



Request for Proposals
Historic Structure Report
Hennepin History Museum



Date:

January 24, 2018

Primary Contact:

Kristin Kaspar, Project Manager, Hennepin History Museum
612-870-1329, ext. 3#
kristin.kaspar@hennepinhistory.org

Services:

Historic Structure Report

Project:

The Christian Family Residence, 2303 Third Ave S, Minneapolis, Minnesota

Closing date:

March 19, 2018, 5pm

General

Purpose

Hennepin History Museum (HHM) seeks final proposals from qualified architecture firms to develop a Historic Structure Report (HSR) for The Christian Family Residence, 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. HHM has occupied the building since 1957 and used the space for museum exhibits, offices, collections storage and event space. HHM seeks to gain knowledge and insight into the historic nature of the building as well as to guide short- and long-term preservation efforts through the creation of the HSR.

This project will be financed with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.

Proposal Contact

If you have questions about this RFP, please submit them to Kristin Kaspar via email at kristin.kaspar@hennepinhistory.org by March 12, 2018. Answers will be sent to all Bidders by March 15, 2018.

Tours of The Christian Family Residence

Prospective bidders are encouraged to visit The Christian Family Residence prior to bidding. Please contact Kristin Kaspar, Project Director, at kristin.kaspar@hennepinhistory.org or 612-870-1329, ext. 3#, to set up a tour of the building.

Submission of Proposal

Prospective firms shall submit one (1) electronic copy, sent via email, of their proposal and fee schedule no later than 5pm on Monday, March 19th, 2018 to kristin.kaspar@hennepinhistory.org.

All proposals must be clearly marked “HSR for The Christian Family Residence” 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

Hennepin History Museum

Founded in 1938, HHM had occupied two previous buildings prior to purchasing The Christian Family Residence in 1957 with the intent that the building become the museum’s permanent home. The building has served HHM well, but expectations of visitors and museum standards overall have changed.

Issues include basic wear and tear on the building after almost 100 years of use. Degradation of the exterior facade have caused various interior water problems in the building over time. Original archaic systems such as mechanicals, plumbing and electrical cause limitations to what types of fixtures and lighting we can install. There is no central air conditioning in the building, which causes us to install window air conditioners where possible. Our main goals are to ensure that we can house our collections and archives in stable temperature and humidity conditions going forward to ensure their continued preservation, as well as ensure contemporary visitors the year-round environment they expect of a modern museum.

As we prepare to celebrate our 80th anniversary in 2018, we are embarking on an extensive assessment of our institution, and our physical home, to determine how to best serve our community well into the future. Our location near the Minneapolis Institute of Art, MCAD, and other attractions brings in many visitors who are visiting the area from both near and far. Moreover, the historic charm of the CFR adds to the story of Hennepin County history, as well as making our visitors feel at home.

The Christian Family Residence

The Christian Family Residence was envisioned by George Henry Christian and construction began in 1916. George H. was a former manager of the Washburn-Crosby Company who created a new process to mill spring wheat which revolutionized the flour milling industry in Minneapolis. When George H. passed away in 1918, and his son George Chase Christian passed away in 1919, it fell to his daughter-in-law Carolyn McKnight Christian to complete the home in 1920.

The Christian Family Residence is a mix of English Renaissance Revival and late English Gothic, built by Hewitt and Brown. The brick façade features original leaded glass windows, a large two-story bay window, and a balustrade around the roof. The interior features exotic wood floors, large carved fireplaces, and ironwork by renowned artist Samuel Yellin. The unique orientation of the home faces the main entry south towards the driveway, allowing visitors to be dropped off directly at the door.

The home was built at a time that many families were moving out of the downtown area of Minneapolis which was becoming more commercialized. Located in the Washburn-Fair Oaks Mansion district, The Christian Family Residence joined other homes originally owned by other notable families of Hennepin County, with names such as Washburn and Crosby, Pillsbury and Morrison. The first wave of homes were built in the late 1800s, while a second wave came in the early 20th century. While many of these houses were torn down, The Christian Family Residence remains along with a few others around the Washburn-Fair Oaks Park and add to the character of the neighborhood.

Scope of Services

HHM seeks to hire a firm with a strong background in developing Historic Structure Reports. The chosen firm will work closely with the Project Director, project team staff and other stakeholders to develop an effective and useful HSR and resulting actions and policies. The intent of the HSR is to influence the short- and long-range planning of HHM in regards to The Christian Family Residence's use as a museum and guide plans for improvements to the building.

The firm selected will have experience working with historic facilities, be knowledgeable about the unique needs of a museum, and have a proven track record of budget considerations.

In preparing a response to the 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).
 - a. The HSR must be complete and comprehensive addressing all aspects of the property including site, interior, and exterior features.
 - b. 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.
 - c. 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 September 29, 1983).
2. 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:
 - a. The building exterior and interior materials
 - b. Features and finishes
 - c. Structural systems
 - d. Interior spaces
 - e. Mechanical (HVAC), electrical and plumbing systems
 - f. Fire detection, safety and security
 - g. Additional field testing as required: non-intrusive/intrusive investigation, sample removal, laboratory testing and analysis of materials.
3. 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 or Architectural and Engineering Documentation.

4. 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.
5. 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.
6. 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.
7. Report Preparations: Prior to drafting the final report it is expected the principal investigator would meet with the HHM Project Team to discuss an outline of the report for consideration and review. HHM may ask to meet with the contractor at any time to review project process and status.
8. 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. A narrative that documents the evolution of the building, its physical description, existing conditions and an evaluation of significance; and
- b. A discussion of historic preservation objectives, together with recommendations for a treatment approach and for specific work.

Project Timeline:

Date	Activity
January 24, 2018	RFP issued
March 19, 2018	RFP responses due
March 30, 2018	Estimated contract award
June 1, 2018	Submit a draft of the Historic Structure Report at 50% completion for review, comment and possible edit.
September 1, 2018	Project Director to present progress and/or findings of the Historic Structure Report at 75% completion for review by the MNHS Grants Office.
November 1, 2018	Estimated project completion

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 HHM to award any specific project. HHM reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interest of HHM. HHM 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

1. Project understanding and description of proposed work;
2. Project timetable and work plan;
3. 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
4. Detailed cost proposal for services.

Proposal Evaluation

Hennepin History Museum will evaluate proposals on the basis of the following criteria:

1. Bidder qualification, technical expertise, knowledge, and experience;
2. Overall cost of proposal; and
3. 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 Hennepin History Museum.