



James Jerome Hill Reference Library (dba James J. Hill Center) Request for Proposal (RFP)

Date:

February 13, 2017

Services:

Historical Structure Report

Project:

James J. Hill Center, 80 West 4th Street, Saint Paul Minnesota, 55102

Closing Date:

March 13, 2017

Primary Contact:

Tamara Prato, Executive Director, James J. Hill Center
651-265-5452
tprato@jjhill.org

RFP Purpose

The James J. Hill Center (JJHC) seeks final proposals from qualified firms to develop a Historic Structure Report for the James J. Hill Center in conformance with the provisions of the Minnesota Historical and Cultural Heritage Grants Manual and the US Department of the Interior Preservation Brief 43 guidelines. The JJHC is used as a library research space, host of cultural events, programming, gallery exhibit space, artifact and archive storage, office space, and event space.

This project will be financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society (Grant #1605-19698) and the work must comply with the terms of the grant.



Background Information

The James J. Hill Center, located in Saint Paul, Minnesota, is an independent, nonprofit business research organization founded in 1921. The organization began using a new name, James J. Hill Center, in 2013 to envelop the diverse ways the organization supports entrepreneurs and small business owners.

James J. Hill's most significant gift to the city of Saint Paul, the Reference Library, broke ground in 1913, and opened to the public in 1921. It was always Hill's intention that his Library collect only the latest and most authoritative reference books. He excluded only medicine, law, genealogy, and popular fiction. Every other subject – history, science, economics, art, music, geography – was to be represented. It was the founder's dream that the Library would provide the answers to any questions “from the origins of art to the electric current, from the philosophies of the sages to soap.” The building was entered on the National Register of Historic Places in 1975.

The James J. Hill Center Executive Director and Board of Directors is committed to ensuring the JJHC is protected and preserved for future generations to enjoy as a part of historic downtown Saint Paul. To that end, JJHC desires the completion of a Historic Structure Report that will include a current condition assessment and action plan for future rehabilitation and restoration efforts that are appropriate for the architectural styling, historic character, and period materials originally associated with the library.

Project Timeline

RFP Issued	February 13, 2017
RFP Proposals Due	March 13, 2017 by 3pm
Estimated Contract Award	March 20, 2017
Draft Submittal 75% Complete	August 15, 2017
Estimated Project Completion	November 1, 2017

Submission of Proposal

Prospective firms shall submit three (3) hard copies of their proposal and fee schedule no later than 3pm on March 13, 2017 to:

Tamara Prato
James J. Hill Center
80 West 4th Street
Saint Paul, MN 55102

***All envelopes must be clearly marked “RFP Bid: Historic Structure Report – James J. Hill Center”*

All submissions must be received by the RFP closing date and time. Incomplete submissions and submissions received after the closing date/time will not be accepted.

Proposal Contacts

If you have questions about this RFP, please submit them to Tamara Prato via email at tprato@jjhill.org by March 1, 2017. Answers will be forwarded to all Bidders by March 8, 2017.



Proposal Evaluation

The James J. Hill Center will evaluate proposals based on the following criteria:

1. Adherence to required proposal format
2. Bidder qualification, technical expertise, knowledge, and experience
 - a. Historic Architecture
 - b. Architectural History
 - c. Preparing Historic Structure Reports
 - d. Professional preservation, restoration and conservation standards
 - e. Experience with publicly accessible structures
3. Overall cost of proposal
4. Project Approach and Proposed Methodologies
5. Understanding of Project goals
6. Any other factor(s) that might aid in selecting the best candidate

The selection of the successful bidder is not based solely on low bid, but on the candidate, that will best accomplish the objectives of the project. Submittals will be evaluated and scored based upon the above selection criteria for those firms that have complied with the minimum requirements. JJHC solely at its own discretion may or may not choose to invite firms for an interview before making a final selection.

JJHC strictly prohibits unlawful discrimination on the basis of race, color, national origin, age, disability, gender or sexual orientation

The selected applicant will be notified in writing by March 23, 2017 and should be prepared to perform work beginning as early as April 3, 2017. Applicants not selected will be notified in writing.

This Request for Proposal does not obligate James J. Hill Center to award any specific project. James J. Hill Center reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interest of the James J. Hill Center. The James J. Hill Center also reserves the right to waive irregularities in proposal content or to request supplemental information from a prospective bidder. All documents in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.



Proposal Agreement Terms and Conditions

The production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful Bidder and the James J. Hill Center to be completed no later than November 1, 2017.

The winning applicant firm will be required to perform the work and produce a draft report per the requirements listed above by August 15, 2017.

Neither the consultant nor employees hired by the consultant who are awarded this contract and work directly or indirectly on the activities described in the above Request for Proposal shall do any of the following:

- Use his or her position for actual or apparent purpose of private gain for him or herself or for another person, other than payment for services rendered, or
- Convey inside information to any person for the purpose of private gain for his or herself for another person, when that information has not become part of the body of public information, and would not be available upon request, or
- Engage in teaching, lecturing or writing that is dependent upon information obtained as a result of his or her activities under this contract, except when that information has been made available to the general public, or will be made available upon request, or with the written authorization of the James J. Hill Center.



Scope of Services

JJHC seeks to hire a firm with a strong background in developing Historic Structure Reports. The chosen firm will work closely with JJHC's Executive Director and other stakeholders to develop an effective and useful Historic Structure Report and resulting actions and policies. The intent of the Historic Structure Report is to influence the long range and day-to-day handling of JJHC's landmark property that is realistic and usable.

In preparing a response to this RFP, the firm shall propose and describe the detailed Scope of Services for this specific project based on the information above, and in accordance with the list below:

1. General Elements

- Document physical information and evidence about the James Jerome Hill Reference Library (aka JJHC)
- Assess and document condition of the JJHC
- Recommend approach to conservation treatment, restoration & use of the JJHC
- Provide maintenance schedule
- Provide a scope of work for future restoration

2. Professional Standards

- This project should be based on the following standards and recommended approaches:
- The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings
- Project team members must meet the Secretary of the Interior's "Professional Qualifications Standards" (36 CFR Part 6) in the fields of Architecture and/or Architectural History.
- Project team members need to meet (36 CFR Part 61) "Professional Qualifications Standards" of the Secretary of the Interior Standards;

3. Final Deliverables

- One electronic copy and 10 printed copies of a Historic Structure Report on JJHC, to be submitted for review at 60%, 90%, and 100% completion
- Two copies of measured drawings produced for the JJHC, to be submitted at 60%, 90%, and 100% completion
- For format of HSR, see appendix 1



Scope of Services, continued

4. Proposal Requirements

The selected firm must be a responsible historic preservation consultant or team of consultants with the necessary breadth of knowledge, experience, and resources to undertake and successfully complete the project.

The consultant or consultant team should have professional expertise in completing historic structure reports and related studies and should include the following disciplines: historic architecture, architectural history, and historical research. Materials testing including paint, wood and mortar analysis may be required. Structural and MEP engineering consultants may be needed to provide assessments, recommendations and cost estimates depending on future agreed upon uses.

The final report will be presented in the form of a printed, illustrated manuscript as well as electronic format. We will receive a minimum of three (3) copies of the printed document. The report is to include:

1. A narrative that documents the evolution of the building, its physical description, existing conditions and an evaluation of significance;
2. A discussion of historic preservation objectives, together with recommendations for a treatment approach and for specific work; and
3. Recommend any additional services necessary to provide information important for an informed restoration project.

All proposals shall include the following information. Any proposal which does not include all of the items listed below may be considered non-responsive. Proposals shall be 8.5" X 11" documents. The proposal should be organized in the following format with a section for each number below and all pages of the proposal shall be numbered:

A. Transmittal Letter

Include the following: firm name, address, primary contact person, and contact's phone number and email. Please include a statement expressing willingness to negotiate a mutually agreeable start date for the project once funding for the project has been secured. Completion should be within six (6) months of start date. (If proposing a longer schedule, please explain rationale.)

B. Introduction

Provide a synopsis of the firm's background, history, and services provided (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements.



Scope of Services, continued

C. Project Approach and Schedule

Please give a detailed description of the proposed methodology, techniques, and procedures to be used in carrying out the components of the 'Scope of Work,' specifically noting any suggested additions or deletions to the requested scope. Include a time line that specifies the projected completion date for each project task, a projected delivery date for each of the project deliverables, and a projected final project completion date. Please note that the Consultant will need to allow enough time and effort in the budget and approach to submit draft documents and/or meeting materials (agendas, handouts, etc.) to JJHC staff for review and comment at least one week before any presentation to the project advisory committee, which is the JJHC Facilities Committee.

D. Project Team and Qualifications

- Organizational Chart
 - An organization chart and staffing plan with the name and role of each team member who will be assigned to perform work on this project, including any sub- consultants. Include each person's role and the anticipated amount of time each will actually work on this project.
- Resumes
 - A resume for each person on the team with a detailed description of related project experience.
- Firm References
 - Please list the client name, contact person, title of contact person, and telephone number of at least three clients for whom similar work has been performed in the past.

E. Fee Schedule

The work will be performed on a fixed price basis. JJHC will consider fee in its overall evaluation of the proposals. Please provide a not-to-exceed cost for all services including all fees and expenses. Also, please provide a fee schedule for any supplemental charges that may be charged for additional unforeseen work tasks, if such services should be required via a future contract addendum, such as conducting additional presentations, additional research, etc.

F. Copyright Release

Firms responding to the RFP shall supply a copyright release in order for staff to make copies of any copyrighted materials submitted. In addition, JJHC would like to make the HSR available as widely as possible to serve as a model for others who are undertaking a similar process.



Appendix 1: Content and Organization of Historic Structure Report for the James J. Hill Center

The requested Historic Structure Report for the JJHC should include:

1. Introductory Material

- Cover page
- Table of contents
- Introduction
- Methodology discussion
- Executive summary
- Acknowledgements
- Project data (including applicable building code information)

2. Part 1—Architectural History

A. Physical description (including site, building, and major interior spaces)

Detailed existing condition description of the individual exterior material components including:

- Foundation, limestone, brick, windows, doors, porches, balcony, trim, roof, skylight, chimneys, Structural systems, Mechanical, electrical and plumbing systems, Fire detection and security
- Room-by-room descriptions, including documentation of features, finishes, and materials and detailed identification of areas of deterioration and repairs for floors, walls, ceilings, doors, windows, trim, fireplaces, stairs, skylight, and other architectural features.

B. Historical Background and Context

C. Building History (including major repairs, modifications, additions, renovations, alterations, or restorations)

D. Chronology of development and use, including discussion of current uses

E. Discussion of proposed adaptive uses (prepared in consultation with JJHC Board)

F. Evaluation of Significance - Review of historical data and physical evidence to help evaluate the historical, architectural, engineering and cultural significance of the property, its construction and use

G. Physical Recordation of Building – Photographs and Drawings

- Digital photographs recording the building shall be made of the site and setting, all exterior elevations and significant architectural details, and all interior spaces and significant architectural features. Photographs should be submitted as .tiff files All new photographs to be at least 4 megapixels in size, 1200 x 1600 pixels, 300 ppi resolution, full color, and saved as .tif files.



- All historic photographs to be scanned at 100% size, 300 ppi. If image measures less than 5” x 7”, increase resolution to 600 ppi. All drawn art (including maps) should be scanned at 100% size, 1200 ppi. If image measures less than 5” x 7”, increase resolution to 2400 ppi. All historic architectural drawings should be scanned at 100% size, 300 ppi. Contemporary architectural drawings should be saved at 100% size, 300 ppi.

H. Condition Assessment

- Detailed analysis of exterior and interior architectural features and finishes, with prioritized recommendations for repair.
- Evaluation of the buildings mechanical, electrical, plumbing, and security systems, with prioritized recommendations for repairs. These recommendations should include recommendations for monitoring for temperature, humidity, water, fire, telephone, internet, and wireless services.
- An energy model for the building, to include analysis of existing conditions and prioritized sustainability recommendations for future repairs and/or systems replacement. Upon completion of restoration projects, the owner will seek certification from Green Globes for Existing Buildings
- Building code analysis, to include analysis of existing conditions and prioritized recommendations to address any issues.
- Accessibility analysis, to address ADA compliance in the building, to include analysis of existing conditions and prioritized recommendations to address any issues.
- Multi-year preventative maintenance schedule, to include exterior, interior, building systems, energy efficiency, and monitoring.
- All repair recommendations to be presented as individual chapters, and to be summarized into a single table organized by priority. Each repair recommendation will be accompanied by a cost estimate.
- All recommendations must be consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties, consider the potential impact of recommended treatments, and avoid significantly altering the property’s historic character and context.



3. Part 2—Treatment and Work Recommendations

- A. Discuss historic preservation objectives, and how scope of work (below) is addresses these objectives.
- B. Develop a scope of work consistent with prioritized recommendations for work.
- C. Recommend any additional services necessary to provide information important for an informed restoration project.

4. References

- A. Bibliography
- B. Appendices
- C. Supplemental record of work performed (if work is undertaken during report period)

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