



Request for Proposals

**2022 LOUISVILLE HISTORICAL MUSEUM
TROTT-DOWNER CABINS**

PROFESSIONAL HISTORIC PRESERVATION SERVICES

**City of Louisville, Department of Cultural Services
749 MAIN STREET, LOUISVILLE, CO 80027
PH: (303)335-4528
www.louisvilleco.gov**

**Project Number:
101055-432570
PROPOSALS DUE:
WEDNESDAY, APRIL 19TH, BY 10 A.M.**

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PROPOSED PROJECT SCHEDULE

Publication of RFP.....	March 15, 2023
Last Day for Questions.....	April 5, 2023
Answers Provided by City.....	April 12, 2023
Proposals Due.....	April 19, 2023
Selection Committee-Proposal Review.....	TBD
Approval of Contract.....	TBD

1. INFORMATION

Situated between Denver and Boulder, the City of Louisville, Colorado receives national attention for being one of the best places to live in the United States. This small city of about 20,000 residents historically was a hardscrabble coal mining town settled by immigrant families. Louisville residents are committed to preserving the history of their town.

The Trott-Downer Cabins (“Cabins”) are two small historic cottages that the City of Louisville acquired in order to preserve them and to feature them as a cultural attraction for residents, tourists, and students. The Cabins were constructed at 801 and 809 Lee Ave. between 1935 and 1940 as part of a complex of rental cabins. They are unique cultural assets that, against the odds, have not only survived, but have retained historical and architectural integrity. They give insights into a past way of life in Louisville. They represent modest living, the entrepreneurial spirit of the Trott family and Marjorie Downer, Louisville’s robust short-term housing market, and an experience of the 1950s that is in contrast to the prevailing images of what life during that decade was like. According to the 2017 Historic Structure Assessment, “there is an interest to preserve the unique character of “old town” Louisville and these two cabins certainly provide a unique and excellent example of the unique character of “old town” from a bygone era.”

Like many houses and rented structures in Louisville at the time, the Cabins are very small. The architecture is vernacular and, according to the contractor working on the exteriors, the construction involved the use of an unusually large number of nails. The exterior walls are made of unpainted vertical half-logs. Each Cabin consists of one front kitchen/living room and one back bedroom, each about ten feet square. The cottages in the complex shared a back yard outhouse, which was replaced (likely in the 1950s) with a shared flush toilet in a small structure behind the homes. A single overhead light in each room provided lighting, at least in the later years of occupancy. The Cabins each had cold running water only. They were never expanded, and except for deterioration, they retain a high level of integrity and their original appearance.

The Historic Structure Assessment helped inform decisions about relocation and future placement. Following input from citizens at public meetings of the Louisville Historic Preservation Commission and the Louisville City Council, the City took ownership of the Cabins as a donation in 2018. In 2019, the Historic Preservation Commission designated the structures as Louisville landmarks and named them the Trott-Downer Cabins. Thanks to funding from the City of Louisville’s Historic Preservation Fund, the City moved and temporarily stored the Cabins and in 2022 relocated the Cabins to a lot close to their original location. Once the cabins were set, the roofs were replaced and the exteriors, the windows and the doors were repaired.

Museum and Historic Preservation staff intend to rehabilitate the cabin interiors so that they may be opened to the public and a vision of how they were lived in may be shared with visitors. The cabins interiors will be staged in a way that reflects how we know the cabins had been occupied. Visitors will see how a family of four might have lived in 200 square feet of space in the 1940s, or how a single man might have lived in a similar size home in the 1950s.

2. INVITATION

The City of Louisville is inviting proposals from highly qualified firms (“Respondents”) for consultant services to evaluate the interiors of the Trott-Downer Cabins and develop a plan for their rehabilitation.

The City is looking to engage with a preservation professional who will study the interior of the cabins and outline the work required to get the historic interiors ready and safe for visitors. This work would not include the exterior of the cabins and would only focus on the interior construction needs, except for any exterior impacts that might arise from proposed weatherproofing solutions.

This work is funded through a State Historical Fund Planning Grant of \$15,000, with 10% matching funds from the Louisville History Foundation.

Scope of Services

This draft scope of work reflects a plan of approach based upon the City’s objectives, including:

1. Analysis and Design
 - a. Perform programming needs assessment
 - b. Conduct hazardous material testing - lead paint
 - c. Complete building weatherproofing design
 - d. Conduct wallpaper analysis and offer preservation/replacement options
 - e. Investigate the structural needs of the interiors
 - f. Complete interior finishes design
 - g. Complete electrical design, including fixtures
2. Construction Documents
 - a. Complete drawings, plans and specifications
 - b. Construction timeline
3. Cost Estimating
 - a. Complete construction cost estimate

Consultant qualifications must, at a minimum, include the following:

1. Respondents must be organized for the purpose of providing professional architectural services with previous experience in delivering similar services.
2. Respondents must demonstrate experience with historic structure preservation.
3. Respondents must be familiar with the Secretary of the Interior's Standards for the Treatment of Historic Properties, especially as they relate to the *rehabilitation* of historic structures.

3. EVALUATION CRITERIA

Please respond to the evaluation criteria with comments that are concise and to the point. The City Selection Committee will evaluate responses, and the final candidate will be recommended by staff to City Council authorizing the City to enter into a professional services agreement. The selection committee will evaluate and score the submittals using a weighted average based upon;

A. Statement of Intent (SOI). In up to two (2) pages, express your interest in the project, specifically addressing;

1. Specialized Experience in the preservation of similar structures
2. Analysis/Identification of issues- identify constraints as well as opportunities
3. Goals – identify how your project goals meet or exceed the City’s project goals

B. Project Approach

1. Examples of similar projects – quality finished projects
2. Innovative solutions – discuss project alternatives, and/or opportunities to add value to the project.
3. On-time and Budget – accountability for time, budget and value engineering if needed.
4. Availability.
5. Provide a detailed project schedule highlighting critical path and milestones for completion of the project.

C. Project Team Listing

1. Provide a listing of team members who will be involved in the process, relevant experience and other material that is pertinent and concise.

D. References

1. Submit three references for similar projects and include contacts for those projects.

4. SUBMITTAL

Submittal Instructions

If you have any questions about the RFP, please contact Sharon Nemecek, Director of Cultural Services, by phone at 303.335.4800 or by email at snemecek@louisvilleco.gov. Submittals are due at the City of Louisville for time and date recording on or before April 19, 2023 by 10:00 am. Electronic submittals can be emailed to snemecek@louisvilleco.gov.

All RFPs must be received and time and date recorded by authorized City staff by the above due date and time. Sole responsibility rests with the Respondents to see that their RFP

response is received on time at the stated location. Any responses received after due date and time will be returned to the Respondents.

The City of Louisville reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the City, is in the best interest of the City of Louisville. Due to the complexity of work required, selection of a firm will not be based solely upon the lowest responsible bid but will also take into account experience gained from work on similar projects and an understanding of the project goals and approach to the project.

Digital copies of the Bidding Documents will be available beginning March 15, 2023 on-line through Rocky Mountain Bid System and linked through the City of Louisville's website at <http://www.louisvilleco.gov/business/bidding-opportunities>.

Terms and Conditions

1. Each Respondent shall furnish the information required in the proposal.
2. The Contract/Purchase Order will be awarded to the Respondent whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Louisville, price and other factors considered.
3. The City of Louisville reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the City of Louisville to do so.
4. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of RFPs without the consent of the City's delegated representative.
5. A signed purchase order or contract furnished to the selected firm results in a binding contract without further action by either party.
6. Late or unsigned RFPs will not be accepted or considered. It is the responsibility of Respondents to ensure that the RFP arrives at the City of Louisville no later than the time indicated in the "Request for Proposal."
7. The proposed price shall be exclusive of any Federal or State taxes from which the City of Louisville is exempt by law.
8. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and Respondents shall not rely upon such interpretations, corrections and changes. The City will not be responsible for oral clarification.
9. Confidential/Proprietary Information: RFPs submitted in response to this "Request for Proposal" and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the RFP itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of**

confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposed price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

10. The City reserves the right to modify the Scope of Services and request revisions to proposals prior to entering into a written contract.

Please submit the following information in the order listed below:

1. Name of your company/organization
2. Type of Organization: (Corporation, Partnership, etc.)
3. Address
4. Names and Address of Project Team
5. Contact Person(s)
6. Telephone, Fax, E-mail
7. Statement of Interest
8. Project Approach
9. Project Team Listing
10. References

4. SIGNATURE PAGE

Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

Contact Information	Response
Company Name	
Name and Title of Primary Contact	
Company Address	
Phone Number	
Email Address	
Company Website	

By signing below I certify that:

I am authorized to bid on my company's behalf.

I am not currently an employee of the City of Louisville.

Signature of Person Authorized to Bid on Firm's Behalf

Date

Note: If you cannot certify the above statements, please explain in the space provided below.

**AN AGREEMENT BY AND BETWEEN THE CITY OF LOUISVILLE
AND _____
FOR CONSULTING SERVICES**

1.0 PARTIES

This AGREEMENT FOR CONSULTING SERVICES (this “Agreement”) is made and entered into this ____ day of _____, 20____ (the “Effective Date”), by and between the **City of Louisville**, a Colorado home rule municipal corporation, hereinafter referred to as the “City”, and _____ [Name of Contractor], a _____ [State of Formation and Type of Entity] hereinafter referred to as the “Consultant”.

2.0 RECITALS AND PURPOSE

- 2.1 The City desires to engage the Consultant for the purpose of providing _____ services as further set forth in the Consultant’s Scope of Services (which services are hereinafter referred to as the “Services”).
- 2.2 The Consultant represents that it has the special expertise, qualifications and background necessary to complete the Services.

3.0 SCOPE OF SERVICES

The Consultant agrees to provide the City with the specific Services and to perform the specific tasks, duties and responsibilities set forth in Scope of Services attached hereto as Exhibit “B” and incorporated herein by reference.

4.0 COMPENSATION

- 4.1 The City shall pay the Consultant for services under this agreement a total not to exceed the amounts set forth in Exhibit “C” attached hereto and incorporated herein by this reference. [Further revise as needed to reflect whether contract is hourly or flat amount]. The City shall not pay mileage and other reimbursable expenses (such as meals, parking, travel expenses, necessary memberships, etc.), unless such expenses are (1) clearly set forth in the Scope of Services, and (2) necessary for performance of the Services (“Pre-Approved Expenses”). The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the Consultant’s efforts, including but not limited to salaries, benefits, overhead, administration, profits, expenses, and outside consultant fees. The Scope of Services and payment therefor shall only be changed by a properly authorized amendment to this Agreement. No City employee has the authority to bind the City with regard to any payment for any services which exceeds the amount payable under the terms of this Agreement.

- 4.2 The Consultant shall submit monthly an invoice to the City for Services rendered and a detailed expense report for Pre-Approved Expenses incurred during the previous month. The invoice shall document the Services provided during the preceding month, identifying by work category and subcategory the work and tasks performed and such other information as may be required by the City. The Consultant shall provide such additional backup documentation as may be required by the City. The City shall pay the invoice within thirty (30) days of receipt unless the Services or the documentation therefor are unsatisfactory. Payments made after thirty (30) days may be assessed an interest charge of one percent (1%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefor.

5.0 PROJECT REPRESENTATION

- 5.1 The City designates _____ as the responsible City staff to provide direction to the Consultant during the conduct of the Services. The Consultant shall comply with the directions given by _____ and such person's designees.
- 5.2 The Consultant designates _____ as its project manager and as the principal in charge who shall be providing the Services under this Agreement. [The Services shall not be provided by persons other than _____.] [or] [Should any of the representatives be replaced, particularly _____, and such replacement require the City or the Consultant to undertake additional reevaluations, coordination, orientations, etc., the Consultant shall be fully responsible for all such additional costs and services.]

6.0 TERM

- 6.1 The term of this Agreement shall be from the Effective Date to _____, 20____, unless sooner terminated pursuant to Section 13, below. The Consultant's Services under this Agreement shall commence on [(the Effective Date) or (on another date desired by the City, after the Effective Date)] and Consultant shall proceed with diligence and promptness so that the Services are completed in a timely fashion consistent with the City's requirements.
- 6.2 Nothing in this Agreement is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of the City within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision. All financial obligations of the City under this Agreement are subject to annual budgeting and appropriation by the Louisville City Council, in its sole discretion. Notwithstanding anything in this Agreement to the contrary, in the event of non-appropriation, this Agreement shall terminate effective December 31 of the then-current fiscal year.

7.0 INSURANCE

- 7.1 The Consultant agrees to procure and maintain, at its own cost, the policies of insurance set forth in Subsections 7.1.1 through 7.1.4. The Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types. The coverages required below shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of services hereunder. The required coverages are:
- 7.1.1 Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers Liability Insurance. Evidence of qualified self-insured status may be substituted.
 - 7.1.2 General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy shall include the City of Louisville, its officers and its employees, as additional insureds, with primary coverage as respects the City of Louisville, its officers and its employees, and shall contain a severability of interests provision.
 - 7.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than FOUR HUNDRED THOUSAND DOLLARS (\$400,000) per person in any one occurrence and ONE MILLION DOLLARS (\$1,000,000) for two or more persons in any one occurrence, and auto property damage insurance of at least FIFTY THOUSAND DOLLARS (\$50,000) per occurrence, with respect to each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision. If the Consultant has no owned automobiles, the requirements of this paragraph shall be met by each employee of the Consultant providing services to the City of Louisville under this Agreement.
 - 7.1.4 Professional Liability coverage with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and ONE MILLION DOLLARS (\$1,000,000) aggregate.
- 7.2 The Consultant's general liability insurance, automobile liability and physical damage insurance, and professional liability insurance shall be endorsed to include the City, and its elected and appointed officers and employees, as additional insureds, unless the City in its sole discretion waives such requirement. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by the Consultant. Such policies shall contain a severability of interests provision. The Consultant shall be solely responsible for any deductible losses under each of the policies required above.
- 7.3 Certificates of insurance shall be provided by the Consultant as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and

effect, and shall be subject to review and approval by the City. No required coverage shall be cancelled, terminated or materially changed until at least 30 days' prior written notice has been given to the City. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

- 7.4 Failure on the part of the Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate this Agreement, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.
- 7.5 The parties understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees.

8.0 INDEMNIFICATION

To the fullest extent permitted by law, the Consultant agrees to indemnify and hold harmless the City, and its elected and appointed officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, if and to the extent such injury, loss, or damage is caused by the negligent act, omission, or other fault of the Consultant or any subcontractor of the Consultant, or any officer, employee, or agent of the Consultant or any subcontractor, or any other person for whom Consultant is responsible. The Consultant shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands. The Consultant shall further bear all other costs and expenses incurred by the City or Consultant and related to any such liability, claims and demands, including but not limited to court costs, expert witness fees and attorneys' fees if the court determines that these incurred costs and expenses are related to such negligent acts, errors, and omissions or other fault of the Consultant. [Notwithstanding the foregoing, Consultant's duty to defend, indemnify and hold harmless the City, and its elected and appointed officials and employees as set forth in this section shall only arise upon determination, by adjudication, alternative dispute resolution, or mutual agreement between Consultant and the City, of the Consultant's liability or fault.] The City shall be entitled to its costs and attorneys' fees incurred in any action to enforce the provisions of this Section 8.0. The Consultant's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City.

9.0 QUALITY OF WORK

Consultant's professional services shall be in accordance with the prevailing standard of practice normally exercised in the performance of services of a similar nature in the Denver metropolitan area.

10.0 INDEPENDENT CONTRACTOR

It is the expressed intent of the parties that the Consultant is an independent contractor and not the agent, employee or servant of the City, and that:

- 10.1. Consultant shall satisfy all tax and other governmentally imposed responsibilities including but not limited to, payment of state, federal, and social security taxes, unemployment taxes, worker's compensation and self-employment taxes. No state, federal or local taxes of any kind shall be withheld or paid by the City.
- 10.2. **Consultant is not entitled to worker's compensation benefits except as may be provided by the Consultant nor to unemployment insurance benefits unless unemployment compensation coverage is provided by the Consultant or some entity other than the City.**
- 10.3. Consultant does not have the authority to act for the City, or to bind the City in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the City.
- 10.4. Consultant has and retains control of and supervision over the performance of Consultant's obligations hereunder and control over any persons employed by Consultant for performing the Services hereunder.
- 10.5. The City will not provide training or instruction to Consultant or any of its employees regarding the performance of the Services hereunder.
- 10.6. Neither the Consultant nor any of its officers or employees will receive benefits of any type from the City.
- 10.7. Consultant represents that it is engaged in providing similar services to other clients and/or the general public and is not required to work exclusively for the City.
- 10.8. All Services are to be performed solely at the risk of Consultant and Consultant shall take all precautions necessary for the proper and sole performance thereof.
- 10.9. Consultant will not combine its business operations in any way with the City's business operations and each party shall maintain their operations as separate and distinct.

11.0 ASSIGNMENT

Except as provided in section 22.0 hereof, Consultant shall not assign or delegate this Agreement or any portion thereof, or any monies due or to become due hereunder without the City's prior written consent.

12.0 DEFAULT

Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default.

13.0 TERMINATION

13.1 This Agreement may be terminated by either party for material breach or default of this Agreement by the other party not caused by any action or omission of the other party by giving the other party written notice at least thirty (30) days in advance of the termination date. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

13.2 In addition to the foregoing, this Agreement may be terminated by the City for its convenience and without cause of any nature by giving written notice at least fifteen (15) days in advance of the termination date. In the event of such termination, the Consultant will be paid for the reasonable value of the services rendered to the date of termination, not to exceed a pro-rated daily rate, for the services rendered to the date of termination, and upon such payment, all obligations of the City to the Consultant under this Agreement will cease. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

14.0 INSPECTION AND AUDIT

The City and its duly authorized representatives shall have access to any books, documents, papers, and records of the Consultant that are related to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

15.0 DOCUMENTS

All computer input and output, analyses, plans, documents photographic images, tests, maps, surveys, electronic files and written material of any kind generated in the performance of this Agreement or developed for the City in performance of the Services are and shall remain the sole and exclusive property of the City. All such materials shall be promptly provided to the City upon request therefor and at the time of termination of this Agreement, without further charge or expense to the City. Consultant shall not provide copies of any such material to any other party without the prior written consent of the City.

16.0 ENFORCEMENT

- 16.1 In the event that suit is brought upon this Agreement to enforce its terms, the prevailing party shall be entitled to its reasonable attorneys' fees and related court costs.
- 16.2 This Agreement shall be deemed entered into in Boulder County, Colorado, and shall be governed by and interpreted under the laws of the State of Colorado. Any action arising out of, in connection with, or relating to this Agreement shall be filed in the District Court of Boulder County of the State of Colorado, and in no other court. Consultant hereby waives its right to challenge the personal jurisdiction of the District Court of Boulder County of the State of Colorado over it.

17.0 COMPLIANCE WITH LAWS; WORK BY WORKERS WITHOUT AUTHORIZATION PROHIBITED

- 17.1 Consultant shall be solely responsible for compliance with all applicable federal, state, and local laws, including the ordinances, resolutions, rules, and regulations of the City; for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.
- 17.2 Exhibit A, the "City of Louisville Public Services Contract Addendum-Prohibition Against Employing Workers Without Authorization", is attached hereto and incorporated herein by reference. There is also attached hereto a copy of Consultant's Pre-Contract Certification which Consultant has executed and delivered to the City prior to Consultant's execution of this Agreement.
- 17.3 Consultant acknowledges that the City of Louisville Code of Ethics provides that independent contractors who perform official actions on behalf of the City which involve the use of discretionary authority shall not receive any gifts seeking to influence their official actions on behalf of the City, and that City officers and employees similarly shall not receive such gifts. Consultant agrees to abide by the gift restrictions of the City's Code of Ethics.

18.0 INTEGRATION AND AMENDMENT

This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties.

19.0 NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be given by hand delivery, by United States first class mail, postage prepaid, registered or certified, return receipt requested, by national overnight carrier, or by facsimile transmission, addressed to the party for whom it is intended at the following address:

If to the City:

City of Louisville
Attn: City Manager
749 Main Street
Louisville, Colorado 80027
Telephone: (303) 335-4533
Fax: (303) 335-4550

If to the Consultant:

Any such notice or other communication shall be effective when received as indicated on the delivery receipt, if by hand delivery or overnight carrier; on the United States mail return receipt, if by United States mail; or on facsimile transmission receipt. Either party may by similar notice given, change the address to which future notices or other communications shall be sent.

20.0 EQUAL OPPORTUNITY EMPLOYER

- 20.1 Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, disability, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.
- 20.2 Consultant shall be in compliance with the applicable provisions of the American with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

21.0 NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to City and Consultant, and nothing contained in this Agreement shall give or allow any

such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than City or Consultant receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

22.0 SUBCONTRACTORS

Consultant may utilize subcontractors identified in its qualifications submittal to assist with non-specialized works as necessary to complete projects. Consultant will submit any proposed subcontractor and the description of its services to the City for approval. The City will not work directly with subcontractors.

23.0 AUTHORITY TO BIND

Each of the persons signing below on behalf of any party hereby represents and warrants that such person is signing with full and complete authority to bind the party on whose behalf of whom such person is signing, to each and every term of this Agreement.

In witness whereof, the parties have executed this Agreement to be effective on the date first above written.

CITY OF LOUISVILLE,
a Colorado Municipal Corporation

By: _____
Dennis Maloney, Mayor

Attest: _____
Meredyth Muth, City Clerk

CONSULTANT:

By: _____
Title: _____

Exhibit A

City of Louisville Public Services Contract Addendum Prohibition Against Employing Workers Without Authorization

Prohibition Against Employing Workers Without Authorization. Contractor shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement. Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with a worker without authorization to perform work under this Agreement.

Contractor will participate in either the E-verify program or the Department program, as defined in C.R.S. § § 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services. Contractor is prohibited from using the E-verify program or the Department program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement for services knowingly employs or contracts with a worker without authorization, Contractor shall:

- a. Notify the subcontractor and the City within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with a worker without authorization; and
- b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph the subcontractor does not stop employing or contracting with the worker without authorization; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with a worker without authorization.

Contractor shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If Contractor violates a provision of this Agreement required pursuant to C.R.S. § 8-17.5-102, City may terminate the Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City.

Pre-Contract Certification in Compliance with C.R.S. Section 8-17.5-102(1)

The undersigned hereby certifies as follows:

That at the time of providing this certification, the undersigned does not knowingly employ or contract with a worker without authorization; and that the undersigned will participate in the E-Verify program or the Department program, as defined in C.R.S. § § 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform under the public contract for services.

Proposer:

By _____

Title: _____

Date

Exhibit B – Scope of Services

[Insert Scope of Service(s)]

EXHIBIT C

{Insert Consultant Service Pricing}

Interpretive Plan for the Trott-Downer Cabins

Louisville Historical Museum
Louisville, Colorado
Draft – May 1, 2021



Section 1: Introduction

The Trott-Downer Cabins (the “Cabins”) are two small historic cottages that the City of Louisville acquired in order to preserve them and to feature them as a cultural attraction for residents, tourists, and school classes. They were constructed at 801 and 809 Lee Ave. (with an alternate address of 825 Lee for both Cabins) between 1935 and 1940 as part of a complex of several rental cabins. (They are seen in their original location in 2017 in the photo above.) Thanks to the funding from the Historic Preservation Fund, the City moved and temporarily stored the Cabins in 2018 and is now in the process of relocating the Cabins to close to their original location.

The Louisville Historic Preservation Commission recommended that the Cabins’ final use should allow them to be open to the public. Based on this recommendation, the City decided that following their rehabilitation and relocation managed by the Louisville Planning Department, the Cabins will become a City asset for the Historical Museum staff to manage and interpret. The Museum staff will coordinate tours and programming relating to them. The Louisville Historical Museum, which is a division in the Department of Library & Museum Services and which is located at 1001 Main Street, is ideally suited to manage the interpretation of the Cabins. As the branch of the City entrusted with the preservation and interpretation of Louisville history through artifacts, photos, and the Museum’s historic buildings, the staff possesses the skills, content expertise, and professional experience necessary to best use the Cabins to further the City’s mission by preserving and enhancing life in Louisville. The Museum staff is grateful to the many different City departments, divisions, and citizen commissions working to make this project a success and to the residents of the Miners Field neighborhood who are supporting the preservation of Louisville history on one of their streets.

The Museum staff has experience with another Museum building interpreted as a historic house. One of historic buildings on the Museum campus is the Tomeo House, a historic house with its interpretation based on everyday life during the Depression era of the 1930s, when Grace Rossi and her six children rented it. Museum staff and volunteers regularly conduct tours

of the Tomeo House, which at 626 square feet is a modest-sized home typical of many houses in Louisville in the early 1900s.

The Museum's mission statement is "Be a Part of the Story! Connect and Share in the Heart of Louisville." Its 2017 [Master Plan](#) is on the Museum website. The Museum staff members manage collections, exhibits, a volunteer program, an oral history program, outreach activities, and a membership program, and conduct research for its quarterly publication, *The Louisville Historian*, as well as for programs and upon request for City staff and members of the public. Visitors to the Museum campus, who include school groups and who numbered 5,038 in 2019, are invited to tour three historic buildings located on the site. The Museum is normally open five days a week and for special events. In-person activities, school outreach, and digital offerings about Louisville history on the Museum's YouTube channel are additional ways in which the Museum engages with people of all ages about local history.

The addition of the Cabins to be under the management of the Museum marks the first time that the Museum division will oversee a separate property in addition to the structures at 1001 Main St. In order to keep an accurate count of yearly visitors to the Louisville Museum facilities, the staff will keep track of the numbers of visitors to the Cabins and will combine them with the statistics on visitors to the Museum campus.

The purpose of this interpretive Plan is to set forth how the Museum can best tell the Cabins' story to visitors and engage the community through the Cabins after the buildings have been rehabilitated and returned to their neighborhood, to City property on Lee Ave. near their original location. However, this plan is being written before the members of the Museum staff have had an opportunity to step into the empty buildings and begin to assess the interior and exterior spaces. There will inevitable be some challenges and opportunities for the staff members to discuss and work through as they plan to start to offer tours of the Cabins to the public and plan programming at the location, which may be phased in. For these reasons, a projected opening date has not been set, but is being planned to take place in 2022.

Section 2: Background and Historical Context

Louisville, Colorado was established as a coal mining town in 1878. For decades, most of its residents lived very modestly. Many residents emigrated from other countries. While some families came and stayed, other families or single people (typically miners) lived in the community for much shorter times, passing through and then leaving to seek other opportunities. Newspaper articles and editorials, along with residents' stories, tell us that when the last coal mines were closing in the 1940s and early 1950s, many Louisville residents felt as though the modern world was leaving their town behind. Louisville still had unpaved streets and people were still using outhouses instead of indoor bathrooms. Essentially, the town lacked funding for critical infrastructure that people in many other towns by that time took for granted. Civic leaders and business leaders had to organize themselves and residents to come up with plans for bringing Louisville out of the coal mining era and into modern times. This decade of change is further explored in the lead articles of two *Louisville Historian* issues: "The Fifties: Louisville's Transformative Decade" in the [Winter 2017 issue](#) and "Modern Times: Louisville in the Fifties, Part Two" in the [Spring 2017 issue](#).

Benjamin Emmitt Trott (1894-1972) and Laura Trott (1898-1986) constructed the Cabins and as many as six other modest cottages between 1935 and 1940 as a way to bring in additional income from renting them. They had a hauling business and lived on Pine Street to the south of

the lots where they built the Cabins. At that time, the most likely renters were coal miners, but the mining industry was winding down in the 1940s (and the last mine in Louisville closed in 1955).

Marjorie Downer (1898-1985) purchased the cottage complex on Lee Ave. in 1947. Census records show that she worked as a teacher and in a printing office as a young woman. She was identified as being a realtor in Louisville newspapers and she managed the rental cabins while living on site herself, at 825 Lee. For part of the time, her mother, Mary Lena Downer, lived with her. It is believed that she rented out the cabins in the complex even into the 1960s.

These two Cabins are representative of Louisville's robust short-term housing market, which provided income to many residents and provided inexpensive, modest housing to others. (Additional history of the Cabins is provided in the appendices.)

Like many houses and rented structures in Louisville at the time, the Cabins were small, at 203 square feet (Cabin 1) and 222 square feet (Cabin 2). (The square footage has been reported slightly differently over the years; the numbers given here are based on the information in the 2017 Historic Structure Assessment.) The architecture is vernacular and, according to the contractor working on restoring them, the construction involved the use of an unusually large number of nails. The exterior walls are made of unpainted vertical half-logs. Each Cabin consists of one front kitchen/living room and one back bedroom, each about ten feet square. The cottages in the complex shared a back yard outhouse, which was replaced (likely in the 1950s) with a shared flush toilet in a small structure behind the homes. According to the Historic Structure Assessment, a single overhead light in each room provided lighting, at least in the later years of occupancy. The Cabins each had cold running water only. They were never expanded, and they retain a high level of integrity and their original appearance (apart from deterioration). The 1940 federal census indicates that the rents for properties on Lee Avenue, which included cabins in the complex, ranged from \$5 to \$15 per month.



A variety of people called these cabins home: families with children, newlyweds, and older people all lived in the Trott-Downer Cabins during their use. Many were working people employed in a variety of types of jobs in the area after the closure of coal mines. These cabins were the site of major life events. In 1939, Carmela Romano Trott, the daughter-in-law of Benjamin and Laura Trott, gave birth to James Patrick Trott in the bedroom of one of the Cabins in 1939. The 1940 federal census indicates that the rents for properties on Lee Avenue, which included cabins in the complex, ranged from \$5 to \$15 per month.

Following input from citizens at public meetings of the Louisville Historic Preservation Commission and the Louisville City Council, the City took ownership of the Cabins as a donation and in early 2018 moved them (as seen in the accompanying photo) to temporary storage. A Historic Structure Assessment conducted in 2017 helped inform decisions about relocation and eventual future placement. In 2019, the Historic Preservation Commission designated the

structures as Louisville landmarks and named them the Trott-Downer Cabins. To date, the public has also had numerous opportunities to give input into the fate of the Cabins. Resident Jean Morgan advocated for the preservation of the Cabins and interviewed people who lived in them or remembered them as rentals, including members of the Trott family. Also, the Museum has solicited information about the Cabins and has recently acquired digital images of family photos showing the Cabins as a donation from the Trott family.

The City has contracted with Wattle & Daub Contractors and Stewart Architecture to rehabilitate and relocate the Cabins to the south side of Miners Field. Their November 2020 Landmark Alteration Certificate Request is contained in Appendix IV.

Section 3: Interpretive Strategy

Museum interpretation helps guide visitors to make connections between their own experiences and beliefs and the stories of historical resources such as the Cabins. In particular, interpretive themes are intended to capture the essence of the significance of a place. Interpretive themes present opportunities for audiences to think critically about the complexities of the issues associated with the place, and they should include the most meaningful stories that guides should tell visitors.

A. The proposed Overall Interpretive Approach is this:

“The Trott-Downer Cabins are unique cultural assets that, against the odds, have not only survived but have retained historical and architectural integrity. They give insights into a past way of life in Louisville. They represent modest living, the entrepreneurial spirit of Trott family and Marjorie Downer, Louisville’s rental economy, and an experience of the 1950s decade that is a contrast to the prevailing images of what life during that decade was like.”

B. The following are proposed interpretive themes for the Cabins:

- Modest Means: People in Louisville lived modestly, did not have an abundance of money or possessions, and used available materials to make useful things. (A detail of the rough exterior wall of one of the Cabins is seen at right.)
- Renting Often Required: The Trott-Downer Cabins represent Louisville’s strong rental economy from the late 1800s to the mid-1900s that had its roots in the town’s mining history.
- Vanishing Structures: Once commonplace all over Louisville and in surrounding communities, small structures that were used as rental properties, such as the Cabins and outbuildings in back yards, have nearly all disappeared.
- Cooperative Communities: The residents of the Trott-Downer cottage camp and of the Miners Field neighborhood where the camp was located lived very close together and are remembered as helping one another out.
- The Work of Daily Life: Having one of the Cabins as a home was full of daily challenges.



- Needing Extra Income: The Cabins represent the entrepreneurial spirit of the Trott family and Marjorie Downer, who both managed the multiple cabins as a business to bring in income from rentals.
- Living in Small Spaces: The Cabin are tiny houses. The tiny house movement has gained popularity in recent years because it supports the values of simplicity, minimalism, and eco-friendliness – concepts that can be explored with visitors to the Cabins.
- An Equitable Preservation of History: As officially designated Louisville landmarks, the Cabins demonstrate that today, historic preservation in the U.S. is not about preserving only mansions and focusing on the lives of their wealthy owners, but is about saving and talking about the everyday history of a community, including the lives and challenges of its less well-off residents.
- Not the 1950s You're Used to: The Cabins as rough, tiny homes where families and working people lived so modestly in the 1950s provide a sharp contrast to today's public perceptions of the 1950s as a decade with booming U.S. prosperity and the growth of modern suburbs, with perceptions of potential threats from the Cold War ever present. This theme will be one of the primary thematic approaches to the Cabins and it will relate to the three overlapping layers of life in the Cabins, life in Louisville at the time, and conditions nationally.

The 1950s were one of the most pivotal and significant decades in Louisville's history. The tremendous social, cultural, economic, and environmental shifts during this period set the stage for Louisville to become what it is today. In the 1950s, Louisville's entire economy shifted as the last coal mine closed. The end of coal mining here prompted the town to modernize by paving its streets, changing to natural gas furnaces, getting approval from voters to pay for a sewage system that would allow indoor bathrooms instead of outhouses, and improving the water supply, among other things. At the same time, as the Cold War intensified, jobs in the defense industry at nearby Rocky Flats became available and were filled by many Louisville residents. These local changes occurred in the midst of the growing Cold War geopolitical fears, a normalized idea of suburban, white prosperity and affluence, the rise of a military-industrial complex, the early Civil Rights Movement and conversations about racial equity, and a long national postwar economic boom.

Despite how critical the 1950s were to Louisville's development, the Museum currently lacks a structure that allows it to adequately interpret this period. The Tomeo House, located on the Museum's main campus, is based on the Depression years of the 1930s, which is when the Grace Rossi family occupied the Tomeo House. The Cabins would complement conversations about living conditions, family life, and economic scarcity in 1930s Louisville that already occur with the public in the Tomeo House while also allowing the Museum to carry these themes forward into the 1950s.

Not only do the Cabins provide a way to talk about the 1950s in Louisville and contrast that with what was happening nationally, but Marjorie Downer herself was deeply involved in bringing improvements to Louisville in the 1950s. *Louisville Times* newspapers, which have been digitized and are keyword-searchable on the website of the Colorado Historic Newspapers Collection, have revealed previously unknown information about Marjorie Downer's work with others in the 1950s as the rare female

business leader working to improve the lives of Louisville residents and bring Louisville into the modern era. For example, articles have named her as a member of the parks committee that advocated for the establishment of a public park north of Miners Field to serve children living on the east side of the railroad tracks (an effort that was ultimately unsuccessful); a member of the Garden Club that sought to beautify the town; a member of the board of the Louisville Chamber of Commerce (the predecessor of today's Chamber); and a member of the town's housing committee to inventory available housing. As such, conversations about Downer's economic and social impact on Louisville allow staff, volunteers, and the public to consider how Downer deviated from a postwar cultural emphasis on highly gendered, suburban life in 1950s America.

C. Site and Building Considerations

The small sizes of the Cabins, while presenting challenges, will present many opportunities for conversations with visitors and are a way to convey the extent to which Louisville residents lived modestly.

The historically rough quality of the Cabins has both positive and negative consequences for how the Museum will interpret them and how the public will experience them. It is advantageous that the Cabins will offer a sense of authenticity. For example, historically, they never had central cooling or heating (besides small stoves), and they still won't, even as cultural assets that will be toured. However, as noted below, this may impact the personal comfort of visitors and staff on exceptionally hot or cold days.

These will be City structures that the public will enter, so planning for their public use is important. Historically appropriate exterior lighting on the fronts of the structures will aid in accessibility and security, and rear motion detectors will also contribute to the security of the buildings. An outside spigot will provide water if City staff or janitorial staff have a need for it for cleaning or maintenance. Irrigation of the surrounding grounds will make future landscaping possible. Electricity brought into the rooms will allow for historically appropriate indoor lighting, which will increase accessibility for visitors and tour guides, and having an electrical outlet in each building will support janitorial services and the ability to vacuum. City staff is working on complex issues relating to irrigation, grading, and tree removal to prepare the site.

The new location for the Cabins, on City property on Lee Ave. just south of Miners Field, is advantageous for several reasons. The Cabins will still be in the same neighborhood and even still on Lee Ave., enabling tour guides to point down the street to show visitors the Cabins' original site. Although the Cabins will not be in their original location, the fact that the setback distance will be the same and that the Cabins will be the same distance from each other will contribute to a sense of authenticity that visitors will likely appreciate.

Also, there is easy walking access from downtown to the Cabins through the Gateway pedestrian underpass under the railroad tracks. Because of the proximity of the railroad tracks and Miners Field to the site of the Cabins, walking tours could even incorporate interpretation relating to Louisville's rail history and baseball history (although the Cabins themselves will not highlight these particular aspects of Louisville history). As the north side of South Street (east of the railroad tracks) was the historic location of Louisville Rod & Gun Club activities and headquarters, conversations about this club could also be incorporated into the walking tours.

The proximity to downtown is important in other ways, too. Currently, the Museum serves as an anchor to the downtown business district, and as a cultural attraction, it adds to the options available to people visiting Louisville to eat and shop. The Cabins, being a short walk from the downtown business district, will also be a cultural attraction that people can visit to complement their other downtown Louisville experiences.

The location also presents a few challenges, though they are not insurmountable. In planning tours and program at the Cabins, the Museum staff will work around the usage of Miners Field so that programming and tours do not take place while a game is going on, as the Parks division has requested. Also, bringing visitors to a residential neighborhood will inevitably call for sensitivity to the needs of nearby residents. The Museum seeks to include residents of the neighborhood in the project, including informing them of the return of the Cabins to the neighborhood, informing them of possible traffic impacts while the relocation work is taking place, and inviting them to tour the Cabins.

Another feature that can be seen as both an advantage and a disadvantage is that the Cabins won't have a specific address in their new location. On online maps, Miners Field is sometimes labelled with the address of 1212 or 1250 South Street, but the City itself does not use an address for Miners Field. Because the Cabins will be tucked away at the back of the baseball field and will actually be on Lee Ave., visitors who approach them on their own (instead of signing up for a tour leading people to the Cabins) may have trouble finding them. (However, neighborhood residents may appreciate the ability of the Cabins to blend in and not attract attention.) The Museum staff intends to contact Google to request that the Cabins be shown in their new location on Google Maps, and to work with the City to request that they be identified on City-created maps. It would be advantageous to also have wayfinding signs for the Cabins at the Miners Field parking lot on the north side of the baseball field and on the west side of the Gateway under the railroad tracks, near the Farmers Market site on Front Street.

The Museum appreciates that other City staff will lend support to the successful management of the Cabins. The staff will request that the Facilities Manager schedule their routine cleaning. During cold winter months when there may possibly be weeks between tours, it will be a priority for members of the Museum staff to regularly check on the Cabins. It is anticipated that the Parks division will continue to take care of irrigation and mowing around the Cabins and manage the Miners Field grounds in general.

The Cabins will first be settled in place with an interim landscaping plan consisting of sod and rock or mulch, with the City staff having the intention of working on a historically accurate landscape plan in the next few years, working collaboratively with the Parks & Public Landscaping Advisory Board. Marjorie Downer's involvement in the Louisville Garden Club could help inform decisions about plantings; in fact, a small ad in the July 22, 1960 *Louisville Times* that she herself must have taken out indicates that she was offering free irises from her home at 825 Lee Ave.

In terms of the structures themselves, staff will unlock them to make them available to show to visitors, but the buildings will otherwise remain locked for security reasons. It is anticipated that tours will need to take place during daytime when there is natural daylight to supplement the limited amount of interior lighting and that the frequency of tours will drop off during winter months (given the lack of heating in the buildings and given less daylight in the winter months).

Permanent trash cans will not be added to the site out of consideration for neighbors and to minimize the potential impact on the Parks staff. If Museum programming relating to food or crafts take place, the Museum staff will provide trash bags for cleanup and take them away.

The small sizes of the Cabins will present similar challenges as the other small buildings of the Historical Museum in that each building cannot accommodate many visitors at one time and care must be taken to protect furnishings and artifacts from people, and protect people from the furnishings and artifacts, in such limited spaces. The fire code provisions will impact how many people may occupy each buildings at a time. Exterior ramping to the doors of the Cabins will increase accessibility, but as is the case with the historic buildings on the Museum campus, the Cabins will not be in compliance with the Americans with Disabilities Act (ADA). Increasing visitors' accessibility whenever possible is a value that will help guide the Museum staff and other City staff in the management of the Cabins.

Also, as in the Museum's Tomeo House, there is not space or adequate lighting for museum exhibits in the sense of being able to have large interpretive panels or displays of items attached to the historic walls or ceilings. In historic home settings like those of the Tomeo House and the Cabins, the "exhibit" is the structure itself that audiences can try to picture themselves living in. There is nothing like their own modest character to convey an understanding of the conditions in which many Louisville residents lived, and the daily challenges that they dealt with as a result.

D. Approach to Furnishings and the Use of Artifacts

One of the first orders of business in the process to select furnishings and artifacts will be for the members of the Museum staff to step into the empty buildings for the first time and for them to assess the available space in the total of four rooms. This will be especially important because visitors and furnishings will share the same small areas, so furnishings will need to be relatively sparse.

Certain considerations will aid the Museum staff in the process of seeking, or selecting from the Museum's existing collection, furnishings and artifacts for the buildings. The staff will be guided by research, including information from interviews with people who remember the Cabins or who lived in them. Thanks to the interviews that resident Jean Morgan has conducted, there is information about what furnishings the Cabins contained when they were rented out. We know that they each had similar, but not identical, furnishings. Typically, each front room had a kitchen cabinet with a counter, a sink, a table and two chairs, and a cook stove. One of the buildings is known to have held a rocker at one point. The back room typically held a bed and a chest of drawers.

It is also known that a family lived in at least one of the two Cabins, with a double bed in the bedroom. It may be possible to furnish one of the Cabins with a single bed and the other with a double bed in order to try to convey the range of the different types of renters who lived in them.

Because the Cabins won't be climate controlled, care must be taken with furnishings and artifacts that are placed in them. The Museum staff may wish to ensure that any items placed in the Cabins are acquired for the purpose of placing them there, or that they are part of the Museum's Education Collection, as opposed to its Permanent Collection. (The Education Collection is the category used for items that are authentic, but not irreplaceable. Generally, these items can be touched. The Permanent Collection is for more unique items that are given extra levels of protection and preservation; to remove an item from the Permanent Collection

involves going through a formal deaccessioning process, unlike with items in the Education Collection that the Museum staff may dispose of when they wear out or are no longer of use.) The Museum staff intends to first identify the needs for furnishings and household items, based partly on the available space for visitors and on the interpretive themes, and then to solicit donations or make purchases of the items wanted. Household items associated with the 1950s could include Pyrex, period kitchen implements, and authentic examples of the type of magazines or newspapers that would have brought national and international news as well as 1950s consumer culture into the lives of the Cabins' residents.

The Cabins were constructed and presumably started to be rented out between 1935 and 1940, and it is believed that people were still renting them in the 1960s. Setting the Cabins in the Louisville's transformational decade of the 1950s, at least for the first years of the Cabins being open to the public for tours, would maximize the impact of the interpretive themes. During tours, visitors will be invited to reflect on the ways in which the roughness of the Cabins contrasts with the prevailing views of the 1950s decade in the United States. However, Louisville having been a town in which possessions were used and reused, it makes sense that residents of the Cabins in the 1950s were still using household items from the 1920s, 1930s, and 1940s. Therefore, the majority of furnishings and artifacts placed in the Cabins should date from the 1950s and earlier.

A photo of the interior of one of the Cabins before they were moved show that they were at least partially wallpapered (as seen here), in contrast to the rough image of the half-log exterior walls. The Museum staff would like to consider ways in which to showcase the wallpaper or, depending on its condition, seek to have one or more rooms re-wallpapered using a similar or identical design.



E. More Information Being Sought

Much of the history of the Cabins is known by now, having been uncovered through interviews of past residents, examinations of historical maps and photos, and research in Boulder County property records that reveal the chain of ownership of past owners. However, there is undoubtedly more to find out. New information that is acquired can be incorporated into tours and programs, and may to some extent even alter our understanding of the Cabins and their usage.

It is a priority to collect as much information as possible about the Cabins and their prior owners and residents. In doing so, the Museum staff intends to draw on prior research as well as seek new sources. Tours and programs will be enhanced by utilizing stories, photos, and information. Unfortunately, residents of the Trott-Downer cottage camp and the Miners Field neighborhood were not listed by address in local directories, unlike residents who lived in most of the rest of Louisville. It is certainly a challenge to be faced with a lack of documentation as well as losing, due to the passage of time, people who may have had information to share. (This is a contrast to the Museum's records about the past residents of the Tomeo House, which mainly consisted of the members of two consecutive families who resided there over almost forty years.)

The Museum staff will invite information about more names of known residents of the Cabins and will attempt to learn more about their experiences. Oral history volunteers for the Museum's Oral History Program can be encouraged to interview people who had connections to the

Cabins and the Miners Field neighborhood or who have memories of what Louisville was like in the 1940s and 1950s. It is hoped that the 1950 census, when it is released in April 2022, will reveal more information about the identities of the residents of the cottage camp at that time.

The Museum will continue to seek photos of the Cabins and their residents, and more photos of the Trott family. Another priority is to locate a photo of Marjorie Downer. The Museum staff has checked historic photos and also reached out to Downer's distant relatives to request a photo, but the search has been unsuccessful so far. Also, there is more research to be done to document these and similar activities of Marjorie Downer that help tell the story of what was happening in Louisville as a whole in the 1950s.

Section 4: Audience Analysis and Potential Visitor Experiences

A. Potential Audiences

Museum staff is able to draw from its knowledge of current visitors to the Museum and their needs and interests in anticipating the audiences who will enjoy touring the Cabins. They are likely to include:

- families with children
- groups of friends getting together
- heritage tourists
- people seeking recreation
- Louisville residents wanting to learn more about their town and people who live in the neighborhood
- school classes
- preschool groups and other groups of young children "playing house" under supervision
- organized groups and clubs
- groups from senior living facilities
- recent arrivals to Louisville looking to understand their new home's history
- digital audiences

The Museum staff members will also draw on their experiences in tailoring tours to the needs of different audiences. For example, similar information is shared with both heritage tourists and school groups, but using different styles of interaction and on different timetables.

B. Tour Organization and Logistics

The Museum staff is evaluating the following different options to implement for tour organization. It is possible that not all options will be available at all times.

Many visitors to the Cabins will register online with the Museum in advance for a tour. These tours will be set up to leave from the Museum at a designated time and include characteristics of a typical walking tour as the tour guide takes the group under the railroad tracks over to the Cabins on Lee Avenue. For people who need improved access and who would like to park close to the Cabins instead of walking there from the Museum, the Museum staff will try to accommodate such requests.

An additional option would be to announce that tours will leave from the Museum during the Museum's open hours at a certain time each week, on a first-come, first-served basis. However, this will necessitate leaving enough staff members and/or volunteers at the Museum to assist

and give tours to other visitors who may come in. The Museum staff will explore the feasibility of initiating this practice.

“Open house” times would allow people to get to the Cabins on their own and drop in during specific times publicized in advance. Several staff members and volunteers would be needed on site to manage and give tours.

The Museum staff hopes that it will be possible to have people register with the Museum’s booth at the Farmers Market for tours to leave at a certain time from the Farmers Market to walk over. However, it will be important to have the Miners Field schedule in advance so as not to schedule tours when a game is taking place at Miners Field.

Due to the small sizes of both of the Cabins, and the lack of heating and cooling, it is possible that the weather will cause tours to be postponed or cancelled. Advance registration will enable staff to contact registrants in that event.

C. Audience Considerations

The Cabins will not have restroom facilities for visitors. The options would be to use the facilities at Miners Field in warm months; the Museum’s restroom if the Museum is open; or other restroom facilities in public or private buildings downtown or on Highway 42, depending on what is open. (At this time, the Miners Field restroom is open seasonally from 6 AM to 10 PM from approximately May 1 to October 1, and sometimes from April to November, depending on weather conditions and activities.)

Not only are the Cabins small, but they each have just one doorway at the front. People will go in and have to come out the same way, potentially creating small traffic jams with other visitors. Museum staff is prepared to have the majority of the tour and conversation take place outside the Cabins and experiment with different sizes of groups going inside the Cabins.

The addition of electric lighting (and historically appropriate lamps) to the Cabins’ interiors will help many people see things better when they are inside. Electric lights over the doors will help in situations if it is getting dark when visitors are still on site.

It is not known whether teachers will want to schedule separate class trips to both the Museum and the Cabins, schedule the Cabins visit in place of the usual Museum visit, or not bring classes to the Cabins. Regular communication with the Museum’s established list of teachers will be important in finding out if, and how, tours of the Cabins can complement the curriculum. If there is interest, visits by school classes may require special planning. School group visits to the Museum typically involve classes of about 22-25 students each being divided into two groups who each tour half the Museum buildings with a Museum staff member, then switch places. In a similar fashion, it will make sense for a school class to be separated into two groups. One group could be shown the Cabins while the other visits or hears about Miners Field history or railroad history, then the groups would switch. The Cabins also present opportunities to connect with and support school curriculum.

D. Visitor Experience Objectives

Visitors to museums and historic sites tend to have an inquiring mindset. They also enjoy engaging in spontaneous recreational opportunities involving experiences. Visitors to the Cabins

are likely to want to learn, connect, and share their own stories relating to the interpretive themes of the Cabins. They will likely want to be challenged and inspired.

The Museum staff will plan and design the tours of the Cabins, incorporating the interpretive themes identified in this plan. The Museum's mission, "Be a Part of the Story! Connect and Share in the Heart of Louisville," is an appropriate tagline for the kind of experience that the staff hopes to give to visitors to the Cabins. Tours will be interactive, with people on the tours having ongoing opportunities to speak and converse. This will be made easier by the tour groups of necessity being small. The tone will be welcoming and conversational. The tours will challenge visitors to think about the challenges of daily life of living in homes like the Cabins and to reflect on their understanding of the 1950s decade and the changes it brought to the town, state, and country, and world. The Museum staff will discuss desired outcomes of visitor experiences and develop strategies to attain those outcomes.

The Museum staff hopes to provide touchable household artifacts from the Museum's Education Collection to enhance the visitor experience, particularly for children. It will be important to share digital or hard-copy images prints of historic photos of the cottage camp, the Cabins, and the Trotts and Downer during tours.

The Museum staff plans to explore the idea of actively encouraging acts of "fingerprinting," as described in the book *Anarchist's Guide to Historic House Museums* (Vagnone & Ryan, 2016). This refers to the act by visitors and community members of leaving a bit of oneself behind when visiting a historic house as a way in which one can engage emotionally with the house and become a part of the story of that house. Some examples of encouraging appropriate fingerprinting for this site would be to provide chairs for visitors and community members to sit on inside the front room of one of the Cabins, and thereby experience the Cabin somewhat as its residents did; to have occasional small group meetings or craft programs for small groups of older children inside the Cabins, if space permits; to provide the collection of items specifically for touching; to accept donations of plants from Louisville gardens in the future in order to provide historically accurate plantings around the Cabins in connection with the proposed landscape plan; allowing and encouraging visitors to take photos, particularly selfies; and allowing and encouraging people to sit on the grass outside the Cabins. Also, visitors could be invited to contribute to a knitting or similar community craft project during their visit.

The Museum staff is considering allowing and encouraging visitors to touch and handle any of the furniture and household items (which would be authentic, but not irreplaceable) in the Cabins, with some supervision. This would be a particularly innovative and exciting approach to the interpretation of a historic house museum, since traditionally museum visitors are discouraged from having such direct contact with historical items and structures. (If this is the approach that the staff adopts, then care will be taken to request visitors to the Tomeo House on the Museum campus to not touch items there, as it is not hands-on.)

E. Potential Visitor Experience Scenarios

Apart from health considerations relating to COVID-19 and the value of holding activities outside, the recommended practices for museums, particularly at historic sites, is to increase outdoor experiences for visitors whenever possible, as opposed to focusing on only indoor experiences.

This Interpretive Plan has described the structure and characteristics of the tours, but the Cabins also present exciting opportunities for other types of programming to take place at the site. These include:

- Lenses on Louisville community photography event in May 2021: the Museum is inviting the public to photograph Louisville neighborhoods for the purpose of documentation and preservation. The project will focus on the Miners Field (and Downtown East Louisville (DELO)) neighborhood on May 22.
- Vintage baseball at Miners Field: the Museum is planning to host a vintage baseball game by the Colorado Vintage Base Ball Association, sponsored by the Louisville History Foundation, to take place at Miners Field on September 11, 2021.
- Picnics or “socials” with food on the surrounding grounds combined with an open house
- Being open after games at Miners Field
- Programming tied to the public release of the 1950 census in Spring 2022 (we may be able to learn about the identities of the renters of the Cabins in 1950)
- Outdoor food-related programs
- Crafts for kids or history activities for kids
- Programming about gardening and growing one’s own food
- Preservation month activities to promote historic preservation
- Programing on Tiny Houses that highlights the Cabins, or making a video about tiny houses based on the Museum program that was given in March 2016
- Miners Field neighborhood walking tours focused on this overall neighborhood, similar to those sponsored by the Museum in 2015
- Programming relating to railroad history, including the history of the nearby “wye” formed by railroad spurs joined to the main tracks, and the history of the Interurban that brought passengers to and from Louisville; this topic can also be discussed on the walking tours going from the Museum to the Cabins, at the point of walking through the Gateway under the railroad tracks.
- The development of primary source packets for educators and students relating to the Cabins, to encourage critical thinking about history and the 1950s specifically.

Section 5: Building Organizational Capacity

A. Broadening the Audience & Strategies for Publicity

Some residents are familiar with the relocation plans for the Cabins, particularly if they have been following meetings of the Historic Preservation Commission and City Council.

The Museum began to roll out information about the historical context of the Cabins through the Fall 2020 issue of its quarterly publication, *The Louisville Historian*, which was mailed to 950 Museum members consisting of individuals, households, and businesses. It was also made accessible (as a PDF) on the Museum website. The lead article is entitled “Louisville’s Hotels, Boarding Houses, Cottages, and ‘Batches,’” and it included a look at the history of the Cabins and the cottage camp that they were part of. The primary reason for choosing this topic to cover at this particular time was to set the stage for talking about the Cabins in the context of Louisville’s historical rental economy and how rentals worked to the benefit of both tenants and landlords.

In addition, the following methods of publicity will help get the word out about the opening of the Cabins for tours.

- A webpage on the Museum website provides information about the Cabins and the plans for their relocation.
- The staff is looking into producing a short video for posting on the Museum's YouTube channel about the rehabilitation work and the relocation of the Cabins. A video showing one of the Cabins being lifted off of its original site is already publicly available.
- An official opening will help raise awareness and will provide an opportunity to bring together and thank people who worked on the project, as well as an opportunity to include and thank members of the Trott and Downer families and residents of the Miners Field neighborhood. Extra tours would be scheduled when first opening.
- It is anticipated that the Historic Preservation Commission will recognize and celebrate the landmarking of the Cabins at an annual landmark ceremony.
- The Museum will promote the Cabins tours to visitors to the Museum campus and will make postcards or flyers for visitors to take.
- Upcoming 2021 programs, such as Lenses on Louisville in May and the vintage baseball game in September, will provide opportunities to also talk about the Trott-Downer Cabins.
- The Museum booth at the Louisville Farmers Market about once a month, when that activity can return, would be a great opportunity to talk with the public about the tours. Once the Cabins are opened, people could register on the spot for a tour that could be led to the Cabins at a certain time.
- The City homepage, the Museum website, the Visit Louisville website, and the Foundation website would all be appropriate online sources of information about how to go on a tour of the Cabins.
- The Museum will continue to use the *Louisville Historian* quarterly publication to communicate with its members about the Cabins.
- The Museum's monthly E-newsletter, with a mailing list of over 700, would promote the Cabin tours.
- Postings on the Museum's Instagram account could keep the Cabins in the public consciousness on a regular basis.
- City communications such as the quarterly Community Updates and the monthly E-newsletters could highlight the tour options or give background on a feature of the Cabins or a preservation aspect of them.
- Hard-copy posters in City buildings could help reach residents interested in going on a tour or a program relating to the Cabins.
- The Museum will pursue school outreach using its existing contacts and communications to inform teachers about school tours of the Cabins in addition to the already-available tours of the Museum campus.
- The Cabins will be added to the Museum's online "Discover Louisville" self-guided driving tour that already includes a walk over to Miners Field from downtown Louisville. The online exhibit based on the driving tour will also be updated to include the Cabins.

B. Volunteers

The Museum staff will have the responsibility of managing the use of the Cabins and locking and unlocking them. Once the staff has the opportunity to go into the Cabins and start planning the tours, the staff will have a better idea of what are the appropriate roles for volunteers to play in the public activities for the Cabins as part of the Museum's existing volunteer program. This would include the development of a training program.

Also, the staff will encourage the volunteers for the Museum's Oral History Program to interview and record people who have memories of the Cabins or connections with the Cabins or the Miners Field neighborhood.

C. Partnerships

Louisville has an opportunity to create partnerships with organizations and interest groups to work together on programs or projects. These groups include:

- The Louisville Historic Preservation Commission, which worked hard to preserve the Cabins over the past several years. The HPC may be interested in co-sponsoring educational programs relating to preservation of the Cabins or to the City's landmarking program.
- The Louisville Sustainability Board may want to highlight the sustainability aspects of simple living in a small house, which is a lifestyle that the Cabins exemplify, albeit during a different era.
- As the City develops a landscaping plan for historically accurate plantings for the areas next to the Cabins, the Parks & Public Landscaping Advisory Board's input and approval will be sought. The community may be asked to contribute garden plants of the type that would have been shared by neighbors in Louisville in the early to mid-1900s.
- The Louisville Historical Commission, which advises the City on history-related issues, supports the relocation of the Cabins and the Museum's management of them to open them to visitors, and will continue to be a sounding board for the Museum staff with respect to the Cabins.
- The Louisville History Foundation, a private 501c3 that raises funds for the Museum to supplement its budget from the City, sponsors events to promote Louisville history. The Cabins could be part of an awareness and fundraising campaign by the Foundation.

D. Future Ideas to Explore

Some projects relating to the Cabins or to their site have not been settled or even explored at this time. They have budget implications and funding would need to be requested as part of the City's budget process.

- The City may wish to seek the donation of the unique fence from the front of the Cabins when they were in their original location. Upright metal cardox shells from the local mining industry were used to construct the fence, seen in the accompanying 1948 photo of Cabin 2. It is privately owned by the property owner.



- Under Louisville's landmark program that the Planning Department oversees, landmarked properties such as the Cabins are supplied with a plaque indicating the landmark name and the approximate year of construction. What other kind of City signage is desired, and how much interpretive information do we want it to include? It is possible that there will not be a lot of foot or vehicle traffic to the Cabins except for when the Museum staff brings people to the Cabins, in which case written interpretation would not be as important. However, it could be beneficial to identify the Cabins as City properties.
- It would be advantageous to have wayfinding signs for the Cabins at the Miners Field parking lot on the north side of the baseball field and on the west side of the Gateway under the railroad tracks, near the Farmers Market site on Front Street.
- Eventually, it may be desirable to have a picnic table (including seating) nearby to provide a place for visitors to sit at to hold conversations about the Cabins and Louisville history, or to have food or crafts available during a program on the site. It is understood that other considerations relating to irrigation and the management of the area around Miners Field would need to be considered.
- As noted, the wallpaper could be highlighted or reproduced and re-done as a contrast to the rough look of the rest of the structures. The Museum staff would first research museum best practices that historic house museums follow and would certainly seek to preserve a section of the original wallpaper.
- As noted, an interim landscaping plan will be followed by the development of a more permanent landscaping plan and a budget request to fund it.
- Special tours could be organized for employees and owners of nearby food businesses located in the nearby DELO area, with the idea that people can discover history and stop to eat in the same area.

Appendices

Appendix I: 2000 Survey of the Cabins at 801 Lee and 809 Lee, prepared by Carl McWilliams for the City of Louisville.

Appendix II: 2017 Historical Report on the Cabins, Bridget Bacon, Museum Coordinator, written for the City of Louisville.

Appendix III: 2017 Historic Structure Assessments of the Cabins prepared by F&D International, LLC.

Appendix IV: Alteration Certificate narrative and maps dated 11-6-2020; approved _____

Appendix V: [To be assembled: List of relevant resources, including links to online *Louisville Historian* issues about Tiny Houses, 1950s in Louisville, Louisville rental economy, Miners Field, relocated houses, and polio epidemics of the 1950s.]

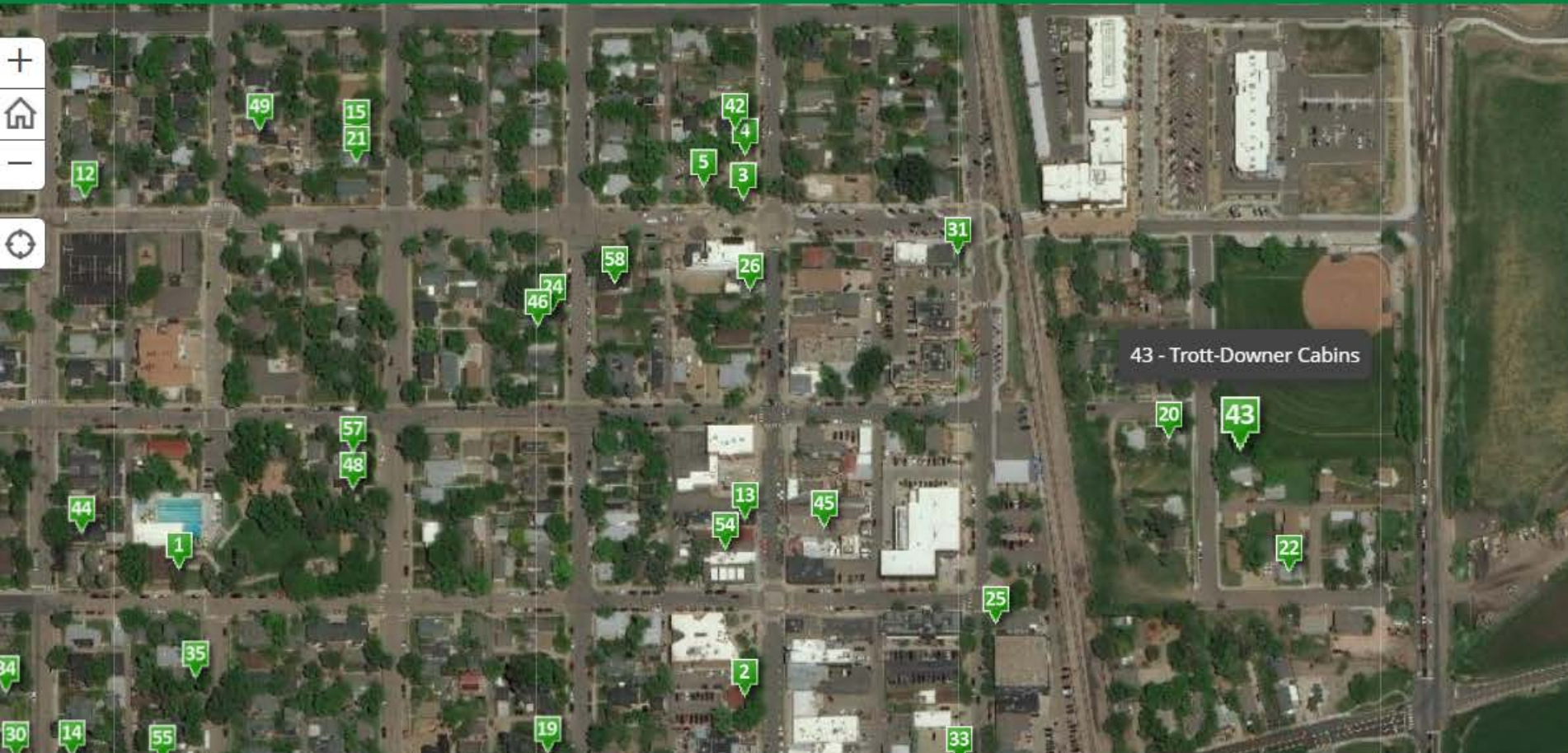
Reference

Vagnone, Franklin D., & Deborah E. Ryan (2016). *Anarchist's Guide to Historic House Museums*.

City of Louisville Landmark Map

For more information, contact planning@louisvilleco.gov or 303-335-4594. [f](#) [t](#) [e](#)

Louisville, Colorado was founded in 1878, maintains its small town character is through its voluntary historic preservation program. The program offers property owners incentives to landmark, including grants through the local Historic Preservation Fund.



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Trott-Downer Cabins



Lee Avenue

Emmit and Laura Trott built these very small cabins and they were rented out, with other cabins on the property, starting during the Depression years of the 1930s. Rentals like these helped people acquire extra income, or be able to have affordable places to live. Laura Hendricks Trott and her husband, Benjamin "Emmit" Trott moved to Louisville in 1933. Evidence suggests that they constructed the cabins in circa 1935-1940. In 1946, Marjorie Downer purchased the parcel of land containing these and the other rental cabins. In about 1949, she built a house on the property in which she lived and from which she managed her rental complex. Downer was involved in community efforts to

43 - Trott-Downer Cabins

improve conditions in Louisville in the 1950s as the last coal mines were closed. The cabins were moved from their original location on the east side of Lee Ave. so that they could be preserved and restored.

















