



ENVIRONMENTAL CONSULTANTS

Sound Science. Creative Solutions.®

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Sent via e-mail

February 1, 2017

Councilmember Sherry Garrison  
City Council  
City of Deer Park  
P.O. Box 700  
Deer Park, Texas 77536-0700  
[sgarrison@deerparktx.org](mailto:sgarrison@deerparktx.org)

**Re: Deer Park Grave Site / Jackson and Wilson burials  
Heritage Park and Dow Park, Deer Park, Harris County, Texas**

Dear Councilmember Garrison:

SWCA Environmental Consultants (SWCA) is pleased to submit this proposal for Due Diligence and application for an Official Texas Historical Marker (OTHM). SWCA understands the City of Deer Park seeks to commemorate the Jackson and Wilson burials site with a historical marker.

SWCA has communicated with Jenny McWilliams at the Texas Historical Commission (THC). She recommended the Harris County Historical Marker. SWCA has not received a definitive answer from THC whether the grave site is eligible for an OTHM. Phase 1 of this proposal is designed to submit and receive a “go ahead” from THC prior to the full OTHM research and nomination preparation.

## PHASE 1: DUE DILIGENCE

This Due Diligence phase allows time for an in-depth review of the records sent to our office and the development of a one-page summary so that Harris County Historical Commission (HCHC) and THC have sufficient information to evaluate the site for the marker program. The goal of the Due Diligence phase is to determine which marker program is the best fit for the grave site and to explore other available recordation to ensure site protection in perpetuity.

### Scope of Service

- Review of material sent to SWCA and review of additional archival sources (newspapers and ancestry.com).
- Site visit to burial site with historian and archeologist.
- Site photography, photo log, and photo key.
- Write up and submittal to THC / HCHC for preliminary review to determine which marker program(s) is best suited.
- List of recommended actions for protection and care in perpetuity.
- Project management, invoicing, phone calls, and follow up e-mails.

### Estimated Not-To-Exceed (NTE) fee – Phase 1: Due Diligence

The estimated NTE fee for this phase:

\$4,320.00

This NTE fee is based on 58 hours of effort with an average hourly rate of \$70.36 and \$239.00 in project reimbursables including communication fee and 15% markup.

**PHASE 2: STATE OF TEXAS OFFICIAL TEXAS HISTORICAL MARKER (OTHM)**

The OTHM, also known as a subject marker, is a program of the THC to commemorate diverse topics in Texas history. This phase includes additional research to meet the marker program requirements and includes time for the application submittal and review process with HCHC and THC.

**Scope of Service**

- Written description of archival research and history of grave site.
- Footnotes, bibliography, and map in required format.
- Nomination draft and edits (including one edit with client).
- Submittal to HCHC and one round of edits with HCHC, per program requirements.
- Project management, invoicing, phone calls, and follow up e-mails.

**Estimated NTE fee – Phase 2: OTHM**

The estimated NTE fee for this phase: \$3,260.00

This NTE fee is based on 47 hours of effort with an average hourly rate of \$67.34 and \$95.00 in project reimbursables including communication fee and 15% markup.

**Recap – All Phases**

PHASE	NTE FEE
Phase 1: Due Diligence	\$4,320
Phase 3: THC OTHM Marker	\$3,260
<b>TOTAL</b>	<b>\$7,580</b>

**Assumptions (All Phases)**

- Client is responsible for any application fees payable to the THC. SWCA will notify client of any fees, due dates, and payee and remittance address.
- Client is responsible for the costs associated with fabrication and casting of any plaque(s).
- Client will provide SWCA with all research already conducted.
- SWCA will be given access to the grave site for necessary photographs.
- SWCA will only move forward with the OTHM application (Phase 2 of this proposal) following a positive response from THC that the site is eligible.
- If THC denies the request for the OTHM, SWCA will consult with the client to explore alternatives.
- A change order will be issued for any service outside of those listed here.

We appreciate the opportunity to work with you on this important project. To acknowledge your acceptance of this proposal, please sign and return the attached Standard Services Agreement. I will return an executed copy for your records. Please call me if you have any questions at 281-617-3217 (office) or 713-630-1086 (mobile).

Respectfully submitted,

Anna Mod  
Historic Preservation Specialist