



DATE: June 24, 2019

AGENDA ITEM # 3

AGENDA REPORT

TO: Historical Commission

FROM: Margo Horn, Historical Commissioner

SUBJECT: Civic Center Apricot Orchard

RECOMMENDATIONS:

- A. Recommend the City fund the cost of final signage approved by the Historical Commission.
- B. Recommend the City install the historical plaques and interpretive signage for the Apricot Orchard.
- C. Recommend the City Council authorize staff from the Department of Public Works to maintain the orchard to ensure that it is beautiful and a point of pride for the City of Los Altos.
- D. Recommend the City allocate \$3,600 from the 2019/2020 budget for graphic design expenditures for three interpretive signs.

BACKGROUND

On October 8, 1991, the City Council designated the apricot orchard site located at 1 North San Antonio Road a Historic Landmark. The 2.84-acre heritage apricot orchard site is in the Civic Center Grounds. It surrounds the City Hall buildings, and parts of the Library, Youth Center and Police Department.

The Civic Center Orchard represents a portion of the apricot orchard planted by Mr. and Mrs. J. Gilbert Smith, early Los Altos settlers, and is related to the nearby Smith farm house. The residence sits near the southeast corner of the Civic Center complex. Portions of the Smith orchard lands within the Civic Center remain along N. San Antonio Road, north of the Los Altos Library, and in the northeast sector of the complex. The resolution designating the apricot orchard a Historic Landmark and Department of Parks and Recreation (DPR) Primary Record are provided as Attachment A and B respectively.

At its April 24, 2017 meeting, the Historical Commission considered ways to protect the landmark status of the Civic Center Apricot Orchard and increase public awareness of this city treasure. The Commission recommended further research on the installation of the City Historic Plaque and interpretive signage for the Orchard, leading to recommendations to City Council.

Commissioner Horn consulted with Susanna Chan of the Department of Department of Public Works on maintenance of the orchard. Ms. Chan stated that 100 new apricot trees have been ordered for planting in late 2017 or early 2018. In addition, the Department of Public Works is currently conducting a citywide tree inventory, including the apricot orchard trees, to assess current conditions and make recommendations for future tree maintenance.

Commissioners Margo Horn and Larry Lang met with Elisabeth Ward, Executive Director of the Los Altos History Museum to discuss ideas for the design, content and installation of interpretive signage for the orchard. Commissioners Horn, Lang and Ms. Ward also walked through the orchard to make recommendations for the placement of the City of Los Altos Historic Plaque, and the interpretive signage throughout the orchard.

Elisabeth Ward offered to provide the Museum's expertise and project management to design signage of the orchard, using the text of interpretive signage written by her predecessor at the Museum. Ms. Ward proposes installing interactive signage throughout the orchard with QR Codes for iPhones.

On February 26, 2018, the Los Altos History Museum Executive Director, Elisabeth Ward, and staff provided a report outlining the proposed signage program for the historic landmark orchard. The commission supported the proposed signage, and the Los Altos Historic Sign Program reviewed by the Historical Commission is provided as Attachment C.

In October 2018, the Council at their annual joint meeting with the Historical Commission reviewed and supported the Historical Commissions sign program to install one wood framed sign with the text "Los Altos Heritage Orchard," a Historic Landmark bronze plaque, a State Historical Point of Interest plaque, and five interpretive signs. The Los Altos Historic Sign Program reviewed by the City Council is provided as Attachment C.

DISCUSSION

Orchard Signage

The Commission shall provide comment and direction regarding the three interpretive signs to be designed by Davis Design. A description of the proposed graphic design proposal for three new signs is provided as Attachment D.

The Historical Commission Orchard Sign subcommittee recommends:

1. Recommend the City fund the cost of final signage approved by the Historical Commission.
2. Recommend the City promptly install the historical plaques and interpretive signage for the Apricot Orchard.
3. Recommend the City Council authorize staff from the Department of Public Works to maintain the orchard to ensure that it is beautiful and a point of pride for the City of Los Altos.

Purchasing

The City of Los Altos has a formal policy and process of procuring goods and services, including a purchase order system, provides several key benefits. It supports clear purchase specifications, avoids dispute with vendors, builds an audit trail, allows level competition to set prices, controls spending limits, creates a system of checks and balances, and enhances public trust. Purchases under \$5,000 for one-time purchases can be submitted for payment using original vendor receipts/invoices.

The proposed scope of work, including cost of work is provided as attachment E.

The Historical Commission Orchard Sign subcommittee recommends:

1. Recommend the City allocate \$3,600 from the 2019/2020 budget for graphic design expenditures for three interpretive signs.

Attachments

- A. Apricot Orchard Historic Landmark Designation Resolution No. 91-31
- B. Department of Parks and Recreation (DPR) Primary Record
- C. Sign Program, October 2017
- D. Orchard Sign Proposal, Davis Design
- E. Graphic Design Proposal, Davis Designs

ATTACHMENT A

RESOLUTION NO. 91- 31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS MODIFYING AN APRICOT ORCHARD AS A HISTORICAL LANDMARK

WHEREAS, by virtue of its adoption of Ordinance No. 78-16 and 90-225, the City Council of the City of Los Altos did establish a procedure for the designation and preservation of historical landmarks within the City of Los Altos; and

WHEREAS, by virtue of its adoption of Resolution 81-23, the City Council of the City of Los Altos did designate a portion of APN 170-42-029 known as the Civic Center Apricot Orchard a historical landmark; and

WHEREAS, by designation of this property as a historical landmark it is subject to the terms and conditions outlined in Ordinance 90-225; and

WHEREAS, in accordance with that Ordinance Section 2-8.404, the Historical Commission has reviewed and recommends modifying the limits of the Civic Center Apricot Orchard as shown on Exhibit A, as located on APN Nos. 170-42-029 and 170-43-001; and

WHEREAS, the City Council concurs with the recommendation of the Historical Commission in this regard;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Los Altos does hereby determine that the subject property is designated as a historical landmark and is subject to the terms and conditions outlined in Ordinance 90-225;

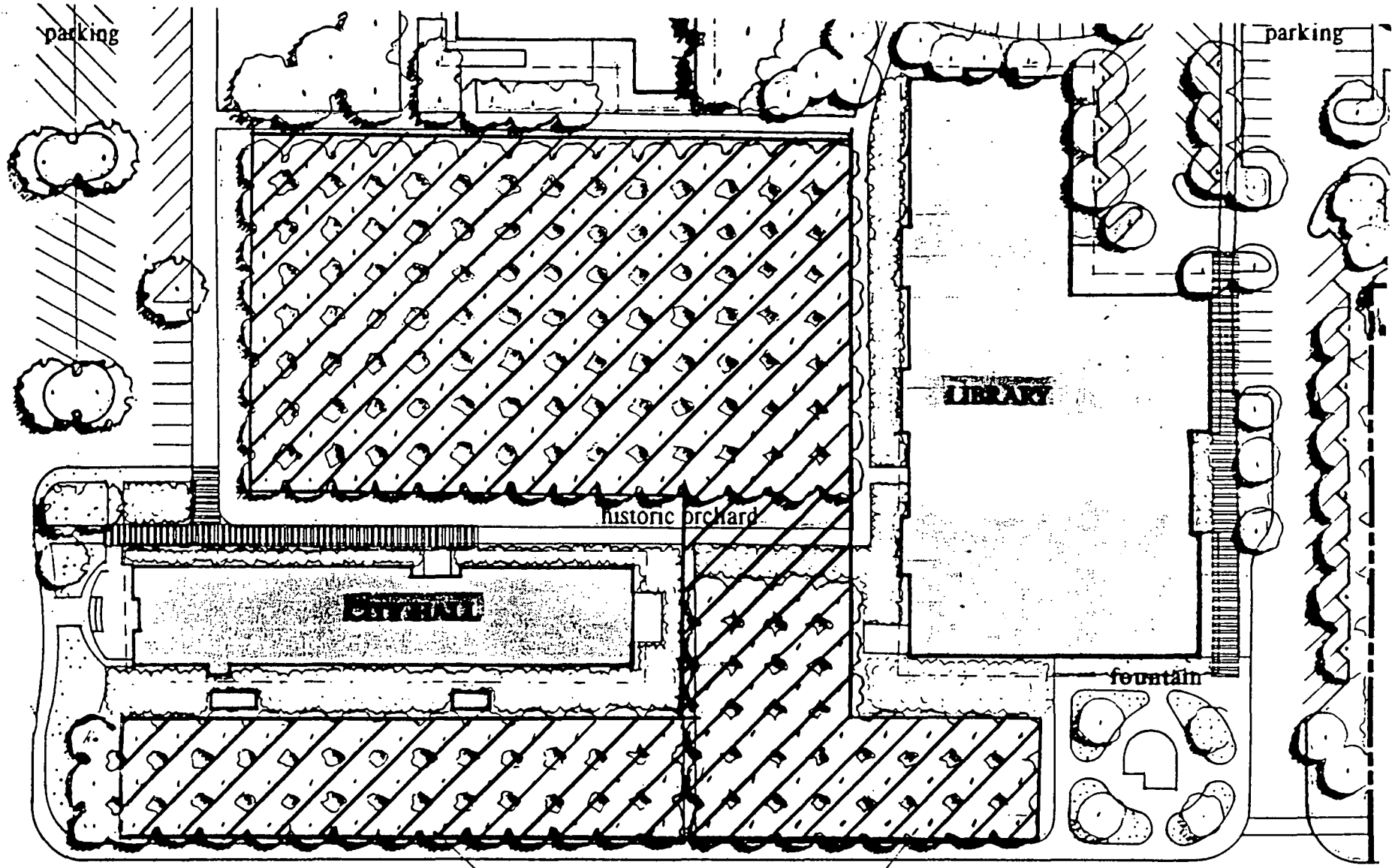
I HEREBY CERTIFY that the foregoing is a true copy of a Resolution duly passed and adopted by the City Council of the City of Los Altos on the 8th day of October, 1991, by the following roll call vote:

* * * * *

AYES: Mayor Spangler, Councilmembers Bruno, Laliotis, Lave, & Reeder
NOES: None
ABSENT: None

Carol Leahy
City Clerk

SB Spangler
Mayor



"EXHIBIT A"

SAN ANTONIO ROAD

LEGEND

 HISTORIC ORCHARD

ATTACHMENT B

State of California The Resources Agency DEPARTMENT OF PARKS AND RECREATION PRIMARY RECORD	Primary # _____ HRI # _____ Trinomial _____ NRHP Status Code _____ Other Listings _____ Review Code _____ Reviewer _____ Date _____
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Page 1 of 2 *Resource Name or #: (Assigned by recorder) 1 N. San Antonio Road

P1. Other Identifier: HRI #: 15; Civic Center Orchard

***P2. Location:** Not for Publication Unrestricted

*a. County Santa Clara and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)

*b. USGS 7.5' Quad _____ Date _____ T _____; R _____; _____ of _____ of Sec _____; _____ B.M.

c. Address 1 N. San Antonio Road City Los Altos Zip 94022

d. UTM: (Give more than one for large and/or linear resources) Zone _____, _____ mE/ _____ mN

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, etc., as appropriate)
170 42 029

***P3a. Description:** (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

The Civic Center Orchard represents a portion of the apricot orchard planted by Mr. and Mrs. J. Gilbert Smith, early Los Altos settlers, and is related to the nearby Smith farm house. The residence, which currently serves the community as the History House, sits near the southeast corner of the Civic Center complex. Portions of the Smith orchard lands within the Civic Center remain along N. San Antonio Road, north of the Los Altos Library, and in the northeast sector of the complex. A number of trees dating to the period of Smith's residence appear to remain. As the City replaces dead or diseased trees as needed, a number of younger trees are also apparent within the orchard tracts.

***P3b. Resource Attributes:** (List attributes and codes) HP39. Other Orchard

***P4. Resources Present:** Building Structure Object Site District Element of District Other (Isolates, etc.)

P5b. Description of Photo:

Looking SE

July 2011

***P6. Date Constructed/Age and**

Source: Historic Prehistoric

Both

Planted 1902

Los Altos History Museum

***P7. Owner and Address:**

City of Los Altos

1 N. San Antonio Road Los Altos,

CA 94022

***P8. Recorded by:**

Circa: Historic Property Development

582 Market Street, Suite 1800

San Francisco, CA 94104

***P9. Date Recorded:** _____

July 2011

***P10. Survey Type:** _____

Intensive



***P11. Report Citation:**

Los Altos Historic Resources Inventory Update Report (Circa: Historic Property Development, March 2012).

***Attachments:** NONE Location Map Continuation Sheet Building, Structure, and Object Record

Archaeological Record District Record Linear Feature Record Milling Station Record Rock Art Record

Artifact Record Photograph Record Other (List): _____

BUILDING, STRUCTURE, AND OBJECT RECORD

*NRHP Status Code CA Reg: 5S1

Page 2 of 2

*Resource Name or # (Assigned by recorder) 1 N. San Antonio Road

B1. Historic Name: _____

B2. Common Name: Civic Center Orchard

B3. Original Use: Agricultural B4. Present Use: Mixed

*B5. Architectural Style: n/a

*B6. Construction History: (Construction date, alterations, and date of alterations)
Established c.1900.

*B7. Moved? No Yes Unknown Date: _____ Original Location: _____

*B8. Related Features:

J. Gilbert Smith House

B9a. Architect: n/a b. Builder: n/a

*B10. Significance: Theme Early Development/Agriculture Area Los Altos

Period of Significance c.1900-1961 (50 year mark) Property Type Orchard Applicable Criteria NR/CR/Local

(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

In approximately 1901, J. Gilbert Smith purchased 10 acres of farmland to grow apricots and establish a home site. Living in a tent on his land during construction, Smith completed the house in 1905. He later married Margaret Hill Smith and the couple developed a sizeable apricot orchard on the property. The Smiths sold their property to the city of Los Altos in 1954, two years after incorporation, for the construction of the City's Civic Center complex. A stipulation of the sale was that the couple would be allowed to reside in the house and surrounding acre until their passing, at which point the house would become the city's history museum. Upon Mrs. Smith's death in 1973, the property reverted to the city. Another stipulation was that the remaining apricot trees not be removed; the city maintains and replaces the trees as needed today. The house and orchard are now City of Los Altos Historical Landmarks and the house itself is a California Point of Historical Interest. On September 8, 1991 the City Council unanimously passed and adopted a resolution adding the Civic Center's apricot orchard along San Antonio Road to the West, the Library to the South, the Youth Center to the East, the Civic Center parking lot to the North, as a Historical Landmark.

Evaluation: The Civic Center orchard is one of the last active apricot orchards remaining in Los Altos and was first planted by early Los Altos resident, J. Gilbert Smith. Despite the orchard's decrease in size and adjacent new construction, the site retains a fair degree of integrity. Therefore, it is listed on the Los Altos Historic Resources Inventory as a Historic Resource and is assigned the California Register Status Code 5S1: "Individual property that is listed or designated locally."

B11. Additional Resource Attributes: (List attributes and codes) _____

*B12. References:

Los Altos Historical Commission: Los Altos HRI (9.28.1997); McAlester, Virginia and Lee. A Field Guide to American Houses. New York: Alfred A. Knopf, 2002; DPR series forms by G. Laffey (1997); Sanborn Maps; Los Altos HRI (February 2011).

B13. Remarks:

Vicinity map provided by the City of Los Altos and amended by Circa: Historic Property Development.

*B14. Evaluator: Circa: Historic Property Development

*Date of Evaluation: July 2011

(This space reserved for official comments.)



Los Altos Heritage Orchard - Sign Program

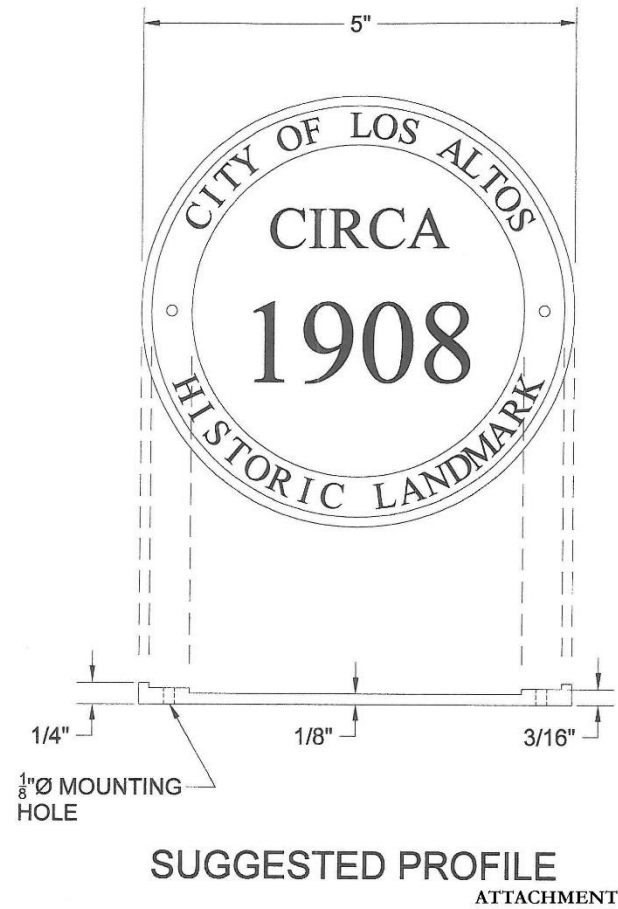
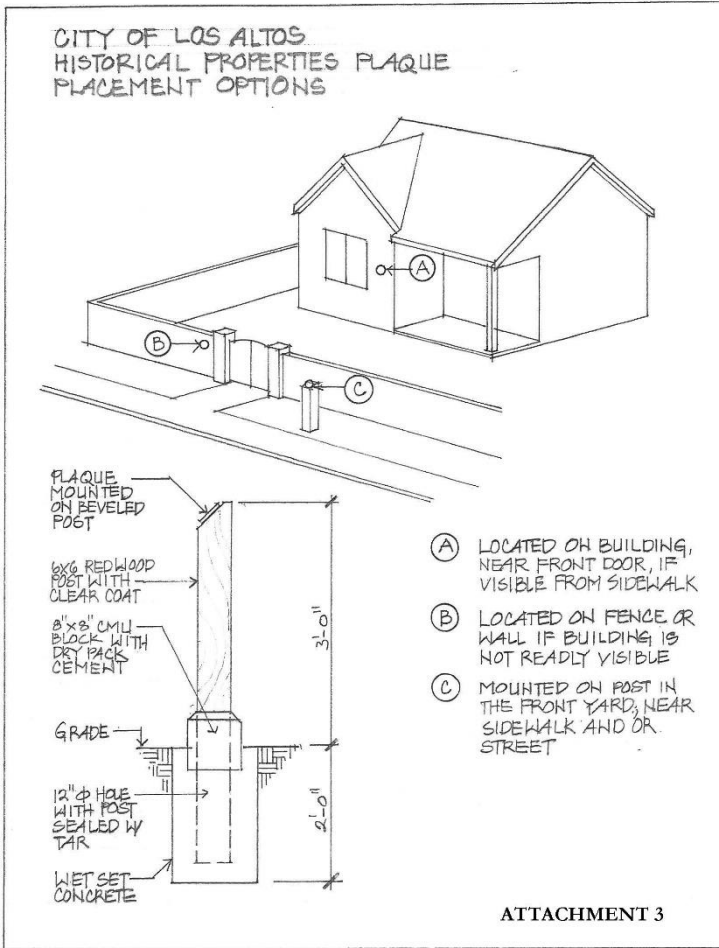


- A1** Wood Framed Sign with text "Los Altos Heritage Orchard"
- A2** Wood Beveled Post with text Bronze City and Wood Framed Sign with text "Los Altos"
- B1** Powder Coated Pedestal Interpretive Sign with text discussing History of Orchard
- B2** Powder Coated Pedestal Interpretive Sign with text regarding spring season.
- B3** Powder Coated Pedestal Interpretive Sign with text regarding summer season.
- B4** Powder Coated Pedestal Interpretive Sign with text regarding fall season.
- B5** Powder Coated Pedestal Interpretive Sign with text regarding winter season.


A1

Wood Framed Sign with text "Los Altos Heritage Orchard"





Signs B1-B5 (Interpretive Signs): Material and Style

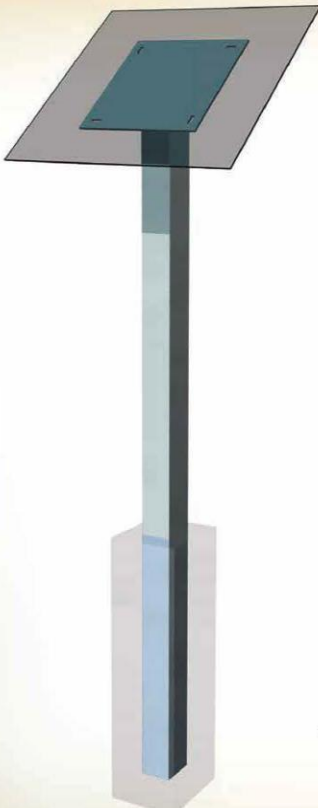


FOSSIL
INDUSTRIES

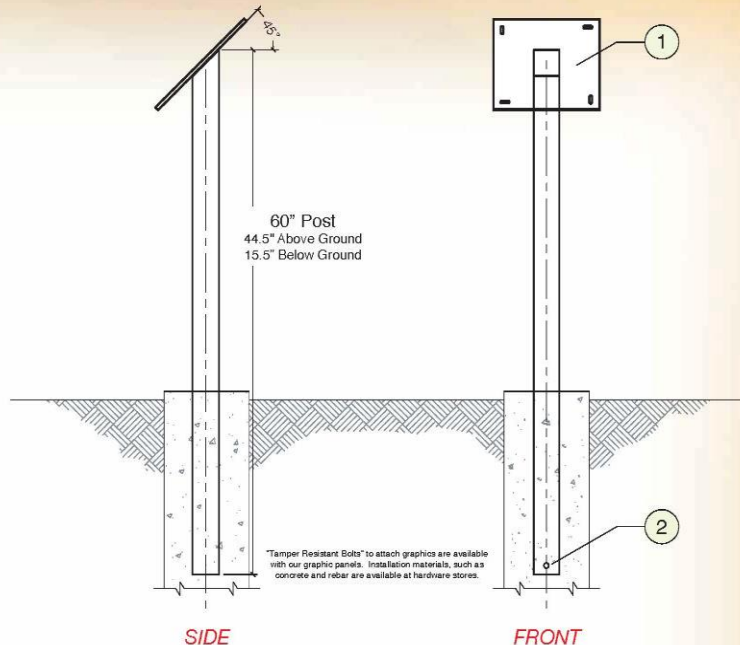
SINGLE POST PEDESTAL: In Ground

- Black Powder Coated Aluminum
- Custom Sizes and Colors Available

Part #: SPG1212



WWW.FOSSILGRAPHICS.COM

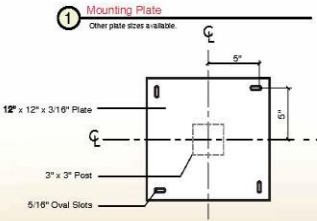


60" Post
44.5" Above Ground
15.5" Below Ground

"Tamper Resistant Bolts" to attach graphics are available with our graphic panels. Installation materials, such as concrete and rebar are available at hardware stores.

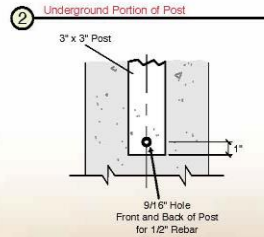
SIDE **FRONT**

1 Mounting Plate
Other plate sizes available.



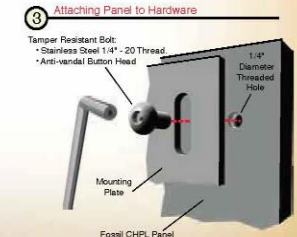
12" x 12" x 3/16" Plate
3" x 3" Post
5/16" Oval Slots

2 Underground Portion of Post



3" x 3" Post
3/16" Hole
Front and Back of Post
for 1/2" Rebar

3 Attaching Panel to Hardware



Tamper Resistant Bolt:
• Stainless Steel 1/4" - 20 Thread
• Anti-vandal Button Head

1/4" Diameter Threaded Hole
Mounting Plate
Fossil CHPL Panel



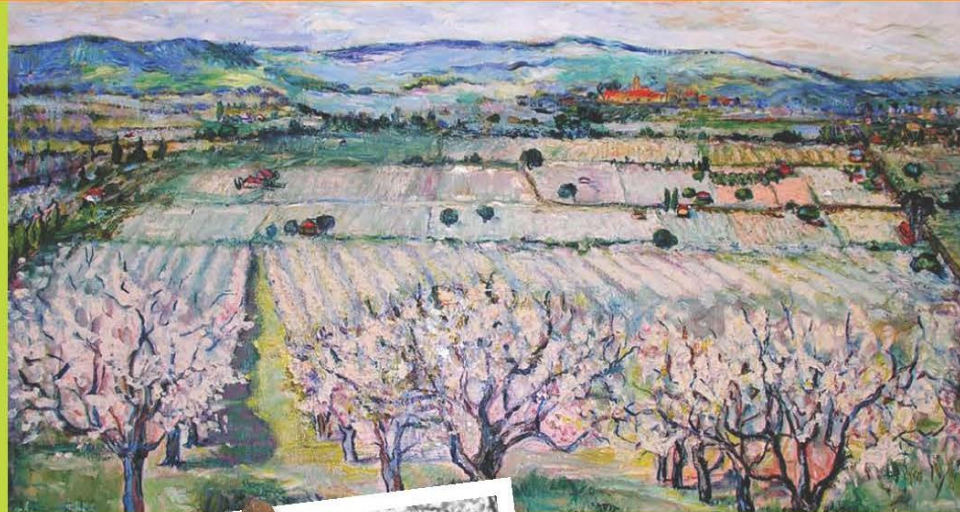


THE ORCHARD IN SPRING

J. Gilbert Smith, who first cultivated this orchard, was born in the days of the horse and buggy. But he wasn't inclined to stay there. In 1905, he bought himself an Oldsmobile runabout, one of the very first automobiles in Los Altos.

Still, in the early years of his orchard, the trend in transportation was interurban rail service. When the Peninsular Railway was constructed in the early 20th century, it featured the "Blossom Route" through the Santa Clara Valley and carried three million people a year at its peak, just before World War I. The line ran parallel to the Southern Pacific line along what is now Foothill Expressway. By 1933, it was made obsolete by the growth in use of the automobile and trolley service ended.

Blossoms on the branches of 200,000 acres of fruit trees in the Santa Clara Valley were a spectacular sight in spring and became an attraction for tourists from all over the world. The spring blooms on the apricot tree are so lovely that in some parts of Asia the tree is cultivated for its blossoms alone.



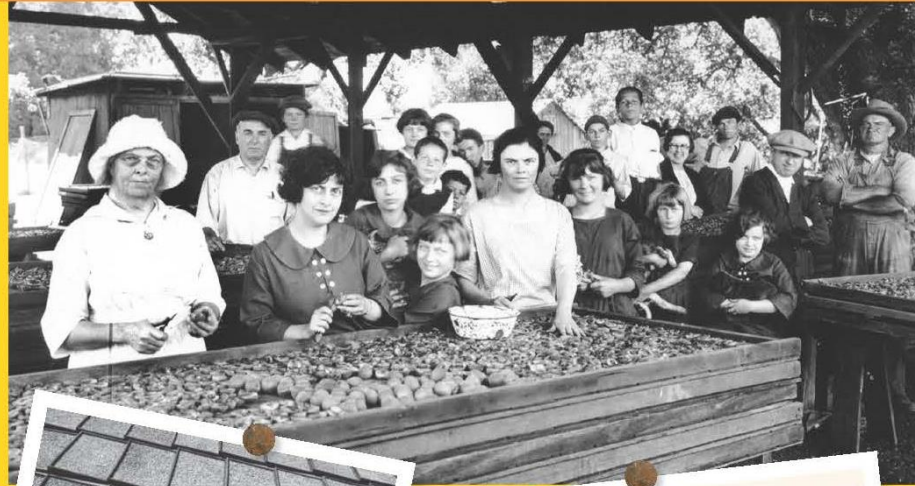


THE ORCHARD IN SUMMER

In summer, apricots are ripe and must be picked immediately, so the summer season was very busy. Some apricots went to the canneries. Others were shipped as fresh fruit across the nation and the world. A large quantity were harvested and preserved by sun drying; the first modern commercial use of this preservation technique that was developed in North Africa and Central Asia, thousands of years ago.

To sun dry apricots, they are sliced in half, pitted, and set out on large wooden trays. They are treated in sulfur sheds overnight to preserve their color and to discourage pests. Then the trays are laid out in the sun. During the peak of the orchard years, entire families, including children, worked long hours to cut and dry the apricots before the crop spoiled. It can take a day to dry a tray of 'cots or it can take a week; it all depends upon the sun.

In summer, the apricot trees are covered with dark green, heart-shaped leaves. They provided a rich shade for all those who work in the sunny California ecosystem.



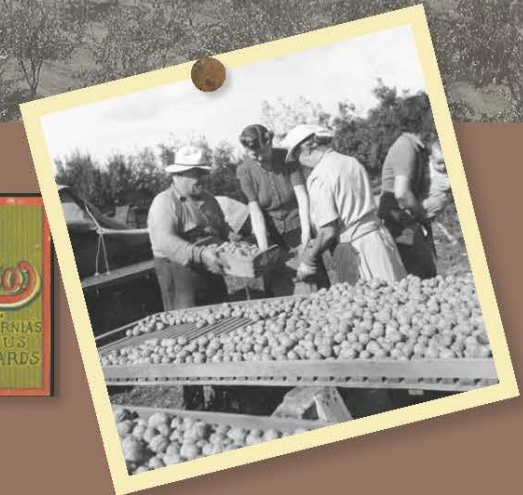
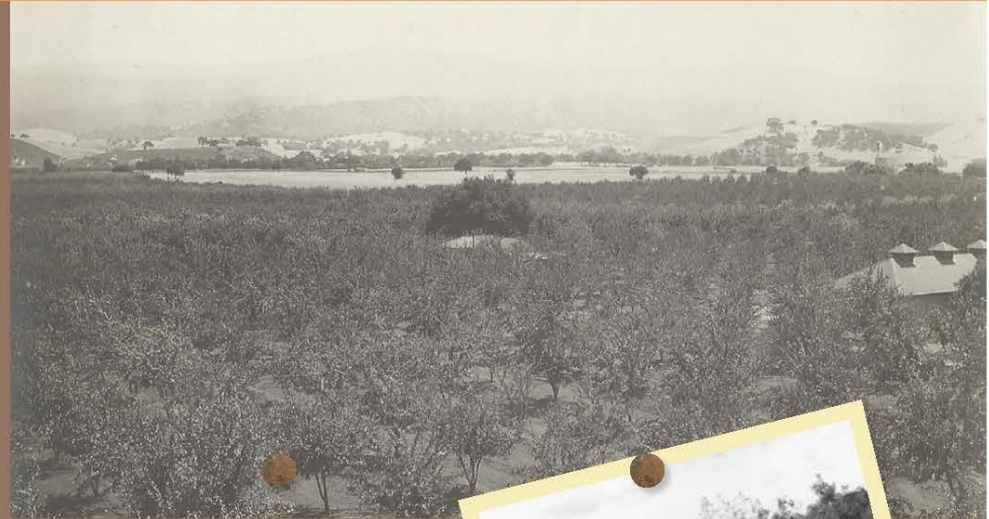


THE ORCHARD IN FALL

During the 20th century, the Santa Clara Valley was the world's foremost producer of stone fruits, a category that includes apricots, plums, prunes, cherries, peaches, nectarines and even almonds. In 1917, growers like J. Gilbert Smith in Los Altos and Los Altos Hills shipped four railroad freight cars—about one hundred tons of fruit—to market each day during the summer season.

Though Los Altos was famous for its apricots, growers here shipped prunes, peaches, cherries, pears, and thousands of pounds of tomatoes. Los Altos orchards also produced walnuts commercially. The innovative Wizard Walnut Huller was manufactured in Los Altos by the Formway family.

Apricot trees are deciduous, which means they lose their leaves each autumn. In the 21st century, the leaves are removed and often ground up for use in mulch or compost. In the days of J. Gilbert Smith, the leaves were bundled into piles and burned, creating a great opportunity for roasting potatoes in the twilight bonfires and filling the





THE ORCHARD IN WINTER

When J. Gilbert Smith sold his orchard to the City of Los Altos in 1954, the terms gave him and his family a life interest in the fruit of the trees that were not removed to build the new City Hall. As a consequence, the Los Altos Civic Center has been encircled since it opened in 1959 by a working apricot orchard. This unique form of landscaping ties Los Altos and its civic life to its agricultural heritage.

The apricot is believed to have its origins in China, from which it spread across Asia to the Mediterranean. It was even grown on the island of Majorca, birthplace of Junipero Serra (1713-1784). When Serra arrived in Alta California in 1769, his party brought apricots with them. The commercial variety later cultivated in this valley was the Blenheim, known for its exceptional flavor.

The apricot tree has a stark look in winter. Its branches are bare and the trees are resting. Like a rose garden in winter, it is storing up strength for a showy spring and fruitful summer.





Los Altos Civic Center Historic Orchard



Agricultural Exhibit Interpretive Signs

Prepared by Jan Davis, Davis Design. June 20, 2019

The budget proposal for design was submitted to all parties on May 19 2019, #E19-02.

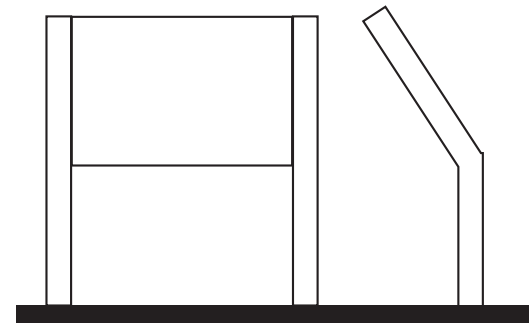
The three signs in the proposal are an extension of the Los Altos History Museum outdoor agricultural exhibit. The sign "A Historic Orchard" sign is ready to be installed located by the library entrance facing the orchard.



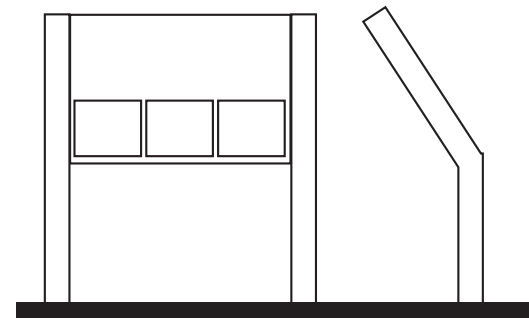
Prototypes were installed in 2018 at the history museum. The installation of the final signs are in progress at the museum by volunteers and the city maintenance staff.



This 36" x 24" sign is made of a durable 1/2" high-pressure laminate graphics panel using a surface-mount cantilever-style hardware made of aluminum with a dark bronze powder-coat finish.



Surface mount cantilever sign



Interactive sign with spinning panels

The proposal is for the design development of one graphics panel and two graphics panels with an interactive component, such as spinning panels.

Fabrication of the hardware and graphics panel is not part of the design proposal.

Here are a few examples from the history museum agricultural exhibit. They are color-coded by section.

Green: Machine shop

Orange: Apricot and walnut

Blue: Water

Dark gray: Smith House

Patent Town



The inventive spirit that permeates Santa Clara Valley today was already apparent in early Los Altos, where industrious farmers engineered solutions to problems. William E. Formway was one such patent-holder. His machine shop on Almond Avenue made and repaired many tools. He also invented a walnut huller in his shop, which would remove the pulpy outer shell that envelops walnuts. The first prototype of his invention is here on display at the Museum. In 1933, he filed a patent for a modified walnut huller he called the Wizard. Today, the company he started is still in operation in Chico, California, under the name Wizard Walnut Company.

Production Model

A working production model is on display here. Fresh walnuts are poured into the hopper, dragged up the conveyor belt through a series of brushes, and then placed in the metal drum, which is turned by an electric motor. The pulpy outer shell or shuck would disintegrate in this process, leaving the shelled walnut ready to go to market in the drum. This machine was so successful that Formway began manufacturing hundreds more.

These machines were built to last. The production model still works today!



Home with Running Water



This home was built between 1901 and 1905 by J. Gilbert Smith, a few years prior to municipal water coming to Los Altos. He installed a windmill to pump water into a tank at the back of the house for the family's water needs. That windmill collapsed during the 1906 San Francisco earthquake.

A few years later the railway came to town and brought progressive changes with it. By 1908, municipal water and electricity were installed by the Los Altos Land Company and J. Gilbert Smith connected to it.

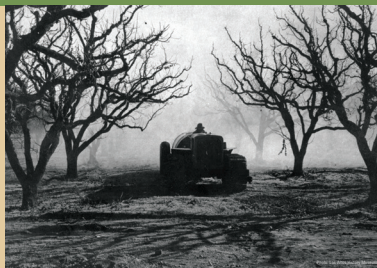
As you look around the outside of the house, you will notice piping on the exterior. That was the way plumbing was done, even though the house had running water all along, and an indoor bathroom.



Specialized for the Job

Chemical Aids

Worms, bugs, and other infestations were a serious threat to the investments orchardists had made in their fruit trees. When pesticides were first introduced, growers applied them to tree limbs and fruit with hand-pumps like the one to your left. Later, mechanized sprayers, like the black Meyers orchard sprayer you see here, were invented. This unit was originally pulled by horses, but then modified to be pulled by a tractor. From the 200-gallon tank in the back, insecticide was pumped by a one-cylinder Lycoming engine to a hand-held spraying wand. Liquid fertilizer became more common after the 1940s and would also be applied by sprayers.



As the horses went out of use, more land became available for the planting of trees since the farmer no longer needed ten acres to keep his horses in feed.

—Yvonne Jacobson

Tractor Crawler

This vintage 1930s Allis Chalmers Model M tractor is low to the ground, designed that way so it could operate under the limbs of apricot and prune trees. The tractor does not have wheels that would raise it off the ground. Instead, it "crawled" on belts, which is why this kind of tractor is called a crawler. This one was used for decades on the J. M. Pear Ranch near the corner of what is now California and Showers avenues in Mountain View and was donated by the Pear family.

Visitors are welcome to sit on the tractor, and listen for this old engine to start.

J. Gilbert Smith pulling a sprayer behind his tractor, circa 1930.

J. Gilbert Smith House



Working alone from 1901 to 1905, J. Gilbert Smith planted the surrounding orchard while building this craftsman-style home. He chose redwood from the Santa Cruz Mountains, delivered by wagon, at a cost of \$15 per 1,000 board feet.

During his 65 years in Los Altos, Gilbert gained a reputation as a skilled carpenter and building contractor, a fine orchardist, and an avid amateur photographer.

His mother lived with him in this home until her death in 1931. Gilbert then married childhood friend Margaret Hill. Margaret was an outgoing community leader who often entertained at the home. Upon her death in 1973, the home and surrounding 1.3 acres were donated to the City of Los Altos, and it was turned into the Los Altos History Museum in 1977.

J. Gilbert Smith and his wife, Margaret.



DAVIS DESIGN

#E19-02 Estimate

Date: May 20, 2019

Project: Orchard Exhibit Extension Design Development

Client: City of Los Altos

Scope of Work

To design 3 interpretive exhibit signs (two interactive), not to exceed 36" x 24" in size. These panels are an extension to the Library and Los Altos History Museum outdoor exhibit. The various groups involved with this project are: Los Altos History Museum (LAHM), City of Los Altos (LA), Orchard Commons Committee (OCC), Historical Commission (HC). A member of the OCC will serve as project coordinator. Work not to exceed \$5K.

Project Phases 1: Design Development	Hours	Outside costs
Meeting with client and get briefed on the project goals. LAHM provides copy and historical photos before design can begin.	1	
Design first design comps 3 signs at 5 hours each (10 bus days)	15	
First Design Presentation	1	
Receive/review feedback from LAHM	1	
Revise design to prepare Design rev 2 to present to OCC 5-7 business days	4	
Meeting with LAHM / OCC project coordinator	1	
Design rev 2 to OCC (pdf sent)	3	
Final tweaks and prepare Design rev 3 for HC	1	
Estimated Out-of-Pocket Printouts for internal design development		\$80
*Optional: 6 RF stock images w/extended license for outdoor signs. \$110 each		\$660
*Optional: <u>Custom illustrations or photography are unknown at this time and not included in this estimate</u>		TBD
* Optional: 1 set full-size rigid comps of the graphics panels		\$240

DAVIS DESIGN

Project Phase 2: Refined Design and Final Art to Fabricator	Hours	Total
Design 3 presented to HC Consolidated feedback/ edits by HC from OCC/LAHM. <u>At this phase, if there are objections by the public or HC requiring a major redesign, this requires a change order to the Scope of Work.</u>	2	
Final electronic file prep with high-res images prepared for the fabricator.	4	
Final design, and specs. Hardware type, color, size, ground or surface mount. Specs on thickness of hi-pressure laminate and size. Davis Design does not provide engineering drawings. One review cycle if additional edits are required. Files will not be sent to fabricator until proofs are approved. Correspondences with fabricator until job is delivered. Meet with installers.	3	
Fee Schedule	Hours	Total
End of phase 1*	27	\$2,700
End of Phase 2*	9	\$900.00
Design \$100/hr Project mangement/fabricator \$100/hr		
*Out-of-pocket and expenses are estimates and will be invoiced as needed/ approved by clients.		\$80-\$960

About Davis Design

Woman-Owned Los Altos business since 1993. Davis design is a sole proprietor and does not have any employees. Services include graphic design for marketing communications and exhibit design.

Proof of Insurance:

Once an estimate is approved, Davis Design will provide a Certificate of Liability Insurance documentation. Workers Compensation clause is always waived.

Fees/Compensation/Change Orders

Payment for work completed will be based on progress to date for each phase as described in the Scope of Work. Davis Design provides hours associated with each phase. Meetings or change to the scope of work will be billed at an hourly rate of \$100/ hour

Terms:

Net 30. Terms are based on fee schedule outlined above. If a project is delayed for more than 20 days, or terminated, then an invoice will be submitted for work completed to that date. All files are provided electronically to vendor or client and is not subject to sales tax, unless physical delivery is requested,

at which time sales tax is applied. Fonts can not be distributed with a project due to licensing restrictions. Fonts will be outlined if client requests files or substituted, or the client can license the font. Any stock images licensed is only to be used on this project.

Out-of-Pocket*

Are estimates only and will billed at their cost plus a 15% agency mark-up for items less than \$250. These expenses include color prints, Fedex, proofs, stock photography/ illustration. Stock photography prices are subject to change based on different suppliers and their licensing terms. For expenses or reimbursements over \$250 a 10% agency fee applies. Sales Tax may apply.

Los Altos History Museum/ OCC Staff Responsibilities:

Responsible for copy development, editing, proofreading and hi-res historical images. OCC staff will provide project management to keep all parties on schedule.

Fabrication Vendor: Davis Design will work with the vendor and provide what they need. Engineering drawings, site drawings and fabrication is not part of this Scope of Work.