

**SUPPLEMENT TO AGREEMENT FOR SERVICES****CHANGE TO  
SCOPE OF SERVICES AND FEES**

This **SUPPLEMENT to AGREEMENT FOR SERVICES** to the original Agreement for Services (original Agreement dated 02/21/2020, Agreement reference number HK197107) is between The Town of Palm Beach ("Client") and Environmental Services, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for Client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

- 1. Scope of Services.** The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

See Exhibit B for Original Scope/Proposal and Proposed Change Order

- 2. Compensation.** Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

\$52,970.00

All terms and conditions of the **Agreement for Services** shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant: **Environmental Services, Inc.**  
By: \_\_\_\_\_ Date: **2/21/2020**  
Name/Title: **John B. Kimberly IV / Vice President**  
Address: **7220 Financial Way Ste 100**  
**Jacksonville, FL 32256-6840**  
Phone: **(904) 470-2200** Fax: **(904) 470-2112**  
Email: **John.Kimberly@terracon.com**

Client: **The Town of Palm Beach**  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title: **Mr. Bergman/Planning, Zoning, & Building**  
Address: **360 S. County Road**  
**Palm Beach, Florida 33480**  
Phone: **(561) 227-6426** Fax: \_\_\_\_\_  
Email: **wbergman@TownofPalmBeach.com**

## EXHIBIT B



7220 Financial Way, Suite 100  
Jacksonville, Florida 32256  
P (904) 470 2200  
F (904) 470 2112  
environmentalservicesinc.com

23 August 2019

Town of Palm Beach  
Purchasing Division  
Attn: Mr. Duke Basha  
360 S. County Road  
Palm Beach, FL 33480

**RE: Request for Best and Final/Firm and Not to Exceed Price for RFP No. 2019-24 – Historic Site Survey Services**

Dear Mr. Basha:

We appreciated the opportunity to meet with you and the selection committee on August 20<sup>th</sup>. In response to your recent request, Environmental Services, Inc. A *Terracon* Company (ESI), is pleased to present you and the selection committee with our final offer for services outlined in our proposal for RFP No. 2019-24 – Historic Site Survey Services.

After a thorough review of the RFP and our submitted proposal, ESI is prepared to complete the Scope of Work for the original cost estimate of **\$93,527.75**. This is a lump sum fee for the efforts outlined in our original submittal.

However, our price does not include time (labor) and/or travel costs related to presenting our findings to the Town Council and Landmarks Preservation Commission, as the task was not included in the RFP. ESI's Project Manager, Patricia Davenport-Jacobs is prepared to give this presentation and would be accompanied by at least one team member. The fee for this task would be **\$2,830.00** and would be in addition to the above listed price associated with the survey; for an inclusive total of **\$96,357.75**

Please accept this letter as our official and final offer. Please contact me if you should have any questions or concerns regarding our offer. We look forward to hearing from you and learning of the committee's selection.

Sincerely,

Patricia Davenport-Jacobs  
Historic Preservation Group Manager

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## **Understanding the Town Needs**

Environmental Services, Inc., A Terracon Company (ESI) understands the Town of Palm Beach is looking for a consultant to provide historic site survey services. In addition to the resource survey, the scope of work (task/deliverables) will also include pre-field work, the associated Historic Site Survey Report, GIS database, and Florida Master Site File Forms for resources in the Town that are at least 40 years old. ESI respects the privacy of landowners and performs all duties from the right-of-way. All survey related tasks will be performed continuously and expeditiously over a three to four-week period. These efforts will be communicated with the local contact in order to share scheduled survey time with the community. All final deliverables will be produced in an effort to assist the city with future Section 106 reviews.

## **Approach to the Project and Methodology**

It is our understanding that this project will include a comprehensive assessment of structures within the incorporated limits of the Town of Palm Beach, specifically concentrating on structures in the Town that are 40 years of age or older, and with special attention to the area south of Sloan's Curve, which has not been previously recorded. We recognize that the Town anticipates approximately 1,133 resources will be recorded; however, in ESI's experience and in conjunction with a desktop reconnaissance of the Palm Beach Property Appraiser data, the preliminary research revealed approximately 2,000 resources under 40 years of age. Due to this, the budget provided herein assumes 1,250 previously recorded Florida Master Site File sites, plus the an additional 200 newly recorded structures (40 years old or older). ESI/Terracon will work with the local project manager to clearly define resources (newly and previously recorded) to be surveyed that are currently included within the Town of Palm Beach. These efforts will result in a final survey report that will include a determination for each property regarding eligibility for the National Register of Historic Places (NRHP), recommendations for potential National Register Historic Districts (or updates), and the creation Florida Master Site File (FMSF) forms for an estimated 1,450 structures. Furthermore, ESI will work closely with Town staff, specifically the local project manager, and the Preservation Foundation of Palm Beach staff and volunteers to assure that the surveyed resources are recorded appropriately. Specific attention will be given to pre-field work research, including a review of past Town of Palm Beach site surveys, the Town of Palm Beach's archives, previously recorded FMSF data, Sanborn/Plat/Real Estate maps, historic aerial photography, the Historical Society of Palm Beach County, the Preservation Foundation of Palm Beach, and any other local historic resources. All survey work performed will include evaluations of resources for retention of integrity and significance to the NRHP.

Lastly, the Town (and state) will be provided with a list of "Demolished" resources or resources that are not recognizable due to "overbuilding".

ESI will include all required data, maps and photographic documentation associated with the FMSF forms for reporting purposes. ESI performs quarterly downloads of new data from the FMSF for use on projects and work closely with FMSF and city staffs to ensure they receive any new data in good form. All survey work and final reports will comply with the State of Florida Division of Historical

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Resources guidelines, and Chapter 1A-46, *Florida Administrative Code*; administered through Section 267.0617, Florida Statutes.

Historic research conducted by ESI will include (but is not limited to) review and inspection of primary and secondary sources such as historic maps, surveys, and aerial photographs (including Sanborn maps); National Register records and other materials on file with the Department of State, Division of Historic Resources and the National Park Service; archives found in various local repositories, including the Historic Society of Palm Beach County and the Preservation Foundation of Palm Beach. Historical details and information will be gathered to conclude whether there are necessary events and structures that should be added to the report. Other information will be assembled from local sources such as newspapers, libraries, and private papers.

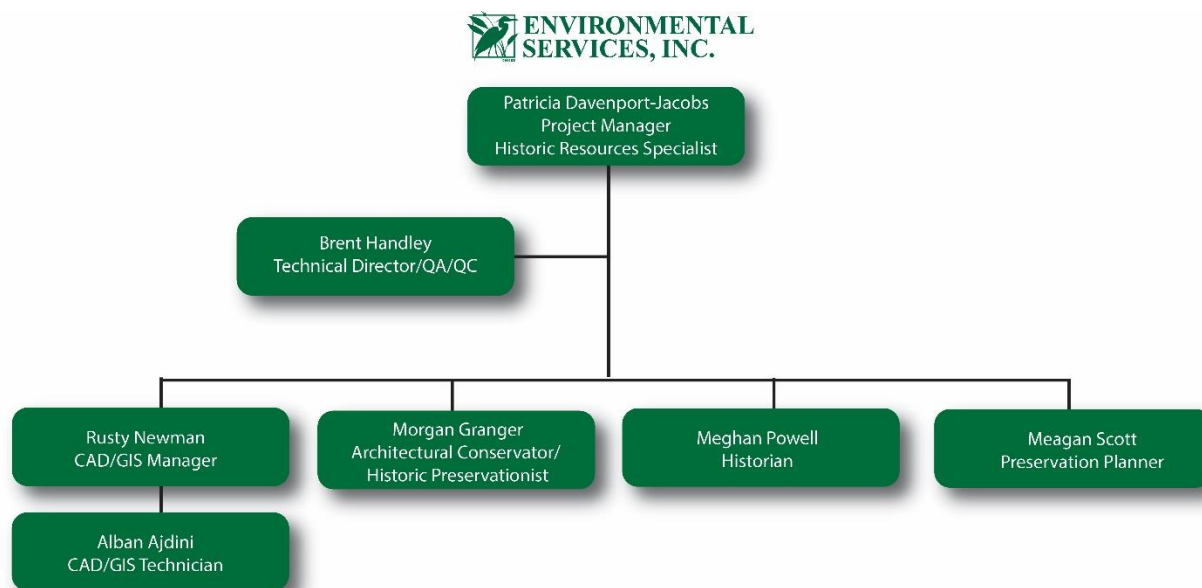
ESI proposes to use Mobile Data Collection Devices that will contain pre-populated data (input by the GIS Department) such as local Property Appraiser information and FMSF information collected from previous surveys as a baseline for the architectural assessment survey. The survey team will use these devices to record architectural features relative to the historic resources in the respective districts. This type of digital collection allows for immediate access to data in the field, emphasis on recordation of altered features, as well as cloud storage and sync technology. Sync technology allows for automatic updates in a GIS database while in the field and constant backup to avoid accidental loss of information. Historic buildings will be located on the device using Google Earth Pro and GIS mapping software. Architectural data will be recorded directly to the collection devices and multiple digital images will be captured of each resource. Ultimately, this data will then be easily transferable to the FMSF PDF SMARTFORM.

All necessary documentation required for Florida Historic Resource Surveys will be provided to the Town and State (in hard copy and digital format) as part of the deliverables for this task. ESI will provide the historical context, descriptions of the architectural styles found, detail of preservation regulations and agencies that promote preservation, an inventory of resources (including contributing and non-contributing resources), a list of sites potentially eligible for the local register, and a list of structures that have been severely altered or demolished.

## PERSONNEL

ESI/Terracon has established a team consisting of our project manager/historic resource specialist, a technical director, a historian, and graphic and administrative staff.

### Organizational Chart



### Project Manager Experience



Patricia Davenport-Jacobs is a Historic Preservationist with 20 years of experience in project management, conservation and preservation of monuments, cemeteries, and historical resources. Ms. Davenport-Jacobs exceeds the minimum professional qualifications in architectural history under 36 CFR 61 and has formal 106 training. She has gained extensive knowledge by working with independent contractors, preservation firms, government agencies, municipalities, and historical societies. Ms. Davenport-Jacobs performs Section 106 compliance reviews, architectural assessments, historic structure inventories, and evaluations on invasive biological growth and plant material on historic structures for ESI/Terracon. She is experienced in archival research and reporting and has worked with organizations managing rehabilitation and adaptive use projects for historic structures as well as with firms focusing on material conservation and cemetery preservation. Ms. Davenport-Jacobs holds a Masters in Historic Preservation from Savannah College of Art and Design. For this survey of Palm Beach, she will serve as the Project Manager and primary client contact. She will also assist with the survey, completion of the Florida Master Site File forms, and historic resources report.

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## **Project Personnel Experience**

### **Brent Handley, RPA, Technical Director**



Brent Handley has 24 years of experience in cultural resource management and has experience with all phases of cultural resource assessment and management including NEPA documentation, historic and archival research, archaeological survey and data recovery, and coordination with regulatory agencies and has extensive experience with Section 106 of the National Historic Preservation Act. He will assist (as necessary) with QA/QC for reporting deliverables on this project.

### **Meghan Powell, Historian**



Meghan Powell is a native of Northeast Florida. She holds a BA in History from Florida State University with an emphasis on social and cultural aspects of the United States Civil Rights Era. Prior to joining ESI/Terracon, Ms. Powell gained practical experience in archival and museum studies and performed essential background research on historic architecture in Jacksonville while employed with a local historical library. She is highly skilled in historical research, field reconnaissance, documenting and evaluating historic resources, developing historical narratives, and assisting with historic resource conditions assessments. Ms. Powell meets the Secretary of the Interior's Professional Qualification Standards in History. For this project, she will assist with the survey, forms, and resource report, as well as provide background research.

### **Meagan Scott, Preservation Planner**

Ms. Scott is skilled preservation planner with extensive experience researching and documenting a wide range of historical resources. She has worked with both public and private clients to design and undertake surveys, as well as serving as the team leader. In her previous position, Ms. Scott has undertaken National Register and local nominations, surveys, and historic reports for over 50 projects. Her background in pure and applied math, art history, and literature has taught her how to answer complicated, multi-layer questions, a skill she brings to every project. Ms. Scott meets the Secretary of the Interior's Professional Qualification Standards in Architectural History and she will be a part of the survey team and assist with forms and the report.

### **Morgan Granger, Architectural Conservator/Historic Preservationist**

Ms. Granger is an Architectural Conservator/Historic Preservationist. Prior to joining the ESI/Terracon team, she served as the City Planner for the City of St. Marys, Georgia. She received a Joint Honours MA in History of Art and Architectural History from the University of Edinburgh in



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Scotland, and a MS in Historic Preservation from Clemson University and the College of Charleston. During graduate school she worked primarily as a conservation and digital documentation specialist with projects including the Tucker House and Globe Theatre, St. George's, Bermuda; Biggin Church Ruins, Berkeley County, SC; the Jackson Street Cottages, Charleston, SC; the Fireproof Building, Charleston, SC; and Kings Mountain National Military Park, Kings Mountain, SC. Ms. Granger meets the Secretary of the Interior's Professional Qualification Standards in Architectural History and she will be a part of the survey team and assist with forms and the report.



Rusty Newman, CAD/GIS Senior Manager

Mr. Newman's responsibilities include management and direction of ESI/Terracon Geographic Information Systems (GIS) and Computer Aided Design (CAD) staff and departments throughout the company. Mr. Newman also oversees development of applications, standards and workflow to ensure the efficiency and quality of work across the board. He is in charge of the budget, financial, and training needs associated with the GIS/CAD departments and is also responsible for marketing services to each region, preparation of proposals, and the partnership with various Divisions to advocate use and integration of geospatial technologies.

ESI/Terracon has a wealth of experience using GIS data layers and techniques to provide the desired results for many projects related to historic resources. The GIS team uses spatial data, in esri® geodatabase or shapefile format, as the foundation of their analysis. From there, they typically build multiple data sets based on the needs and deliverables required for the project. For example, Archeology Predictive Models (APM) will require development of a very extensive list of data sets while a Cemetery Survey will result in considerably less.

Alban Ajdini, CAD/GIS Technician

Alban supports ESI staff with data management/analysis, technical drawing, and thematic map production using Geographic Information Systems (GIS) and Computer Aided Design (CAD) technologies. He plays a major role in the field collection workflow using Global Positioning Systems (GPS) and Total Station technologies, as well as, Field Collection applications developed for today's mobile devices. He assists in all tasks associated with the collation and organization of data prepared and/or acquired for field use, including post-processing, application customization/deployment, training assistance, device maintenance/management, and quality control.



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## **AVAILABILITY OF PERSONNEL & MANAGEMENT**

Our firm works diligently to maintain a high degree of productivity and efficiency. We have the management and technical capability to assume multiple assignments, and we are prepared to guarantee the availability of our project manager, Patricia Davenport, for this project. Our team is organized with a diverse group of preservation professionals; each of whom manage individual tasks for survey projects. Research and survey is led by Meghan Powell our Historian, Field survey efforts will be carried out by the entire team, and reporting is managed by our Preservation Planner Meagan Scott and Meghan Powell. GIS data will be managed by our GIS team Rusty Newman and Alban Ajdini. Specifically, for research ESI has an outstanding record of producing quality work in a timely fashion within the specified budget. During the history of our firm, we have served very results-oriented clients, and, due to the nature of our business, environmental issues frequently affect critical paths in project design or construction. We have developed a sense of urgency for expeditious resolution of issues so that they will not have a negative impact upon project subsequent stages of development, no matter what type of project it is. We have always taken pride in responsive service, and we complete assignments on time unless we are affected by events outside of our control. ESI is committed to meeting both time and budget requirements for all projects.

In order to achieve the highest level of quality control, ESI develops a strategy at the beginning of each project. Our internal process begins with the Project Manager, Patricia Davenport-Jacobs, assembling a team of technical staff that comprises individuals with expertise in all the disciplines needed to best serve the project. Ms. Davenport-Jacobs is involved with the scoping of every new project and all aspects of the project to ensure the highest level of service is being performed.

Ms. Davenport-Jacobs will supervise the project team and answer directly to the client. She is also responsible for developing the project schedule and budget and for ensuring that corporate quality assurance procedures and reviews are followed. She will assign tasks to the project team based upon the area of technical expertise required. Communication among the team members is important for this – as every – project. This team has worked together on multiple projects, both large and small, and have developed an efficient working relationship.

ESI proposes to meet with the local project manager in person during the execution of each task to receive critical feedback and remedy any issues that may arise in a timely manner.

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## PROJECT SCHEDULE

ESI proposes that the deliverables schedule coincide with a quick and efficient five-month timeline beginning, fifteen (15) days after award, roughly around Mid-September 2019.

ESI has evaluated the requirements of this project and designed five (5) tasks and three (3) deliverables including Engagement and Background Research; Field Work and Sample FMSF Forms; Draft Survey Report; FMSF Form production; and Final Report and GIS Data. ESI deliverables include FMSF forms and all associated data, draft Survey Report, and a Final Survey Report and GIS datasets. The final report will include an executive summary of the project; introduction of the report to include purpose and need; visuals clearly depicting survey areas; descriptions of architectural styles; historic maps and photos supporting background research, research and field methodologies; Preservation regulations and tools for promoting preservation; recommendations for future planning initiatives; an inventory with local or national significance. All references will be appropriately cited.

A breakdown of each task and deliverable is located below. ESI is willing to negotiate deliverable due dates and task specifics at the initial meeting.

### *Task 1: Engagement & Background Research*

October thru mid-November

Upon approval of the submitted proposal, ESI will schedule an initial planning meeting with city staff within 10 (ten) days to discuss the scope of work, methodology and schedule. ESI proposes to meet in person with Town representatives.

ESI proposes to also conduct, in detail, all necessary research for the completion of the Historic Survey and FMSF forms, with help from Town staff, the Preservation Foundation of Palm Beach, and the Historical Society of Palm Beach. Pre-field work will also include (but is not limited to) a review of past Town of Palm Beach historic site surveys, previously recorded Florida Master Site Files, Sanborn/Plat/Real Estate Atlas Maps, and historic aerial photographs. Every effort will be made to provide and record the year built, construction/architectural style, street address, and any general notes to help determine significance and eligibility on each individual FMSF form.

### *Deliverable 1/Task 2: Field Work & Sample FMSF forms*

November 2019

ESI Staff will conduct, in detail, a survey of all structures 40 years or older within the survey area within the Town of Palm Beach. All structures, commercial and residential, will be recorded using the most recently updated FMSF form, Structure Form 50. All work will be performed in compliance with the Secretary of the Interior's Standards as well as Chapter 1A-46 of the Florida Administrative Code. A submittal of ten (10) sample Florida Master Site File forms for review and feedback for submittals.

Field work will be completed, as required by the Town, by the end of November. Sample forms are proposed to be completed by November 26. FMSF production, including all maps and associated data, will be complete by February 2020.

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*Deliverable 2/Task 3: Draft Survey Report*

mid-January 2020

A draft of the Survey Report and the Survey Log Sheet will be provided to the Town Project Manager no later than January 31<sup>st</sup> for review, feedback, and approval. Historic research conducted by ESI will include all previously listed resources in Task 1, as well as, review and inspection of primary and secondary sources such as historic maps and aerial photographs, National register records and other materials on file with the Department of State, Bureau of Historic Preservation and the National Park Service; and other information gathered from local sources such as newspapers, libraries, and private papers.

ESI will revise the draft report per direction of the Town Project Manager and submit the revised draft as the Final Report, including FMSF forms, the Survey Log Sheet, and all draft inventory and additional lists. The draft survey report will conform to Chapter 1A-46, Florida Administrative Code.

*Task 4: FMSF Form Production*

November – February 2020

Once all Florida Master Site File Forms are complete, ESI will include all findings, including suggested historic districts and/or individually eligible National Register structures, in the report. All recorded structures will receive one completed FMSF form and at least one clear photograph of each site, as well as location maps for each structure.

*Deliverable 4/Task 5: Final Reporting & GIS Data*

February 28, 2020

One (1) hardcopy and (1) electronic Final report will be submitted at the end of February 2020, along with one (1) hardcopy copy and one (1) digital of all final FMSF forms, maps, photos and associated data, and a GIS geodatabase. ESI will also submit one (1) hardcopy and (1) digital copy of the Final report; one (1) hardcopy and (1) digital copy of all final FMSF forms, maps, photographs, and all other associated data; and a copy of the GIS geodatabase to the State of Florida, Division of Historical Resources once the Town has given final approval.

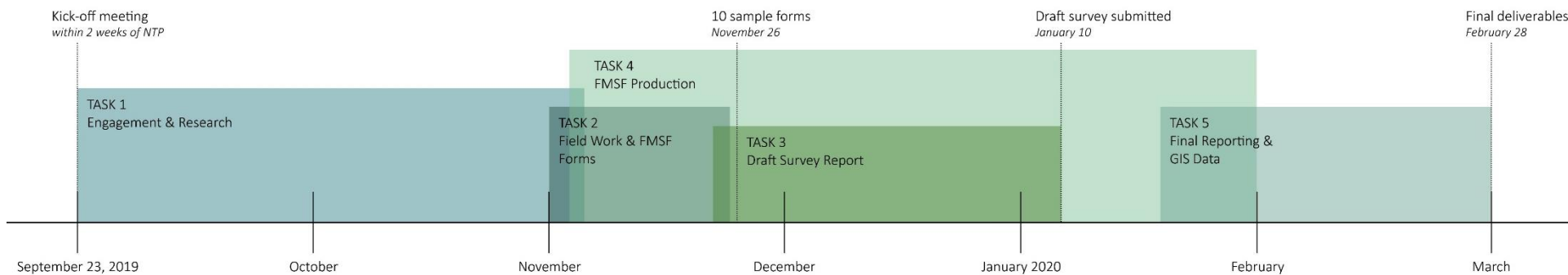
An ESRI file geodatabase (version 10.7) will be included with the final deliverable. The database will include all collected and compiled data including the address, property control number (PCN), architect (if known), year built, architectural style, significance, National Register of Historic Places eligibility, and any general notes.

In addition, the Report, GIS files and FMSF forms and all associated data will meet the terms of the standards and guidelines for identification, evaluation and documentation contained in the “Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation.”

The final report will comply with Chapter 1A-46 Archaeological and Historical Report Standards and Guidelines and the “Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation.”

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<b>Task 1:</b>	<b>Engagement &amp; Background Research</b>	<b>\$16,064</b>
<b>Task 2:</b>	<b>Field Work &amp; Sample FMSF Forms</b>	<b>\$41,929</b>
<b>Task 3:</b>	<b>Draft Survey Reporting</b>	<b>\$11,499.75</b>
<b>Task 4:</b>	<b>FMSF Form Production</b>	<b>\$17,510</b>
<b>Task 5:</b>	<b>Final Reporting &amp; GIS Data</b>	<b>\$6,525</b>
	<b>Job Total:</b>	<b>\$93,527.75</b>



## Proposed Change Order

February 4, 2020

While executing Tasks 1 and 2 of the original proposal for the Town of Palm Beach's Historic Site Survey, ESI confirmed through desktop analysis using Florida Master Site File previously recorded resources and Palm Beach Property Appraiser that the Town encompassed an estimated 2,135 historical resources, forty (40) years or older. Of those, 1,296 were previously recorded and 843 were estimated to be new, or never before recorded resources. This number, 2,135, is 680 additional resources (not accounting for multiple structures on single parcels) than ESI originally budgeted for the 2019 Historic Site Survey.

In consultation with the Town's Project Manager in December 2019, it was determined that in order to maintain a wholistic baseline data set for planning purposes the remaining structures (an estimated ~ 700) should be recorded. The Town of Palm Beach requested a Change Order to include the costs associated with surveying and reporting on the additional resources as well as preparation and delivery of two presentations of our findings. Additional survey work shall include Historic & PA Data/Research, Field Work, Draft Survey Report, FMSF Production, Final Reporting & GIS Data, and End of Project Presentations

## Proposed Schedule Revision

*Task 1: Additional Historic & PA Data/Research* February 2020

ESI will continue to conduct all necessary research for the completion of the additional FMSF forms and the historic context, with help from Town staff, the Preservation Foundation of Palm Beach, and the Historical Society of Palm Beach. Pre-field work will also include (but is not limited to) a review of past Town of Palm Beach historic site surveys, previously recorded Florida Master Site Files, Sanborn/Plat/Real Estate Atlas Maps, and historic aerial photographs. Every effort will be made to provide and record the year built, construction/architectural style, street address, and any general notes to help determine significance and eligibility on each individual FMSF form.

*Deliverable 1/Task 2: Additional Field Work* March 2020

ESI Staff will conduct, in detail, a survey of the estimated 700 additional structures (40 years or older) within the survey area within the Town of Palm Beach. All structures, commercial and residential, will be recorded using the most recently updated FMSF form, Structure Form 50. All work will be performed in compliance with the Secretary of the Interior's Standards as well as Chapter 1A-46 of the Florida Administrative Code.

Field work will be completed by the end of March.

*Deliverable 2/Task 3: Draft Survey Report* April 2020

A draft of the Survey Report and the Survey Log Sheet will be provided to the Town Project Manager no later than April 30<sup>th</sup> for review, feedback, and approval. Historic research conducted by ESI will include all previously listed resources in Task 1, as well as, review and inspection of primary and

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secondary sources such as historic maps and aerial photographs, National register records and other materials on file with the Department of State, Bureau of Historic Preservation and the National Park Service; and other information gathered from local sources such as newspapers, libraries, and private papers.

ESI will revise the draft report per direction of the Town Project Manager and submit the revised draft as the Final Report, including FMSF forms, the Survey Log Sheet, and all draft inventory and additional lists. The draft survey report will conform to Chapter 1A-46, Florida Administrative Code.

*Task 4: FMSF Form Production* April – May 2020

Once all Florida Master Site File Forms are complete, ESI will include all findings, including suggested historic districts and/or individually eligible National Register structures, in the report. All recorded structures will receive one completed FMSF form and at least one clear photograph of each site, as well as location maps for each structure.

*Deliverable 4/Task 5: Final Reporting & GIS Data* May – June 2020

One (1) hardcopy and (1) electronic Final report will be submitted at the end of June 2020, along with one (1) hardcopy copy and one (1) digital of all final FMSF forms, maps, photos and associated data, and a GIS geodatabase. ESI will also submit one (1) hardcopy and (1) digital copy of the Final report; one (1) hardcopy and (1) digital copy of all final FMSF forms, maps, photographs, and all other associated data; and a copy of the GIS geodatabase to the State of Florida, Division of Historical Resources once the Town has given final approval.

An ESRI file geodatabase (version 10.7) will be included with the final deliverable. The database will include all collected and compiled data including the address, property control number (PCN), architect (if known), year built, architectural style, significance, National Register of Historic Places eligibility, and any general notes.

In addition, the Report, GIS files and FMSF forms and all associated data will meet the terms of the standards and guidelines for identification, evaluation and documentation contained in the “Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation.”

The final report will comply with Chapter 1A-46 Archaeological and Historical Report Standards and Guidelines and the “Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation.”

*Task 6: Presentations* Dates TBD

Presentations to the Review Board and Town Council will be determined based on pre-set fiscal calendar for the respective entities.

**Proposed Change Order Total:**

**\$52,970.00**



