Appendix A

Project Scoping Assessment - Project Information Form (PIF)

BACKGROUND INFORMATION

The goal of this program is to conduct Project Scoping Analyses (PSAs) for high priority National Park Service (NPS) facilities. The NPS Units chosen for this PSA effort have identified the need for assistance in developing sound facilities projects at specific locations within the NPS Unit. The locations were chosen based on previous review and assessment at the Unit-level that yielded a solid understanding of the problem and possible solutions.

An Architecture and Engineering firm (A/E) contracted by NPS Region 1 will perform condition assessments, define/refine project scopes, develop cost estimates, and identify technical information to be compiled into a final report. This essential report will be used by the unit to develop Project Management Information System (PMIS) project submissions.

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A/E will submit PIF form with each level of effort/standard communication form to ensure alignment with agreed upon scope.

PARK INFORMATION		
DOI Region:	1	
Legacy Region:	Northeast (NER)	
Park:	Minute Man National Historic Park	MIMA

PROJECT INFORMATION

Project Title: Conduct comprehensive assessment of the Old

Project Description: Conduct comprehensive assessment of the Old Slater Mill for complete rehabilitation.

DRAFT

Slater Mill was constructed in 1793 and was the first successful cotton mill in the America and Played an early role in the industrialization of Pawtucket, Rhode Island. Slater Mill is nationally significant under National Criteria C (that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction), as a representative example of early American woodframe mill construction. In 2021, Black River Stone park became part of the National park service. During the transition period of the ownership, no rehabilitation was made. Current condition is extremely poor quality. 28,000 sf of cedar shingle roof has reached the end of its lifespan which causes water infiltration, resulting in significant damage to the roofing system, interior work as well as structure. Exterior envelopes also need rehabilitation due to existing water infiltration, but also from clapboard siding being past it's life cycle. Windows and doors require restoration due to lack of preventive maintenance being performed over +20 years. Many of the sills and sashes are failing and they are not weather tight. Parks HVAC system shall also be evaluated. Heating system is not up to current building or NPS standard, there is no duct system which makes installation of cooling system difficult. Park must shut down the Mill during sever summer weather days due health and safety of the visitors as well as employees. The focal point of the mill is the waterpower system. The system is no longer operational and cannot provide power to the machine shop exhibit above. Park envisions the waterwheel rehabilitation to be functional; rehabilitate/replace spillway dam, sluice gate, trach rack, bridge, head race, forebay, breast control gate system, gear frame, south bearing frame, wheel pit, and trial races, masonry unit rehabilitation, and recondition related components including the governor and the control gate. Assessment shall also investigate a new installation of the metal fence around the mill complex parking lot for the pedestrian safety measures.

Sylvanus Brown house was built in 1758 and is a typical artisan's dwelling of the mid-to late 1700s. The House requires rehabilitation to bring the structure up to current building code and safety code. Assessment shall require for the ABA, fire/structure, and life/safety. The stairwell of the house would be a stabilization to access the 2nd floor which is in unsafe condition. Sylvanus Brown House currently

does not have any utilities (plumbing, electrical). Park's intention is to install required utilities to house an administrative space.

PSA Scope Statement *(Park, Region, and A/E should discuss the limits of this work, what is included and not. Be as specific as possible/quantify as much as possible.*
Assess existing conditions as indicated below, review and validate NPS-provided scope, and provide a scope of work with a Class C cost estimate. The cost estimate should include design, permitting and compliance, purchase, and installation, as well as removal and appropriate disposal of old components or rehabilitation of disturbed areas. All quantities and scopes provided here are preliminary and must be verified by the A/E team.

Assessments shall consider local environmental conditions and climate change projections to make recommendations to 1) reduce frequency of future maintenance, 2) increase the life expectancy of the assets/locations, and 3) increase overall sustainability and resilience of the assets/locations, including increased energy efficiency and reduction of greenhouse gas emissions.

Assessments should address deferred maintenance solutions while suggesting improvements that will reduce the costs associated with operating and maintaining the park.

Assessments should note physical barriers to accessibility and observed accessibility concerns. A complete ABAAS Accessibility Assessment is not included.

For roof system inspections, the A/E Contractor is required to coordinate with the Interior Region 1 Safety Officer so that a safety plan for roof access can be developed prior to the first site visit. The A/E Contractor will be required to always adhere to this safety plan.

All design recommendations must include, where applicable, historically appropriate, code-compliant materials and design techniques. All renovations shall follow procedures set forth in the Secretary of the Interior's Standards for the Treatment of Historic Properties.

The scope of services for this project includes the assessments listed below (but not limited to):

- *Exterior envelope (roof system, doors/window,)*
- *Interior*
- *Upgrade heating and installation of cooling*
- *Upgrade plumbing system*
- *Upgrade electrical system*
- *Fire Alarm system*
- *Fence*
- *Waterway system*

FMSS Locations for this PSA

Location #	Location Description	Asset Code	OB	API	FCI	CRV	DM&R	Ranking	UM	QTY	YEAR	HISTORIC STATUS
247973	The Old Slater Mill	4100	1	100	.095	$11,133,016.95	$1,059,278.02	GOOD	GSF	17,640.00	1793	
253371	Slater Mill Site Parking	1300	2	67	.012	$6,830,453.75	$79,574.79	GOOD	SF	38,871.00	1973	
253296	Sylvanus Brown House	4100	2	100	.074	$1,201,299.81	$88,962.66	GOOD	GSF	2,160.00	1758	

Existing PMIS Entries Related to this PSA for Reference

PMIS #	*Title & Description*	*FY Request*	*Budget ($)*	*Funding Type*	*Formulated*	*Funded*
347300	*Replace Cedar Shingle Roof on Old Slater Mill*	*FY29*	*$1,162,311.00*	*ReRe*	*FY29*	*N/A*
321621	*Rehab of Old Slater Mill Exterior Siding*	*FY29*	*$611,563.07*	*Cyclic*	*N/A*	*N/A*
329687	*Refurbish and Replace Old Slater Mill Window/Components- 1st floor*	*FY29*	*$224,187.24*	*Cyclic*	*N/A*	*N/A*
338423	*Replace Older Mill HVAC system and Duct Work*	*FY29*	*$100,111.09*	*ReRe*	*N/A*	*N/A*
321755	*Preserve Slater and Wilkinson Mills (LRF)*	*FY23*	*$1,192.024.36*	*LRF*		
321822	*Fence Installation (steel) at old Slater Mill Complex*	*FY30*	*$578,836.28*	*Rec Fee*	*N/A*	*N/A*
329400	*Rehab and Code Compliance update of Sylvanus Brown House*	*FY30*	*$489,263.43*	*ReRe*	*N/A*	*N/A*

Additional Data for Reference *[Park Documents? eTic Documents?]*

- The Secretary of the Interior's Standards—Technical Preservation Services, National Park Service (nps.gov)
- Climate Change Vulnerability Assessment (if available)
- NPS Cultural Resources Climate Change Strategy (2016)

List of Maintenance Backlog Work Categories to be Evaluated under this PSA *(not all work categories will be needed for each PSA – use only the categories that are needed based on PSA Scope Statement)*

Buildings and Ancillary Structures

1. Roofing and Stormwater Shedding Systems: Roof system, flashing, gutters, downspouts, venting, roofing features
2. Building Exterior Envelope (all): Siding, windows, doors, facia, trim, soffits, finishes, foundations, basement
3. Masonry: Foundation, chimney, steps, exterior veneers, driveway, concrete floors/ walks, basements
4. Interior Finishes: Paint, Drywall/plaster walls and ceilings, paint, trim, flooring and floor coverings, interior fixtures
5. Mechanical and Utility Systems: Electrical, emergency power generation, potable water supply, plumbing and piping, wastewater/sanitary sewer, storm sewer, HVAC, communications and IT signaling, lightning protection, fuel storage and supply (underground heating fuel tank size and age determination for life cycle replacement 50% usable life)
6. Life Safety Fire Detection/ Fire Suppression Systems: Standpipe, fire pump, system type, detection equipment, intrusion systems, size, and age determination for life cycle replacement 50% usable life.
7. Accessibility: Observed physical barriers, walkways, clearances, entrances, grade, slope (PSA is not an Accessibility Assessment)
8. Potential hazardous materials remediation issues interior and exterior: Observed mold, asbestos, lead (PSA is not an environmental assessment).

9. Vertical transportation systems of all types, interior and exterior

Maintained Landscapes

10. Grounds: Grades, drainage and stormwater management, vegetation, turf grass, walkways, signage, fence/gates, transportation routes, ingress/egress and parking, site lighting, trails, pedestrian and vehicular bridges, site furnishings

SCOPE SIGN-OFF (*By typing your name, you are agreeing to the above scope.*)	
Region:	(COR/Project Manager)
Park:	(Supt. Or Chief of Maintenance)

KEYS TO SUCCESS

- Scope must be signed-off on by all parties prior to visit. The A/E will not scope additional projects outside of the originally agreed upon scope once on site.
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- Project tour Point of Contact (POC) must be briefed or very knowledgeable about project.
- Work with A/E to establish report deadlines at closeout meeting.
- Adhere to deadlines. Once A/E delivers report, the region/park will have **15 days** to review/comment.
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- Create/modify PMIS Statement using Approved Final Report.

KEY PROJECT PERSONNEL	NAME	PHONE	EMAIL
Park POC:	FACILITY MGR or SUPT		
A/E POC:			
Region Project Mgr: **Project Specialist POC:**			

SCHEDULE	
Pre-Site Visit Telecon Date:	
Site Visit Dates:	
Out Brief Meeting Date/Time:	

SITE LOGISTICS	
Project Tour POC:	
Site Visit Schedule (provide a general schedule for A/E):	
Special access or equipment needs:	

PARK ACTION ITEMS

☐Confirm description of PMIS Project is still accurate/valid.

☐Supporting Documentation – As-Builts, drawings, maps, photos, previous conditions assessments, relevant studies: asbestos, lead-based-paint, HazMat, Geotech, Historic Structure Report, Cultural Landscape Report, FMSS Data – Asset Locations, Asset Details, and Work Orders etc. Any type of plan that has already been developed for the park, what is the driving master plan for the park.

☐Project Site Walk-through – Devote time/personnel to walk the facility/site and meet with PSA team during assigned week.

☐Meeting Space (Outdoor, open air meeting space with enough room for a minimal staff PSA team). Conference room or workspace to meet as a team with Supt, FM, appropriate personnel during site visit. Kick off and close out will be done online.

☐Lodging recommendations

☐Lunch recommendations – Will the team need to bring in?

REPORTS	
Draft Report Delivery date:	Enter a date
Park Report Review Comments Deadline:	Enter a date
Final Report Delivery Date:	Enter a date

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PARK INFORMATION		
DOI Region:	1	
Legacy Region:	Northeast (NER)	
Park:	Minute Man National Historical Park	MIMA

PROJECT INFORMATION

Project Title: Conduct comprehensive assessment of (3) historic structures in the North Bridge unit at Minute Man National Historical.

Project Description: Conduct comprehensive assessment of the Major John Buttrick house, the Stedman Buttrick Caretaker's Cottage, and Buttrick Carriage House (Facilities Building) for complete rehabilitation.

Major John Buttrick House

Caretaker's house & cottage

The Major John Buttrick House (Major John) was originally built between 1710 and 1717 by Jonathan

Buttrick, the father of Major John Buttrick. The house is a two-story colonial structure, rectangular in shape and it has been enlarged multiple times since its original construction. This house is recognized as one of the eleven "witness houses" within the MIMA that existed during the Battle of the Lexington and Concord, preserving its historical context. Current usage of Major John is both residential and business occupancy which is separated by the interior doorways at the first and second floors. The structural systems require comprehensive assessment to determine existing deferred maintenance and repair requirements. The roofing system for the building was last replaced 6 years ago, and assessment is due to determine cyclic maintenance or other repair requirements.
Exterior envelopes, including windows and door are in extremely poor condition where only rehabilitation was deferred maintenance work. The house foundation requires repointing. The rear porch also requires rehabilitation for historic preservation goals and code compliance.
Plumbing of the house piping is one of the oldest systems for the building and it must be replaced, possibility of upsizing to accommodate current usage for the residential side of the building. Electrical panel was upgraded recently, however, none of the wirings were. Therefore, all the wiring and other ancillary components such as outlet shall be assessed for upgrade to meet current building code. Heating system also requires assessment for possible replacement. Major John currently does not have a central cooling system, and the park is looking into possible cooling system installation. The house has a separate fire alarm system for business and residential sides.
The Buttrick Carriage House and Caretaker's Cottage serve as administrative offices, facilities workshop, and museum storage space. Both structures have suffered from exterior and interior deterioration due to lack of comprehensive rehabilitation work. The exterior envelope of both buildings requires extensive restoration which also includes window and door repairs. Currently, roof replacement for both buildings will be completed by summer or 2026. Both structures require significant interior rehabilitation to repair deteriorate interior systems such as plaster walls, wood/concrete flooring. The kitchen space at the Carriage House also needs an upgrade to modern design and standard. Upgrade of plumbing, especially fixtures for both bathrooms as well as the kitchen, must be upgraded to meet the current standard. Electrical and heating requires assessment for possible replacement.
One of the major assessment requirements for the Caretaker's Cottage is to rehabilitate the first-floor spaces and entrance including 1st floor bathroom installation, to meet current ABA standard. Currently, the park does not have ABA compliant office space nor residential building units to accommodate ABA employees at the MIMA. Park suggested that the Caretaker's Cottage could potentially be designed to avoid an adverse effect to accommodate for ABA compliance.

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The scope of services for this project includes the assessments listed below (but not limited to):

- *Exterior envelope (roof system, doors/window, chimney)*
- *Porch*
- *Interior*
- *Upgrade heating and installation of cooling*
- *Upgrade plumbing system*
- *Upgrade electrical system*
- *Fire Alarm system*

FMSS Locations for this PSA

Location #	Location Description	Asset Code	OB	API	FCI	CRV	DM&R	Ranking	UM	QTY	YEAR	HISTORIC STATUS
63671	Major John Buttrick House	4100	1	93	.426	$1,459,420.41	$621,715.27	POOR	GSF	3,179	1715	Y
105084	Buttrick Estate Service Drive	1300	3	25	.130	$721,057.90	$93,505.05	FAIR	SF	10,101.00	1911	
63676	Buttrick Caretakers Cottage	4100	3	73	.449	1,839,845.58	$823,553.93	POOR	GSF	3,556	1911	Y
63935	Butterick Carriage House	4100	2	73	.510	$3,723,412.41	$1,900,320.29	SERIOUS	GSF	10,727.00	1911	Y

Existing PMIS Entries Related to this PSA for Reference

PMIS #	*Title & Description*	*Status*	*Budget ($)*	*Funding Type*	*Formulated*	*Funded*
328656	*Repair Buttrick Caretaker's cottage and Create ABA Accessible workspace*	*FY29*	*$862,8835.26*	*ReRe*	*Cyclic*	*N/A*

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PARK INFORMATION		
DOI Region:	1	
Legacy Region:	Northeast (NER)	
Park:	Steam Town National Historic site	STEA

PROJECT INFORMATION

Project Title: Conduct structural assessment of the Core Complex (History Museum, Theater, Visitor Center, and Technology Museum as well as fire alarm/suppression system.)

Project Description: Conduct detailed interior and exterior structural assessment of the Core Complex at Steam Town National Historic Site, concentrating on mezzanines which connect all four buildings. Interior and exterior assessment of the architectural system shall be assessed which includes but limited to windows/doors, roofing system, and interior finishes. Fire suppression and alarm systems shall also be assessed and electrical, building automation system (BAS) and communication systems shall be addressed to accommodate the fire system upgrade recommendation.

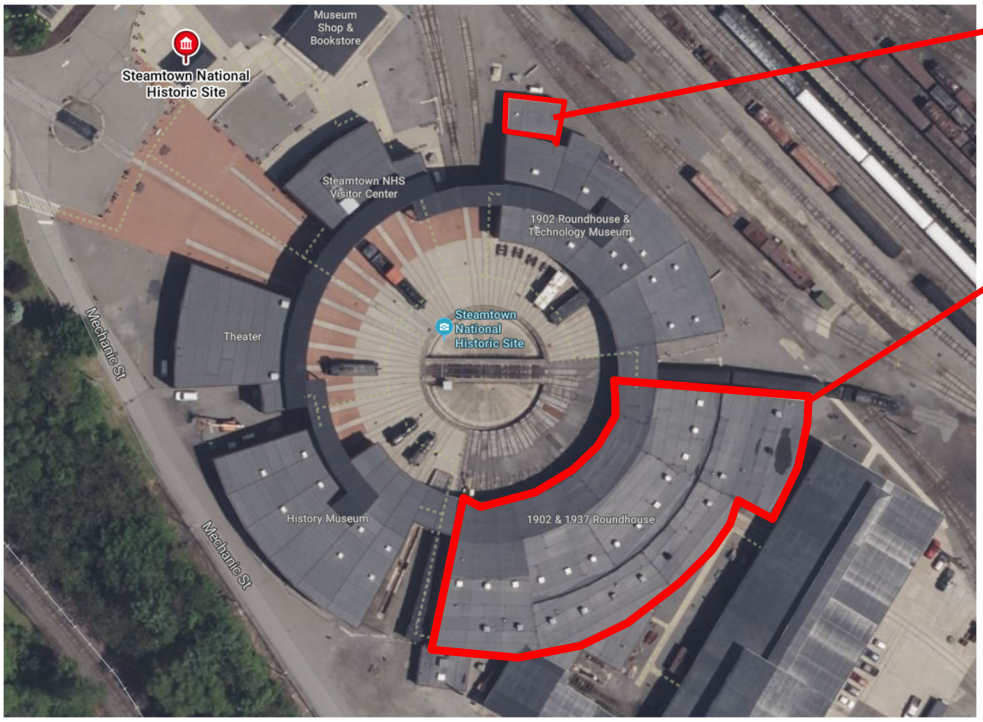
- Base Bid: Structural Assessment
- Option 1: Fire alarm and Suppression system assessment
- Option 2: Architectural assessment of interior and exterior

Steam town National Historic Site exists to preserve and protect the history of steam railroading in the United States. The park is located within a working railroad yard and incorporates the surviving elements of the 1902 DL&W Scranton roundhouse and locomotive repair shops. The Park also

provides opportunities for the public to gain an understanding of the history of steam railroading through interaction with museum collections. The History Museum, Theater, Visitor Center, and Technology Museum are connected by exterior steel mezzanines which have roof covers. The original design for Steam town's Core Complex had these enclosed. Due to the harsh winter conditions, park has utilized ice salt to mitigate snow removal not only for the pedestrian circulation, but also for the safety of the visitors and employees. Since the metal structures are exposed to the elements, there is severe deterioration and corrosion to the metal structure which results in a major safety issue. Exposed electrical conduits are corroded and wiring insulators are damage that causes extremely safety and fire issues. Due to these issues, the mezzanines have been closed for their use. These mezzanines were intended as means of egress for fire escape and because they are closed, the park is in violation of the fire code. There is water infiltration at multiple locations which causes damage to the interior space. Possible reason is due to corroded metal windows and doors system which also have deteriorating sealant.

In March of 2026, a structural engineer from HACE inspected the structural mezzanines and provided a structural evaluation report. In April 2025, a NERO fire protection engineer's fire assessment report also indicated that closing the mezzanines is a violation of the fire code. The Park requests a recommendation either to repair/replace existing system in-kind or a new design that is best suitable for the location and its climate. withstand local seasonal weather conditions. Park is also considering if the steel mezzanine should be completely enclosed. Consult also shall assess fire systems to provide recommendations and options based on that assessment as well as the 2025 life safety and fire protection risk assessment report. Electrical system shall also be assessed for suitability and integration with any fire system recommendations. Fire and electrical system task shall be option bid for this acquisition.

*Note: Both structural and fire risk assessment reports shall be provided upon bidder's request.



Excluded location

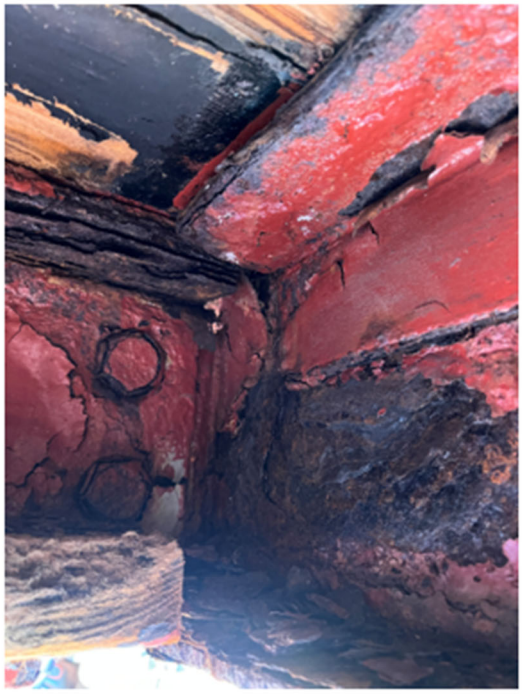
Excluded location

**** Photo Excerpt from the HACE report***

ATTACHMENT A – PHOTOGRAPHS

1. Overall view of the mezzanines at STEA. From left to right; Theater Mezzanine, Visitor Center Mezzanine, and Technology Museum Mezzanine.

2. Visitor Center Mezzanine: General conditions of pitting corrosion resulting in complete section loss at girder web.



3. Theater Mezzanine: View of underside, girder on right and beam connection interface. Heavy corrosion of web of girder and rust jacking on flange of beam.

4. Technology Museum Mezzanine: Extensive laminar corrosion on bottom flange. Material loss at the upper flange and angle leg that supports the end of the wood decking at the girder.

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All design recommendations must include, where applicable, historically appropriate, code-compliant materials and design techniques. All renovations shall follow procedures set forth in the Secretary of the Interior's Standards for the Treatment of Historic Properties.

The scope of services for this project includes the assessments listed below (but not limited to):

- *Interior and exterior Structural assessment of the Core Complex with concentration on the exterior mezzanines.*
- *Fire alarm/suppression system and associated electrical upgrades including BAS*
- *Interior and exterior of the assessment architectural system of the Core complex*

FMSS Locations for this PSA

Location #	Location Description	Asset Code	OB	API	FCI	CRV	DM&R	Ranking	UM	QTY	YEAR	HISTORIC STATUS
1821	History Museum	4100	1	67	.0151	$12,331,224.10	$1,856,110.99	POOR	GSF	17,012	1992	N
1811	Technology Museum	4100	1	61	.311	$10,025,847.90	$3,116,553.98	POOR	GSF	13,856	1992	N
1342	Theater	4100	1	57	.367	$6,804,605.85	$2,497,937.20	POOR	GSF	23,656	1994	N
1822	Visitor Center	4100	1	78	.321	$6,640,139.95	$2,132,240.30	POOR	GSF	19,746	1994	N

Existing PMIS Entries Related to this PSA for Reference

PMIS #	*Title & Description*	*FY Request*	*Budget ($)*	*Funding Type*	*Formulated*	*Funded*
N/A	*N/A*	*N/A*	*N/A*	*N/A*	*N/A*	*N/A*

Additional Data for Reference *[Park Documents? eTic Documents?*[The Secretary of the Interior's Standards—Technical Preservation Services, National Park Service (nps.gov)]

- Climate Change Vulnerability Assessment (if available)
- NPS Cultural Resources Climate Change Strategy (2016)

List of Maintenance Backlog Work Categories to be Evaluated under this PSA *(not all work categories will be needed for each PSA – use only the categories that are needed based on PSA Scope Statement)*

Buildings and Ancillary Structures

1. Roofing and Stormwater Shedding Systems: Roof system, flashing, gutters, downspouts, venting, roofing features
2. Building Exterior Envelope (all): Siding, windows, doors, facia, trim, soffits, finishes, foundations, basement
3. Masonry: Foundation, chimney, steps, exterior veneers, driveway, concrete floors/ walks, basements
4. Interior Finishes: Paint, Drywall/plaster walls and ceilings, paint, trim, flooring and floor coverings, interior fixtures
5. Mechanical and Utility Systems: Electrical, emergency power generation, potable water supply, plumbing and piping, wastewater/sanitary sewer, storm sewer, HVAC, communications and IT signaling, lightning protection, fuel storage and supply (underground heating fuel tank size and age determination for life cycle replacement 50% usable life)
6. Life Safety Fire Detection/ Fire Suppression Systems: Standpipe, fire pump, system type, detection equipment, intrusion systems, size, and age determination for life cycle replacement 50% usable life.
7. Accessibility: Observed physical barriers, walkways, clearances, entrances, grade, slope (PSA is not an Accessibility Assessment)
8. Potential hazardous materials remediation issues interior and exterior: Observed mold, asbestos, lead (PSA is not an environmental assessment).
9. Vertical transportation systems of all types, interior and exterior

Maintained Landscapes

10. Grounds: Grades, drainage and stormwater management, vegetation, turf grass, walkways, signage, fence/gates, transportation routes, ingress/egress and parking, site lighting, trails, pedestrian and vehicular bridges, site furnishings

SCOPE SIGN-OFF (*By typing your name, you are agreeing to the above scope.*)	
Region:	(COR/Project Manager)
Park:	(Supt. Or Chief of Maintenance)

KEYS TO SUCCESS

- Scope must be signed-off on by all parties prior to visit. The A/E will not scope additional projects outside of the originally agreed upon scope once on site.
- Park specific documents will be key to visit success. Many documents are not housed in Electronic Technical Information Center (eTIC). Provide A/E with as much project relevant information as you can prior to the visit.
- Project tour Point of Contact (POC) must be briefed or very knowledgeable about project.
- Work with A/E to establish report deadlines at closeout meeting.
- Adhere to deadlines. Once A/E delivers report, the region/park will have **15 days** to

review/comment.

- Final report will be produced **15 days** after comments are submitted to A/E firm.
- Create/modify PMIS Statement using Approved Final Report.

KEY PROJECT PERSONNEL	NAME	PHONE	EMAIL
Park POC:	FACILITY MGR or SUPT		
A/E POC:			
Region Project Mgr: **Project Specialist POC:**			

SCHEDULE	
Pre-Site Visit Telecon Date:	
Site Visit Dates:	
Out Brief Meeting Date/Time:	

SITE LOGISTICS	
Project Tour POC:	
Site Visit Schedule (provide a general schedule for A/E):	
Special access or equipment needs:	

PARK ACTION ITEMS

☐Confirm description of PMIS Project is still accurate/valid.

☐Supporting Documentation – As-Builts, drawings, maps, photos, previous conditions assessments, relevant studies: asbestos, lead-based-paint, HazMat, Geotech, Historic Structure Report, Cultural Landscape Report, FMSS Data – Asset Locations, Asset Details, and Work Orders etc. Any type of plan that has already been developed for the park, what is the driving master plan for the park.

☐Project Site Walk-through – Devote time/personnel to walk the facility/site and meet with PSA team during assigned week.

☐Meeting Space (Outdoor, open air meeting space with enough room for a minimal staff PSA team). Conference room or workspace to meet as a team with Supt, FM, appropriate personnel during site visit. Kick off and close out will be done online.

☐Lodging recommendations

☐Lunch recommendations – Will the team need to bring in?

REPORTS	
Draft Report Delivery date:	Enter a date
Park Report Review Comments Deadline:	Enter a date
Final Report Delivery Date:	Enter a date