



## CITY OF CARLIN

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October 19, 2023

Commission for Cultural Centers and Historic Preservation  
State Historic Preservation Office  
901 S. Stewart St.  
Suite 5004  
Carson City, Nevada 89701

Dear Commission Members:

We are writing to request an extension of the grant cycle for the Old Church on Main in Carlin, Nevada. The current Project Termination date is May 3, 2024.

The primary reason for the extension is the resignation of the architect who was engaged to perform the Architectural and Engineering Services. We were informed in early September that the architect would not be able to continue with the project due to ongoing health issues.

Upon the recommendation of the Carlin Historical Society, we recently signed a contract with a new firm, Kautz Environmental Consultants, Inc., to complete the study. The proposed completion date is April 1, 2024. Please find attached the signed agreement for services and the proposed timeline.

Please note that this agreement does not include the completion of construction documents or actual construction as outlined in Amendment #1 of the Scope of Work. Without further information, we cannot determine whether construction documents and roof reconstruction will be feasible during this grant cycle. To that end, we would like the Commission to be aware that we did place a second tarp on the roof to replace a previous one that had become nonviable.

Based upon the proposed timeline, it is possible that the architectural study as outlined in the initial Scope of Work can be completed by the project termination date. However, we would like to request an extension so we can continue to work on the items outlined in Amendment #1 of the Scope of Work.

We appreciate the Commission considering this matter and look forward to seeing significant progress on the project in the coming months.

Thank you,

*Madison Aviles*

Madison Aviles  
City Manager  
City of Carlin

Timeline From ZoAnn Campana, Kautz Environmental

<b>Church - Activity/Objective</b>	<b>Estimated Completion Date</b>
Fieldwork	November 30, 2023
Research/Developmental History	December 22, 2023
Treatment and Work Recommendations*	January 18, 2024
Draft Report Compilation and Production**	February 15, 2024
Draft Comments from Client (30-day review period)	March 15, 2024
Final Report Revisions and Production	April 1, 2024

\* Will not include structural conditions assessment or associated work recommendations until that task is completed by the architect/engineer.

\*\*Will not include record drawings until that task is completed by the architect.

I'm in contact with a couple of architects who regularly work on historic buildings and interested in working on this project. Unfortunately, they are generally unavailable until the beginning of 2024. I can complete the report by mid-February, but if they haven't completed their analyses and drawings by then, I'll need to leave placeholders in the report until those tasks are complete.

ZoAnn Campana  
Architectural Historian  
Kautz Environmental Consultants, Inc.  
Reno Office: 775.826.4411  
Las Vegas Office: 702.625.0749



September 22, 2023  
Madison Aviles  
City of Carlin  
maviles@cityofcarlin.com

**RE: Proposal for a Historic Structure Report for the Sacred Heart Catholic Church, 923 Main Street, Carlin, Nevada**

Madison:

Thank you for the opportunity to provide a scope of work and cost estimate to complete a historic structure report for the Sacred Heart Catholic Church in Carlin, Nevada.

### **Project Overview**

The Sacred Heart Catholic Church, built in 1912, is preparing to undertake a series of construction projects to stabilize and preserve the building, as well as to meet current life and safety codes. Prior to the start of construction, a historic structure report (HSR) for the building must be completed. The HSR will document the historic development and physical chronology of the building; assess existing conditions of historic materials, features, and finishes; create a photographic and narrative record of its current appearance; identify character-defining features and evaluate the overall historic significance; and provide treatment and work recommendations.

KEC understands that another consultant was previously contracted to provide an architectural study of the building and produced a partial draft of this report. The following scope and cost estimate take this into account, and every effort will be made to incorporate the work that has been done into the HSR, as opposed to duplicating tasks that have already been performed, assuming that the extent and quality of the prior contractor's work is adequate for inclusion in the HSR.

### **Proposed Scope of Work**

Kautz Environmental Consultants (KEC) proposes the following Scope of Work (SOW) to complete the project, which follows the guidelines set forth by the National Park Service in *Preservation Brief 43: The Preparation and Use of Historic Structure Reports*, as well as industry best practices. This SOW details the essential tasks required to complete a two-part report that includes a section on developmental history and a section on treatment and work recommendations.

**Task 1: Field Documentation** – KEC will conduct an existing conditions survey for exterior and interior materials, features, and finishes. During the survey, a narrative description of the resource will be documented and character-defining features will be identified. Documentation will include record photography in accordance with the National Park Service's Photo Policy for "Best" practices as outlined in their document.

**Task 2: Compile Developmental History** – KEC staff will utilize records provided by the historical society and other regional repositories (e.g., Northeastern Nevada Museum, Elko County Recorder; Nevada Historical Society, University of Nevada, Reno), as well as those stored online, to create a comprehensive developmental history of the building. Fieldwork data will also be incorporated into the developmental history, which will include the following:

- *Historical background and context* – history of the building and its context, its designers and builders, and persons associated with its history and development.
- *Chronology of development and use* – description of original construction, modifications, and uses, based on historical documentation and physical evidence.
- *Physical description* – description of elements, materials, and spaces of the building, including significant and non-significant features.
- *Evaluation of significance* – discussion of significant features, original and non-original materials and elements, and identification of the period of significance.
- *Assessment of existing conditions* – description of the condition of building materials, elements, and systems and causes of deterioration.

**Task 3: Treatment & Work Recommendations** – Based on results of the fieldwork and developmental history, KEC will develop treatment and work recommendations for the building, which will include:

- *Historic preservation objectives* – description and rationale for the recommended treatment and how it meets the project goals for use of the building.
- *Requirements for work* – the laws, regulations, and functional requirements that are applicable to the recommended work areas (e.g. life safety, fire protection, energy, hazardous materials abatement, handicapped accessibility).
- *Work recommendations and alternatives* – tasks recommended to realize the proposed treatment approach, evaluation of proposed solutions, and a description of specific recommendations for work (including alternatives, if applicable).

Ideally, this section will take into account engineering, mechanical, electrical, life/safety reports, and associated work recommendations. As these portions of the draft report are incomplete, this task will require coordination with a professional architect and engineer. KEC is currently seeking proposals from qualified architects with historic preservation experience. Please note that professional architectural and structural analyses are not included in this proposal.

**Task 4: Compile Historic Structure Report** – Prepare a comprehensive historic structure report containing the developmental history, treatment and work recommendations, record photography, and other applicable illustrations, reference documents, and reports.

Please note that this SOW does not include a supplemental Record of Work Performed, which is sometimes referred to as the third part of an HSR and documents all work performed *after* the implementation of the recommended treatment approach and specific work. If the client wishes a

proposal to complete a Record of Work Performed, KEC will gladly submit one. However, this supplemental section may also be completed by a project manager or other staff in an effort to reduce costs.

### **Deliverables**

The essential tasks outlined above will produce a historic structure report that conforms to National Park Service standards set forth in *Preservation Brief 43: The Preparation and Use of Historic Structure Reports*, as well as industry best practices. Two hard copies and one digital version of the completed report will be submitted to the client.

### **Personnel**

All work for this project will be performed by ZoAnn Campana, M.P.S. Ms. Campana received a Master's degree in Preservation Studies from the Tulane University School of Architecture and meets the Secretary of the Interior's Professional Qualification Standards as an Architectural Historian, Historic Preservationist, and Historian.

As KEC's principal architectural historian, Ms. Campana is directly responsible for the proper identification, evaluation, and reporting of architectural cultural resources. She is familiar with both high-style and vernacular architecture, as well as residential and commercial property types, throughout Nevada and the American West. She has extensive experience with architectural survey and archival research, as evidenced by the successful completion of a number of architectural surveys ranging from the study and evaluation of standalone resources to that of large-scale districts.

Ms. Campana works cooperatively with other professional staff at KEC, including archaeologists, historians, full-time GIS staff, and graphic artists. KEC has provided innovative solutions for our clients' cultural resource related issues since 1994. We conduct all levels of cultural resource activity from the smallest surveys to major mitigation efforts, providing prehistoric, historic, and architectural resource consulting services.

### **Cost Estimate**

The anticipated cost to complete the tasks outlined above is \$15,154. The cost breakdown is below:

<b>Activity</b>	<b>Cost</b>
Fieldwork	\$2,060
Part I – Developmental History	\$4,085
Part II – Treatment & Work Recommendations	\$4,305
Report Production	\$4,080
Administration	\$624
	<b>Anticipated</b>
	<b>Total</b>
	\$15,154

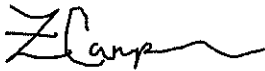
**Project Assumptions**

The cost estimate above reflects KEC's understanding of the undertaking as of September 22, 2023. Changes to the project scope outlined above will result in changes to KEC's costs accrued. In that case, a change order will be completed detailing the resulting revisions to the project's overall anticipated costs. In addition, this scope of work takes into account the following assumptions:

1. Architectural record drawings are not included in this scope.
2. Engineering, life and safety, mechanical, and electrical reports are not included in this scope.
3. Materials investigation and testing are not required.
4. Archaeological investigation is not required.
5. KEC will conduct one site visit to the building.
6. Meetings with the client will be held virtually.
7. KEC will produce two hard copies and one digital copy of the report. If the client wishes additional hard copies, KEC will gladly provide them at the standard rate of \$0.20 per page of black-and-white and \$0.50 per page of color copy.

Thank you for the opportunity to provide this scope of work and cost estimate. If you have any questions or concerns, please do not hesitate to contact me at [zcampana@kecnv.com](mailto:zcampana@kecnv.com) or by telephone at (775) 829-4411.

Sincerely,



ZoAnn M. Campana, M.P.S.  
Architectural Historian

Accepted by:

Signed Margaret Johnston

Printed Margaret Johnston

Title Vice Mayor

Date 10/11/2023



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### Termination of Contract

By mutual assent, the City of Carlin and Jacques Errecart agree that the Contract for Professional Services, signed on January 12, 2023, shall be terminated effective October 7, 2023.

Each Party acknowledges and agrees that it has already received all payments and amounts owed from the other party under the aforementioned Contract and that no additional consideration of any kind is due from the other Party with respect to the Contract.

Dana Holbrook  
Mayor  
City of Carlin  
PO Box 787  
Carlin, NV 89822

Jacques Errecart, NCARB  
Architect  
518 Commercial Street  
Elko, Nevada 89801

Date: 9-13-2023

Date: 10-4-23