

Request for Proposals
Architectural Services for the Appleton City Hall - Opera House
City of Appleton, Minnesota
June 10, 2021

**Phase 1 Implementation of HSR:
Appleton Historic City Hall and Opera House
Exterior Envelope Renovations
Construction Documents**



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Attachments are available here:

<https://drive.google.com/drive/folders/1jaTQWg02nr1ncyr1-KAOrLmmqZ1ADdBu?usp=sharing>

Executive Summary and Background Information

Project Overview

The City of Appleton, located in Swift County, is seeking proposals from qualified architecture firms with a demonstrated specialization in historical building renovations to complete the **design, construction documents and cost estimates** for the critical items identified in the Historic Structure Report (HSR) completed for the Appleton City Hall - Opera House.

Building Use and Site Location

A Historical Structure Report (HSR) was completed in 2016 and is available with this RFP at this link: <https://drive.google.com/drive/folders/1jaTQWg02nr1ncyr1-KAOrLmmqZ1ADdBu?usp=sharing>

The Appleton City Hall – Opera House has been the home of Pioneer Public TV since 1980. In 2020, Pioneer moved most of its main business to a new studio in Granite Falls. The building today is being used for master control for Pioneer as well as being rented to the local Community Ed dance studio and to a local group for hosting art classes.

The former Appleton City Hall -Opera House is located at 23 South Miles Street on the corner of West Schlieman Avenue and South Miles Street in Appleton, Minnesota. The building is oriented to the cardinal directions.

The City Hall is bordered by a narrow grassy lawn and public sidewalk to the north, a public sidewalk to the east, a narrow landscape buffer and building to the south, and a non-contributing attached one-story addition to the west. The current main entrance to the Pioneer Public Television Station is located on the north façade of the non-contributing attached one-story link to the addition. Historic entrances are located on the City Hall’s east façade.

Historic Context

The Appleton City Hall was listed in the National Register of Historic Places on June 17, 1977. The building is historically significant for its role as a government and community center in Appleton from 1895 to 1977. The building is also historically significant as “an example of the Richardsonian [Romanesque] style of architecture.”

Between 1895 and 1976, the Appleton City Hall housed the city offices, the local jail, the public library, the post office, the fire department, and an Opera House that hosted “Lyceums and touring theater groups in the first half of the [twentieth] century.”

From 1980 until 2016, the Appleton City Hall housed the offices and production facilities of Pioneer Public Television. In 1983, Pioneer Public Television expanded their operations to the west through the addition of a one-story masonry office building to the historic building. This addition impacts the historic City Hall’s integrity of setting and association. However, the addition is at a secondary façade and, through the use of red brick and its smaller massing, is sensitive to the original building.

The historic City Hall continues to be an architecturally significant building in the heart of the City of Appleton, Minnesota.

Building Goals

The primary goals for the building are to provide the necessary stabilization repairs to ensure the building is weathertight and to prepare the building for reuse (the exact uses are to be determined at a later date). Both rehabilitation goals are aimed at preventing further damage by water intrusion and the ultimate redevelopment and reuse of the building. The Appleton City Hall is listed in the National Register of Historic Places and an iconic structure in the community.

Project Scope

Scope of Services: Phase 1 Exterior Envelope Renovations

The consultant shall develop **plans, specifications, construction documents and cost estimates** for the phase 1 which addresses all critical deficiencies outlined below. These items include masonry rehabilitation and cleaning, gutter drainage system repairs, sealing the perimeter of openings, and window pane reconstruction and/or replacement. All work must comply with the Secretary for the Interior's Standards for Rehabilitation. All proposed work must be preapproved before issuing construction documents by MNHS (Minnesota SHPO) and the National Park s Service. Managing the approvals process is part of the Scope of Services in this RFP.

Site Grading and Drainage

- Seal joints between paving and the foundation with expansion joint material. (critical)
- Ensure proper positive drainage at west side of historic building (6 inches of fall in the first 10 feet surrounding the building foundation). (critical)

Foundation System

- Remove deteriorated mortar joints throughout stone foundation walls at the interior of the basement and stone pier at the northeast interior column and repoint (including missing mortar joints) with mortar matching the existing adjacent in joint profile, color, texture, sand, and joint size. A mock-up of the repointing work shall be reviewed and approved prior to proceeding with repointing work. Mortar should be removed to a depth of 2 times the joint width or minimum of $\frac{3}{4}$ inch. New mortar shall be as soft or softer than the historic mortar and be softer (in compressive strength) than the masonry units. Removal of existing mortar shall be done using a combination of hand tools and power tools. Power tools are only allowed to be used at the center of the horizontal mortar joints; hand tools shall be used to remove the remainder of the mortar in the horizontal joints and the entirety of the vertical joints. Refer to *Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings* for more detailed information. (critical)

Exterior Walls (includes Chimneys)

- See Appendix C for proposed masonry rehabilitation drawings.
- Remove foam, sealant, mismatched mortar, and deteriorated mortar joints throughout brick and stone and repoint (including missing mortar joints) with mortar matching the existing adjacent in joint profile, color, texture, sand, and joint size. A mock-up of the repointing work shall be reviewed and approved prior to proceeding with repointing work. Mortar should be removed to a depth of 2 times the joint width or minimum of $\frac{3}{4}$ inch. New mortar shall be as soft as or softer than the historic mortar and be softer (in compressive strength) than the masonry units. Removal of existing mortar shall be done using a combination of hand tools and power tools. Power tools are only allowed to be used at the center of the horizontal mortar joints; hand tools shall be used to remove the remainder

of the mortar in the horizontal joints and the entirety of the vertical joints. Refer to *Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings* for more detailed information. (critical)

- Remove and replace spalling, cracked, or damaged bricks. Replacement brick shall match existing adjacent brick in color, texture, profile, and composition. A mock-up of replacement brick shall be reviewed and approved prior to proceeding with replacement. (critical)
- Repair vertical cracks at the exterior of the south wall near the center of the building. (critical)
- Clean construction dust and debris from masonry rehabilitation work from exterior walls after all work is complete. Protect all surrounding surfaces. (critical)
- Where limestone banding is cracked through or deteriorated beyond repair, provide matching replacement limestone. Where large repairs are required, but full replacement of a stone is not necessary, repair with Dutchman repair and secure with epoxy and stainless steel pins for sound attachment. Patch small areas of damaged stone with Jahn restoration mortars (or similar). Patch to match existing adjacent material. Patches, Dutchman repairs, and replacement stone should be reviewed and approved prior to proceeding with the work. (critical)
- Replace limestone step in kind at the historic northwest door opening (now a window). Provide shoring as necessary during installation. (critical)

Drainage System, Gutters, and Downspouts

- Remove existing damaged gutter and downspouts on the south façade and replace with new gutters to match the existing and rectangular downspouts to tie into the existing drainage system. Provide downspout extension and concrete splash block to divert water from the foundation. (critical)
 - Alternate: Route downspout into drain tile at south side of historic building.
- Seal joints around the perimeter of door openings with a high-quality elastomeric sealant on the exterior. Do not use silicone sealant against masonry. (critical)

Windows

- Rebuild and/or replace any broken window panes to match existing. (critical)

Interior Wall Finish Materials

- See Foundation requirements for recommendations to the interior side of the foundation walls. (critical)
- Protect historic graffiti in stair tower. Replace spalled and cracked brick to match. Repoint deteriorated or missing mortar joints per the recommendations under 'Exterior Walls.' (critical)

Project Deliverables

This project will include:

1. Construction Documents and all MNHS required documents such as Scope of Work Forms and 30%, 60%, 90% plan reviews.
 - a. Work with MNHS for review: All work will need to comply with the Minnesota Historical and Cultural Heritage Grants Manual. Project personnel must meet Secretary of the Interior's Professional Qualifications Standards and the Minnesota State Historic Preservation Office's Guidelines for History/Architecture Projects in Minnesota.
2. Construction Bid Package, including all permits and approvals
3. Cost estimates
4. Separate construction documents into phases for grants to MNHS. Keep overall cost estimate for each construction grant under \$200,000. Plan on issuing construction documents into three (3) phases.

Project Coordination

The building is currently owned by Pioneer Public TV. Volunteers are also working with Pioneer to accomplish the goals and objectives of the HSR. All general questions about the proposal process and coordination of site visits will be done by Kristi Fernholz.

Project manager: Kristi Fernholz: Kristi.fernholz@umvrdc.org, 320-226-5720

Funding and Special Conditions

This project is intended to be financed by a grant or grants from the Arts and Cultural Heritage Fund through the Minnesota Historical Society, in accordance with the guidelines for the Society's Historical and Cultural Grants Program. Grant deadlines and schedule is below.

Through the grant process, there may be special conditions that must be followed due to funding source of this project. Special conditions would be spelled out in the grant agreement and will include that all draft documents must be submitted for review by the selected Architect by the MN Historical Society's Grants Office **at the point of 30%, 60%, and 90% completion.**

Because of the intended funding source for the project, all work will need to comply with the Minnesota Historical and Cultural Heritage Grants Manual. Project personnel must meet Secretary of the Interior's Professional Qualifications Standards and the Minnesota State Historic Preservation Office's Guidelines for History/Architecture Projects in Minnesota.

Schedule

RFP Solicitation Release:	June 10, 2021
Notice of Intent to Propose Deadline	June 21, 2021
Proposals due	July 7, 2021
Anticipated Consultant Selection	July 14, 2021
MNHS Grant pre-application due	July 23, 2021
MNHS Grant full application due	Sept 10, 2021
Estimated Grant notification	December 31, 2021
Contract with consultant	January 1, 2022
Design and cost estimates	January 1 – August 1, 2022

The consultant must consider that at the point of 30%, 60%, and 90% completion, the consultant must submit draft construction documents to the Historical Society Grants Office for review, comment, and possible edit. Thirty business days are required for their review, which may take the full time. (Incomplete materials, or revisions to already submitted requests, restart the review clock.)

This project will not move forward without the intended funding source.

Proposal Information and Selection

Notice of intent to Propose

If you are interested in submitting a proposal for this service you must email Kristi Fernholz, Project Manager, indicating your interest and your contact person by **Friday, June 25, 2021**.

Notice of intent to Propose may be submitted by email to Kristi.fernholz@umvrdc.org.

Proposal Content

Proposals should include:

- a. A brief history of the firm.
- b. Demonstrated experience of the Lead Architect and Project Manager plus any key personnel, including their resumes, on similar projects.
- c. Statement of understanding of the required Scope of Services and how the firm proposes to meet those requirements.
- d. A lump sum fee for services to accomplish the Scope of Services as described above.
- e. A timeline for completion and delivery.
- f. Examples of other similar projects with references.

Proposals shall be limited to 20 total page faces (including cover letter and covers)

Proposals shall be received by email no later than 4 pm, Wednesday July 7, 2021. Proposals received after that time/date shall automatically be excluded from consideration.

Proposals shall be submitted electronically by email to Kristi Fernholz, Project Manager at Kristi.fernholz@umvrdc.org

Site visits

Site visits will be coordinated through Kristi Fernholz, Kristi.fernholz@umvrdc.org, 320-226-5720

For questions about the building, please email Kristi Fernholz before June 24th. Questions submitted after that date may not be answered. Answers to all submitted questions shall be sent out to all people who have contacted Kristi Fernholz to express interest to submit.

Potential submitters shall not contact anyone except Kristi Fernholz. Contacting anyone except Kristi Fernholz may result in disqualification of your submission.

Qualifications and Evaluation

The consulting expertise required will include, but is not limited to, historic design/building preservation, structural engineering, and architectural experience with historic properties. Because of the intended funding source for the project, it will need to comply with the Minnesota Historical and Cultural Heritage Grants Manual. Project personnel must meet Secretary of the Interior's Professional Qualifications Standards and the Minnesota State Historic Preservation Office's Guidelines for History/Architecture Projects in Minnesota.

- Architect must be a Historic Architect per Secretary of the Interior Standards (SOI.)
- Engineers need to be experienced with historic structures.
- Consultant may not be on the disbarment list that says they cannot do business for the State of Minnesota.

Links to Standards and Manuals referenced in this RFP can be found at <https://www.mnhs.org/preservation>

The factors and weighting on which proposals will be judged are:

Expressed understanding of the project objectives and technical design of the proposal, work plan, and project approach	10%
Completeness, quality, and overall technical competence of the proposal, project approach, and methodology	10%
The experience and qualifications of the project manager and work on similar projects with historical significance	25%
The experience and qualifications of the team members and their work on similar projects with historical significance	25%
The availability of personnel and other resources to perform the work within the specified project schedule	15%
Work plan and schedule	15%

The proposals will be reviewed by Pioneer Public TV and a timely decision will be made based on project cost, verification of qualifications, and consultant availability.

Pioneer Public TV may interview any or all proposers at its discretion. Pioneer will not be responsible for any costs incurred by a proposer in preparing for or making a presentation. Pioneer reserves the right to select a consultant without conducting interviews.

Pioneer Public TV reserves the right to waive any minor irregularities in the proposal request process.

Proposal Questions

For questions about this proposal, please contact Kristi Fernholz at 320-226-5720 or Kristi.fernholz@umvrdc.org.