

September 19, 2016

Michelle Sadlier, Historic Preservation Officer
City of Olympia
PO Box 1967
Olympia WA 98507
Email: msadlier@ci.olympia.wa.us

RE: Reconnaissance-Level Architectural History Survey of Downtown Olympia Proposal

Dear Ms. Sadlier:

Artifacts Consulting, Inc. is delighted to submit our proposal to complete a Reconnaissance-Level Architectural History Survey of Downtown Olympia. If selected, we would sign the professional services agreement.

Our team consists of Katie Chase, Susan Johnson, and Spencer Howard. We have worked together on multiple survey projects including a survey of downtown Bellingham, 900 properties for Pierce County, and over 500 properties for a maritime heritage survey for DAHP. All of our team members meet or exceed the Secretary of the Interior's Professional Qualification Standards as found in 36 CFR Part 61 in the history and/or architectural history areas of expertise.

We will assign Katie Chase as the lead on developing the historic context for the survey report, undertaking and directing archival research. All three of us will be in the field surveying properties, making eligibility recommendations and findings, identifying historic building clusters, participating in public meetings, and entering data into WISAARD. Susan Johnson will lead development of physical descriptions, character-defining features list for each property, and digital photograph processing. Spencer Howard will undertake GIS map development, Sanborn and property specific history research, lead client outreach, and provide quality assurance.

We understand the project approach must comply with Washington State Standards for Cultural Resource Reporting, specifically the standards for a reconnaissance level survey. The survey will include all properties built up to and including 1972. We will adhere to the project timeline, deliverables, and exceed minimum completed HPI form requirements stated in the RFP. Our approach will entail the following five interrelated steps.

Historical research to understand development periods and trends within the city and identify historic photographs and maps. This will draw on previous studies as well as include archival research in local repositories. Polk City Directory will be conducted for properties recommended eligible for the NRHP to develop supporting historic use data.

Field work will entail developing survey maps of the area in GIS, then field work to digitally photograph each building, record character-defining features, note alterations, complete HPI forms, and make preliminary eligibility recommendations. Photographs will include front and alley views as well as detail views as appropriate. All images will be renamed with the property address.

Inventory forms will be created in WISAARD and include the required elements as identified in the RFP, as well as a list of character-defining features for each building. We have found the character-defining feature list directly informs future decision-making relative to what is important to preserve. All properties recommended as eligible for NRHP listing will include sufficient physical and historical significance detail to justify the determination.

Report production will include writing and editing of research methods, analysis and associated justification, context, a table of properties surveyed (including a thumbnail image and eligibility recommendations), and recommendations. All layout will be done in InDesign for a seamless integration of text, photographs, tables, and maps to provide a visually engaging report. The analysis will address the potential for boundary expansion of the NRHP-listed Olympia Downtown Historic District, individual property eligibility and priorities, as well as identification of and justification for any clusters of historic or character buildings that provide an important supporting role within downtown Olympia. All analysis will be conducted in GIS and a copy provided to the city upon completion.

Public meetings will include a project kick-off and project completion presentation before the Olympia Heritage Commission and other Downtown stakeholders. Staff will develop the PowerPoint for both presentations, including graphics and maps showing survey findings.

We are excited to be considered for this project. Our office is nearby in Tacoma and we greatly enjoy this blend of survey work and preservation planning that could support reuse zones or conservation districts. Should you have any questions or concerns, please don't hesitate to contact me at 253.572.4599 or spencer@artifacts-inc.com.

Sincerely,



Spencer Howard
Managing Partner

Federal Tax ID: 91-1951964
UBI: 601923964
WSDOT Statewide Vendor Number SWV0002747-00

SPENCER HOWARD

Managing Partner, Historic Preservationist

With over a decade of historic preservation experience in the Pacific Northwest, Spencer has an unmatched understanding of historic building materials and technology. While a Managing Partner at Artifacts, Spencer has excelled at project management, successfully navigating clients and staff through large-scale preservation planning and survey and inventory projects. Spencer has served on preservation commissions and boards, sharing his knowledge. Spencer's expertise in Geographic Information System (GIS) mapping, preservation technology, and documentation make him an invaluable member of the Artifacts team.

EDUCATION

- M.S. Historic Preservation, 2002
University of Oregon
- B.A. German and Spanish, 1999
University of Oregon

SKILLS

- **GIS Mapping** georeferencing historic maps and charts, research design, developing databases, and providing packaged spatial layers for integration into DAHP's WISAARD database
- **Cultural Resource and Landscape Surveys** field work, data management, and preparation of Historic Property Inventory forms
- **Preservation Planning and Policy** document preparation, providing treatment recommendations and design guidelines, consulting with appropriate agencies and stakeholders, and public outreach
- **Section 106 and 4(F) Compliance** consultation, providing analysis of field, archival, and project data and a determination of potential impacts, alternatives, and mitigation options
- **Cultural Resource Monitoring** consultation to ensure historic spaces and features are not damaged during construction
- **EIS and NEPA Document** preparation, conducting archival research to document property significance and evaluating impacted and potentially impacted properties
- **Preservation and Sustainability** assistance, working with architects, code officials, and engineers to integrate sustainable landscape and building stewardship practices into rehabilitation projects



Contact Details

Phone

253-572-4599 x103

Email

spencer@artifacts-inc.com

ASSOCIATIONS & AWARDS

- 2011 AGC Build Washington Awards, Public Building Under \$10 Million
- Pike Place Market Historical Commission, Commissioner (2006-2012); Vice-Chair (2010); Chair (2011-2012)
- National Association for Olmsted Parks, Board Member (2010, 2012-2013)
- Association for Preservation Technology, Member
- National Trust for Historic Preservation, Member
- Washington Trust for Historic Preservation, Member

KATIE CHASE

Partner, Architectural Historian

Since joining Artifacts in 2009, Katie has worked on a variety of preservation projects, from urban to rural, commercial to residential. These have included nominations to the national and local registers, cultural resource surveys, design review, historic structures reports, and preservation plans. As a Partner and with her knowledge of GIS and InDesign, Katie ensures that clients receive a product tailored to their organization's needs.

EDUCATION

- M.S. Historic Preservation, 2009
University of Oregon
- B.A. History / Minor, Public History, 2007
Whitworth University

SKILLS

- **National and Local Register Nominations:** research, architectural and historic context development, and application preparation
- **Cultural Resource and Landscape Surveys** field work and preparation of Historic Property Inventory forms
- **Historic Structures Reports** preparation with analysis of resource conditions and character-defining features
- **GIS Mapping** georeferencing historic maps and charts, and database development
- **Preservation Planning and Policy** document preparation, conducting historic and architectural evaluations and providing treatment recommendations and design guidelines
- **Design Review** application preparation, guiding clients through the process for alterations, additions, infill, and adaptive uses
- **Document and Mitigation Compliance** preparation, compiling digital photography and architectural descriptions and historic context statements
- **Conservation Assessment Program** services, assessing facility conditions for museum and historical societies and assisting with curation facility expansion planning



Contact Details

Phone

253-572-4599 x105

Email

katie@artifacts-inc.com

ASSOCIATIONS & AWARDS

- Tacoma Landmarks Preservation Commission, Commissioner (2012-present); Vice-Chair (2014-2015), Chair (2016-present)
- National Trust for Historic Preservation, Member
- Washington Trust for Historic Preservation, Member

SUSAN JOHNSON

Associate, Architectural Historian

Susan is an Associate and one of the Architectural Historians with Artifacts. Since joining the team at Artifacts in 2008, Susan has honed her skills in architectural survey, research, and recordation. Thanks to her prior experience in anthropology and community development, Susan brings a human interest perspective to the historic contexts she writes and the oral history interviews she conducts. Susan's past projects include conducting digital archival photography to HABS standards, design review, national register nominations, cultural resource surveys, historic structures reports, and investment tax credit applications.

EDUCATION

- M.S. Historic Preservation, 2008
University of Oregon
- B.A. Anthropology, 1997
Kalamazoo College

SKILLS

- **Cultural Resource and Landscape Surveys** field work and preparation of Historic Property Inventory forms
- **National and Local Register Nominations:** research, architectural and historic context development, and application preparation
- **Historic Investment Tax Credit** application preparation, defining existing conditions and proposed work
- **Historic Structures Reports** preparation with analysis of resource conditions and character-defining features
- **Interpretation and Education** material organization, storytelling through oral histories, public outreach, volunteer training, and interactive digital mediums
- **Preservation Planning and Policy** document preparation, conducting historic and architectural evaluations and providing treatment recommendations and design guidelines
- **Conservation Assessment Program** services, assessing facility conditions for museum and historical societies and assisting with curation facility expansion planning



Contact Details

Phone

253-572-4599 x102

Email

susan@artifacts-inc.com

ASSOCIATIONS & AWARDS

- Metro Parks Culture & Heritage Advisory Council, Citizen Member (2010-2012)
- National Trust for Historic Preservation, Member
- Washington Trust for Historic Preservation, Member

Estimated Project Budget

All hours shown below billed at our standard hourly rate of \$135 per hour, which includes all reimbursable expenses such as mileage and copies. All work will be completed by Artifacts staff; no sub-consultants will be utilized.

Task	Base Budget (\$18,000 max)	Expanded Budget (\$23,000 max)
Historical research Staff (Katie, Susan, Spencer)	25 hours	8 hours (focused property research)
Field work Staff (Katie, Susan, Spencer)	30 hours	19 hours
Inventory forms Staff (Katie, Susan, Spencer)	45 hours	10 hours
Report production Staff (Katie, Susan, Spencer)	25 hours	No change
Public meetings Staff (Katie, Susan, Spencer)	8 hours	No change
Total	133 hours (\$17,955)	37 hours added to base budget (\$4,995) for a total combined budget of \$22,950.

References

CITY OF YAKIMA

Trevor Martin

Associate Planner
City of Yakima
129 North 2nd Street
Yakima, WA 98901
(509) 575-6162

trevor.martin@yakimawa.gov

Artifacts completed an intensive level survey of downtown commercial buildings in 2006 and recently completed a preservation plan for the City.

https://www.dropbox.com/s/6xzqrzotqvti652/Yakima_PP_Book_160715.pdf?dl=0

CITY OF PUYALLUP

Kendall Wals

Associate Planner
City of Puyallup
333 S. Meridian
Puyallup, WA 98371
(253) 841-5462

KWals@ci.puyallup.wa.us

Artifacts recently completed a preservation plan for the City of Puyallup.

https://www.dropbox.com/s/yu4lerit3kne9ud/Puyallup_PP_Book_160720.pdf?dl=0

CITY OF LONGVIEW

Adam Trimble

Planner
City of Longview Community Development
P.O. Box 128
Longview, WA 98632-7080
(360) 442-5092

adam.trimble@ci.longview.wa.us

Artifacts has completed multiple projects for the City of Longview over the past several years. Our most recent work consisted of assisting the City with a series of public meetings in the Old West Side neighborhood to assess support for district listing.

STATE OF WASHINGTON

Marygrace Jennings

Cultural Resources Manager
Washington State Capitol Campus
Department of Enterprise Services
1500 Jefferson Street
PO Box 41480
Olympia, WA 98504
(360) 407-9328

marygrace.jennings@des.wa.gov

Artifacts served as conservator for the Capitol from 1997 through 2009. Most recently we completed a historic structures report for the Old Capitol Building in downtown Olympia.