## FEATHER RIVER RAIL SOCIETY

DATE: March 2016

ITEM: Old Business 2

FROM: Eugene Vicknair

SUBJECT: Archives Research Facility

In 2014, the Board gave consensus approval to the concept of an Archives Research Facility to be build in the MoP baggage car donated by the UP. I was given approval to seek grants to help fund it and further develop the proposal with input from the Board.

We have now received a \$3,000 grant from the UP Foundation toward this idea.

Included with this report is a revised proposal based on feedback received. I would like the Board to consider this proposal and for interested members to provide feedback between the March and April meetings, aiming toward approval of a finalized plan in April.

Requested Action: I ask the Board to consider this plan with a goal of formal motion approval in April.

**Project Proposal** 

## Arthur Walter Keddie Railroad Library

## **Research Facility**

#### 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. Recommended HVAC and humidity control systems will also be installed.

#### **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 and a trash receptacle.

This area is completely segregated from all archives areas by doors. 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. As with the storage area, proper HVAC and humidity systems will be used.

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
  - o Blank windows in research and storage areas
  - Install carpet and laminate entry flooring
  - Seal roof
  - o Install A/C units and temperature / humidity controls
  - o Install non-UV LED lighting
  - Upgrade electrical wiring
  - o NOTE: all connections, power and water, to the car will be quick 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
  - 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
  - Install server system and storage with back-up
  - Acquire scanners and workstations

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
- Union Pacific Foundation \$3,000 (awarded February 2016)
- 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 and UP Foundation Grant 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 June or July 2016, ideally *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 New Projects" policy.

Project timeline is proposed as follows:

- March 12, 2016 Project Proposal to FRRS Board
- April 9, 2016 Final plan report to Board, to include any revisions / changes; final approval
- June July, 2016 First work session; Car is placed on Dock Track
- July 1, 2016 Fundraising request goes out to targeted members
- October 1, 2016 Submit grant requests to Dailey Foundation and Foundation for Rural Service
- December 1, 2016 Submit grant request to Museums for America
- December 1, 2016 Targeted fundraiser ends
- April 1, 2017 Phase 1 and 2 complete by this date
- August 2017 Exterior painting performed
- October 11, 2017 Phase 4 complete by this date, system begin testing and limited use
- April 9, 2018 Research Room officially open for use

## **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		4	*******	•	Ductless	Brisk Air 15K BTU Heat Pump		
					Ceiling Units		4	\$135.00	RV Parts Country	Ductless	Brisk Air 15K Ceiling Unit		
					Additional	\$10,000.00					filtration / other controls		
				Flootiinal									
				Electrical	Dracker Dene	¢500.00		<b>¢</b> E00.00					
					Breaker Panel Electrical Components	•	1	\$500.00 \$1,500.00	Crainger BoySupply		outlets, wire, conduit		
				'	Electrical Components	\$1,200.00		φ1,300.00	Grainger, PexSupply		outlets, wire, conduit		
				Interior									
				interior	Lights	\$1,640.00	10	\$164.00			Cooper Lighting - 49.1 Watt - Dimmable LED - 2 x 4 Troffer 3500K		
					Ceiling Fans		1	\$60.00	Home Depot		Hampton Bay 44" low profile Hawkins fan brushed nickel		
					Carpet		700		Carpet Express	sq ft	Magic Carpet		
					Carpet		700		Carpet Express	sq ft	Pad, trim, etc.		
	Ph 1	\$22,018.6	0		Pergo		40		Home Depot	sq ft	for entry area		
					Work Chairs	\$2,879.40	12	\$239.95	Global Industrial		Item #: WG240123BK - Contoured Office Chair - Black Fabric		
					Work Tables	\$2,431.60	8	\$303.95	Global Industrial		Item #: WGB708896 - Oak Activity Table - 30"W X 72"L		
					Décor	\$700.00					Paint and Decorations		
	Ph 2	\$12,530.6	0		Wall Cabinet	\$160.00	1	\$160.00	for cleaning storage				
					General Repair	\$2,500.00			use lumber, insulation a	and some sheetrock	from current stores		
			_										
	Ph 3	\$14,000.0	0										
				Electronics									
				C	computer Workstations		4	* ,	Lenovo ThinkCentre M93p with 16GB memory and ViewSonic VX2703MH-LED 27-Inch LED-Lit LCD Monitor				
					High Res Scanners		4	<b>+</b> =			Epson V660		
					e / Negative Scanners		2	\$115.00			Jumbl 22MP		
					Large Format Scanner		1	\$500.00			11 X 17 flatbed scanner		
				<b>5</b> V	Large Format Printer		1	\$400.00			Canon Pixma Pro9500 MkII		
				_	ifiers with LED lighting		3	*	Global Industrial		Consolore 40TD reals require with 40 Consets NAC 4TD drives		
	Ph 4	\$17,019.0	0	Server with	Storage and Back-up  Network Hardware		ï	\$4,000.00			Synology 48TB rack mount with 12 Seagate NAS 4TB drives		
	FII 4	\$17,019.0	U		Server Rack								
					Server Rack	φουυ.υυ							
				Shelving and	Storage								
				Showing and	Rack Shelving	\$1,247.60	8	\$155.95	Global Industrial		36" W X 18" D X 85" H 18ga 5 shelf steel with back		
					. taok Onorving	Ψ1,217.00		φ100.00	C.O.C. III. GOOTIGI		23 10 2 / 00 11 loga o choil deoi mai baok		

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

materials total \$75,239.51

total cost \$75,239.51

subtotal

combined subtotal

tax and 6% overrun

\$65,568.20

\$65,568.20

\$9,671.31

Funding	ap	oply	max	deadline for application
Union Pacific Foundation		\$3,000.00		received
9	general work			
Museums for America grant		\$22,000.00	\$25,000.00	Dec. 1, 2016
1	technology and stora	ge materials		
Dailey Foundation		\$15,000.00	\$15,000.00	Oct. 1, 2016
9	general work on car,	storage supplies	3	
Foundation for Rural Service	Grant	\$5,000.00	\$5,000.00	Oct. 1, 2016
	computer workstati			
FRRS Building Fund		\$3,000.00		
9	general work on car -	seed money		
Archives Restricted Fund		\$10,000.00	\$17,000.00	
9	general work on car,	car exterior, sto	rage supplies and t	ech
Archives Car Fundraiser		\$14,000.00		Jul. 1 - Dec. 1, 2016
,	general items, car ex			
		\$72,000.00		

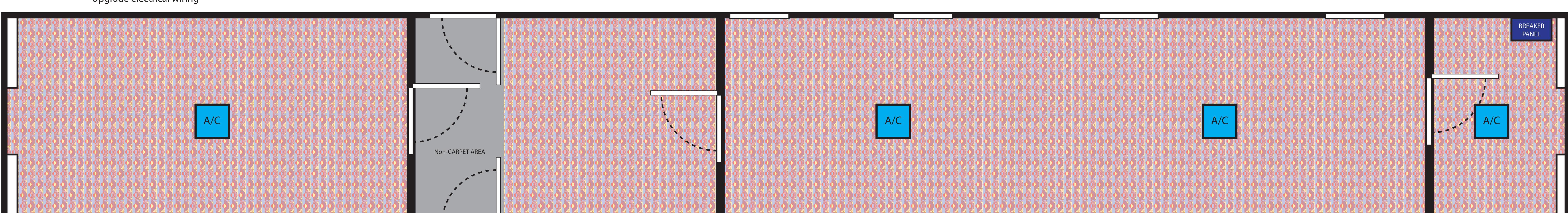
Phase 1 Work - projected cost \$14,000 - funding source(s): Dailey Foundation Grant and Archives Restricted Fund
Install new doors / interior walls

Blank windows in research and storage areas

Install fiew doors / Interior walls
Install carpet and laminate entry flooring
Install A/C units and temperature / humidity controls

Seal roof
ols 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
  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

BOX A/C

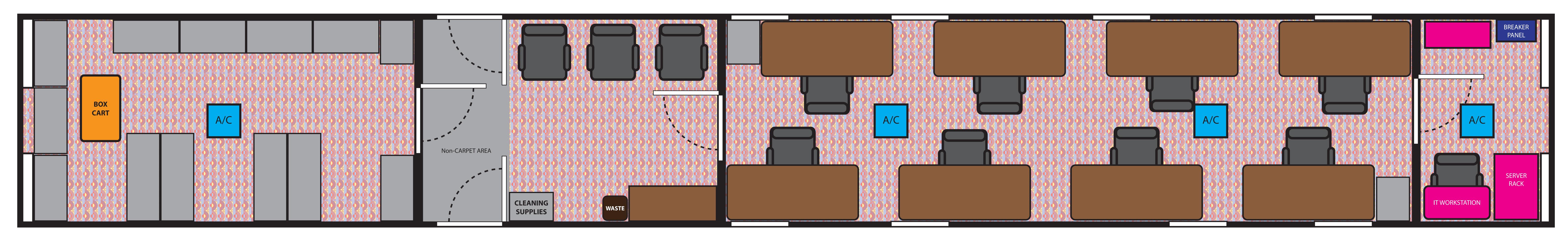
Non-CMPT A/D

Non-CMP

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
Install server system and storage with back-up
1 - 18" W X 24" D X 72" H enclosed storage cabinet
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

1 - 18"W X 24"D X 72"H enclosed storage cabinet

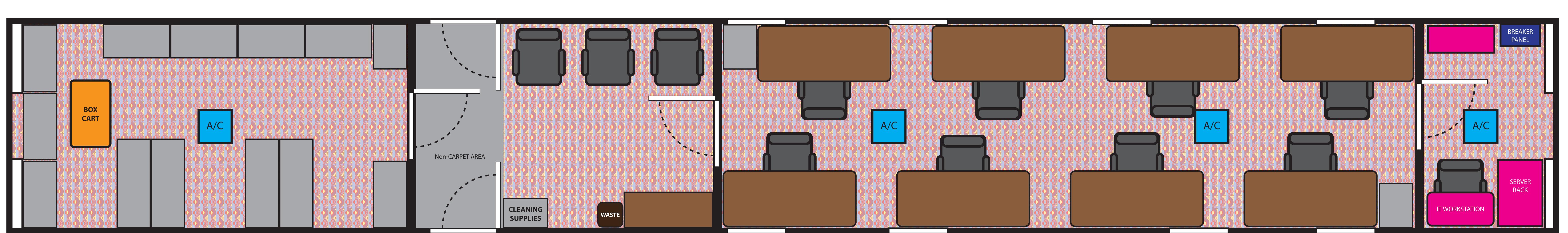
Lounge Area

CLEANING SUPPLIES

> 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

