Hopkins Historical Society
Request for Proposal (RFP)

Date:
December 12, 2016

Services:
Historical Structure Report

Project:
Albert Pike Masonic Lodge, #237, 907 Mainstreet, Hopkins Minnesota.

Closing Date:
January 10, 2017, 5 p.m.

Primary Contact:
John Cooley, Project Manager, Hopkins Historical Society
952-548-6480
info@Hopkinshistory.org

General

Purpose
The Hopkins Historical Society (HHS) seeks final proposals from qualified Architect firms to develop a Historic Structure Report for the Albert Pike Masonic Lodge, # 237 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 HHS intends to use this facility as its new home and museum, which will include library research space, 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.

Proposal Contracts
If you have questions about this RFP, please submit them to John Cooley via email at info@hopkinshistory.org by January 6th, 2017. Answers will be forwarded to all Bidders by January 9, 2017.

Submission of Proposal
Prospective firms shall submit one (1) electronic copy (sent via e-mail) of their proposal and fee schedule no later than January 10, 2017 to info@hopkinshistory.org.

All proposals must be clearly marked “Historic Structure Report for Albert Pike Lodge, # 237 – Hopkins Historical Society” in the subject heading.
All submissions must be received by the RFP closing date and time. Incomplete submissions and submissions received after the closing date will not be accepted.

Background Information

The HHS was organized in 1972, with a mission to collect, preserve and interpret the history of Hopkins, Minnesota. In pursuit of this mission, the HHS chronicles Hopkins history, curates a collection that demonstrates its impact, and engages learners of all ages and abilities. Currently housed in the Hopkins Activity Center, the museum has many open displays and storage areas accessible to researchers and visitors.

The Hopkins Albert Pike Masonic Lodge, #237 building was sold to the City of Hopkins in 2015. In the same year, the HHS signed a lease with the City of Hopkins to occupy the building as its new home and Museum space. As part of the move into the new building, the HHS has recognized the need to commission a Historic Structure Report to document existing conditions, provide a code analysis, and make recommendations to configure the facility to meet the goals as the new home of HHS and its Museum.

To meet the objectives explicitly laid out by its mission statement, HHS needs this report to create structured facility management policies, procedures and processes.

Scope of Services

The HHS seeks to hire a firm with a strong background in developing Historic Structure Reports. The chosen firm will work closely with HHS’s Board of Directors, volunteers, 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 HHS’s new home, and, therefore, must be specific, realistic and usable.

Additional qualifications desired include:

- Familiarity working with small locally significant historic facilities.
- Sensitive to the challenges and goals of a small historical organization.
- Proven track record of budget considerations.

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: This project will follow Preservation Brief 43, The Preparation and Use of Historic Structure Reports (HSR).

   • The HSR must be complete and comprehensive addressing all aspects of the property including site, interior, and exterior features.
   • The HSR must provide an evaluation of significance, discuss the historic preservation objectives, and select one treatment (preservation, rehabilitation, restoration, or reconstruction). Based on the intended use of the building as a Museum, it is expected the treatment selected will be rehabilitation.
   • This project will be carried out by project personnel who meet the Secretary of the Interior’s Professional Qualifications Standards (as published in the Federal Register of
2) **Plans and accessibility:** Review for consideration the existing building plans dated 05/19/16 developed by JAL Architects (attached).

3) **Photos of building exterior and interior:** (Attached.) The Albert Pike Masonic Lodge, #237 is a locally significant, modest sized building and has had a single tenant prior to the current proposed reuse as a museum. The building is accessible for assessment via interior and ground, as well as adjacent roofs. Bidders may view/tour the building by contacting John Cooley at info@hopkinshistory.org.

4) **Existing Condition Survey:** A completed survey to document the physical spaces and elements and to assess the current condition of building materials and systems. The survey is expected to address:
   - The building exterior and interior materials
   - Features and finishes
   - Structural systems
   - Interior spaces
   - Mechanical, electrical and plumbing systems
   - Fire detection and security
   - Additional field testing as required: non-intrusive/intrusive investigation, sample removal, laboratory testing and analysis of materials.

5) **Measured Drawings and Record Photography:** A review to collect historic documents/photographs as well as preparation of measured drawings and photographic documentation to portray the current condition of the property. The measured drawings and record photography to follow *The Secretary of the Interior’s Standards and guidelines for Architectural and Engineering Documentation*.

6) **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, and occupants or other persons associated with its history and development.

7) **Suggest Treatment Approach (Preservation, Rehabilitation, Restoration or Reconstruction):** Based upon the intended uses of the property recommend a treatment and recommended techniques for exterior and interior work consistent with the option.

8) **Development of Work Recommendations:** Based on the research and study develop and prioritize a set of work recommendations and estimated work budget remaining consistent with the above-suggested treatment approach. It would be expected that the work recommendations take into account applicable laws, regulations, codes and functional requirements with specific attention to life safety, fire protection, energy conservations, abatement of hazardous materials and accessibility for persons with disabilities.

9) **Report Preparations:** Prior to drafting the final report it is expected the principal investigator would meet with staff to discuss an outline of the report for consideration and review. The HHS may ask to meet with the contractor at any time to review project process and status.
10) **Final Report:** 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 copies of the printed document. The report is to include:

- A narrative that documents the evolution of the building, its physical description, existing conditions and an evaluation of significance; and
- A discussion of historic preservation objectives, together with recommendations for a treatment approach and for specific work.

**Project Timeline:**

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<tr>
<th>Date</th>
<th>Activity</th>
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<tr>
<td>December 14, 2016</td>
<td>RFP issued</td>
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<tr>
<td>January 10, 2017</td>
<td>RFP responses due</td>
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<tr>
<td>January 17, 2017</td>
<td>Estimated contract award</td>
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<tr>
<td>May 10, 2017</td>
<td>Submit a draft of the Historic Structure Report at 75% completion for review, comment and possible edit</td>
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<tr>
<td>June 30, 2017</td>
<td>Estimated project completion</td>
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Proposals will be evaluated within approximately two weeks of the bid closing, and bidders will be notified of their status as soon as possible thereafter.

**Proposals**

This Request for Proposal does not obligate Hopkins Historical Society to award any specific project. Hopkins Historical Society reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interest of the Hopkins Historical Society. The Hopkins Historical Society 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.

**Minimum Proposal Contents**

- Project understanding and description of proposed work;
- Project timetable and work plan;
- Company profile and identification of Bidder personnel and any subcontractors who will supervise and/or conduct the work of the project, including details of their training and experience, and where Bidder personnel and subcontractors are located; and
- Detailed cost proposal for services.
**Proposal Evaluation**

The Hopkins Historical Society will evaluate proposals on the basis of the following criteria:

- Bidder qualification, technical expertise, knowledge, and experience;
- Overall cost of proposal; and
- 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.

**Delivery Schedule**

The production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful Bidder and the Hopkins Historical Society.