Project Proposal

Arthur Walter Keddie Railroad Library

Research Room

Overview

This is a proposal to convert former Missouri Pacific baggage / MW car 14144 into a climate controlled archives storage and research room for year round use at the Western Pacific Railroad Museum.

The car would be partitioned into 4 sections:

- An archives storage area with rack shelving
- An entry / lounge area separated from archives work / storage areas by doors
- A research / work room with large tables, scanners and computer work stations
- An electronics room with server, large storage array, networking and back-up systems

The purpose would be to provide a climate controlled, year round accessible location for work by FRRS archives catalogers and researchers, as well as a location for public users of the archives to access materials in a controlled environment.

The car would be placed on the current dock track behind the Office Car and in place of the "Asbestos Zephyr". Prior to placement, the "Asbestos Zephyr" / WP baggage car would be emptied and mothballed, and preferably given a car wrap.

The details of each section will be reviewed below.

Archives Storage

The storage room will be used for temporary storage only. Archives will be storage on 85" high, heavy duty rack shelving. One section of shelves will be designated for materials that are reserved and waiting for public researchers who have called ahead for access. All other shelving will be for sets of archive materials that are currently being worked on by FRRS archive volunteers. Working portions will be tagged once scanning / cataloging is completed and then, once an entire set is complete, it will be taken back into the main archives, tagged and cataloged, and a new set will be moved into the storage room.

This area will be controlled access, no public, and only qualified FRRS archives volunteers and managers will have access. All lighting will be overheard LED, non-UV emitting fixtures.

Entry / Lounge

This will be a small (126 sq ft) area where visitors enter the car. There will be a laminate or pergo floor area for cleaning shoes (and perhaps a shoe rack with a space for archive slippers, where very dirty shoes can be left and substituted for temporary footware), several chairs, a small sink for cleaning hands before entering the archives areas and a beverage counter with water, coffee and a small refrigerator.

This area is completely segregated from all archives areas by doors and is the only area where any food or drink is permitted. It is intended to be a break area for archives volunteers and an orientation / staging area for public researchers.

Research / Work Room

The largest area of the car. It will contain eight (8) work areas, each with a 5' X 2.5' table and chair. Four (4) of the areas will have computer workstations and high resolution scanners. The other workstations will have network and power for laptops. One or two will have large format scanners and at least two will have slide / negative scanners. One station will also have a handheld scanner.

All windows in this section will be blanked and all light is provided by overhead and work station LED lights. These lights are non-UV emitting and ideal for archives work. Several stations will have movable magnifiers with LED lighting.

There will also be storage cabinets in the room with archive gloves, paper, printer ink, computer cables and other needed supplies.

Electronics Room

Located at the extreme end of the car, this small area will contain the breaker panel, server rack, server, network hub and a 48TB high capacity network storage device, as well as advanced network firewall and capability to back-up to secure off-site storage. This area is strictly off-limits except for FRRS qualified IT personnel and managers.

WORK PHASES

Most labor will be done by volunteers. Exceptions are: electrical wiring, server set-up and flooring. The work is broken into 4 phases:

- Phase 1 car clean-out and interior build estimated cost \$14,000
 - o Install new doors / interior walls

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- Blank windows in research and storage areas
- Install carpet and laminate entry flooring
- o Seal roof
- o Install A/C units and temperature / humidity controls
- o Install non-UV LED lighting
- o Upgrade electrical wiring
- o NOTE: all connections, power and water, to the car will be guick disconnect

This phase would seal the car against the weather, install the climate control systems and the basic interior.

- Phase 2 initial installs and partial functionality estimated cost \$10,000
 - o Install 8 36" W X 18" D X 85" H 18 gauge steel 5 shelf storage units
 - o Install 4 72" W X 30" D work tables and chairs
 - o Install 4 48" W X 18" D X 85" H 18 gauge steel 5 shelf storage units
 - o Install 1 18" W X 24" D X 72" H enclosed storage cabinet
 - o Install 1 18" W X 24" D X 72" H enclosed storage cabinet
 - o Install hand wash sink

This phase would complete the storage room and put in half of the workstation furniture in the research room.

- Phase 3 exterior work estimated cost \$14,000
 - o Repaint the exterior
 - o Coat roof
- Phase 4 final outfitting, network and electronics estimated cost \$18,000
 - o Install: 4 72" W X 30" D work tables and chairs
 - o Install 1 18" W X 24" D X 72" H enclosed storage cabinet
 - o Install server system and storage with back-up
 - o Acquire scanners and workstations
 - Install fridge and water cooler

This phase would complete the car's outfitting, including the complete network / server system, the remaining workstation furniture and computer / scanner stations in the research room.

FUNDING

Total estimated cost for the build out project, including a 6% overrun, is \$65,000. Funding for the project will come from 5 primary sources:

- FRRS Building (account 40405) and / or General Fund \$3,000
- FRRS Archives / Library Fund (account 40409) \$10,000

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- Targeted Fundraising Campaign \$14,000
- Foundation for Rural Service Grant \$5,000
- Dailey Foundation Grant \$15,000
- Museums for America Grant \$20,000

The funds from the FRRS accounts would be used for initial work, Phase 1, and part of the exterior work in Phase 3.

Due to grant limitations, most of the Phase 3 funding would come from the targeted fundraiser. Remaining monies from the fundraiser would be used as fill-in for other areas. The fundraiser would be sent specifically to those who have expressed overt interest in the archives, those who have attended conventions over the last 4 years and past large money donors.

The grants would be used for a majority of work in Phases 2 and 4, with the Museums for America grant specifically being used for technology and storage shelving, including additional storage shelving for the Simplot archives car, as outlined in a proposal from Archivist Frank Brehm.

SCHEDULE

Actual work on this project would commence in April or May 2015 *after* completion of the Perimeter Fence and the rework of the Wood Shop in the Diesel House. Adoption of this plan would require a variance in the current "No Projects" policy.

Project timeline is proposed as follows:

- September 13, 2014 Project Proposal to FRRS Board
- October 1, 2014 Submit grant requests to Dailey Foundation and Foundation for Rural Service
- December 1, 2014 Submit grant request to Museums for America
- December 15, 2014 Fundraising request goes out to targeted members along with 2015
 Convention announcement
- March 1, 2015 Targeted fundraiser ends
- March 14, 2015 Final plan report to Board, to include any revisions / changes and status of funding; final go / no go
- April 4, 2015 First work session; Car is placed on Dock Track
- July 14, 2015 Phase 1 and 2 complete by this date
- August 2015 Exterior painting performed
- October 11, 2015 Phase 4 complete by this date, system begin testing and limited use
- April 9, 2016 Research Room officially open for use

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WORK TEAM

Project Supervisor – Eugene Vicknair

Advisors – TBD

Electrician – TBD (licensed)

Network Advisor and Install Supervisor – Curtis Olliff (tentative)

Painting and Exterior Work – Tom Carter (tentative)

MP 14144 Baggage Car Rebuild for Archives Research and Storage

Cost Estimate

	number	heritage	style	area of work	work	total cost	count	per unit cost	supplier	type	notes
FRRX	101	MoP 14144	baggage car								
				HVAC							
					Roof units	\$3,000.00		4 \$750.00	RV Parts Country	Ductless	Brisk Air 15K BTU Heat Pump
					Ceiling Units	\$540.00	•	4 \$135.00	RV Parts Country	Ductless	Brisk Air 15K Ceiling Unit
					Additiona	1 \$150.00					
				Electrical							
					Breaker Pane	The state of the s		1 \$500.00			
					Electrical Components	\$1,200.00		1 \$1,500.00	Grainger, PexSupply		outlets, wire, conduit
				Interior	I inter	#4.040.00	4	0 040400			Connect lighting 40.4 Watt Discussible LED 20.4 Traffer 2500K
					Lights		1				Cooper Lighting - 49.1 Watt - Dimmable LED - 2 x 4 Troffer 3500K
					Ceiling Fans		70	. φοσίου	•	a	Hampton Bay 44" low profile Hawkins fan brushed nickel
					Carpe		70			sq ft	Magic Carpet
	Ph 1	\$12,168.6	2		Carpe		70			sq ft	Pad, trim, etc.
	PII I	\$12,100.00	J		Pergo Work Chairs		4 1:		•	sq ft	for entry area Item #: WG240123BK - Contoured Office Chair - Black Fabric
					Work Tables			2 \$239.95 8 \$303.95			Item #: WGB708896 - Oak Activity Table - 30"W X 72"L
					Water Coole		'	5 \$303.93 1 \$180.00			Primo 900133 Bottom Loading water cooler
					Déco	· ·		1 \$100.00	Lowes		Paint and Decorations
					Wall Cabine			1 \$160.00	for cleaning storage		I aint and Decorations
					Refrigerato			1 \$230.00	•		Danby Model DAR125SLDD
					Coffee Make			1 \$200.00	•		Ballby Model BrittleGEBB
	Ph 2	\$12,898.6)		General Repai			Ψ200.00		and some sheetrock f	rom current stores
	–	ψ.=,σσσ.σ			Остога: 1 тора:	ψ=,σσσ.σσ					
				Wash Area	for cleaning hand	ls before working	with archive	es			
					Sink with Vanity	\$150.00		1 \$150.00	Home Depot		
					Fauce	_		1 \$28.00	Home Depot		Glacier Bay lever handle low arc brushed nickel
					Soap Dispensers	\$20.00		1 \$20.00	Home Depot		Better Living Products 8 oz. Touch-Free Soap/Lotion Dispenser
					Towel Dispensers	\$35.00		1 \$35.00	Home Depot		
					Vanity Lights	\$35.00		1 \$35.00	Home Depot	CFL	Commercial Electrical
			_		Genera	\$100.00					plumbing
	Ph 3	\$14,000.0	D								
				Electronics							
				C	computer Workstations	\$5,000.00		4 \$1,250.00	Lenovo ThinkCentre N	M93p with 16GB memo	ory and ViewSonic VX2703MH-LED 27-Inch LED-Lit LCD Monitor

		High Res Scanners	\$840.00	4	\$210.00		Epson V660
		Slide / Negative Scanners	\$230.00	2	\$115.00		Jumbl 22MP
		Large Format Scanner	\$500.00	1	\$500.00		11 X 17 flatbed scanner
		Large Format Printer	\$400.00	1	\$400.00		Canon Pixma Pro9500 MkII
		5X magnifiers with LED lighting	\$189.00	3	\$63.00	Global Industrial	
		Server with Storage and Back-up	\$4,000.00	1	\$4,000.00		Synology 48TB rack mount with 12 Seagate NAS 4TB drives
Ph 4	\$17,629.00	Network Hardware	\$1,500.00				
		Server Rack	\$500.00				
		Shelving and Storage					
		Rack Shelving	\$1,247.60	8	\$155.95	Global Industrial	36" W X 18" D X 85" H 18ga 5 shelf steel with back
		Rack Shelving	\$731.80	4	\$182.95	Global Industrial	48" W X 18" D X 85" H 18ga 5 shelf steel with back
		Storage	\$1,785.00	3	\$595.00	Global Industrial	18" W X 24" D X 72" H 18ga Enclosed Storage Cabinet
			\$960.00	16	\$60.00	Global Industrial	Extra Shelves and Label Accessories
		Simplot Car Rack Shelving	\$2,495.20	16	\$155.95	Global Industrial	36" W X 18" D X 85" H 18ga 5 shelf steel with back
		Exterior					
		Doors and Framing	\$1,000.00				
		Window Repair	\$600.00	8	\$400.00		
		Paint	\$14,000.00				Rhino Liner Roof, WP MW yellow exterior
		misc. overruns	\$3,000.00				
		misc. Overruns	φ3,000.00		Γ		
		subtotal	\$56,696.20			Funding	apply max deadline for application
						Museums for America grant	\$20,000.00 \$25,000.00 Dec. 1, 2014 technology and storage materials

\$56,696.20

\$8,362.69

combined subtotal

materials total \$65,058.89

total cost \$65,058.89

tax and 6% overrun

apply n	nax	deadline for application
\$20,000.00	\$25,000.00	Dec. 1, 2014
and storage materials		
\$15,000.00	\$15,000.00	Oct. 1, 2014
on car, storage supplies		
\$5,000.00	\$5,000.00	Oct. 1, 2014
vorkstations		
\$3,000.00		
on car - seed money		
\$10,000.00	\$17,000.00	
on car, car exterior, stora	age supplies and	tech
\$14,000.00		Oct. 1 - Dec. 1, 2014
s, car exterior		
\$67,000.00		
	\$20,000.00 and storage materials \$15,000.00 and on car, storage supplies \$5,000.00 and on car and storage supplies \$10,000.00 and on car and storage supplies \$10,000.00 and on car and storage supplies \$14,000.00 and storage supplies \$14,000.00 and storage supplies \$14,000.00 and storage supplies \$14,000.00 and storage materials	\$20,000.00 \$25,000.00 and storage materials \$15,000.00 \$15,000.00 c on car, storage supplies \$5,000.00 \$5,000.00 vorkstations \$3,000.00 c on car - seed money \$10,000.00 \$17,000.00 c on car, car exterior, storage supplies and \$14,000.00 s, car exterior

Phase 1 Work - projected cost \$14,000 - funding source(s): Dailey Foundation Grant and Archives Restricted Fund
Install new doors / interior walls

Blank windows in research and storage areas

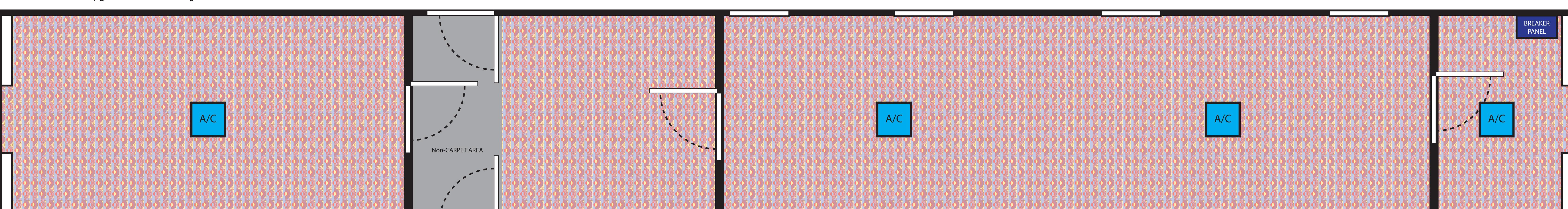
Install new doors / lifterior walls

Install carpet and laminate entry flooring

Install A/C units and temperature / humidity controls

Seal roof
s Install non-UV LED lighting

Upgrade electrical wiring



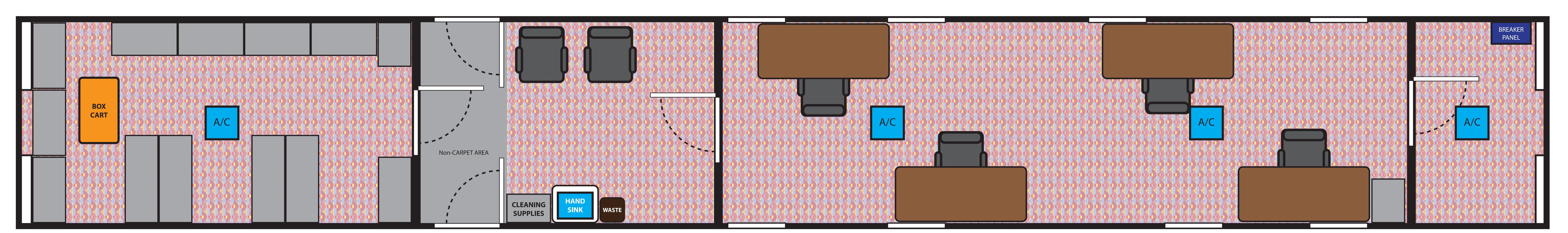
Archives Research Room - 70' long MoP Baggage car

Phase 2 Work - projected cost \$10,000 - funding source(s): Dailey Foundation Grant and Targeted Fundraiser

Install: 8 - 36"W X 18"D X 85"H 18 gauge steel 5 shelf storage units Install: 4 - 72"W X 30"D work tables and chairs

4 - 48"W X 18"D X 85"H 18 gauge steel 5 shelf storage units 1 - 18"W X 24"D X 72"H enclosed storage cabinet

1 - 18" W X 24" D X 72" H enclosed storage cabinet Install hand wash sink

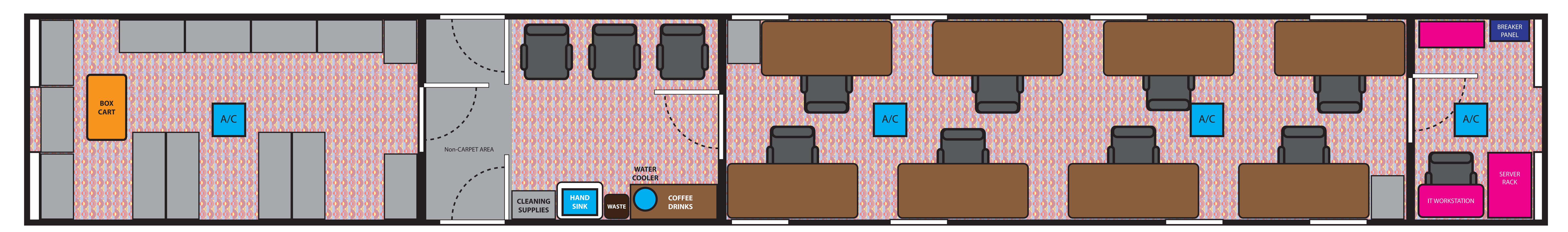


Archives Research Room - 70' long MoP Baggage car

Phase 3 Work - projected cost \$14,000 - funding source(s): Archives Restricted Fund and Targeted Fundraiser Repaint car exterior

Phase 4 Work - projected cost \$18,000 - funding source(s): Museums for America Grant and Targeted Fundraiser
Install: 4 - 72" W X 30" D work tables and chairs
1 - 18" W X 24" D X 72" H enclosed storage cabinet
Install fridge and water cooler

Acquire scanners and workstations



Archives Research Room - 70' long MoP Baggage car

Working Archives Storage Area 8 - 36"W X 18"D X 85"H 18 gauge steel 5 shelf storage units

4 - 48" W X 18" D X 85" H 18 gauge steel 5 shelf storage units 4 - 48" W X 18" D X 85" H 18 gauge steel 5 shelf storage units 1 - 18" W X 24" D X 72" H enclosed storage cabinet

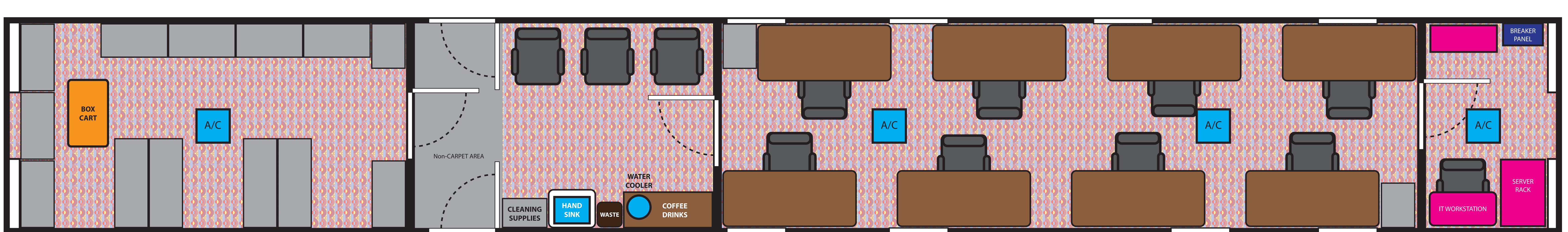
Lounge Area cleaning sink beverage / snack counter

ONLY place in car where food / drink allowed

Research / Work Area 8 - 72" W X 30" D work tables 2 - 18" W X 24" D X 72" H enclosed storage cabinets non-UV emitting LED lighting

scanners, slide scanners, computer work stations

Server / Network Room server rack network storage back-up and firewall systems



Archives Research Room - 70' long MoP Baggage car

