



Historic Preservation  
Consulting Services

Susan Allen Kline  
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November 28, 2016

The Honorable Rick Lewis  
Montague County Commissioner's Court  
P. O. Box 416  
Montague, Texas 76251-0475

Dear Judge Lewis:

I am honored and excited to work with you and the Montague County Commissioner's Court on the National Register of Historic Places nomination for the Montague County Courthouse.

As stated in my letter of October 27, 2016 to Dick Bundy, FAIA, I propose to prepare the National Register nomination, photographs, and supporting documentation for a fee of \$3,800. In addition to submitting this material to the Texas Historical Commission (THC), I will make electronic copies available for the county's records.

It is my goal to have the nomination submitted to the THC for placement on the May 2017 agenda of the State Board of Review (SBR). Upon submission of the nomination to the THC, I will submit an invoice to the Commissioner's Court for 90% of the total fee with the remainder to be billed upon the SBR's review of the nomination.

If this proposal meets your approval, please sign below and return one copy to me.

Susan Allen Kline

Susan Allen Kline

November 28, 2016

Date

[Signature]

Judge Rick Lewis

30th November 2016

Date



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October 27, 2016

Mr. Dick Bundy, AIA, President  
BYSP, Inc.  
1005 Ninth Avenue, Suite 200  
Wichita Falls, Texas 76301

Dear Mr. Bundy:

Thank you for this opportunity to submit a proposal for preparing a National Register of Historic Places nomination for the Montague County Courthouse.

Preparation and review of National Register nominations is a four step process: 1) preparation of the nomination; 2) review of the nomination by THC staff; 3) review of the nomination by the THC's State Board of Review (SBR); 4) if approved by the SBR, then the nomination will get forwarded to the Keeper of the National Register at the National Park Service.

I anticipate that it would take me six weeks to finish the nomination depending on project commitments and travel to Montague County for site visits and research. The SBR meets three times a year in January, May, and September. It is too late to get the nomination on the January SBR agenda. To get it on the agenda for the May 2017 meeting (which will be in Dallas), the THC would need to have a draft by early March. I have three projects that I am committed to getting on the May agenda. If the County Commissioners would like it scheduled for that meeting, I would need to get the go-ahead ASAP. Otherwise, I would not anticipate having any trouble completing it in time for the September 2017 meeting which will be in the Austin vicinity.

Once the SBR approves the nomination, THC staff will make any recommended revisions and then submit the nomination to the Keeper of the National Register. The Keeper has 45 days to act upon the nomination. The time between the SBR meeting and when the nomination is submitted to the Keeper can vary. Right now, the THC has

a backlog of nominations to get out the door. I had nominations on the May 2016 and September 2016 agendas and to my knowledge they have not been forwarded to the Keeper.

My fee for preparing a nomination for the Montague County Courthouse would be \$3,800. This fee includes travel costs to Montague County for site visits and research, research at other facilities, preparation of the nomination and supporting documentation, and supplies, including archival quality CDs for digital photos. It would not include hard copies of photographs but I would be happy to submit electronic files for the County's records. It also would not include fees associated with representing the nomination before the SBR. This fee would vary based on travel costs. The presence of the preparer of the nomination or representatives from the County is not a requirement but is encouraged.

I have extensive experience in the successful completion of National Register nominations in Texas and Oklahoma. The attached resume provides information on the types of projects I have completed.

Please let me know if you or the County Commissioners have any questions.

I look forward to the possibility of working on this project and am appreciative of your and the County Commissioners' consideration.

Sincerely,

  
Susan Allen Kline