



April 11, 2016

DEPARTMENT OF PLANS & PUBLIC WORKS

David P. Wessel  
ARG  
Pier 9, The Embarcadero, Suite 107  
San Francisco, CA 94111

**Subject: Notice-to-Proceed for Historic Structures Report (HSR) and Comprehensive Preservation Maintenance Program for the Old Monterey Jail**

Dear Mr. Wessel:

This is your "Notice to Proceed" to conduct a Historic Structures Report (HSR) and Comprehensive Preservation Maintenance Program for the Old Monterey Jail, per your revised proposal dated April 5, 2016 (copy enclosed). This work will be performed under your firm's On-Call Architectural Design Services Agreement Ag-4853 on a time and materials basis with a fee not-to-exceed Twenty Thousand Dollars (\$20,000), which includes reimbursable expenses in the amount of Five Hundred Dollars (\$500). At this time, the City is declining the optional seismic assessment included in your proposal.

Per the attached proposal, the anticipated project start date is June 2016, and all work shall be completed within 10 weeks of the start date. You may contact Dennis Copeland, Museum Arts and Archives Manager to coordinate the work.

We will forward the City Purchase Order to you once we receive it from our Accounting staff. Please include the PO number on all invoices to the City for this project.

We look forward to working with you on this project.

Sincerely,

  
Steve Wittry, P.E.  
City Engineer

SW/mb

Enclosures: ARG Proposal, dated April 5, 2016

Cc: Dennis Copeland, Museums Arts and Archives Manager  
Clementine Bonner Klein, Senior Assistant City Clerk  
Scott Connolly, Accounting Specialist  
File



Architectural  
Resources Group

Pier 9, The Embarcadero, Suite 107  
San Francisco, California 94111

[arggf.com](http://arggf.com)

Revised April 5, 2016

Dennis Copeland  
Museums, Cultural Arts and Archives Manager  
City of Monterey  
625 Pacific Street  
Monterey, California 93940

Dear Dennis:

Architectural Resources Group (ARG) is pleased to provide our proposal for a Historic Structures Report (HSR) and Comprehensive Preservation Maintenance Program for the Old Monterey Jail. The assessment will include the 1855 jail building as well as the 1869 hyphen structure which connects to Colton Hall. Having worked on the Colton Hall Conditions Update and Preservation Maintenance Program in 2012, we have valuable background knowledge of the complex and will build upon this history to produce a comprehensive report for the Old Jail.

#### **Project Scope**

We will start the project with a kick-off meeting with City staff to discuss project goals, review scope and schedule, and discuss existing historic documentation. ARG assumes the City will direct us to historical resources, which we will explore and supplement with additional limited research, if necessary. ARG staff and consultants will then visit the building to assess existing conditions. The HSR will summarize the building chronology and character-defining features of the building and provide a conditions assessment of the interior and exterior, including prioritized recommendations for the preservation, conservation, and stabilization of the structure. ARG will also include recommendations for accessibility upgrades. If selected as an optional service, a structural engineer will also visit the building to conduct a structural and seismic evaluation. Access to the attic will be required for his investigation.

While the HSR for the Old Monterey Jail will build upon the HSR for Colton Hall, our scope of work does not include combining research and findings for the two buildings. The Old Monterey Jail Historic Structure Report will stand independent of all previous reports for Colton Hall. The Preservation Maintenance Program will be a separate report and will focus on an inspection schedule, checklist, and technical guide for materials and work methods. Reoccurring maintenance tasks such as cleaning and painting will be described in detail.

Drafts of the two reports will be submitted to the City. After receipt of draft comments, the two documents will be finalized. All reports will be delivered in electronic format only; no hard copies will be

provided. If required, findings will be presented to Museum and Cultural Arts Commission and Historic Preservation Commission. We assume presentation to these two groups will be joint or will occur on the same day.

#### Staff and Schedule

Research and building assessment will be conducted by a qualified architectural conservator. All ARG staff members meet the Secretary of the Interior's Professional Qualifications and will make recommendations in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The anticipated start date for the project is June 2016 and the schedule is as follows:

- Kick-Off Meeting and Site Visit – Mid-June
- Draft HSR and Maintenance Program – Within 8 weeks of Site Visit
- Final HSR and Maintenance Program – Within 2 weeks of receipt of Draft Comments

#### Project Fee

The proposed not-to-exceed fee for the project is \$19,500. Should you wish to include a seismic assessment as part of the HSR, there is an additional fee of \$3,450. Reimbursable and consultant expenses will be billed at cost plus a 15% mark-up. Reimbursable expenses include travel, communication, and reproduction and are estimated to be \$500.

Historic Structure Report and Maintenance Program	\$19,500
OPTIONAL TASK: Include Seismic Assessment	\$3,450
Estimate of Reimbursable Expenses	\$500

We would be pleased to discuss our scope of work and fees with you to ensure we have made appropriate assumptions. We appreciate the opportunity to work with you again.

Sincerely,



David P. Wessel  
Principal