



**ARG CONSERVATION SERVICES, INC**

CONSERVATION CONSTRUCTION MANAGEMENT

February 11, 2019

Janet Howell  
Director of Marketing & Admissions  
Heritage on the Marina  
3400 Laguna Street  
San Francisco, CA 94123

Via email: JHowell@heritagesf.org

**RE: Heritage on the Marina Steel Window Repairs and Maintenance – Pre-construction Services**

Dear Ms. Howell:

We recently met to discuss the condition of the steel sash windows at 3400 Laguna, Heritage On The Marina, located at 3400 Laguna Street, San Francisco. You related to me your concerns regarding window sash function, corrosion of the metal elements and leaks at some windows.

We toured the building to inspect sample windows after our discussion. There are indications of weathering and corrosion of windows components. The finish of interior wood jambs and stools (sills) is deteriorated and the wood dried and faded.

I suggested that a window inspection, also known as a window survey be conducted. The reason for a survey is to document the conditions of each window so that the scope of work for repair and restoration can be accurately defined. Without documentation misunderstandings can easily develop between an owner and contractor. Documentation is included in the contract for painting and repair as this protects owners by helping to assure that both parties understand what the existing conditions are and what the final product should be. We begin all window projects with a survey and have found that it also serves to provide ownership with the information needed to make sound choices in situations where there are more than one options for treatment. Further, it provides information for project costs.

Our staff members and I will visit the building and undertake a detailed window inspection. We will record conditions for each window opening. We will use the elevation drawings that you have supplied to us in the survey and also prepare a windows schedule that lists all conditions. We will conduct the assessment from both the interior and exterior of the building. It will be important that ready access is provided to the units so that an efficient window survey can be conducted. From the interior, we will check for missing hardware, broken components, deformation, and overall condition and functionality

of the sash in each opening. We will determine what work may be necessary to assure proper operation and what type of repairs are needed. Each sash will be opened to confirm operation. The windows will also be measured.

From the exterior, we will make a visual survey using binoculars and a spotting scope to record such conditions as, corrosion, the condition of paint coatings, damage to surrounding masonry and other signs of deterioration. This will be a detailed survey in which the condition of each window is recorded.

Once we have completed the survey, we will meet with you to present our findings and then prepare a memo report that outlines the conditions of the windows and provides recommendations for treatment to address the issues raised in our initial meeting. We will address repair and modifications such as interior storm windows.

Given that you have identified windows that leak, I also suggest that we test options for making the windows more weather resistant. We would install two or three possible solutions to windows on the first story and then conduct a water test to the proposed upgrade and identify which one provides the best value.

The information from the window survey and water testing would be compiled into a report with a narrative that describes the conditions and provides options for treatment. After you have identified preferred options we would prepare a cost estimate for budgeting purposes. We would then be available to serve in any capacity you choose: architect, construction manager or general contractor.

Prior to, or in conjunction with our survey, ownership should have a hazardous materials consultant take samples of the window coating and putty. You may have this information already. I would be pleased to assist you in securing such as survey.

Upon conclusion of these pre-construction services, you and your organization will have all of the information you need to make informed decisions on how to structure and proceed with the window rehabilitation such as costs, solutions to weatherproofing, impact on the residents and scheduling.

We recently completed a window upgrade project for the Metropolitan Club as general contractor and are currently working with The Clocktower HOA for a comprehensive upgrade to the windows in their historic building. Also, under contract is a façade and steel window upgrade project for 539 Bryant Street. As I mentioned when we met, we designed the windows upgrade project for the Mark Hopkins Hotel that included rehabilitation and some replacement of over 400 existing windows in this historic structure. ARG was also the designer for the replacement of over 2000 steel windows in the landmark 450 Sutter Medical Building. These are examples of some of our window projects in San Francisco. Through these and other projects, we have gained an understanding of the requirements and complexities of window upgrade work. We would be pleased to collaborate with you in maintaining an important San Francisco institution and bring this background and expertise to the project.

Our fees for the scope of work are shown below.

Design Services	
Task 1: Project Initiation, prepare survey documents, logistics	\$2,625
Task 2: Survey	\$5,275
Task 3: Tabulate Conditions, Develop Repair Prepare Report	\$5,125
Task 4: Water Test	\$8,772
Task 5: Cost Estimate	\$2,350
Total Lump Sum Fee	24,126

Estimate of Reimbursable Expenses	
Total Estimate of Reimbursable Expenses (local transportation, reproduction, etc.)	\$600

Thank you for considering us for this project. I believe it takes advantage of our many years of designing and executing similar window projects in San Francisco for significant historic buildings such as yours.

Sincerely,



David Wessel, AIC, FAPT  
Principal