



Carlin Historical Society and Museum

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Carlin, NV 89822
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carlinhistoricalsociety@gmail.com

October 19, 2023

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

Dear Commission Members:

We would like to take this opportunity to provide you with an update regarding our work to restore the Carlin School House and to request an extension for completion of the Scope of Work for this grant cycle as a result of the resignation of the architect we engaged to complete the architectural study and construction documents.

We signed a contract with the architectural firm of Jacques Errecart in early January 2023. The work to complete the architectural study commenced but progress was slow. In July 2023, we asked Errecart to complete the study by September 1, 2023. Weekly meetings to monitor the progress of Errecart were held, but on August 16, 2023, Errecart informed us that she was having health problems and would have to be out of town for treatment for a couple months beginning in September.

On September 1, 2023, Errecart informed us that she would not be able to provide us with a completed architectural study or the construction documents. She said that she could possibly complete the study after her medical issues were resolved or we could choose to terminate the contract for services. On September 7, 2023, Errecart informed us that due to new developments, she would not be able to continue the project. Consequently, we mutually agreed to terminate the contract.

After seeking alternative professional services, on October 5, 2023, we signed a contract with Kautz Environmental Consultants, Inc., based upon their work on St. Paul's Church in Virginia City. A structural conditions analysis will be performed by a third-party architect. Kautz is assisting us with finding and engaging an architectural firm to complete the structural and engineering portions of the study. Please find attached the signed proposal for professional services that will be performed by Kautz.

Kautz Environmental has provided us with a tentative timeline for completion of their portion of the study. The entire timeline is attached but they anticipate the final study will not be completed until May 15, 2024.

In addition to the architectural study, our scope of work includes the completion of construction drawings and actual construction to restore the original roof of the school house. It is possible that construction drawings could be completed by the same architectural firm we engage to complete the structural analysis but this is not known at this time. As soon as we have engaged the services of an architect and discussed the project with them, we will inform you about any additional work that could be completed during this grant cycle.

Due to unforeseen circumstances and the proposed timeline provided by Kautz Environmental, we would like to request an extension of the grant cycle to allow us to complete as much of the project as possible.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ella B. Trujillo', with a long vertical line extending downwards from the end of the signature.

Ella B. Trujillo
Treasurer



September 22, 2023
Ella Trujillo
Carlin Historical Society
carlinhistoricalsociety@gmail.com

RE: Proposal for a Historic Structure Report for the Carlin School House, 719 Cedar Street, Carlin, Nevada

Ella:

Thank you for the opportunity to provide a scope of work and cost estimate to complete a historic structure report for the Carlin School House in Carlin, Nevada.

Project Overview

The Carlin School House, built as early as 1870, 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 \$14,729. The cost breakdown is below:

Activity	Cost
Fieldwork	\$1,970
Part I – Developmental History	\$4,110
Part II – Treatment & Work Recommendations	\$3,945
Report Production	\$4,080
Administration	\$624
	Anticipated
	Total
	\$14,729

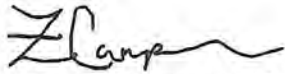
Project Assumptions

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 or by telephone at (775) 829-4411.

Sincerely,



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

Accepted by

Signed  _____

Printed Ella B. Trujillo _____

Title Treasurer _____

Date 10/5/2023 _____

Ella Trujillo

From: Carlin Historical Society <carlinhistoricalsociety@gmail.com>
Sent: Thursday, October 19, 2023 12:39 PM
To: Ella Trujillo
Subject: Fwd: School HSR Timeline

----- Forwarded message -----

From: ZoAnn Campana <zcampana@kecnv.com>
Date: Wed, Oct 18, 2023 at 12:31 PM
Subject: School HSR Timeline
To: Carlin Historical Society <carlinhistoricalsociety@gmail.com>
Cc: Madison Aviles <maviles@cityofcarlin.com>

Here is the timeline for the school. Same deal with waiting on the architect's drawings and analysis. Let me know if you have any questions!

School - Activity/Objective	Due Date
Fieldwork	November 30, 2023
Research/Developmental History	January 25, 2024
Treatment and Work Recommendations*	February 28, 2024
Draft Report Compilation and Production**	March 31, 2024
Draft Comments from Client (30-day review period)	April 30, 2024
Final Report Revisions and Production	May 15, 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.

ZoAnn Campana

Architectural Historian

Kautz Environmental Consultants, Inc.

Reno Office: 775.826.4411

Las Vegas Office: 702.625.0749