Town of Mendon
Mendon, Massachusetts

ONLINE REQUEST FOR PROPOSAL

FOR

Mendon Center Historic District
Town Hall Campus Study

Structural Assessment,
Adaptive Reuse Plan and Landscape Design Proposal

It is the responsibility of Participants to send their contact information to the Project Coordinator / Town Administrator
Kimberly Newman
knewman@mendonma.gov or (508) 478-8863
in order to receive project updates, clarifications and addendums that are published.

Town of Mendon
Mendon, Massachusetts

REQUEST FOR PROPOSAL

IN THE FORM OF A SEALED BID

FOR

Mendon Center Historic District
Town Hall Campus Study

Structural Assessment,
Adaptive Reuse Plan and Landscape Design Proposal

Proposals Due: Tuesday November 30, 2015
By 2:00 p.m. at the Selectmen's Office 20 Main St. Mendon, Ma. 01756

<u>Late Proposals Will Be Rejected</u>

Deliver Complete Proposals To:

Town of Mendon
c/o Kimberly Newman
Mendon Town Hall
20 Main Street
Mendon, MA 01756

For Further Information Please Contact:
Kimberly Newman
Project Coordinator / Town Administrator at 508-478-8863
knewman@mendonma.gov

The Town of Mendon reserves the right to reject any or all proposals.

REQUEST FOR PROPOSALS
(Sealed Bid)

Mendon Center Historic District Town Hall Campus Study

A. INTRODUCTION

This Request for Proposals (RFP) sets forth the procedures and requirements to be employed by the Town of Mendon in the selection of a qualified historic preservation consultant to provide the following for the Town Hall Campus Study.

A. Current Building Conditions Assessment.

B. Feasibility Study for Adaptive Reuse of Town Hall Campus Buildings.

C. Treatment Recommendations for Town Hall Campus Buildings.

D. Conceptual Site Plan.

Activities will commence upon selection of a consultant and issuance of a notice to proceed. The Town has established a budget of $60,000.

B. PROJECT AREA

Located at 18 and 20 Main Street, the Mendon Center Historic District Town Hall Campus includes the 1896 Union Chapel (Taft Public Library), the 1844 Harrison Hall (Town Hall) and the c. 1940 Mendon Fire Department. Two additional structures – the Mendon Police Department and a Highway Storage Shed – are also situated in the campus area but will not be incorporated in the final design of the campus.

C. FUNDING SOURCE (S)

The Town of Mendon by means of its CPA Historic Preservation Account and the Massachusetts Historical Commission shall provide funding. The project is receiving matching funds from the Massachusetts Preservation Projects Fund ("MPPF") - Massachusetts Historical Commission (MHC). All work specified must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

D. PROJECT BACKGROUND

The Campus Center located at 18-20 Main Street is comprised of the Greek Revival Style Harrison Hall - Mendon Town Hall built in 1844, the restrained shingle style Union Chapel - Taft Public Library built in 1896 and the Colonial Revival Mendon Fire Station constructed c. 1940.

Harrison Hall is one of the most prominent buildings in the Center Historic District Campus. Built in 1844, this structure is considered a relatively rare example of early 1840's temple form town hall municipal architecture. It represents the vision and prosperity of Mendon's residents living in the Village Center many of whom contributed to the growth and development of the town. It served many roles including town hall meeting space, a community gathering space and later served as a schoolhouse. Adjacent to Harrison Hall sits the Union Chapel built in 1896. The building itself is a restrained example of shingle style ecclesiastic architecture. In 1920 a generous gift from Mrs. Rosa F. Taft helped the town to purchase the Union Chapel building. An additional gift by Mrs. Taft was used to convert the chapel space into what is now the Taft Public Library. On the opposite side of Harrison Hall was a blacksmiths shop that was eventually torn down and replaced by a brick three bay fire station of the mid 20th century c. 1940.

Open fields behind these buildings slope down to the Muddy Brook Valley. The contiguous open green space abuts a functioning farm and the prominent George Homestead built in the early 1800's lending a sweeping vista reminiscent of the farming community that was a hallmark of the town's agricultural roots.

This area and its historic structures were placed on the National Register of Historic Places in 2003. In 2009 Harrison Hall – the Mendon Town Hall was placed under a Preservation Restriction to ensure this piece of history would always be protected.

Currently, the library and the fire station are not universally accessible on every level. The goal of the project will be to plan for stabilization of both buildings and create a proposal for restoration and adaptive reuse of these structures.

The objective for the campus area where these structures are located will be to develop a plan to address pedestrian safety, accessibility and parking. The plan should also include a public green space on the campus.

Harrison Hall, now protected under a preservation restriction is in need of restoration to return the structure closer to its original interior appearance. Over the years alterations have compromised the historical integrity of the interior space. Modifications to the exterior of the building need to be evaluated as well including a crumbling fieldstone ramp on the side of the building and an ADA ramp at the front entrance.

E. SCOPE OF SERVICES

The following summarizes the top-level view of the project:

A. Current Building Conditions Assessment.

B. Feasibility Study for Reuse of Town Hall Campus Buildings

C. Treatment Recommendations for Town Hall Campus Buildings.

D. Conceptual Site Plan

All work specified must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties. See Attachment A for a detailed Scope of Services.

F. SITE REVIEW VISIT AT THE TOWN HALL CAMPUS

The Site Review Visit will be held on Monday November 16, 2015, 10:00 A.M. local time, at the Project Site, 18-20 Main Street, Mendon, Massachusetts 01756. Prospective Firms and Individuals will meet with the Project Coordinator / Town Administrator and members of the Mendon Historical Commission at the Project Site on the date mentioned above. Any questions or clarifications needed in reference to the project will be recorded, reviewed by the Town and answered. Those questions and responses will be made available to all prospective participants by email. The Town will provide a sign in form at the Site Review Visit. Attendance is mandatory in order to understand the project in full. Attendance hardship must be addressed with the Project Coordinator prior to November 16th, 2015.

Important Note: Additional Town documents regarding recent structural work, building assessments and engineering site plans will be available at the Site Visit in an electronic format (flash drive). They will also be available with the RFP Packets at the Selectmen's Office Mendon Town Hall during posted business hours. A $10.00 deposit will be required and is reimbursable when the electronic device is returned to the Project Coordinator / Town Administrator.

Questions regarding this RFP may be submitted by email to knewman@mendonma.gov and shall be delivered to the Selectmen's Office by the close of business (3:00 P.M. local time, Monday – Thursday) no later than Thursday November 19, 2015 at 3:00pm. Questions presented after this time shall not be considered. Any questions requiring consideration shall be answered in an addendum delivered to all registered participants by email. Participants are responsible for providing contact information (address, telephone and email) at the site visit and when picking up documents at the Town Hall or online.

Schedule of Proposal Process:

- Monday November 9, 2015 - Advertisement goes out to Central Register, Milford Daily News, the Worcester Telegram and the Mass. Listserv.
- Monday November 9, 2015 - Proposal and Contract Documents are available in the Selectmen's

Office at the Mendon Town Hall 20 Main Street Mendon, Ma. 01756 9am-3pm. Monday-Thursday and online at: www.mendonma.gov.

- Monday November 16, 2015 - Site Review Visit 10:00 A.M. local time Mendon Town Hall 20 Main Street Mendon, Ma. 01756.
- Thursday November 19, 2015 - Last Day for questions from participants.
- Tuesday November 24, 2015 – Questions and responses delivered in an addendum to all registered participants.
- Monday November 30, 2015 - Proposals Due 2:00 P .M. local time to the Selectmen's Office Mendon Town Hall 20 Main Street Mendon, Ma. 01756. Bid opening by Project Coordinator.
- Tuesday December 1 - Thursday December 3, 2015 – Review of Proposals by Project Coordinator and Review Committee.
- Monday and Tuesday December 7 and 8, 2015 – Interviews.
- Thursday December 10, 2015 Final Selection by Project Coordinator and Review Committee.
- Monday December 14, 2015 - Final selection submitted to Mendon Board of Selectmen for review and approval.
- Tuesday December 15, 2015 - Negotiations completed and contract signed. Contract work begins.
- Progress Report to Review Committee and Project Coordinator on Current Building Assessment. (Date to be set with Project Coordinator and Selected Firm).
- Progress Report to Review Committee and Project Coordinator on Feasibility Study for Reuse of Buildings. (Date to be set with Project Coordinator and Selected Firm).
- Progress Report to Review Committee and Project Coordinator on Treatment Recommendations for Town Hall Campus Buildings. (Date to be set with Project Coordinator and Selected Firm).
- Draft Presentation and Proposal to Review Committee for Conceptual Site Plan. (Date to be set with Project Coordinator and Selected Firm).
- Wednesday June 1, 2016 – 90% Completion Report to MHC, Project Coordinator and Review Committee.
- Thursday June 30, 2016 - Final Reports and Invoices due.
- Monday July 25, 2016 - Committee Review completed and Final Payment due upon successful completion of Proposal.

G. PROPOSAL REQUIREMENTS AND QUALIFICATIONS

Nine (9) original copies of the proposal must be furnished to the Project Coordinator / Town Administrator Kimberly Newman on or before Monday November 30, 2015 at 2:00 p.m. local time for opening.

The proposal must include:

1. The identity of the individual, partnership or corporation applying for contract award. If the applicant is a partnership or joint venture, the proposal should specify who will act as the lead consultant for purposes of assuming contractual responsibility. All sub-contractors must be identified.

2. A description of the consultant's approach to this project. This shall include methodology, demonstrated understanding of the community's needs, project timeline for accomplishing the tasks described in the Scope of Services, and the consultant's expectations of assistance and services from the Historical Commission and Town Administrator.

3. A statement of applicant's qualifications, including academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all lead project personnel and preferable for all personnel working on the project.

   Note: Consultant must employ or engage staff that meets the following minimum criteria:

   a. Bachelor's Degree in Historic Preservation, Architecture, Architectural History, History, Anthropology, Archaeology, Planning or a closely related field and at least two years full-time experience in an area relevant to the project; or

   b. Master's Degree in Historic Preservation, Architecture, Architectural History, History, Anthropology, Archaeology, Planning or a closely related field.

   The principal in charge of this project must be experienced in developing conservation assessments, feasibility studies, and preservation plans for historic properties. The team must include a registered architect and structural engineer.

4. Description of examples of relevant projects completed by the project team and a client reference list, with names, addresses, and telephone numbers, especially for clients for whom the consultant has performed similar services within the past five (5) years.

5. Any other information deemed relevant to the project, and which the consultant believes will further the competitiveness of the proposal, including work samples from similar completed projects.

6. Completed Fee Proposal Form, Attachment B.

Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the review committee.

H. METHOD OF SELECTION

The selection process will include an evaluation procedure based on the criteria identified below. Finalists will be required to appear for an interview. The criteria include:

- An evaluation of applicants depth of experience and past performance with similar projects and a demonstrated familiarity with buildings or sites of similar construction, period, and significance.
- Strength and credibility of client references. (Please provide three (3) professional references)
- Professional qualifications of the project principal (training/educational background appropriate to the project described herein) and project personnel, including professional experience above and beyond the minimum qualifications outlined in Section G.
- Desirability of the bidder's approach to the project, and demonstrated understanding of the community's historic and cultural resource protection needs and of the tasks to be performed and products to be created,
- Excellence of communication skills,
- Financial stability of firm,
- Capacity to undertake and complete project in a timely manner,
- Interview, and
- Completeness of the proposal.

HA = Highly Advantageous, A = Advantageous, NA = Not Advantageous, U = Unresponsive

The following criteria will be used to evaluate the qualifications section of the proposal.

	Unacceptable	Not advantageous	Advantageous	Highly advantageous
1). Training/educational background appropriate to the project as described in the RFP narrative statement and scope of work.				
2). Identity and qualifications of all project personnel.				

3). Prior professional experience in areas relevant to the project.				
4). Prior experience with/ performance on public Or private contracts.				
5). Demonstrates understanding of tasks to be performed and products to be created.				
6). Demonstrates familiarity with buildings of similar construction, period, and significance.				
7). Estimated cost or estimated number of consultant hours per task.				
8). Completeness of Proposal.				
9) Interview				

I. <u>Project Fee (for completion of project as described)</u>

The Town of Mendon has established a budget of $60,000 for the Scope of Services described herein. Consultants must complete Attachment B: Fee Proposal Form. Project fees must be provided for each of the Four (4) Sections of Work as described in the form. Fees shown shall include all costs and expenses (copying, mileage, photographs, postage, etc.), to complete the scope of work defined in Attachment A of this RFP. The review committee will select the most overall advantageous proposal. Contract award recommendation is subject to review and approval by the Massachusetts Historical Commission.

J. <u>Submissions</u>

Sealed Proposals should be addressed to:

Town of Mendon
Project Coordinator / Town Administrator
Kimberly Newman
Mendon Town Hall
20 Main Street
Mendon, MA 01756

The final date for submission of proposals is **2:00 p.m**. on Monday November 30, 2015 to the Office of the Board of Selectmen 20 Main Street Mendon, Ma. 01756.

NOTE: Any questions pertaining to this RFP may be directed to Kimberly Newman, Project Coordinator / Town Administrator, at 508-478-8863.

A proposal may be withdrawn by written request, providing that such a request is received prior to the time established herein for the opening of proposals. The Town of Mendon will not consider any requests for withdrawal not received before the opening deadline of the proposals. Written modifications to proposals may be submitted prior to the date and time specified for the receipt of proposals.

ATTACHMENT A

SCOPE OF SERVICES

Project Locus:

Mendon Center Historic District Town Hall Campus
Harrison Hall, Union Chapel and the Mendon Fire Station
18-20 Main Street
Mendon, Ma. 01756

Introduction:

As part of a long -range plan to evaluate its current and future needs, the Town of Mendon has identified the Mendon Center Historic District Town Hall Campus as an opportunity to rehabilitate and repurpose the historic structures that sit on the campus property. Harrison Hall (Mendon Town Hall), the Union Chapel (Taft Public Library) and the Mendon Fire Station have the potential to provide much needed municipal and community space. The MPPF Round 21 Grant along with matching CPA Funds will provide the opportunity to assess the buildings and develop a plan to stabilize, restore and rehabilitate them for future use.

Purpose:

The Town of Mendon recognizes the importance and historical significance of these structures in the Town Hall Campus and is committed to retaining and preserving their history while finding new uses to ensure their longevity. The goal of the town is to use grant monies awarded along with CPC funds to evaluate this campus and its structures and develop a comprehensive plan to follow for adaptive reuse.

Description of Work:

The scope of work for this predevelopment project will consist of:

A. Current Building Conditions Assessment
B. Feasibility Study for Adaptive Reuse of Town Hall Campus Buildings
C. Treatment Recommendations for Town Hall Campus Buildings
D. Conceptual Site Plan

A. Current Building Conditions Assessment

a) Conduct an architectural and structural analysis of all (3) buildings, both interior and exterior.
b) Survey all systems (Fire, HVAC, Plumbing, and Electrical). Assess the present situation and recommend essential improvements to these systems.
c) Conduct building code analysis of existing structures. Including existing MAAB/ADA elements. Keeping in mind the age, use and historic fabric it may not be practical or necessary to recommend immediate code compliance in every way at this point.

d) Document and assess the interior and exterior fabric of the structures using written and photographic evidence of the history and architecture of the structures.
e) Examine the sites and record the condition of the buildings as well as important architectural features and characteristics. This element will include complete photographic documentation of the existing interior and exterior conditions.
f) Identify and document the extent of any damage or deterioration (interior and exterior) and how it came about.
g) Prepare an "existing conditions" plan on CAD drawing system.

B. Feasibility Study for Adaptive Reuse of Town Hall Campus Buildings

a) Meet with Town officials to determine potential users of the three identified Town Hall Campus buildings and identify their space needs.
b) Prepare drawings at sufficient detail to determine amount of space available for potential users. Include suggested layout, including locations within the three identified buildings for the identified users.

C. Treatment Recommendations for Town Hall Campus Buildings

a) Identify structural and architectural improvements needed to accommodate code requirements.
b) Identify treatment recommendations to rectify problems identified in the Current Building Conditions Assessment.
c) Identify HVAC and utility improvements needed to accommodate the new uses recommended for the buildings.
d) Identify structural and architectural improvements needed for adaptive reuse plan.
e) Provide cost estimates for these recommendations.

D. Conceptual Site Plan

a) Assess present conditions of the site. (Shea Engineering Site Plan completed and available through the Project Coordinator).
b) Inventory existing utility systems on site, noting location, sizing capacity and access.
c) Inventory transportation access/circulation systems in terms of capacity, location, conditions and areas of conflict.
d) Inventory existing and proposed parking facilities for site, include utilization, capacity and access.
e) Inventory existing zoning codes, regulatory controls and permits.
f) Prepare conceptual plan for a cohesive campus with universally accessible walkways, safe traffic movement, adequate parking and green space that connects the structures together.
g) Provide cost estimates for these recommendations.

**Report will be based on information collected from the Current Building Conditions Assessment and information provided by the overseeing representatives from the Town of Mendon.*
All work proposed should comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties and done in a preservation context. Where applicable, plans will be reviewed by the Massachusetts Historic Commission for guidance.

Outputs:

A total of Twelve (12) final reports, consisting of:

a) Four (4) bound originals,
b) Two (2) unbound original, and
c) Six (6) copies of a complete report with reduced plans will be submitted to the Town of Mendon.

The final report shall include:

a) Executive summary,
b) Description of Project and Methodology,
c) Final Current Building Conditions Assessment
d) Final Feasibility Study for Adaptive Reuse of Town Hall Campus Buildings
e) Final Treatment Recommendations for Town Hall Campus Buildings
f) Final Conceptual Site Plan
g) Outline plans (reduced to 11”x17”) and specifications,
h) Cost estimates for all the above-mentioned work,
i) Bibliography, photographs, and all conceptual plans.

All conceptual plans are to be drawn at no less than 1/8”=1’ scale. Standard architectural plans are to be drawn at no less than 1/4"=1’ scale. All plans shall also be provided on digital media. Photographs used for documentation are to be 4”x6” in size (B&W and color) and are to have labels that include building name, location of subject, and date. The consultant shall assist with no more than two public presentations to the Town relating to the project.

The project must be completed no later than June 30, 2016.

ATTACHMENT B

FEE PROPOSAL FORM

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for **the Town of Mendon Center Historic District Town Hall Campus Study.**

Consultant:

Address:

Phone/Fax/Email:

The CONSULTANT hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Estimated cost to complete the project including all reimbursable expenses covered by the consultant:

A. Current Building Conditions Assessment _____

B. Feasibility Study for Reuse of Town Campus Buildings _____

C. Treatment Recommendations for Town Hall Campus Buildings _____

D. Conceptual Site Plan / Final Project Review _____

Estimated Total Cost to Complete the Project: (Sum of A through D) _____

_____

CONSULTANT DATE
(Form for Consideration)

CONTRACT

Between the Town of Mendon, Ma. and

_____

This Contract made and entered into this ___ day of _____, 2015, by and between the Town of Mendon, Ma. a Municipal corporation of Worcester County, Massachusetts (hereinafter called "the Town"), and _____ (hereinafter called "the Consultant") relates to a pre-development project pursuant to a contract by the Town with the Commonwealth of Massachusetts, Massachusetts Historical Commission.

The Town and the Consultant mutually agree as follows:

1. SCOPE OF SERVICES: The Consultant will carry out the provisions of the project Scope of Work, a copy of which is attached and incorporated herein as Attachment A.

2. TIME OF PERFORMANCE: The services of the Consultant are to commence on the execution date of this contract. Project work is to be carried out and submitted to the Town of Mendon by June 30, 2016.

3. COMPENSATION: The Consultant is an independent contractor and is not an agent or employee of the Town. The Consultant's fee shall be considered to include all costs incurred by the Consultant with respect to the services provided herein, including, but not limited to, fringe benefits, travel, photographic and copying costs, and general cost of doing business.

4. METHOD OF PAYMENT: The Consultant shall invoice the Town of Mendon according to the following schedule:

A. Current Building Conditions Assessment _____

B. Feasibility Study for Reuse of Town Campus Buildings _____

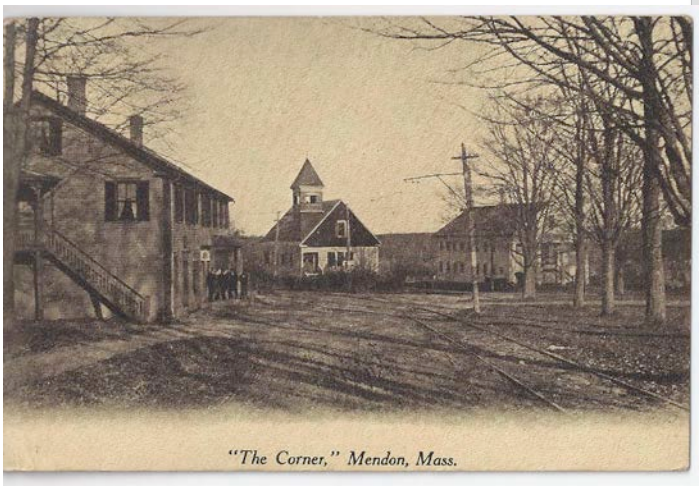
C. Treatment Recommendations for Town Hall Campus Buildings _____

D. Conceptual Site Plan / Final Project Review _____

Work products due at the end of each part must be submitted to and approved by both the Project Coordinator / Town Administrator for the Town and the Massachusetts Historical Commission before the consultant invoice is submitted. Upon receipt and approval of each invoice by the Chief Procurement Officer, the Town shall pay one hundred percent (100%) of the amount so submitted for payment. Payment for each invoice shall be made before the scheduled submittal date of the next invoice. Payment for part D. Conceptual Site Plan/ Final Project Review shall be made no later than thirty days (30) from the date of the invoice.

Signed: _____

(City's Required Signature Page) (Date)

Mendon Center Historic District
Town Hall Campus Study

MPPF Pre-Development Grant Application
Round 21