

Request for Proposal (RFP)

Project Title: Predevelopment Study for Shaw Memorial Library Rehabilitation
Address: 406 Cloquet Avenue, Cloquet, MN
Release Date: January 3, 2017
Staff Contact: Connie Christenson
Phone: 218-384-9597
Email: connie.christenson@co.carlton.mn.us

Introduction:

Carlton County is seeking proposals for *Architectural Plans and Specifications for Rehabilitation of the Shaw Memorial Library* located in Cloquet, Minnesota. A formal engineering review of the condition of the Library is needed to determine what will be the required appropriate level of rehabilitation which will include both seen and unseen damage and the materials to be used.

The Shaw Memorial Library is home to the Carlton County Historical Society which houses thousands of irreplaceable donated treasures as the main repository of the history of the County. Ongoing fund raising by the Historical Society has increased the visibility of the Shaw Library and brought in new donated items to be safeguarded and placed on display.

Rehabilitation work to this beautiful building must be accomplished utilizing the appropriate working drawings and architectural plans and specifications in compliance with the historical nature of this treasured facility listed on the National Register of Historic Places (NR No. 85001927).

Scope of Services

Working drawings, architectural plans and specifications, proposed budget for reconstruction and a final report of the review are the work products of the contractual agreement that the Carlton County Board of Commissioners will use to make its determination of funding levels required over the next several years to complete the proposed rehabilitation work. Special emphasis will be placed on the construction methods and materials that should be used to maintain the historic nature of the Carnegie-style building of the 1900-1924 significance eras.

The project will be carried out in accordance with the provisions of the Minnesota Historical and Cultural Heritage Grants Manual and the Secretary of the Interiors Standards for Archaeology and Historic Preservation. The project is also to be carried out in accordance with the scope outlined in the submitted grant application found hereto attached.

Instructions to Proposers

Proposals must be in writing and must be received by 12 noon on January 31, 2017. All proposals, questions, and correspondence should be directed to Connie Christenson at PO Box 607, 301 Walnut Avenue, Carlton, MN 55718 or by email to connie.christenson@co.carlton.mn.us.

Statement of Content

Proposals must contain the following:

- A. Title page with name, address, phone, contact person and date
- B. Table of Contents
- C. Statement of the Proposal detailing work to be accomplished, estimated project start and end dates, and availability.
- D. Responder and/or Responder's Firm profile/history/experience along with relevant client references.
- E. Resume of Staff demonstrating how the professional qualification standards are met
- F. Proposed fee structure
- G. Any other information deemed to be helpful in demonstrating your ability to successfully complete the project.

Proposal Evaluations

Proposals will be reviewed and ranked on the level of experience and qualifications of the Responder and personnel assigned to this project; experience with similar historical projects; demonstration of a clear understanding of the project; and information on the Responder's staff expertise in both historic architecture, preservation and in working with the Minnesota Historical Society reporting requirements.

Timetable

Responders have from the date of the release until Wednesday, January 25th to pose questions, request clarification or a personal tour of the facility prior to the submission of their response. An award of contract will be made no later than February 14th, 2017. The project is expected to be completed within a timely manner with the date for submission of final report on or before September 1, 2017.

Specific timetable milestone conditions imposed by the Minnesota Historical Society that will impact the projects timeline require that:

- a. Architectural drawings at 30% of completion must be submitted for review, comment and possible edit to MHS. A minimum of 30 working days are required for approval before next phase of completion.
- b. Architectural drawings at 60% completion to be submitted for review, comment and possible edit to MHS. An additional 30 days must be allowed for that second review.
- c. Architectural drawings at 90% completion along with a draft Grants Office Scope of Work Form is to be submitted for review, comment, and possible edit. Thirty days are required for review.
- d. Please note that incomplete materials or revisions to previously submitted requests will restart the review clock with each occurrence.

Other Information

Please submit any additional information about your organization or staff that you feel is important to the evaluation of your proposal.

Development of working drawings and Architectural Plans and Specifications for the rehabilitation needs of the Shaw Memorial Library. Water drainage issues have affected the building's integrity.

Geographic Focus of Project: Carlton

Could any items related to this application be considered "culturally sensitive objects"? These objects could be items used in a spiritual ceremony or other ritual, or funerary objects or human remains. They can be of any cultural origin.

Select Yes or No. (If unsure, select Yes.) No

Is this proposed project based on or a continuation of an already funded project? Select Yes or No
Select Yes or No: No

Does this project fall under the "Historic Properties" category?

Select Yes or No. Yes

HISTORIC PROPERTY INFORMATION

Property Name: Shaw Memorial Library

City: Cloquet

Address: 406 Cloquet Avenue

Zip: 55720

Property Location County: Carlton

NR Number: 85001927

This property is listed in the National Register of Historic Places: Yes

This property is eligible for the National Register of Historic Places: No

APPLICATION NARRATIVES

Project Description:

A formal study needs to be conducted on the condition of the Shaw Memorial Library to determine the appropriate level of rehabilitation including both seen and unseen damage. Special emphasis will be placed on the construction methods and materials that should be used to maintain the historic nature of the Carnegie-style building of the 1900-1924 significance era.

Working drawings, architectural plans and specifications, proposed budget for reconstruction and a final report of the review are the work products of the contractual agreement that the Carlton County Board of Commissioners will use to make its determination of funding levels required over the next several years to complete the proposed rehabilitation work.

The Shaw Memorial Library is home to the Carlton County Historical Society which houses thousands of irreplaceable donated treasures as the main repository of the history of the County. Ongoing fund raising by the Historical Society has increased the visibility of the Shaw Library and brought in new donated items to be safeguarded and placed on display.

Please select the need and rationale that best fits your project from one of the following:

Need and Rationale (select one)

This project is required in a report prepared by a professional.

Need and Rationale:

The Shaw Library was built in 1920 after the devastating 1918 fire that destroyed the original library along with most of Carlton County. The almost-100 year old building is showing signs of its age accerbated by the inhospitable climate of the region. Carlton County has invested significant funds over the years to maintain and provide consistent upkeep of the building. Dedicated Historical Society staff and volunteers have allowed the building to continue to serve the region by protecting the historical paraphernalia and irreplaceable historical artifacts.

Unfortunately, over the years we believe the original clay drainage pipes have both deteriorated and become tree root infested. When coupled with the water flooding through the building from the higher terrain in the rear downward to street level we know untold damage has to have occurred. Water overflow has gone into the basement areas affecting the integrity of the foundation. Items stored in the basement have been either lost or significantly degraded. Items that could be restored were painstakingly cleaned and repaired. Shelving and humidifiers have been stopgaps to the continued water inflow. We believe another victim to the drainage issue is the deterioration of the front stairs leading from Cloquet Avenue up to the front vestibule. Water and ice dams have caused the stairs to crumble leading to a significant safety hazard. Years of frost and thaw have caused the front doors and transom to be out of alignment as well. Huge gaps allow both the loss of heat in the winter allowing cold winter winds to sweep into the facility even when they are closed.

Predevelopment funds will provide the invaluable information on whether we fully understand all of the damage to the building that is both seen and unseen. Rehabilitation work to this beautiful building must be accomplished with the appropriate working drawings and architectural plans and specifications that will be in compliance with the historical nature of this treasured facility.

Carlton County is moving towards a Capital Improvement Plan and Asset Management budgeting that will prioritize funding needs for county-owned facilities. Carlton County is the proud owner of two National Historic Register-listed properties - the Carlton County Courthouse and the Shaw Memorial Library. However, both buildings may require potentially large rehabilitation investments. The feasibility study will assist the County Board in allocation of annual funding needs.

Work Plan and Timetable:

The investigation and assessment phase is estimated to require up to two weeks which includes examination of documentation and to conduct on site inspections.

Concept design/narrative report with cost estimates is expected to be completed in less than 4 weeks.

Construction Drawings and Specifications (including additional site visits) could be completed in 3

weeks.

Total duration of the Predevelopment Study is expected to be 9 weeks plus or minus 2 weeks depending on unforeseeable issues.

Project Personnel:

Carlton County desires the Predevelopment Study to be undertaken by a Historic Preservation Engineer. A firm with previous experience working with the State Historic Preservation Office and success in similar types of projects is required.

A formal Request for Proposals (RFP) will be developed based on the preferred expertise and accomplishments; the desired work product; time frame for completion within reason; and a budget with line item detail is to accompany their proposal response.

The RFP will be issued for state wide response and will be handled in the same manner as prescribed by Carlton County fiscal policy for all contracts for professional services.

Provide estimates for the following. If none, enter "0":

Estimate the number of project hours worked by newly hired staff to be paid for with grant funds **Enter number:** 0

Estimate the number of project hours worked by existing part-time staff to be paid for with grant funds.

Enter number: 0

Estimate the number of vendors/consultants/ contractors who will work on the project (non staff).

Enter number: 1

Enduring Value:

The Predevelopment Services will ensure that all rehabilitation work will be accomplished in compliance with historic preservation guidelines with the goal of long term sustainability of the Shaw Memorial Library. County investment decisions will be made on both the rehabilitation funding needs as well as long term maintenance of this capital asset.

Sustainability:

Carlton County has been responsible for the maintenance of the Shaw Memorial Library historic building since 1987 when the City of Cloquet turned the building over to the County upon construction of its new Cloquet Public Library. Maintenance and upkeep of the facility has been through the Carlton County Facility Maintenance Department. The Shaw Memorial Library has been improved to be in compliance with the Americans with Disabilities Act with Preservation Funds used for the installation of an elevator. Additional painting of the interior was also funded.

The Carlton County Board of Commissioners in partnership with the Carlton County Historical Society are committed to maintaining this jewel of our community for posterity.

MEASURABLE OUTCOMES AND EVALUATION

Use the Evaluation Metrics Table to describe how you will evaluate the project's success. What effect

did the program have on your audience (members, community, and others)? What standards are you attempting to meet? How will you analyze the results? Each project should have at least one goal. Any application without at least one evaluation metric will be considered incomplete. Short term goals might be achieved during or at the end of the project; medium term goals might be achieved at then of the grant or within a few months after the project is complete; and, long term goals might be achieved within about 5 years following the grant. Do not restate your Project Description or Work Plan - neither are evaluation metrics. Indicators must directly relate to impacts.

To complete the Evaluation Metrics Table below, choose the green "+" in the upper right corner to add each evaluation metric. Begin with short term goals, followed by medium and long term. To be an impact there must be a change in knowledge, status, or behavior. To be measurable, establish meaningful indicators to show when change has occurred.

Evaluation Metrics

Timeframe	Expected Impact	Progress Indicator
Short-Term	Development of drawings and specifications for both the interior and exterior preservation of the Shaw Memorial Library shall meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.	Acceptance by the State Historic Preservation Office of the proposed plan for rehabilitation.
Intermediate	SHPO-approved plan used to leverage additional resources to complete the proposed rehabilitation.	Funding awarded.