

SCOPE OF SERVICES

Independence Square Streetscape: Cultural Resource Survey Scope of Services

This project involves completion of architectural and archaeological surveys covering the parcels around the courthouse and the courthouse square itself in Independence, Missouri. The survey is being conducted in advance of ADA and streetscape improvements to parking, sidewalks, and curb ramps, and replacement of lighting on the courthouse square. The project area is defined as extending 50' beyond any areas of new right-of-way (ROW) or easement and any areas of previously undisturbed greenspace within the construction limits of the project. In addition to the cultural resource survey work, this scope of services outlines an additional public meeting to be held for the project. WSP USA Inc. (Consultant) will provide the following services as part of this scope.

1. Background Research and Fieldwork
2. Draft and Final Report
3. Public Meeting

A detailed description for each of the services outlined above is provided in this section.

1. Background Research and Fieldwork

1. Consultant shall initiate submittal of State Historic Preservation Office (SHPO) Review and Compliance Information Form.
2. Consultant shall conduct historical research to gather data relating to the history and development of the project area.
 - a. Review previous architectural surveys and National Register-eligible resources listed on the Missouri DNR ArcViewer online application to obtain background information on existing resources.
 - b. Review previously identified information regarding the Harry S. Truman National Historic District.
 - c. Conduct primary research for historical information on the history/development of the area at the Jackson County Historical Society Archives and Jackson County Records Center, Mid-Continent Public Library, Jackson County Clerks Office, and the City of Independence Historical Commission, if these repositories are open to visitors.
 - d. Research will also be conducted online, including the Library of Congress and University of Missouri Digital Archives for Sanborn Fire Insurance maps, City Subdivision Plat GIS Data, and Newspapers.com.
3. Architectural Survey
 - a. Survey shall follow MoDOT's Built Environment Methods (2020) to identify all architectural resources over 45 years of age within the project area, as defined on page 1 of the Section 106 Undertaking Initial Notification Form, dated 7/9/2021.
 - i. Information shall be gathered to meet project requirements in the request for proposal (RFP) and the minimum documentation

**Exhibit A – Services Provided by Engineer
City Project No. 111902**

requirements for Section 106 submittal to the SHPO as outlined in the Built Environment Methods.

- ii. WSP shall gather information on previously surveyed resources to understand any changes in the integrity of the resource.
- iii. ArcGIS Collector shall be used in the field to organize the fieldwork and enter information on resources.

b. National Register Historic Districts

Several resources in the project area are associated with the Harry S. Truman National Historic Landmark (NHL) Historic District. WSP shall review the historic district nomination to understand the history of these resources and the architectural buildings and other features associated with each property. Most of these resources have a moderate setback and buildings are likely to be within the 50' project area. For some resources, however, only landscape features and structures such as signs may be in the project area. The survey shall document the buildings and any associated features in the project area.

c. National Register Properties

Upon close examination of the locations of several National Register properties in the vicinity of the project in the Missouri DNR ArcViewer, WSP has determined that only the Harry S. Truman Historic District (Boundary Increase) falls within 50' of proposed new ROW and will need to be surveyed for changes in contributing status of buildings, sites and structures within the district.

4. Archaeological Survey

- a. Notify National Park Service via letter of the project and need for archaeological survey in the Harry S. Truman NHL Historic District (Courthouse Square). This is required for any project involving an NHL. MoDOT Initial Section 106 Notification Form will be sent as an appendix to the letter.
- b. Coordinate delineation of Area of Potential Effects (APE) with lead agency (City of Independence, as REM for HUD)
- c. Identify and summarize known cultural resources within the APE using desktop methods.
- d. Upon approval, complete a Phase I archaeological survey within the APE to identify potential archaeological sites that may be affected by the proposed project, using shovel tests (the APE is primarily paved surface roads and turf grass). It is assumed shovel testing will be employed in portions of the APE without obvious surface disturbances or impermeable surfaces. Photos will be provided for all areas in the project area that were not tested. Phase II archaeological site testing is not included in this scope of work.
- e. The Phase I archaeological survey findings will be reported using the SHPO "Guidelines for Contract Cultural Survey Reports" (Phase I Guide) using the Cultural Resource Investigation Form (https://mostateparks.com/sites/mostateparks/files/MO_phase1_guide.pdf). Given the scope of this project, the Cultural Resource Investigation Report

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City Project No. 111902**

Form and attachments will be the reporting document for this work (no full text report will be provided) per the SHPO's Phase I Guide linked above.
<https://mostateparks.com/page/84261/section-106-review>.

2. Draft and Final Report

1. Draft Report
 - a. Consultant shall provide a draft report in native digital format (Word) that will follow the minimum documentation requirements for Section 106 submittal to SHPO as outlined in the Built Environment Methods.
 - i. Architectural Resource Descriptions
Examination of the project area indicates that only 64 properties that are over 45 years of age have resources within 50' of the ROW and thus could be directly affected by the project. WSP therefore assumes that approximately 64 properties will require full architectural descriptions.
 - b. Consultant shall provide all associated mapping and photographs of surveyed properties as outlined in the MoDOT's Built Environment Methods (2020).
2. Final Report
 - a. Consultant shall provide a final report in PDF format that addresses all comments provided by MoDOT.
 - b. Copies of the final report will be provided in native digital format (Word) as well as PDF.

3. Public Meeting

1. Consultant will schedule, coordinate, and facilitate an additional public meeting for this project.
 - a. Meeting will be advertised digitally through existing City of Independence communications channels.
 - b. Meeting will be held at Independence City Hall. City staff will secure room for the meeting.
 - c. Consultant will provide all materials for the meeting including sign in sheets, comment cards, and illustrative plans, graphics, and presentations as necessary.

Services Provided by City of Independence (City)

1. City shall provide access to the following materials via hard copy or electronic documents.
 - a. Detailed design documents in native digital format.
 - b. GIS parcel data for properties adjacent to the project area.

Assumptions

1. All background research repositories will be open and accessible to the public to conduct the necessary research.
2. Consultant can obtain a complete copy of the Jackson County Parcel Data, available for viewing on the Jackson County Parcel Viewer and purchase at the Jackson County Technology Center.
3. No more than 30 resources will be included in the architectural survey. It is anticipated that approximately 30 newly surveyed architectural resources over 45 years of age will require architectural descriptions.
4. Consultant will not need to develop a written historic architectural context for the survey report.
5. Client will coordinate parcel access and notification of landowner(s).
6. No specialized sampling or analyses are included such as radiocarbon dating, soil flotation, soil chemistry, etc.
7. No more than 10 shovel tests will be needed to cover up to 1.05 acres of undisturbed portions of the APE.
8. Subsurface testing will not be conducted in areas of excessive modern disturbance, inundation, or greater than 25-degree slopes.
9. No more than 20 artifacts will be recovered that require laboratory processing.
10. No more than one new or previously recorded site will be identified in the field requiring new or updated archaeological site forms to be completed.

Anticipated Project Timeline

The services shall be completed in accordance with the schedule below, attached hereto and made a part of this Agreement. The Consultant and MoDOT shall be required to meet this schedule if written notice to proceed (NTP) is received per the table below.

Date	Milestone/Submittal Completion Date
11/18/2022	NTP
12/31/2022	Background Research Fieldwork Completion
1/30/2022	Draft Report Submittal
3/31/2023	Final Report Submittal
4/30/2023	Public Meeting

City shall grant time extensions for delays caused by unforeseeable causes beyond the control of and without fault or negligence of the Consultant. Requests for extensions of time shall be made in writing by the Consultant, before that phase of work is scheduled to be completed, stating fully the events giving rise to the request and justification for the time extension requested.