

PROFESSIONAL SERVICES AGREEMENT

AMENDMENT NUMBER 1

Project Name (“Project”)

This Amendment to the Professional Services Agreement dated March 19, 2021 is by and between:

City of Lebanon, Indiana (“Client”)

and,

Clark Dietz, Inc. (“Clark Dietz”)

8900 Keystone Crossing

Suite 475

Indianapolis, IN 46260

Who agree as follows:

Now Therefore; this Amendment engages Clark Dietz to perform Services described in PART I – SERVICES BY CLARK DIETZ and Clark Dietz agrees to perform these Services for the compensation set forth in PART II - COMPENSATION. Clark Dietz shall be authorized to commence Services upon execution of this Amendment by both parties and receipt of written or verbal authorization to proceed from the Client. Client and Clark Dietz agree that this signature page, together with Parts I - II of this Amendment and the original Agreement, incorporated and made a part herewith, constitute the entire agreement between them relating to this project.

Agreed to by Client

By: _____

Title: _____

Date: _____

Agreed to by Clark Dietz

By:  _____ Kevin Hetrick

Title: Central Indiana Area Manager

Date: August 12, 2021

PART I
SERVICES BY CLARK DIETZ

A. Amendment Description

As part of the 404 permitting process, U.S. Army Corps of Engineers has requested photo documentation of the existing bridge be performed prior to removal.

B. Scope

Perform Architectural Documentation of existing bridge in accordance with attached IDNR Division of Preservation and Archaeology Standards.

C. Schedule

Completed within 90 days of signed amendment, or as required by USACE to receive 404 permit.

**PART II
COMPENSATION**

A. Compensation

Total compensation to Clark Dietz for services rendered on the Project in accordance with PART I, SERVICES of this Amendment will be a lump sum amount of \$4,000. This lump sum compensation includes salaries, payroll taxes and insurance, employee fringe benefits, general overhead costs, profit, and project related expenses. This Amendment increases the total compensation authorized to \$89,000.

B. Billing and Payment – No Change



Indiana DNR - Division of Historic Preservation and Archaeology
Minimum Architectural Documentation Standards



The following criteria represent the minimum architectural documentation standards to be used by the Division of Historic Preservation and Archaeology. These criteria are to be used to record significant buildings and structures that are either listed in or eligible for inclusion in the Indiana Register of Historic Sites and Structures. The intent of the standards is to create documents which will preserve a record of a resource in the event that it is altered or demolished in the future. Minimum documentation standards are as follows:

1. All Photographic Prints

Depending upon the size and complexity of the building or structure to be recorded, ten (10) to thirty (30) views may be necessary. Views must include all exterior facades or elevations, the major entrance, significant interior spaces such as principal rooms and stairs, and interior and exterior architectural details. Photographs must be taken with adequate lighting to insure clear depiction of architectural or engineering details and character-defining features. Oblique views of elevations or specific features are acceptable as long as all architectural or engineering details are clearly discernable.

- Use a film SLR camera or digital camera with at least 5.0 megapixel quality and .TIF setting capability
- Prints cannot be smaller than 5" x 7"
- Each print must be labeled in pencil or with an archival photographic marker as follows:

Building name
Address
City, County
Location, direction of camera, and description of the view
Date of photograph

- If available, copies or high resolution scans of historic photographs should be included with information on the source of the original photographs.

2. Digital Images Substituted for 35 mm Film Photography

Researchers may substitute digital images for film black and white photography. The number, type of views, and labeling of digitally-produced prints will correspond to the stated requirements for traditional prints listed above. Digital submissions will consist of the following:

- A set of black and white prints labeled per the above requirements that meet the standards enumerated in the DHPA photography certification sheet. Prints must be made on high-quality photographic grade papers by either an imaging shop or home photographic grade printer. If you are not sure if your printer meets these standards, please contact DHPA. The Division requires submittal of the "Certification of Meeting National Archive and Records Administration (NARA) Photographic Documentation Standards"

Applicants must submit an archival gold CD-R non-rewriteable or DVD-R non-rewriteable containing the electronic image files. They MUST BE saved as uncompressed .TIF (Tagged Image File format) in keeping with the guidance on digital photographic records issued by the U.S. National Archives and Records Administration.

Please note: .TIF is not an option on many digital cameras so please check your owner's manual. If .TIF is not available, images may be taken in another format but they must be capable of conversion to the following size and resolution: size of each .TIF image must be 2000 x 3000 pixels at 300 ppi (pixels per inch) or larger. Photographs should not be manipulated in any way other than conversion (if necessary) to .TIF. It is recommended that digital

images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black and white.

Creating a digital photo log

The individual image files must be labeled and there must be a photo log for all photos. The photo numbers of the saved digital images must correspond to the photo log. The digital images must also reference the state and county in which the property is located. For example, the image files for Union Station in Marion County, Indiana, would be saved as "IN_MarionCounty_UnionStation1.tif," "IN_MarionCounty_UnionStation2.tif," and so on. The log itself must contain the same seven identification items required for traditional prints (listed above). The CD should be labeled with the name of the property, the county, and state where the property is located.

3. Written Description.

A brief description of the structure and its condition must accompany the documentation. The description should be word-processed in a standard format. A printed copy must be included. The description should include architectural or engineering style, plan, number of stories, building materials, organization of major elevations, details, and significant interior and exterior elements.

4. Statement of Significance.

The history and significance of the building or structure must be explained using the equivalent of one to two standard pages of text in a standard word processing format. The statement should begin with a summary paragraph that succinctly discusses the date or era of construction and why the resource is important (what makes it National Register eligible). If the building or structure is important for association with an historical event or person, its relationship to the event or person must be clear. Enough history and background should be presented to establish the resource's importance. If the building is architecturally significant or a structure such as a bridge is significant in engineering, the statement must indicate how it is an outstanding example of an important style, type, advance in engineering, or the work of a significant architect or engineer/builder. Include any dates and descriptions of major alterations. This section should include a list of bibliographic sources, including author, title, place of publication and publisher, and date of publication.

5. Drawings.

If available, include architectural or engineering drawings, reduced to 8.5" x 11" or scanned into a readily available viewing program, such as PDF. Drawings should include a site plan, floor plans, elevations, and sections and details.

6. Sketch Plan

Include a sketch plan of the site, on 8.5" x 11" paper. The site plan does not need to be drawn to scale and may be omitted altogether, if the original or existing site plan is included under item #5.

7. Presentation

All information should be printed and presented in some notebook form (either spiral bound or 3-ring binder), measuring 8.5" x 11" with cover, and two copies must be submitted to the DHPA. DHPA will submit one copy to State Archives.

- Additionally, please copy all possible items to a CD-ROM, accessible to a readily available program.
- Alternative data recording technologies to those listed here may be acceptable. Please contact DHPA.

All submittals are sent to:

Indiana Division of Historic Preservation and Archaeology
402 W. Washington Street, Room W274
Indianapolis, IN 46204 317-232-1646 dhpa@dnr.in.gov

*Adopted by Indiana Historic Preservation Review Board, July 27, 2011
Minor editorial clarifications July 20, 2012*

CERTIFICATION OF MEETING
NATIONAL ARCHIVE AND RECORDS ADMINISTRATION (NARA)
PHOTOGRAPHIC DOCUMENTATION STANDARDS

Name of Resource or Project _____

County _____ **Date of Photography** _____

A requirement of the minimum architectural documentation standards adopted by the Division of Historic Preservation and Archaeology (DHPA) must meet one of the following specifications:

Black and White film photography

Photographs must be *archival* black and white images from camera-exposed photographic film printed on silver-emulsion fiber-based or silver emulsion resin-coated (RC) papers using archival black and white processing. Images printed on color paper or utilizing color processing will not be accepted.

Please check whichever applies.

_____ black-and-white images printed on silver-emulsion resin-coated (RC) papers

_____ black-and-white images printed on silver-emulsion fiber-based papers

Digital Photography

The electronic image files must meet the following specifications:

- Original capture .TIF or raw converted to .TIF
- Pixel depth or dimension minimum 3000 x 2000
- 300 dpi (camera default is usually lower)
- RGB Color

Photographic printing must meet the following specifications:

- Print at 300 dpi (select this option in your computer's print menu)
- Paper: Epson Premium Glossy Paper; Kokak Ultra Photo Premium; HP Professional Satin Photo paper; or comparable manufacturer-recommended photographic paper
- Ink: Epson UltraChrome K3; Kodak No. 10 Pigmented Ink; HP Vivera Pigment Ink; or comparable manufacturer-recommended photographic ink

I certify that the _____ (number of photographs) taken to fulfill the minimum architectural documentation standards adopted by the Division of Historic Preservation and Archaeology (DHPA) meet the appropriate specification above:

Signature of Applicant _____ **Date** _____