



June 16, 2021

Ms. Alison Higgins  
Sustainability Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040

SUBJECT: Proposal for a Cultural Resource Assessment (CRA) & Case Study  
Last Mile Grant

## INTRODUCTION

Tetra Tech, Inc. (Tt), in tandem with our subconsultant SEARCH, Inc. are pleased to present this proposal to the City of Key West to conduct a Phase I Cultural Resource Assessment Survey (CRAS) and Section 106 Case Study in support of the Last Mile Amenities Local Agency Program (LAP) Project in Monroe County, Florida. This project is expected to include an architectural history survey and an archaeological survey, as noted below.

## BACKGROUND

The Project involves the construction of bike amenities, including bike racks, bike lockers, and/or fix-it stations at 74 different locations in the Lower Keys. These new amenities will be located in the vicinity of existing high-use bus stops.

## SCOPE OF SERVICES

**Task #1:** SEARCH will participate in a Cultural Resources kick-off meeting with FDOT, the City of Key West, and Tetra Tech to review the project Area of Potential Effect (APE) and proposed survey methods.

**Task #2:** SEARCH will conduct a CRAS of the project APE. This CRAS will consist of historical background research, an architectural history survey, examination of historical maps, and pedestrian survey. The excavation of subsurface shovel tests will be conducted as allowable based on the conditions within the APE for that specific location.

The fieldwork and subsequent report will be completed in accordance with Part 2, Chapter 8 of FDOT's PD&E Manual, Chapter 3 (Site Identification) of the FDOT Cultural Resource Management Handbook, the Florida DHR's *Cultural Resource Management Standards and*

*Operation Manual, Module Three: Guidelines for Use by Historic Preservation Professionals*, and Rule Chapter 1A-46, F.A.C. The work will comply with the provisions of Chapter 267, Florida Statutes, Section 106 of the National Historic Preservation Act of 1966, as amended (Public Law 113-287 [Title 54 USC]), and the 2016 (amended May 2017) Programmatic Agreement among the Federal Highway Administration (FHWA), the Advisory Council on Historic Preservation (ACHP), the Florida Division of Historical Resources (FDHR), the State Historic Preservation Officer (SHPO), and the FDOT.

As part of the CRAS submittal, SEARCH will prepare a Case Study/Effects cover letter to summarize the results of the CRAS and assess project-related effects to National Register of Historic Places (NRHP)-listed or eligible resources. The effects assessment is anticipated due to the location of proposed improvements within the NRHP-listed Key West Historic District (8MO01976). Any additional NRHP-listed or eligible resources identified within the project APE during the CRAS preparation will be addressed in the Case Study/Effects cover letter.

#### AREA OF POTENTIAL EFFECT (APE)

SEARCH examined the sample plan sheets provided by the City of Key West in order to develop an appropriate APE, given the limited nature of the project improvements. It is recommended that for the proposed bike amenities locations that include only bike racks and/or fixit stations, the APE should be limited to the footprint of the proposed improvements. As these particular amenities will range from three to four feet in height and consist of metal poles that are not excessively visually intrusive, limiting the APE to the footprint of the improvements in these locations is considered appropriate and is consistent with previous APEs developed for projects with similar types of improvements. For locations that include bike lockers, the APE will be slightly expanded as these amenities will have a slightly greater visual effect on their surroundings. Therefore, SEARCH recommends that the APE for locations where bike lockers are proposed include the project footprint in addition to a 30-foot buffer.

The archaeological survey will be limited to the project construction area (i.e., the footprint of the proposed improvements). The architectural survey will include the entire APE.

#### FIELDWORK

Prior to fieldwork, SEARCH will use the Sunshine State One Call of Florida, Inc. (SSOCOF) system to coordinate for the location of buried utilities within the proposed project area.

Archaeological fieldwork will include 2 days of fieldwork for a team of 2 archaeologists. Architectural fieldwork will include 2 days of fieldwork for a team of 2 architectural historians. Fieldwork will be completed in two field mobilizations: one for the archaeology survey and one for the architectural history survey.

#### LAB ANALYSIS AND REPORTING

This proposal includes the cost of collecting, processing, analyzing, temporarily curating, and shipping up to 75 artifacts; laboratory work for any additional artifacts will be considered a project change.

Upon project completion, any artifacts recovered during the project will be transferred to the appropriate facility for permanent curation.

## DELIVERABLES

QUANTITY	DELIVERABLE	VIA
1	Certificate of Insurance (1)	Email
1	Draft CRAS Report PDF	Email
1	Final CRAS Report PDF	Email
1	Final CRAS Report with SHPO Project Packet	FedEx
1	Case Study/Effects Cover Letter for Signature by FDOT	Word
1	Recovered cultural material to permanent curation facility	FedEx

(1) Upon Request

## PROJECT SCHEDULE

TASK	START DATE	END DATE	NOTES
NTP	6/28/2021		-
Kick-Off Meeting w/ FDOT	7/7/2021	7/7/2021	Tentative date
Conduct Fieldwork	7/14/2021	7/17/2021	3 days for fieldwork
Prepare and Submit Draft CRAS and Draft Case Study/Effects Cover Letter	7/17/2021	9/15/2021	60 day to prepare documents
FDOT Review Drafts	9/15/2021	10/15/2021	30-day review period for FDOT
Revise per FDOT Comments and Submit Final Report and Letter	10/15/2021	10/22/2021	One week turnaround for final
SHPO Review	10/22/2021	11/21/2021	30-day review period for SHPO
SHPO Concurrence	11/21/2021		-

## FEE

Tetra Tech and SEARCH will complete this Scope of Services for a **lump sum** fee of **\$40,896.00.**

This proposal has been prepared to complete the Scope of Services described herein and relevant report for the Client's review and upon their instruction, submission to the appropriate agency. This price is based on the project-specific assumptions noted herein and SEARCH's standard Expectations & Exclusions (**Attachment A**). This proposal is valid for 90 days.

Respectfully Submitted,  
**Tetra Tech, Inc.**



Dave Frodsham  
Project Manager

Ms. Alison Higgins  
June 16, 2021

## COST MODEL

CITY OF KEY WEST (CLIENT 55111)			TASK 01		TASK 02		TOTAL	
LAST MILE GRANT CRAS			PROJECT MANAGEMENT		CRAS			
NAME	TITLE	UNIT RATE	QTY	PRICE	QTY	PRICE	QTY	PRICE
<b>TETRA TECH STAFF</b>								
Frodsham, David	Eng/Sci/Planner Senior Staff II	\$ 175.00	44.0	\$7,700	-	\$0	44.0	\$7,700
Boberg, Lori	Project Support Services I	\$ 65.00	4.0	\$260	-	\$0	4.0	\$260
Warren, Caprice	Project Support Services III	\$ 124.00	-	\$0	4.0	\$496	4.0	\$496
			-		-			
<b>TOTAL LABOR COST</b>			<b>48.0</b>	<b>\$7,960</b>	<b>4.0</b>	<b>\$496</b>	<b>52.0</b>	<b>\$8,456</b>
<b>EXTERNAL SUBCONTRACTOR</b>								
SEARCH, Inc.		\$ 32,440.00	-	\$0	1.0	\$32,440	1.0	\$32,440
			-	\$0	-	\$0	-	\$0
			-	\$0	-	\$0	-	\$0
			-		-			
<b>TOTAL EXTERNAL SUBCONTRACTOR</b>				<b>\$0</b>		<b>\$32,440</b>		<b>\$32,440</b>
<b>TRAVEL</b>								
R/T Airfare		\$ 500.00	-	\$0	-	\$0	-	\$0
Mileage		\$ 0.560	-	\$0	-	\$0	-	\$0
Rental Car w/Fuel		\$ 80.00	-	\$0	-	\$0	-	\$0
Misc. Travel Costs (gas, parking, tolls)		\$ 50.00	-	\$0	-	\$0	-	\$0
Lodging		\$ 400.00	-	\$0	-	\$0	-	\$0
Per Diem		\$ 67.00	-	\$0	-	\$0	-	\$0
			-		-	\$0	-	0
<b>TOTAL TRAVEL COSTS</b>				<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>OTHER DIRECT COSTS / RENTAL EQUIPMENT/LABORATORY</b>								
Shipping		\$ 110.00	-	\$0	-	\$0	-	\$0
Misc. Equip & Supplies		\$ 100.00	-	\$0	-	\$0	-	\$0
			-		-			
<b>TOTAL OTHER DIRECT COSTS</b>				<b>\$0</b>		<b>\$0</b>		<b>\$0</b>
<b>GRAND TOTAL</b>				<b>\$7,960</b>		<b>\$32,936</b>		<b>\$40,896</b>

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Accepted By:

CRAS, Last Mile Grant  
CONTRACT OR PROJECT NAME


\_\_\_\_\_  
CLIENT

Dave Frodsham  
By (PRINT NAME)

\_\_\_\_\_  
BY (PRINT NAME)

Project Manager  
TITLE

\_\_\_\_\_  
TITLE

  
6/16/21  
SIGNATURE DATE

\_\_\_\_\_  
SIGNATURE DATE

## STANDARD ASSUMPTIONS

The price estimate for the Project is subject to the following Assumptions. In the event that any of these assumptions prove untrue, the client will be notified and a modification to the Project will be required.

<b>1.0 MANAGEMENT</b>		
1.1	Changes	There will be no changes to the Project area, scope of services, schedule, travel, or the sequencing of tasks.
1.2	Delays	There will be no delays as a result of circumstances beyond the control of SEARCH such as inclement weather and national emergencies or crises, including disruptions to the project related to COVID-19.
1.3	Data Quality	Project data delivered to SEARCH will be accurate, timely, organized, and will not require conversion, correction, or the purchase of new software or equipment.
<b>2.0 HEALTH, SAFETY &amp; ENVIRONMENT</b>		
2.1	Notification	The Client will immediately notify SEARCH of any known hazardous conditions on the Project and provide any applicable site-specific safety training.
2.2	Stop Work Authority	SEARCH may suspend, redirect, or terminate work if it is determined that a hazardous condition exists.
2.3	Specialized Requirements	No special safety equipment, certification, personal protective equipment, or training required.
2.4	Site Access	There is no specialized vehicle requirements, lighting, placarding or branding required to drive on-site.
2.5	Support Vehicle	Staff will be able to stay within a safe proximity to a vehicle for emergency support.
2.6	UXO	There is not Unexploded Ordnance (UXO), nor a risk of UXO on the Project, and SEARCH will not be responsible for conducting a UXO detection survey. For sites with UXO potential, the client will provide a qualified UXO tech as an escort, with credentialing and proof of qualification available upon request.
2.7	Hazardous Chemicals/Waste	There is no risk of discovering or coming into contact with any hazardous chemicals or hazardous waste.
2.8	Hunting & Shooting	There is not hunting, illicit hunting, or shooting on or adjacent to the Project.
2.9	Illegal Activity	There is not illegal activity on or adjacent to the Project.
2.10	Opposition	There are not hostile persons, opposition groups, landowners, or neighbors that will engage or threaten SEARCH on the Project, including after work hours.
2.11	Security	Site security, protective services, or police officers will not be required.
2.12	Emergency Response	SEARCH personnel will have ready access to public or private emergency care services without the use of an airlift or seallift.
2.13	Force Majeure	Force Majeure events will not impact the job, or the Health and Safety of SEARCH employees to an extent that SEARCH will not be able to fulfill project requirements
2.14	COVID-19	Regulations, restrictions, advisories, protocols, or best practices issued by the government, client, landowner, or project stakeholder will not affect the project schedule, travel, or team assignments.
<b>3.0 FIELD</b>		
3.1	Access	The Client will secure landowner and/or land manager permission for SEARCH to access the Project and will supply SEARCH with the authorization in advance of fieldwork.
3.2	Keys/Codes	The Client will provide gate keys and security codes to access the Project in advance of fieldwork.
3.3	Ingress/Egress	There will be proximate and direct ingress and egress to the Project.
3.4	Sequential Access	SEARCH will receive sequential access to the Project.
3.5	Accessibility	The Project will be accessible and will not require clearing of heavy vegetation, crossing of water bodies, use of equipment other than hand shovels, or have other access obstacles.
3.6	Known Data	The Client will provide SEARCH with knowledge of rumored, suspected, or unrecorded cultural resources and/or historical events that are known to the Client to be on, adjacent to, or relevant to the Project.



3.7	Buried Utilities	Buried utilities, if present, will be clearly marked by the Client prior to fieldwork; SEARCH will not be required to coordinate with buried utility location contractors except for Department of Transportation projects when applicable.
3.8	Deep Testing	No deep testing or trenching will be conducted.
3.9	Delineation	Delineation of archaeological sites will comprise no more than 10% of the fieldwork and will not extend outside the Project boundaries.
3.10	Field Expectations	The level of effort, number of cultural resources, and artifact quantities proposed will not be exceeded.
3.11	Artifacts	The artifacts and samples can be inventoried, processed, analyzed, and reported within the allotted laboratory labor hours, as scheduled.
3.12	Burials	Unless otherwise stated in the proposal, no burials, cemeteries, unmarked graves, grave goods, or skeletal remains will be on the Project.
3.13	Archaeological Monitoring	A minimum 24 hours' notice is given per call out, the work day includes travel time to location and a minimum 8 hours is charged per call-out day.
4.0	TRAVEL	
4.1	Lodging	Suitable overnight accommodations will be located in proximity to the Project.
4.2	Modes of Transportation	Proposed modes of transportation as proposed (rental, flight, POV, etc.) will be available at time of booking.
4.3	Bookings	Travel bookings will not exceed the proposed cost.
5.0	REPORTING	
5.1	Cut-off Date	The date of the proposal serves as the cut-off date for the consideration of new research, methods, reports, theories, laws, regulations, guidelines, policies, etc.
5.2	Comments	Comments will be provided via one round of review by the Client and each agency prior to the final deliverable. Comments are expected to: (1) offer clear direction of changes requested; (2) be non-contradictory between reviewers and with previous guidance; (3) not request information or action outside the scope of services; (4) not request substantial reworking of the deliverable; and (5) be delivered within 30 calendar days.
5.3	Digital	Project deliverables will be digital, unless a hardcopy is specified in the scope of services with the quantities defined.
6.0	EXCLUSIONS	
6.1	Additional Services	Additional services or products such as out of scope fieldwork, special analysis or tests, subcontractors, travel, meetings, media communications, public outreach, deliverables, reports, other direct costs, fees, tariffs, insurance, or labor requested from a Tribe, Agency, Landowner, Stakeholder, Government, or Client is not included in this Project.
6.2	Curation	Because the size and character of the artifact collection is unknown, the cost to prepare, insure, ship or deliver, and curate the artifact collection at an appropriate repository is not included in this Project.