

AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF MANHATTAN BEACH AND HISTORY ASSOCIATES INCORPORATED

This Second Amendment (“Amendment No. 2”) 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 March 19, 2024 (“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. On June 6, 2023, the Parties entered into Amendment No. 1 to the Agreement to modify the Scope of Services to include processing and cataloging, extend the term, and increase the maximum compensation.

C. The Parties now desire to amend the Agreement to modify the scope of services and fee schedule and extend the term.

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 revised to extend the term of the Agreement through June 14, 2025, unless sooner terminated as provided in Section 12 of the Agreement.

Section 2. Exhibit A of the Agreement is hereby amended to add the Exhibit A (Scope of Services) attached to this Amendment.

Section 3. Exhibit B of the Agreement is hereby amended to add the Exhibit B (Approved Fee Schedule) attached to this Amendment.

Section 4. Except as specifically amended by this Amendment No. 2, all other provisions of the Agreement (as amended by Amendment No. 1) shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS THEREOF, the Parties hereto have executed this Amendment No. 2 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: ^{DocuSigned by:}
Beth Maser

Name: Beth Maser 3/7/2024
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: ^{DocuSigned by:}
Steve S Charelian, Finance Director

Name: Steve S. Charelian 3/12/2024
Title: Finance Director

APPROVED AS TO CONTENT:

By: ^{DocuSigned by:}
Mark Leyman, Parks and Recreation Director

Name: Mark Leyman 3/8/2024
Title: Parks and Recreation Director

EXHIBIT A SCOPE OF SERVICES

Phase IV: Digitization of Select Collections Ongoing Archival Support

During Phases I and II of the City of Manhattan Beach's Historical Collection Action Plan, HAI conducted an on-site survey and inventory of the Historical Collection. 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.

Phase III of the Action Plan included processing, cataloging, and rehousing objects and archives in the collection in order to ensure continued safety and preservation of the items and enhance accessibility.

Specific tasks in Phase IV of the Action Plan include but are not limited to:

- Transportation of bound and unbound newspapers to and from National Office Systems (NOS) headquarters in Beltsville, MD – estimated at 80 boxes
- Digitization of newspapers – estimated at 275 issues or 63,000 images
- Digitization of photographs – estimated at 5,000 images
- Metadata capture for each issue – four fields of information
- Scans delivered to City of Manhattan Beach via hard drive and/or secure FTP

Ongoing archival support for the City of Manhattan Beach Historical Collection includes but is not limited to:

- Participation in Historical Collection Committee meetings
- Ongoing processing and cataloging of new acquisitions
- Research appointment assistance
- Exhibition planning support

All tasks related to Phase IV shall be completed no later than June 14, 2025.

**EXHIBIT B
APPROVED FEE SCHEDULE**

Cost of Services for Phase IV: Digitization

Task	Quantity	Unit Price	Total
Secure freight transportation of collection	2	\$6,510.73	\$13,021.46
Unbound newspaper processing	23,000	\$0.18	\$4,140
Bound newspaper processing	40,000	\$0.85	\$34,000
Photograph processing	5,000	\$0.95	\$4,750
Metadata collection	6,100	\$0.19	\$915
HAI Archivist assistance	1	\$7,280	\$7,280
Subtotal			\$64,106.46

Cost of Services for Ongoing Archival Support

Task	Quantity	Unit Price	Total
Senior Archivist/Records Manager I (24 hours per month for one year)	288	\$120.00	\$34,560
Travel Costs (mileage)	45	\$24.24	\$1,091
Subtotal			\$35,651

The cost of all services detailed in Exhibit A is not-to-exceed \$100,000.