



July 3, 2019

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Cc: Sara Gibb, Clerk/Treasurer, [thetownofpitkin@gmail.com](mailto:thetownofpitkin@gmail.com), (970) 787-0968

RE: Proposal to rehabilitate backstage and dressing rooms in the Pitkin Town Hall

HistoriCorps<sup>®</sup>, a 501(c)(3) nonprofit based in Morrison, CO, is pleased to submit this proposal as requested for rehabilitation and preservation work at the Pitkin Town Hall. The proposed project will be undertaken with three (3) 5-day work sessions and four (4) additional days to mobilize/demobilize and travel to/from the jobsite. HistoriCorps' field staff (one project supervisor and one crew leader) will direct a volunteer workforce consisting of up to five volunteers per session.

The scope of work is structured to challenge volunteers and crew with a diversity of tasks and full workdays. The Scope of Work listed below was created from photographs and measurements taken from a June 2019 site visit conducted by Jonas Landes.

Every effort has been made to identify all areas of impact. However, should concealed or unknown conditions be encountered in the performance of the work below the surface of the ground or in the existing structure be at variance with the conditions indicated by the information furnished by the owner or the owner's representatives, or should unknown physical conditions below the surface of the ground or in the existing structure of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Agreement, be encountered, they will be brought to the attention of the appointed Partner representative for the project, and in consultation with the representative, a rehabilitation treatment will be decided and the impacts to the original scope of work will be duly noted, documented via email, and the Scope of Work herein will be adjusted accordingly. In the event that the foregoing, or inclement weather, prevents HistoriCorps from completing the items outlined in the Scope of Work in the timeframe proposed, HistoriCorps will consult with the appointed agency representative to revise the prioritization of

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HistoriCorps, the workforce for saving places

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work and establish an appropriate stopping point which will be included in the foregoing documentation.

Conversely, if we successfully complete the items listed below before the end of our scheduled time on site, we will undertake additional work items in consultation with the agency or partner representative.

HistoriCorps will address the work items in descending order of priority, and as building conditions permit. The Scope of Work in its entirety as described below is therefore a guide for the parties and not a committed deliverable. Because of the time certainty associated with a volunteer workforce **HistoriCorps is committing to a fixed schedule – pre-set start and finish dates.**

### **SCOPE OF WORK:**

#### Northwest Dressing Room

1. From the interior
  - a. Stabilize a 3'-6" by 10'-6" section of west masonry wall starting just below interior grade and extending up to the bottom of the west-facing windows
  - b. Rake the mortar joints to a depth of 3"-4"
  - c. Reset loose or missing stone
  - d. Repoint using a mortar that matches the historic mortar in color, composition, and tooling
2. From the exterior
  - a. Excavate, by hand, approximately 2' below grade along the same 10'-6" long section of west masonry wall as identified in item #1
  - b. Stabilize then reset loose or missing stone
  - c. Rake the mortar joints to a depth of 3"-4"
  - d. Repoint using a mortar that matches the historic mortar in color, composition, and tooling
  - e. Backfill excavated area and re-set existing EPDM rubber membrane
3. Rebuild floor system
  - a. Town of Pitkin to remove all furniture, rugs, and clothing prior to HistoriCorps' arrival
  - b. Demolish existing floor system
  - c. Install two ground contact pressure treated 6x6 sleepers approximately 12" in from the east and west walls, sleepers to run north-to-south and to be bedded into the ground
  - d. Install ground contact pressure treated 2x6 joists every 16" o.c., joist to run east-to-west
  - e. Install ¾" plywood subflooring
  - f. Install rosin paper and 3-1/4" Doug Fir flooring, flooring to run north-to-south
  - g. Sand and finish with two coats of clear Polyurethane

**If time allows:**

Southwest Dressing Room

4. Install approximately 10 square feet of ceiling beadboard to infill between missing sections and replace the most deteriorated boards
5. Re-install loose and buckled beadboard
6. Stain and finish replacement beadboard to match existing (as close as reasonably possible)

East Dressing Room

7. Install approximately 25 square feet of ceiling beadboard to infill between missing sections
8. Stain and finish replacement beadboard to match existing (as close as reasonably possible)

Backstage

9. Install approximately 40 square feet of ceiling beadboard to infill between missing sections and replace the most deteriorated boards
10. Re-install loose and buckled beadboard
11. Stain and finish replacement beadboard to match existing (as close as reasonably possible)

All HistoriCorps work complies with *The Secretary of the Interior's Standards for Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.*

**BUDGET**

Pitkin Town Hall		Total
Column (b)		
<b>Salaries/ Labor</b>		
Project Manager	\$816.00	
Operations Manager	\$204.00	
Workforce Manager	\$672.00	
Project Supervisor	\$9,272.00	
Crew Leader	\$5,280.00	
	Subtotal Labor	\$16,244.00
<b>Travel</b>		
Truck & Trailer loaded	\$336.60	
Truck only, local	\$125.28	
Per diem (field staff travel)	\$110.00	
Per diem onsite (\$19.35/person/day) - volunteers	\$1,451.25	
Per diem onsite (\$19.35/person/day) - staff	\$735.30	
	Subtotal Transportation	\$2,758.43

**Equipment**

HistoriCorps Tools and Equipment	\$3,225.00
Scaffold rental	\$225.00
Drum sander rental	\$75.00
<b>Subtotal Equipment</b>	<b>\$3,525.00</b>

**Materials**

Misc. masonry supplies (lime, sand, Portland)	\$400.00
Pressure treated 6x6s and 2x6s	\$320.00
3/4" plywood	\$272.00
Fir flooring	\$1,650.00
Stains and finishes	\$140.00
Beadboard	\$450.00
Miscellaneous construction supplies (fasteners; adhesives; hardware)	\$200.00
Miscellaneous expendable safety equipment	\$600.00
Ancillary construction materials	\$302.40
<b>Subtotal Materials</b>	<b>\$4,334.40</b>
<b>Subtotal Direct Costs</b>	<b>\$26,861.83</b>
<b>Indirect expenses</b>	<b>\$10,022.15</b>
<b>Total Cost to Project Sponsor</b>	<b>\$36,883.98</b>

**Contributed Value (Partner Match)****Column (c) Noncash Contribution****Equipment**

HistoriCorps tools & equipment @ \$550/ day	\$8,250.00
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**Indirect Cost Rate**

Indirect Cost, Equipment	\$3,078.08
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<b>Total, Column (c)</b>	<b>\$11,328.08</b>
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**Column (d) Inkind Contributions****Salaries/ Labor**

Value of Volunteers (\$25.43/hour)	\$15,258.00
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<b>Total, Column (d)</b>	<b>\$15,258.00</b>
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<b>Total, Contributed Value</b>	<b>\$26,586.08</b>
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Town of Pitkin Contributions:

- Consultations with SHPO completed prior to the arrival of HistoriCorps;
- All permit submittals and approvals, if any are required obtained in advance of the arrival of HistoriCorps. All costs of permitting and licensure are the Town's responsibility;
- Advisement to HistoriCorps, in advance, of any stipulations regarding compliance with building codes or state and local ordinances, if any, that may affect areas of treatment and compliance with the SOIS;
- Abate and dispose of any hazardous materials, e.g., asbestos, that may be present in or near the affected areas for treatment prior to the arrival of the HistoriCorps Field Staff.

*NOTE: HistoriCorps is a Renovation, Repair and Painting (RRP) certified Leadsafe firm and will follow all procedures for appropriate remediation of lead-based paints (LBPs) in accordance with this certification. Practicably, HistoriCorps will remediate LBPs by removing loose and flaking paint, then encapsulating the remainder of the LBPs with new, non-lead-based paint coatings. HistoriCorps does not execute any hazardous materials abatement or disposal.*

- Archeological monitoring and/or clearance, if necessary;
- Bathroom facilities. The Town shall provide one portable toilet at the jobsite for the duration of the project;
- Lodging facilities. At minimum, HistoriCorps field staff will need a well-drained level and secure location to set up their tents. The preferred camping location within the Town of Pitkin otherwise a nearby campground will suffice. The Town must provide a minimum of two flush, vault, or portable toilets at the camping location. Any costs of lodging will be borne by the Town;
- Removal of all construction debris generated during the project. A 10cy dumpster is recommended;
- Partner shall coordinate press releases and associated communications regarding the project with HistoriCorps' communications coordinator;
- Partner, or representative, to visit crew at project site at least once per session to discuss historical significance/end-use/goals for the property and convey appreciation for volunteer's efforts. Logoed hand-outs (i.e. shirts, mugs, hats, pins, pens, etc.) are always appreciated by our volunteers, but not required.

This proposal is valid for 180 days from date of submission. After which time, if requested, HistoriCorps submit a revised proposal.

Thank you for inviting HistoriCorps to submit this proposal. We look forward to working with you in 2020.

**Sincerely,**



**Director of Operations**