

REQUEST FOR PROPOSAL
Historic Structure Report (HSR)
for the

Gilbert M. Simmons Memorial Library,
listed on the National Register of Historic Places
711 59th Place
Kenosha, Wisconsin 53140

Proposal solicited by
Kenosha Public Library
812 56th St
Kenosha, WI 53140

Issued
August 28, 2018

All inquiries concerning this Request for Proposal shall be submitted in writing to
bbrattin@mykpl.info no later than September 15, 2018

PROPOSALS MUST BE DELIVERED ELECTRONICALLY
September 30, 2018 by 5pm

TO:
Barbara Brattin
Director
Kenosha Public Library
812 56th St.
Kenosha, WI 53140
bbrattin@mykpl.info

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I. General Information

a. RFP Purpose

The Kenosha Public Library (KPL) requests proposals for a Historic Structure Report for the Gilbert M. Simmons Memorial Library, located in Kenosha, Wisconsin.

The purpose of this project is to provide a foundation of documentation and information about the subject building and the surrounding historic landscape now known as Library Park. KPL will use the HSR as a comprehensive planning tool for the proactive maintenance of and future restoration and rehabilitation of the Gilbert M. Simmons Memorial Library and associated historic landscape.

Kenosha Public Library and its parent, the City of Kenosha, recognize the significant and unique character of the Gilbert M. Simmons Memorial Library and are committed to ensuring the library will be enjoyed and used by future generations. Toward that end, KPL intends to commission a Historic Structure Report that will include a current condition assessment and plan for future maintenance and restoration that are appropriate for the architectural style, historic character, and period materials originally associated with the building and that will provide an original plan for the historic landscape surrounding the building at the time of construction.

b. Procurement Schedule

Issue Request for Proposal (RFP) to selected firms : August 28, 2018

Site visit September 10, 2018

RFP Proposals due at KPL Administration Office: September 30, 2018

Review of RFP Proposals mid October 2018

Optional Interview of Finalists: late October 2018

Selection of Consultant: early November 2018

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Historic Structure Report (HSR)
Gilbert M. Simmons Memorial Library,
711 59th Place
Kenosha, Wisconsin 53140

c. Proposal Deadline and Submittal Requirements

One electronic copy of the proposal must be received no later than 5:00 p.m. on September 30, 2018.

Direct submittals to:

Barbara Brattin
Director
Kenosha Public Library
812 56th Street
Kenosha, WI 53140
bbrattin@mykpl.info

II. General Scope of Project

a. General Elements

1. Document physical information and evidence about Gilbert M. Simmons Memorial Library.
2. Assess and document condition of Gilbert M. Simmons Memorial Library.
3. Recommend approach to conservation treatment, restoration and use of Gilbert M. Simmons Memorial Library.
4. Provide maintenance schedule.
5. Provide a scope of work for future restoration.
6. Provide an original plan for the historic landscape in Library Park.

b. Professional Standards

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

- c. The Preparation and Use of Historic Structure Reports, Preservation Brief 43;
- d. The Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation.

c. Deliverables

1. One electronic copy of a Historic Structure Report on the Gilbert M. Simmons Memorial Library, to be submitted for review at 60%, 90%, and 100% completion.
2. Two copies of measured drawings produced for the Gilbert M. Simmons Memorial Library, to be submitted for review at 60%, 90%, and 100% completion.
3. Two copies of measured drawings of the original landscape plans for Library Park.

For format of HSR, see appendix 1.

III. Proposal Requirements

The selected party 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 the 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.

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 should be PDFs of 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 proposals 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 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.

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 timeline 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 KPL staff for review and comment at least one week before any presentation to the project advisory committee, which is the Kenosha Public Library Board of Trustees Buildings and Grounds 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 the 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. Project Fee

The work will be performed on a fixed price basis. KPL 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, KPL would like to make the HSR available as widely as possible to serve as a model for others who are undertaking a similar process.

IV. Basis of Selection

a. Evaluation Committee

The KPL evaluation committee, comprised of the Kenosha Public Library Board of Trustees Buildings and Grounds Committee with advice from the Wisconsin Historical Society and select community members, will review and evaluate submitted proposals based on the following criteria:

- a. Adherence to required proposal format
- b. Understanding of project goals
- c. Project approach and proposed methodologies
- d. Experience and knowledge of the consulting team members

b. Demonstrated Knowledge

Specifically, the proposing consultant needs to demonstrate knowledge and experience in

- a. Historic Architecture
- b. Architectural History
- c. Historic Research
- d. Preparing Historic Structure Reports
- e. Professional Preservation, Conservation, and Restoration Standards
- f. Experience with Publically Accessible Structures

c. Fee Proposal

KPL will consider fees in the overall evaluation of proposals but lowest cost is not necessarily the sole criterion.

Submittals will be evaluated and scored based upon the above selection criteria for those firms that have complied with minimum requirements. KPL solely at its discretion may or may not choose firms to invite for an interview before making a selection.

V. **Proposal Conditions**

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 for 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 upon request, or with the written authorization of the Society of Architectural Historians,

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

Appendix 1: Content and Organization of Historic Structure Report for the Gilbert M. Simmons Memorial Library

The requested Historic Structure Report for the Gilbert M. Simmons Memorial Library should include:

Paginated Table of Contents

Executive Summary

- Name and location of resource
- Overall description of the building or structure including number of stories, construction materials, major elements or features, and site features
- Dates of construction and major alterations
- Prioritized zones of significance
- Purpose and scope
- Overall recommended treatment approach
- Prior preservation, rehabilitation, restoration or reconstruction efforts
- General recommendations for work at major elements/features
- Interpretive programs
- Owners and stewards
- Maintenance/treatment provisions

Introduction

- Statement of significance
- Historic designations as applicable
- Description of methodology
- Organization of document
- Funding sources for this study
- Individuals or consultants involved in preparation
- Contracting or sponsoring individuals, groups or organizations
- Extent of time available or needed to prepare document
- Parameters and/or limitations of document
- Areas of future study
- Acknowledgments of those who assisted in or cooperated with the document preparation

PART I: Developmental History

Developmental History

- Methodology of Research
- Historical and cultural significance
- Architectural significance
- Chronology of ownership, construction, alteration, use and significant events
- Prior studies or treatment efforts, dates, and individuals involved
- Copies of available historic documents, maps, illustrations, and photographs
- Complete citations for primary source material as it informs the text
- National and Wisconsin Register Nomination Forms and prior Individual Intensive Survey Forms, if completed.
- Integrate historical research prepared by others
- Exhaustive Primary Research is warranted.

PART II: Analysis of Existing Conditions

Cultural Landscape Report/Historic Landscape Study

- Significance of landscape or site
- Methodology of research
- Chronology of alteration and use
- Built features and plantings
- Prior treatment efforts, dates, and individuals involved
- Copies of pertinent historic documents, maps, illustrations, and photographs
- Photographs, scaled site plan, and drawings of current conditions
- Recommendations for future research

Architectural Description

- Methodology of conducting evaluation
- Narrative description of exterior and interior conditions
- Identification of character defining and significant elements and features
- Findings from any additional research
- Description of materials and/or features, and period of construction, installation, or modification
- Site plans of current conditions
- Floor plans of current conditions

- Elevations of current conditions

Measured drawings of

- molding profiles
- significant features,
- Hardware
- mechanical elements

Recent photographs

Recommendations for future research

Condition Assessment

A Condition Assessment of the Gilbert M. Simmons Memorial Library was prepared by Harboe Architects in November 2017 and will be available to the selected consultant at the time of contract.

Code and Accessibility Review

- Methodology of conducting evaluation
- Preliminary code and accessibility review
- Recommendations and alternatives for improvement, particularly handicap accessibility.
- Impacts of improvement recommendations
- Recommendations for variances

Structural Evaluation

- General Description of Structural System.
- Significance and description of structural system
- Methodology of conducting evaluation
- Chronology of alterations
- Existing conditions of the structural system
- Capacity to adequately support recommended treatment, use, and interpretive programs
- Diagrams of earlier structural systems
- Prior treatment or remedial efforts
- Drawings and photographs of existing conditions
- Recommendations for future research
- Recommendations for Emergency Stabilization measures

Materials Analysis

- Mortar analysis
- Copper Clad front doors

Photographs

Recommendations for future research

Treatment and Use

- Statement of recommended treatment philosophy[s], and boundaries as appropriate, including an appropriate period significance for the resource
- Advantages and disadvantages of alternative treatments
- Statement of potential impacts of recommendation
- Rationale for proposed treatment recommendation
- Substantiation for treatment philosophy
- Plans or elevations delineating boundaries of areas of treatment if more than one treatment is proposed

Room/Feature Treatment Recommendations

- Recommended treatment for each area, material, element, or feature with reference to existing conditions documentation
- Statement of potential impacts of recommendation
- Supporting schematic drawings, floor plans or elevations to describe intent as necessary

Prioritization and Cost Estimate

- Prioritized list of recommendations.
- Preliminary cost estimate for all recommendations
- Identification of excluded work items
- Identification of needed research and testing and estimated costs for its completion

Maintenance Plan

- List of routine and cyclical maintenance items and corresponding time or intervals

- List of routine and cyclical inspections and appropriate time or intervals
- List of materials, cleaning methods and cleaning intervals
- Computerized inspection checklists
- Maintenance and work order forms
- Format for inspection and repair log book

PART III: Record of Treatment

Project Completion Report

- Identify how the work was approached and the means of accomplishing the work
- Identify individuals involved in the completion of the work including staff, volunteers, design professionals, and construction firms and supervisors
- Identify the various phases of the project and the results, costs, and duration of each phase
- Identify any discoveries or confirmations of assumptions resulting from the undertaking
- Photograph areas affected by work before, during, and after project
- Construction drawings and specifications; as-built drawings; submittals including drawings, samples, material data sheets, color samples, and cut-sheets
- Field notes, project correspondence, project schedule with any revisions
- Contract information with design professionals and contractors, project financial accounting information

Additional Information

Glossary

Annotated Bibliography