

**APPLICATION FOR  
COMMUNITY PRESERVATION ACT ELIGIBILITY**

Date: 9/24/20

Project Title: Arrowhead Historic Structure Report  
Name of Applicant: Berkshire Co. Historical Society  
Name of Organization: same as above  
Address: 780 Holmes Rd, Pittsfield, MA 01201  
Telephone: 413.442.1793  
Email: lherzberg@berkshirehistory.org

CPA Category (circle all that apply):      Open Space      Historic Preservation  
   Recreation      Community Housing

CPA Funding Requested: \$ 10,000      Total Project Cost: \$ 30,000

Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA. Also include a description of how the estimated project cost was developed under "Estimated Budget". Please include supporting materials as necessary.

**Project Description:** The BCHS is seeking grant funds to complete a full Historic Structure Report for Arrowhead. An HSR is the first step in adopting a discipline approach for the care of a historic building. It will serve as an important guide and planning document for all future preservation. It will include: photography, architectural assessment, conditions assessment and documentary research fieldwork

Estimated Project Budget: \$30,000 (see attached quote from Kimberly Alvarez of Landmark Consulting)

Where appropriate, signature of property owner (or City representative if City-owned) and/or chief executive officer of organization:

Alesley Herzberg, Executive Director

**NOTE: This application enables the CPC to review the request to ensure eligibility and offer guidance. If eligible, an Application for Funding must be completed.**



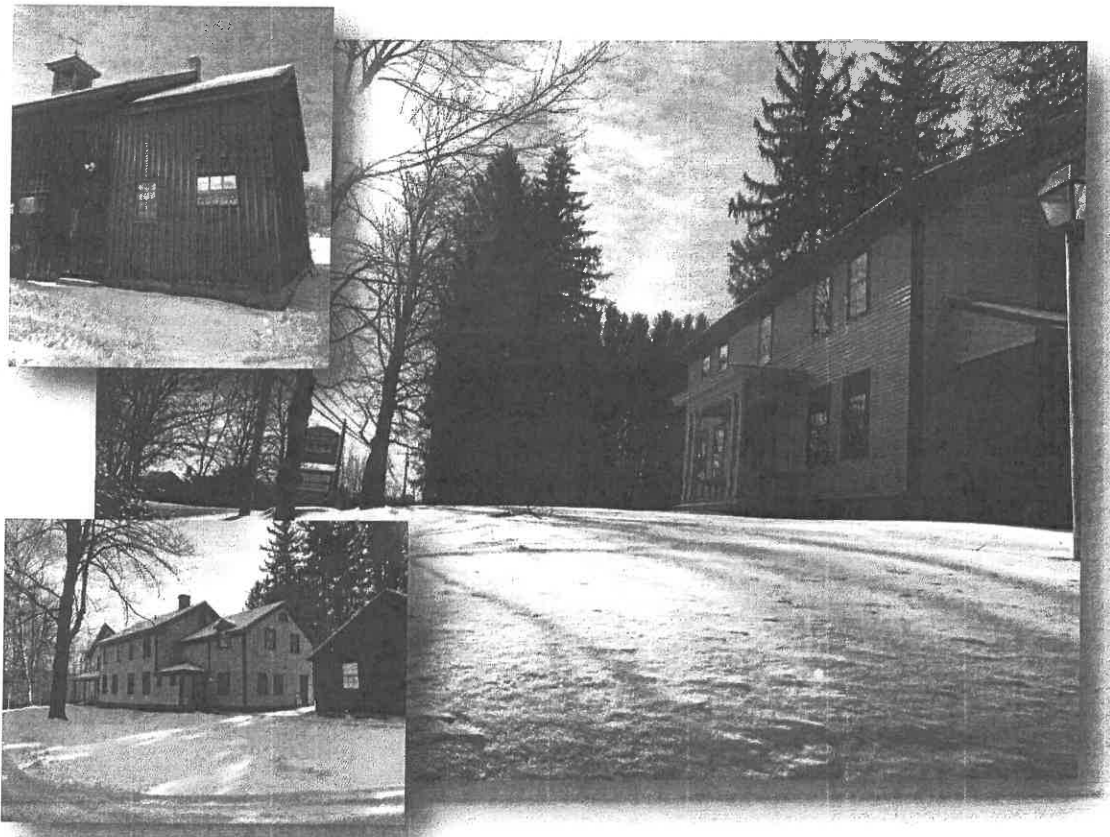


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HISTORIC PRESERVATION & ARCHITECTURAL SERVICES

**Proposal for**  
**Historic Preservation & Architectural Services**  
to prepare a  
**Historic Structure Report**  
for  
**Herman Melville's Arrowhead**

Berkshire Historical Society  
780 Holmes Road  
Pittsfield, Massachusetts





May 18, 2020

Ms. Lesley Herzberg  
Executive Director  
Berkshire Historical Society at Herman Melville's Arrowhead  
780 Holmes Road  
Pittsfield, MA 01201

RE: Proposal for Preservation Architecture Services to prepare a Historic Structure Report  
Herman Melville's Arrowhead (780 Holmes Road, Pittsfield)

Dear Lesley:

We are very happy to provide for your consideration our proposal to complete a historic structure report (HSR) for the Melville House, Arrowhead with a focus on the Melville era from 1850-1863. We understand that this document will focus on just the main house with a complete history of the property during Melville's ownership and will serve several purposes for the advancement of the building's preservation. First and foremost, a thorough and successfully organized HSR will provide the Historical Society with a roadmap on how best to arrest current and accelerating deterioration, as well as to facilitate the reprogramming of space and functions. This roadmap should not only identify the most urgent repair or restoration projects, but also explain how these repairs should be approached in order to achieve a 30-50 year minimum life cycle for the most fiscally responsible stewardship. The HSR could also serve as a primary fundraising and public relations tool for the Society to promote the property as a cultural asset and for securing the capital to apply appropriate and long-lasting preservation treatments.

Landmark Consulting LLC is a small, Albany-based, woman-owned preservation and architecture firm with more than 50 combined years of construction, historic preservation and architectural design experience. Kimberly Konrad Alvarez (Kim) and John D. Alvarez II (Jack) form this husband and wife professional team with experience working in throughout Upstate New York, in western Massachusetts and Connecticut, as well as countless other historic cities and towns including Boston, San Francisco, Washington D.C., Miami, Charlottesville, VA, and Newport. While our attached resumes give substantial detail on our backgrounds, in brief, Kim is the president of Landmark Consulting which was founded in June of 2002. Kim has a Masters of Arts in Historic Preservation Planning from Cornell University and since receiving her degree has worked for the National Park Service in Washington D.C. as a member of the technical research staff; the Boston Landmarks Commission overseeing preservation compliance in the nation's largest Victorian-era historic district; and the Massachusetts Historical Commission as a part of the grants administration staff during an period with \$10million in grant projects. This public-sector work was balanced with a significant number of years working for prominent preservation architecture and planning firms in Boston, as well as considerable grassroots advocacy efforts. Since returning to New York State, Kim's consulting projects have included more than a dozen National Register nominations, historic structure reports, rehabilitation investment tax credit projects, cultural resource surveys, condition assessment reports and architectural services for State grant projects. A great majority of her projects have been funded by the preservation grants often as a result of her involvement in the grant proposal process.

Prior to obtaining a Bachelor's of Architecture degree from Syracuse University, Jack worked for 10 years with his family construction business, learning not only all aspects of the building industry, but also the business management component. Jack brought this intimate knowledge of building construction to his architectural training having the perspective of both the designer and the craftsman. Since completing his degree, Jack has worked for three nationally-prominent preservation architecture firms – in San Francisco, Boston and in Albany. The projects that he has played a large design and/or project management role in have included several National Historic Landmarks including presidential homes, Newport mansions, federal courthouses, university heritage campuses, and private clubhouses. Jack has been a licensed architect and member of the American Institute of Architects (AIA) since 2001 and has been advancing his professional development working as a partner with Landmark Consulting on both new and historic residences and in the adaptive reuse and rehabilitation of commercial structures.

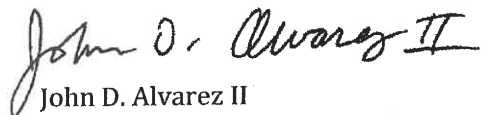
We believe that Landmark Consulting is the perfect match for this project given our extensive experience with historic building research, condition and conservation assessment reporting and restoration planning, documentation and administration of restoration projects of highly significant landmark properties. With regard to the project at hand, we believe that Landmark Consulting can develop a product that organizes a thorough, yet concise historical development narrative complete with relevant graphics; a comprehensive analysis of the conditions of the building including exterior envelope, space programming, code compliance, and character-defining features and finishes and a set of prioritized recommendations for addressing deterioration and deficiencies. We provide the option of involving either or both qualified structural and mechanical engineers with a specialty in historic buildings to expand the condition analysis and treatment recommendations. Ultimately, we hope that the product that we develop is the result of a close collaboration with BHS staff and ourselves to fully identify the needs, issues, and practical solutions that achieve the objective of a viable and restored cultural site.

Lastly, as a special note, we acknowledge that in this uncertain economic period, many qualified firms are looking for an opportunity to work on a project like the HSR for Melville's Arrowhead. However, Landmark Consulting brings not only their work experience and preservation knowledge to this project, but also as a small business, we would provide the Berkshire Historical Society with the benefit of having lower overhead costs coupled with the direct connection and communication with the partners of our firm. We would welcome an opportunity to work with you on this project. Please do not hesitate to contact us if we can answer any questions or provide additional information for your consideration.

Sincerely,



Kimberly K. Alvarez  
kkalvarez@landmarkconsulting.net  
518-361-3909



John D. Alvarez II  
jdalvarez@landmarkconsulting.net  
518-365-8660



### **Proposed Project Approach:**

- Task 1: Research of historic development of property from the time of Melville's purchase and occupation in 1850 to 1863 when he sold the farm from review of historic maps, architectural plans or drawings, deeds, family records, photos, building permits, newspaper accounts, oral and social histories, etc. Work with BHS staff and local historian to cover all possible resources.
- Task 2: Review any extant drawings to understand building construction and evolution. Conduct photographic survey of building (exterior and interior) and preliminary physical, structural, systems inspection. Sketch each plan (3 floors) and develop detailed condition notes on any physical damage and deterioration, sources/causal effects, potentially critical conditions.
- Task 3: Conduct detailed inspection of building elements such as masonry, roofs, windows, porches, interior finishes, etc. Coordinate site inspections by structural engineer and mechanical engineer, if opted for, to conduct associated assessments. Conduct building code analysis based on current use.
- Task 4: Conduct field measurements of building exterior and develop architectural drawings (elevations, site and roof plan). Conduct field measurements of building interior and develop architectural floor plans and select details of architecturally significant features (fireplaces, staircase, door or window casings, etc.) Draw each plan (three floors plus roof plan) and façade elevations (four) in CADD.
- Task 5: Develop Chronological Timeline of the building and Historical Development narrative. Work with Staff to write timeline portion for the report.
- Task 6: Develop a narrative describing the current building conditions. Organize summary of the building deterioration issues, causes and effects, and provide recommended treatments for repair, restoration, rehabilitation or removal.
- Task 7: Develop a narrative describing current space use, related impacts and provide recommendations for re-envisioning programmed, functional space use.
- Task 8: Develop a prioritized work plan with repair options and rough magnitudes of cost.
- Task 9: Assemble materials and organize findings into a thorough yet concise report that serves as a working document. Print and bind two (2) copies of report and provide one electronic copy on CD for easy reproduction.

### **Proposed Project Team:**

Kimberly K. Alvarez (Kim) will conduct much of the building research and develop the historic development narrative and chronological timeline. Kim will also conduct the photographic building survey, assess building conditions, produce the building description and in general organize the components of the Historic Structure Report. Kim works at an hourly rate of \$100/hour.



John D. Alvarez II (Jack) will conduct the inspection of building elements, develop the detailed condition notes and measured drawings and coordinate all site inspections by professional consultants. Jack will conduct the building code assessment and identify sources of building deterioration. The rough magnitude of costs will also be performed in-house with the assistance of regional trades and contractors. Jack works at an hourly rate of \$100/hour.

Working together, Kim & Jack will develop treatment recommendations and a prioritized work plan. Often the assessment of a property warrants the involvement of engineers to inspect and provide treatment recommendations. We have worked with each of the following consultants on numerous projects over the past two decades and are confident in their ability to sensitively work with historic buildings. We anticipate including the following consultants *on an as needed basis*:

Structural Engineering assessment – Dan Proper, Partner, Proper & O’Leary Engineers  
 Mechanical Engineering assessment – Curtis Wilsey, Principal, Quantum Engineering Co. P.C.

**Proposed Project Fee:**

Historic Background: (40 hours)

Research	\$4,000
<i>Optional addition of small barn</i>	\$ 750
<i>Subtotal =</i>	<i>\$4,000 (\$4750)</i>

Site Work: (100 hours)

Building Condition Survey	\$2,500
Detailed Site Inspection	\$2,500
Measured Drawings (CADD)	\$5,000
<i>Optional addition of small barn</i>	\$1,500
<i>Subtotal =</i>	<i>\$10,000 (\$11,500)</i>

Report Development: (170 hours)

Historical Development	\$4,000
Condition Assessment & Recommendations	\$5,000
Code Analysis	\$ 750
Space Use Analysis	\$ 750
Prioritized Work Plan	\$5,000
Magnitudes of Cost	\$1,500
<i>Optional addition of small barn</i>	<u>\$1,250</u>
<i>Subtotal =</i>	<i>\$17,000 (\$18,250)</i>

Report Production:

Printing	(\$75 per copy, 2 copies) & 1 CD/DVD	\$150
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**Proposed Project Cost** **\$31,150**

*Total Project Cost including work on Small Barn adds \$3,500:* **\$34,650**

*Typically a comprehensive building condition assessment includes the site inspections and condition analysis of the structural elements and the mechanical systems with treatment recommendations provided by a licensed structural and/or mechanical engineer, both having experience working with historic structures. For the purpose of this study we have anticipated the possible need to involve such consultants, but have itemized the associated costs as an allowance or additional service to be employed upon closer inspection of the buildings needs.*



Structural assessment – Proper & O’Leary	\$3,500 (allowance)
Mechanical assessment – Quantum Engineering	<u>\$3,000</u> (allowance)
Additional Services Subtotal = \$6,500	

*The work involved in producing measured drawings in CADD has been broken out as accounting for \$5,000. The four floor plans (three floors plus roof plan) account for \$2,750 of the fee, while the elevation drawings equal \$2,250. While we don’t advise it, the fee can be reduced to \$28,900 by limiting the scope of work to the production of only the architectural **plans**.*

**Relevant Completed Projects:** *More complete lists of preservation projects are included in the resumes attached.*

- Jack Alvarez:
- Former St. Casimir’s School & Convent**, Albany, NY – Provided comprehensive assessment, code and zoning analysis and development of architectural designs & construction documents for adaptive reuse and rehabilitation.
  - The Woman’s Club of Albany**, Albany, NY – Concept design study identifying future restoration projects; oversight of window restoration, storm window fabrication and ballroom renovation. Worked in collaboration with Preservation Architecture on architectural services for state grant-funded restoration project.
  - Stone Ridge Library**, Stone Ridge, NY – Provided architectural documentation services for Historic Structure Report of an 18<sup>th</sup> Century heavy timber structure (converted to a library) funded by a PreserveNY grant.
  - Great Camp Sagamore**, Raquette Lake, NY – Conditions assessment report.
  - Newport Country Club**, Newport, R.I. – Historic fabric analysis, design, construction administration.
  - Wetmore Hall, Salve Regina University**, Newport, R.I. – Historic window survey, restoration and adaptive reuse designs.
  - Montpelier (Home of President James Madison)**, Montpelier Station, VA – Historic fabric analysis, design, cost estimation and project administration.
  - Thomas Jefferson’s Poplar Forest**, Lynchburg, VA – Design services
  - Massachusetts Historical Society**, Boston, MA – Building condition assessment, space planning, design services.
- Kim Alvarez:
- Hyde Hall State Historic Site** (National Historic Landmark), Cooperstown, NY – Historic structure report, building condition assessment report, and ongoing environmental monitoring program.
  - Mount Hope Cemetery**, Rochester, NY – National Register historic district nomination of municipally owned historic rural cemetery working in collaboration with Martha Lyon Landscape Architecture.
  - Amsterdam City Hall**, Amsterdam, NY – Comprehensive research and historic structure report on mid-19<sup>th</sup> century mansion converted to city hall.
  - Saratoga Race Course**, Saratoga Springs, NY – Cultural resource survey, research of historical development & recommendations for treatment of the buildings & landscape.
  - Cathedral of the Immaculate Conception**, Albany NY – Historic Structure Report of Albany Catholic Cathedral, as consultant to MCWB Architects.
  - Viets Tavern, Old New Gate Historic Site**, East Granby, CT – Historic Structure Report of the c. 1760 Viets Tavern as consultant to Bargmann Hendrie + Archetype, Inc.