



Greater Litchfield Opera House Association Request for Proposals (RFP) Exterior Envelope and Parapet Repair

Due: September 9th, 2010, 4 p.m. CST

Greater Litchfield Opera House Association
28 East 3rd St.
Litchfield, MN 55355
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612-251-8167

I. INTRODUCTION

The Greater Litchfield Opera House Association (GLOHA) is seeking proposals from qualified professionals to repair parapet, repair and repoint north wall, and repair north window sills as more fully described in the Scope of Work (Section C) below, for the Opera House located in Litchfield, MN.

Background:

The Litchfield Opera House is listed on the National Register of Historic Places. In

2003, Preservation Alliance of Minnesota cited the structure as "an ideal candidate for reuse." The Greater Litchfield Opera House Association (GLOHA) proposes to restore the historic Opera House to its original stateliness and to make a useful space where community members and organizations can gather for meetings, events, lectures, and exhibitions of arts and theater. GLOHA is dedicated to promoting and preserving historical values of the community, using this building as a center for arts and services and making it accessible to all in the community.

Goal:

Phase 1 is to secure and repair the damaged exterior envelope of the Litchfield Opera House in accordance with The Secretary of the Interior's Standards for the Treatment of Historic Properties. The need for this project is evident as the building envelope is experiencing disintegrating and spalling masonry, cracks in mortar joints and walls, and possible water intrusion. Said project will restore the physical and visual integrity of the masonry envelope and remove safety threats caused by the unstable parapet.

History:

The Litchfield Opera House has been an active participant in community life for over 100 years. The building first served as a theater and community meeting space, and was eventually developed into administrative/community service offices. The Opera House is a well preserved example of Renaissance Revival style architecture, rare in Litchfield and Meeker County. The Litchfield Opera House was built in 1900 to serve the greater community as a gathering place for social functions and entertainment. In the early years the Opera House was well attended as evidenced by the many national theatrical groups visiting Litchfield. In addition, other events such as concerts, high school commencements, debates, lectures, celebrations and visiting dignitaries graced the Opera House.

In 1935, the Opera House was completely remodeled and reopened as the Litchfield Community Building. In 1965-1970, the City of Litchfield renovated the Opera House for City offices, which included sandblasting the exterior and repointing masonry joints with portland cement. In 2002 the building was closed due to "mold" issues. In October 2006 the Litchfield City Council voted to demolish the building. In March 2007, a Reuse Study was commissioned by the City of Litchfield. In September 2007, after nearly six years of debate, the City Council voted 6-1 to sell the building for \$1 to GLOHA. A restoration program has been in place since January 2008.

About the City of Litchfield:

The City of Litchfield is located in West Central Minnesota, approximately 65 miles west of Minneapolis. The population of the City is approximately 6555 persons.

About the Project:

GLOHA is committed to preservation of the Opera House.

The Minnesota Historical Society awarded a Minnesota Historical and Cultural Heritage Grant in the amount of \$115,000 to GLOHA. The grant was approved by the Society's awards committee in July of 2010, and will support the exterior stabilization and restoration of the Opera House.

Minnesota Historical and Cultural Heritage Grants are made possible by the Minnesota Legislature from the Arts and Cultural Heritage Fund created with passage of the Clean Water, Land and Legacy Amendment to the Minnesota Constitution in November 2008. The grants are awarded to support projects of enduring value for the cause of history and historic preservation.

Overview of Scope of Work:

1. Remove all destructive portland cement mortar joints and repoint mortar joints on north wall. Replacement mortar will match the historic mortar in composition, texture, color, and joint profile.
2. Replace spalled and deteriorated brick on north wall.
3. Repair parapets including the replacement of the existing non-original precast concrete caps, extensive repair and selective replacement of brick from the top of the metal cornice up the the concrete caps.
4. Repair and paint metal cornice.
5. Reset spires that are loose from base.

II. PROJECT TEAM REQUIREMENTS

A. Bidders shall submit with their bid documentation of experience in similar type of historic rehabilitation projects. The masonry restoration firm shall demonstrate that it has specialized in the types of work required for this project. The masonry restoration firm shall have a minimum of five years of experience with historic stone and brick masonry repointing and repairs, and as part of bid shall submit examples of similar projects.

As evidence of this experience, bidders shall submit the following:

1. A minimum of five projects of similar scope and scale. For each project, submit photographs of the project, a brief description of the firm's responsibilities, and owner contact information. Projects dates shall demonstrate five years of experience in similar projects. Three of the five projects shall be within the last five years.

2. Resumes of key individuals who will manage and work on the project.
Resumes shall show experience with similar historic rehabilitation projects.

B. An interview with one or more candidates will be required, allowing proposers to present their project approach and qualifications, and so that the client can ask questions in response to the submitted proposal.

C. The contractor/bidder will be expected to work closely with the Minnesota State Historic Preservation Office, GLOHA, and the project director as sources of information.

III. SCOPE OF WORK: TASKS AND DELIVERABLES

GLOHA wishes to obtain the services of a qualified and experienced contractor to perform partial restoration and repair of masonry on the Litchfield Opera House, located in Litchfield, MN. The building is a historic brick structure built in 1900, listed on the National Register of Historic Places. Work generally includes brick repointing and repair, parapet repair, and selective lintel repair. All work is to comply with the U. S. Secretary of the Interior's Standards for Rehabilitation of Historic Structures.

The contractor will submit a project scope that outlines the procedures to be used in the repointing, brick repair, parapet repair, and metal cornice repair. The procedures used shall be in compliance with the masonry section of The Secretary of the Interior's Standards for the Treatment of Historic Properties.

A. MASONRY REPAIR ON NORTH WALL. Process will include:

1. Analysis of mortar (see B)
2. Removal of inappropriate portland cement (see C-D)
3. Repointing, using mortar which will match color, texture, strength, composition, and joint width of the historic (see B)
4. Replacement of spalled or deteriorated brick (see E)

NO WATER REPELLANT or WATER PROOFING TREATMENTS
WILL BE USED ON MASONRY.

B. ANALYSIS OF MORTAR. Examination and analysis of the brick masonry units, historic mortar (located on the exterior and interior of the building) and the techniques used in the original construction will occur, as it will assist in maintaining the building's historic appearance.

The new mortar will conform to the following criteria:

1. The new mortar must match the historic mortar in color, texture and tooling.
2. The sand must match the sand in the historic mortar.
3. The new mortar must have greater vapor permeability and be softer (measured in compressive strength) than the masonry units.
4. The new mortar must be as vapor permeable and as soft or softer (measured in compressive strength) than the historic mortar.

C. TEST PANELS. Test Panels will be prepared by the contractor using the same techniques that will be used on the remainder of the project. Several test panels will be 3 foot by 3 foot, located on the east and south sides of the Opera House. These panels will establish an acceptable standard of work and serve as a benchmark for evaluating and accepting subsequent work on the building.

D. JOINT PREPARATION on NORTH WALL. Inappropriate portland cement mortar will be entirely removed. Automatic tools will likely be used in combination with hand tools in preparation for repointing. Where horizontal joints are uniform and fairly wide, it may be possible to use a power masonry saw to assist the removal of mortar, such as by cutting along the middle of the joint; final mortar removal from the sides of the joints still should be done with a hand chisel and hammer. Contractors MUST demonstrate proficiency with power tools before their use is approved. Mortar should be removed cleanly from the masonry units, leaving square corners at the back of the cut. Approval of State Historic Preservation Office (SHPO) and Minnesota Historical Society (MHS) will be sought before contractor proceeds.

E. REPLACEMENT OF SPALLED OR DETERIORATED BRICK on NORTH WALL. Repairing masonry features by patching, piecing-in, or limited replacement in kind using recognized preservation methods from The Secretary of the Interior's Standards for the Treatment of Historic Properties.

The applicant shall submit a brick sample of the brick proposed for any brick replacement for approval by State Historic Preservation Office and State Architect before construction begins. Submittal and approval will ensure that the brick matches (as feasibly close) the existing brick.

F. WINDOW SILLS on NORTH WALL. Repair original sandstone windowsills and replace non-original sills with replication of sandstone sills matching in historic profile, texture, and material

Repair and/or patch stone sill features using recognized preservation methods from The Secretary of the Interior's Standards for the Treatment of Historic Properties.

Proposed replacement material is either sandstone or pre-cast concrete. The applicant shall submit materials specs and samples of proposed material for approval by State Historic Preservation Office and State Architect before construction begins.

G. REPAIR PARAPET. The intention is to repair the parapet wall, not replace it. The masonry repair to parapet wall will occur by patching, piecing-in, or limited replacement in kind-- using recognized preservation methods from The Secretary of the Interior's Standards for the Treatment of Historic Properties.

In places of extensive damage, limited areas will need to be removed and rebuilt, while others portions of parapet will simply need repointing. The extent of repairs have and will be determined by physical inspections conducted by architect, contractor, and engineer.

Any unsound material will need to be replaced as part of the repairs. There are some questions concerning how much repair will be needed to the interior wythes of brick masonry in the parapet in order to assure a stable and long lasting repair. As the repairs to the parapet are performed the condition and structural stability of the roof side masonry will need to be reviewed. New flashing or roofing material will not be installed as part of the parapet repairs.

H. PARAPET CAPS. Existing pre-cast concrete caps will be replaced. Contractor will use the physical and photographic evidence as a model to reproduce the feature. Proposed replacement material is either sandstone or pre-cast concrete. The applicant shall submit drawings, materials specs, and sample of proposed material for approval by State Historic Preservation Office and State Architect before construction begins to ensure satisfaction by MHS and SHPO.

IV. REQUEST FOR PROPOSALS, SELECTION, AND CONTRACT SCHEDULE

August 24th - Release of Request for Proposals

September 9th, 2010, 4 pm. CST- Proposals Due

Week of September 17th – Notification and Interviews by Consultant Selection Committee

Week of September 27th- Execution of Contract

V. SUBMITTAL REQUIREMENTS

A. A Statement of Qualifications (SOQ) shall be submitted by all contractors and subcontractors who will be involved in the project. All Statements of Qualifications should answer the following questions:

1. Identify the primary contact for the contract and list key personnel, and their roles and responsibilities. Please include brief resumes, including educational background, work history, and project experience for the primary contact and key personnel.
2. Identify how each member of the team, as well as, subcontractors meet the Secretary of the Interior's professional qualification standards.
3. Disclose any real or perceived conflict due to interest in relation to the Greater Litchfield Opera House Association. In addition, disclose any claims, suits, or other legal proceeding against GLOHA within the last 5 years to which you have been a party.

B. Demonstrated ability to obtain the following insurance policies:

- **REQUIRED:** Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury or property damage shall not be less than \$2,000,000.
- **REQUIRED:** Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000.
- **REQUIRED:** Statutory workers' compensation and employers liability insurance as required by state law.
- **Professional liability insurance.** The limit of liability shall not be less than \$1,000,000.

The contractors shall furnish GLOHA with certificates of insurance and with original endorsements affecting required coverage, which shall be provided by the contractors' insurance company as evidence of stipulated coverage.

Each insurance policy shall be endorsed to state that coverage shall not be

suspended, voided, canceled, or reduced in limits except after thirty (30) days prior written notice has been given to the GLOHA.

C. The Greater Litchfield Opera House will not accept the proposal if:

- Any document or item necessary to the proposal is incomplete, improperly executed, indefinite, ambiguous, or is missing.

Additionally, factors such as, but not limited to, the following may also disqualify a potential contractor without further consideration:

- Evidence of collusion among others submitting proposals;
- Any attempt to improperly influence any member of the Contractor Selection Committee
- A proposer's default under any type of agreement with GLOHA which resulted in the termination of that agreement; and
- Evidence of any unresolved claim or litigation between the proposer and GLOHA

VI. SELECTION CRITERIA

The Contractor Selection Committee will evaluate the proposals based on the criteria listed below:

- A. Quality of the proposal in expressing the proposer's understanding of the project, Litchfield Opera House and its surroundings, and of adaptive reuse strategies;
- B. Capability and experience of the proposer;
- C. Ability to meet the customer service objectives of GLOHA.

Specifically:

1. Capacity to produce the project within the allocated time frame. The project is supported in part by a state grant awarded by the Minnesota Historical Society to GLOHA through the Legacy grant program. Individuals and firms responding to this RFP must be able to complete the project within the required timeframe and comply with all program requirements; and

- D. Cost

VII. GENERAL TERMS AND CONDITIONS

Definitions:

“GLOHA” is Greater Litchfield Opera House Association in Litchfield, Minnesota.

“Bidder” an individual or business submitting a bid to GLOHA

“Contractor” One who contracts to perform services in accordance with a contract.

A. GLOHA reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor’s qualifications and capabilities to provide the specified service, and other factors which GLOHA may consider. GLOHA does not intend to award a Bid fully on the basis of any response made to the proposal; GLOHA reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the GLOHA’s specifications and needs.

B. GLOHA reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by GLOHA to be in the best interests of GLOHA even though not the lowest bid.

C. The price quotations stated in the bidder’s proposal will not be subject to any price increase from the date on which the proposal is opened at the GLOHA Purchasing Office to the mutually agreed-to date of Bid.

D. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.

E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP’s maybe adjusted to allow for revisions. To be considered, an original proposal five copies, and one CD rom containing a PDV version of proposal must be at the GLOHA mailing address on or before the date and time specified.

F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor’s ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

G. A standard contract will be executed between GLOHA and the contractor. GLOHA reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in GLOHA's sole judgment, the best interests of GLOHA will be so served.

H. GLOHA reserves the right to award a contract and/or select a contractor without conducting interviews.

I. The Bid is for the specific project proposed for the services to be performed 4th quarter of 2010.

J. Contractor is responsible for:

1. All permits and licensing
2. Maintaining public access to sidewalks and building entrances throughout the course of the project
3. Ensure no work is performed that will alter the appearance, function, or historic nature of the building without express written consent of the Project Manager/Supervisor and SHPO.
4. Take adequate measures to prevent damage to existing roof, windows, awnings, and other building components.

VIII. PROPOSAL SUBMITTAL

One (1) unbound original, five (5) bound copies, and one (1) compact disk containing a PDF electronic copy of the RFP response must be received by 4:00 P.M. CST, September 9th, 2010, at the following address:

Greater Litchfield Opera House Association – Exterior Envelope Repair
28 East 3rd St.
Litchfield, MN 55355
Email: litchopera@yahoo.com

Late responses will not be accepted.

Questions regarding proposal submittals shall be directed to Tammy Lindberg, Project Manager at (612) 251- 8167 or tammylindberg@gmail.com

IX. SELECTION PROCESS

The Contractor Selection Committee will use the selection criteria and submittal requirements to evaluate all responses to the RFP.

- A. Quality of the proposal in expressing the proposer's understanding of the project, Litchfield Opera House and its surroundings, and of adaptive reuse strategies;
- B. Capability and experience of the proposer;
- C. Ability to meet the customer service objectives of GLOHA.

Specifically:

- 1. Capacity to produce the project within the allocated time frame. The project is supported in part by a state grant awarded by the Minnesota Historical Society to GLOHA through the Legacy grant program. Individuals and firms responding to this RFP must be able to complete the project within the required timeframe and comply with all program requirements; and

D. Cost

The Contractor Selection Committee will rank the proposals and may interview the top ranked proposers. All other proposers will be notified by mail or email. Final selection will be based on the proposals and ratings from the interviews (if held).

The Contractor Selection Committee will recommend the highest-ranked contractor to the GLOHA Board for approval. Upon confirmation by the GLOHA Board, the Project Director will proceed with development of a contract with the selected contractor. Submitted proposals will form the basis for the scope of work for the agreement between GLOHA and the selected contractor. If GLOHA and the selected proposer cannot reach agreement on the contract, GLOHA will terminate contract development and, at its option, contact the next-highest ranked contractor for contract development.

GLOHA and the selected contractor will enter into a professional services contract substantially in the form of the attached example for the time period September 2010 to January 2011. GLOHA reserves the right to extend the term of the contract and augment the amount of the contract with the agreement of the selected proposer, pending approval by GLOHA Board.