

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF MANHATTAN BEACH AND HISTORY ASSOCIATES INCORPORATED

This First Amendment ("Amendment No. 1") to that certain agreement by and between the City of Manhattan Beach, a California municipal corporation ("City") and History Associates Incorporated, a Maryland corporation ("Consultant") (collectively, the "Parties") is hereby entered into as of June 6, 2023 ("Effective Date").

RECITALS

A. On October 6, 2022, the City and Consultant entered into an agreement for professional services for the Consultant to provide policy development, inventory and collection survey, and digitizing services ("Agreement").

B. The Parties now desire to amend the Agreement to modify the scope of services, extend the term, and increase the maximum compensation.

NOW, THEREFORE, in consideration of the Parties' performance of the promises, covenants, and conditions stated herein, the Parties hereby agree as follows:

Section 1. Section 2 of the Agreement is hereby amended to extend the term of the Agreement through June 14, 2024, unless sooner terminated as provided in Section 12 of the Agreement.

Section 2. Section 3.A of the Agreement is hereby amended to increase the maximum compensation amount by \$310,000, for a new maximum compensation of \$ 485,000.

Section 3. Exhibit A (Scope of Work) of the Agreement is hereby amended to add the Exhibit A to this Amendment.

Section 4. Exhibit B (Approved Fee Schedule) of the Agreement is hereby replaced by Exhibit B to this Amendment.

Section 5. Except as specifically amended by this Amendment No. 1, all other provisions of the Agreement shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 1 on the day and year first shown above.

City:

City of Manhattan Beach,
a California municipal corporation

Consultant:

History Associates Incorporated,
a Maryland corporation

By: _____

Name: Bruce Moe
Title: City Manager

By: _____

Name: Beth Maser
Title: President and CEO HAI

ATTEST:

By: _____

Name: Liza Tamura
Title: City Clerk

APPROVED AS TO FORM:

By: _____

Name: Quinn M. Barrow
Title: City Attorney

APPROVED AS TO FISCAL IMPACT:

By: _____

Name: Steve S. Charelian
Title: Finance Director

APPROVED AS TO CONTENT:

By: _____

Name: Mark Leyman
Title: Parks and Recreation Director

EXHIBIT A

SCOPE OF SERVICES – PHASE III

Phase III: Process, Catalog, and Rehouse Collections

HAI conducted an on-site survey and inventory of the Historical Collection during January and February 2023. During this time, the team compiled comprehensive inventories of the object collection and archival collection. The inventories provide brief descriptions of materials, measurements, and recommendations for disposition of materials. HAI also drafted a collection policy, processing manual, and cataloging manual to aid the next steps toward full control of the collections.

The next phase of the Action Plan - Phase III - includes processing, cataloging, and rehousing objects and archives in the collections in order to ensure continued safety and preservation of the items and enhance accessibility.

Specific tasks in Phase III include but are not limited to:

- Physically process the archival collection according to specifications detailed in the processing plan
 - Archivists will physically sort the records into the hierarchy established in the processing plan, maintaining current physical groupings and original order of the material as much as possible and practical
 - The archivists will also identify material for weeding from the collection, including extensive duplicates and non-records. The archivists will not alter or destroy any weeded originals. Instead, the weeded material will be stored in clearly marked non-archival boxes for review and eventual disposition by the City and Historical Collection Committee (HCC).
- In conjunction with the arrangement of the collection, HAI's archivists will also rehouse the collection and implement basic preservation activities to improve the stability of the collection and ensure its long-term preservation, including rehousing all paper materials in the collection into archival folders and boxes, removing rusty or bulky fasteners, interleaving photographs with acid-free paper or replacing them in archival sleeves, and flattening and rehousing oversize materials into large flat boxes
- Properly house objects in preservation quality storage containers to protect from dust, dirt, and provide support if moved.
- Determining the need for any follow-up conservation work.
- Once the collection has been arranged and rehoused, HAI will enhance the intellectual control by cataloging materials in the City's Proficio Elements content management system. The estimate for cataloged items includes:
 - 700 objects, individually cataloged
 - Approximately 155 linear feet (LF) of cataloged archival materials at box level (boxes containing loose materials) or folder level (boxes and drawers containing items in folders)
 - Scope and content notes

- Descriptions of each series and sub-series
 - Container list detailing descriptive titles, dates, and location for each folder in the collection (when applicable)
- Deliverables include: (1) A fully organized, well-preserved, and research ready Historical Collection and (2) Full catalog of objects, boxes, and folders (when applicable) in Proficio Elements.

HAI estimates that processing the collection will require an estimated 2,775 hours to complete; Processing Archivists are estimated at 2,480 hours and project management is estimated at 295 hours.

*** All tasks related to Phase III shall be completed no later than June 14, 2024.

EXHIBIT B
APPROVED FEE SCHEDULE – PHASE 3

The following hourly rates shall apply to any Services provided under this Amendment:

- Senior Archivist/Senior Collections Manager – \$108.15/hr
- Archivist/Collections Manager – \$76.63/hr

Supply costs are not to exceed \$10,000.

HAI will utilize a team of four archivists/collections managers and one project manager to process and catalog the Historical Collection. HAI will first look to hire local qualified archivists from the Los Angeles area to process the collections in an effort to eliminate travel expenses. Applicants from other regions will only be considered if local applicants are unqualified.

The cost of all services detailed in Exhibit A is not to exceed \$231,945 for locally sourced archivists, or not to exceed \$310,000 for traveling staff.