract, and a breakdown of the labor to be performed each year.
- 2 An estimation that is based on direct labor multiplied by salary increase % multiplied by the # of years is not acceptable. (i.e. \$250,000 x 2% x 5 yrs = \$25,000 is not an acceptable methodology)
- 3 This assumes that one year will be worked at the rate on the cost proposal before salary increases are granted.
- 4 Calculations for anticipated salary escalation must be provided.

EXHIBIT 10-H1 COST PROPOSAL Page 3 of 3

Certification of Direct Costs:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:


1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. [Title 23 United States Code Section 112](#) - Letting of Contracts
4. [48 Code of Federal Regulations Part 31](#) - Contract Cost Principles and Procedures
5. [23 Code of Federal Regulations Part 172](#) - Procurement, Management, and Administration of Engineering and Design Related Service
6. [48 Code of Federal Regulations Part 9904 - Cost Accounting Standards Board](#) (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costs that are noncompliant with the federal and state requirements are not eligible for reimbursement.

Local governments are responsible for applying only cognizant agency approved or Caltrans accepted Indirect Cost Rate(s).

Prime Consultant or Subconsultant Certifying:

Name: Christopher McMorris Title*: Principal

Signature:  Date of Certification (mm/dd/yyyy): 8/17/2023

Email: cmcmorris@jrphistorical.com Phone Number: 530-757-2521

Address: JRP Historical Consulting, LLC, 2850 Spafford Street, Davis, CA 95618

*An individual executive or financial officer of the consultant’s or subconsultant’s organization at a level no lower than a Vice President or a Chief Financial Officer, or equivalent, who has authority to represent the financial information utilized to establish the cost proposal for the contract.

List services the consultant is providing under the proposed contract:

Historic resources compliance documentation and services.