

# Request for Proposals (RFP)

## Conditions Assessment Report for the Duluth Art Institute's Lincoln Center for Arts Education Building



Issued: February 27, 2017

Proposals due (electronically): March 20, 2017 by 5 p.m. CST

To:  
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REQUEST FOR PROPOSALS  
Conditions Assessment Report for the  
Duluth Art Institute's Lincoln Center for Arts Education Building

Duluth Art Institute  
506 W Michigan St  
Duluth, MN 55806

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# I INTRODUCTION

The Duluth Art Institute is seeking proposals from architects or architectural firms to create a Conditions Assessment Report for the DAI's Lincoln Center for Arts Education Building (2229 W 2<sup>nd</sup> St/ Duluth, MN 55806), a former Carnegie library that has been transformed into artist studios and an arts education center.

## Project Objectives

The report will focus on the maintenance and repair of the building. The purpose of the assessment is to develop recommendations and budget estimates to improve and/or repair the facility and its respective systems. The objectives of the assessment are to:

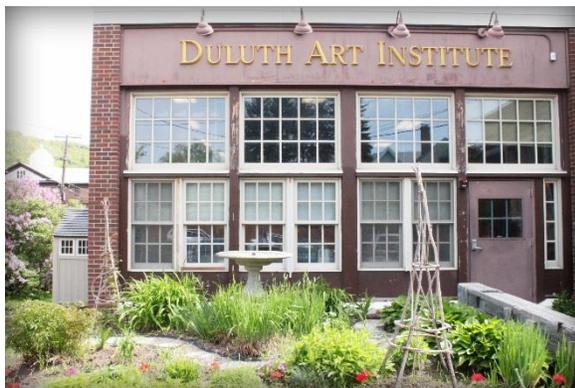
- Identify defects and deficiencies in the building and its component systems including mechanical, electrical, and plumbing (or other) systems
- Provide a maintenance schedule, prioritizing the repair and maintenance of the building and its component systems
- Provide a schedule of estimated repair costs for the above repair and maintenance items
- Provide a schedule forecasting capital improvements
- Provide a replacement reserve analysis for future planning of capital items

## Funding Source

A grant made to the DAI by the Minnesota Historical Society will fund this project. The maximum grant amount is \$10,000 for the Scope of Work described herein. The consultants proposed fee shall include all costs and expenses to complete the Scope of Work.

## History and Description of the Building

The DAI Lincoln Center for Arts Education was entered into the National Register of Historic Places in 2013. It is a single-story, rectangular building designed in the Late Gothic Revival (Collegiate Revival) style. Its exterior is brown and dark red Flemish bond brick with contrasting limestone trim in an asymmetrical pattern. It has a steep cross gable and is pierced by large, multi-paned, leaded zinc Gothic arched windows on the southwest and northeast gable ends.



A former Carnegie Library, the building is located in the west central area of Duluth, MN, in the residential Lincoln Park neighborhood. The library was built in 1915-17 at the corner of 2nd Street

and 23rd Avenue West in the heart of the neighborhood. The third and last Carnegie library in Duluth, it opened to the public on September 1, 1917.

The library closed in 1990 when a new library was built to serve all of western Duluth. In 1992 the building was purchased by the Duluth Art Institute to house its arts education programs, and it was re-named the Lincoln Center for Arts Education at that time. It now houses clay, painting and multi-purpose studios, as well as classroom space and an administrative office for educational programming. Financial support received from the McKnight Foundation, the Community Resource Project and a Community Development Block Grant initially preserved this historic building, and a \$50,000 infusion from the McKnight Foundation replaced one wall of Gothic windows in 2009. Further construction was recently completed on two flat areas of roof, totaling nearly 1,000 square feet, with a \$25,000 award from the Mardag Foundation. Deferred maintenance includes significant tuck pointing on the exterior, a second wall of Gothic windows, the south wall bank of windows and surrounding mortar, and possibly more.

## **II SCOPE OF SERVICE**

The purpose of the Condition Assessment is to develop recommendations and budget estimates to repair and improve the facility and its respective systems. The assessment will be used as a guide for budgeting and prioritizing maintenance and capital replacement projects that will help to preserve and maintain this historically significant building, which is on the National Register of Historic Places.

The objective of the assessment will be to assess the general condition of the property and document obvious problems or visible defects based on visual observations, discussions with DAI staff, and review of previous reports and documentation, if any, and to recommend specific repairs, methods of repairs and cost estimates.

### **A. Architectural/Engineering Assessment**

The building components and systems included in the survey shall include, but not be limited to:

1. Pavement, parking, driveways, exterior stairways and sidewalks
2. Slab and foundations and structural components
3. Building envelope (walls, doors, and windows)
4. Roofing systems
5. Interior finishes
6. Electrical system
7. Plumbing system
8. HVAC system

### **B. Deliverables**

1. Property Condition Assessment including:
  - a. A description of the age, material and condition of the site; structural systems; windows and doors; roof and exterior; finishes; and building systems
  - b. Drawings/sketches that clarify or better describe conditions
  - c. A set of systematic photographs of deficiencies with a photo key

- d. Comments for components that are exhibiting deferred maintenance issues
  - e. Suggested interventions for problem areas; Treatment recommendations or methods of repair
2. Cyclical maintenance schedule prioritizing recurring maintenance items with corresponding intervals designed to prevent future damage to the integrity of the structure and the associated costs for these procedures.
  3. Capital investment and estimate of costs needed to correct present observed deficiencies with appropriate prioritization to include immediate, short-term and long-term improvements
  4. Replacement reserve analysis to determine capital investment needed to cover replacements of components and/or systems that may not contain present observed deficiencies, but that will reach the end of their useful life within a ten-year evaluation period. Effective age, expected useful life, and remaining useful life of major components and systems shall be discussed, with estimated costs developed for those items that will need to be replaced within ten (10) years.
  5. A historic overview of the building

C. Report Preparation:

The Condition Assessment will include the following information:

1. Executive summary including historic overview
2. Project condition summary table
3. Property data sheet
4. Site systems
5. Structural elements
6. Exterior walls and fenestration
7. Roof systems
8. Interior finish elements
9. Specialties and equipment
10. Special conditions
11. Electrical systems
12. Plumbing systems
13. HVAC systems
14. Cyclical maintenance schedule
15. Analysis and tabulation of capital investments with estimated costs and prioritization schedule
16. Replacement reserve analysis
17. Annotated photographs
18. Other relevant appendices

The chosen architect may also be requested to make edits to the report if the Minnesota Historical Society Grants Office requests to review and comment prior to finalization of the document. In this case, 30 working days would be built in for review.

### III INSTRUCTIONS TO PROPOSERS

- Please submit proposals via email to DAI Interim Director Dana Mattice: [dmattice@duluthartinstitute.org](mailto:dmattice@duluthartinstitute.org)

- Drawings/plans are available for review by request.
- The deadline for submissions is EOB Monday, March 20, 2017
- Direct questions about the proposal to DAI Interim Director Dana Mattice: (218) 733-7560 or dmattice@duluthartinstitute.org
- The DAI Facilities Committee seeks:
  - An architect that meets or exceeds the Secretary of Interior's Standards for a Historic Architect
  - An architect with preservation and re-use experience, as well as knowledge of masonry structures
  - An architect with a professional degree in architecture or a State license to practice
  - At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field; and/or at least one year of full-time professional experience on historic preservation projects.
    - Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.
  - An architect with a proven track record of creating conditions assessments and recommendations that meet the Secretary of Interior's Standards.
  - Applicant's explanation of approach to the project (methodology)
  - Three references
  - A final report from a similar project

## IV STATEMENT OF CONTENT OF PROPOSAL

- A. Title Page
- B. Table of Contents
- C. Statement of the proposal / Project approach and schedule
- D. Consultant's/Firm's Profile
  1. Name of company
  2. Description of company
  3. Name of company owner(s)
  4. Number of year in business
  5. Consultant qualifications
  6. Project team and resumes
- E. Project Experience and References - Provide a description of three (3) completed projects similar in scope. Include the following information:
  1. Company
  2. Company contact information and title
  3. Final contract value including change order amounts
  4. Time for completion (weeks)
- F. Cost Proposal

The Duluth Art Institute was awarded a grant from the Minnesota Historical Society for the scope of service described herein. Project fees must include the entire scope of work and final report delivered. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of work and resulting report.

- G. A client reference list of a minimum of three (3) clients, including at least one (1) historic structure with contact information.

- H. A final project report from a similar project conducted by the Company within the past 5 years
- I. Other information that would be helpful in demonstrating the proposer’s ability to successfully complete the project.

**V. Proposal Evaluations**

Proposals will be reviewed by the DAI Transition Committee and Board of Directors. The committee and Board will base their selection on the following:

- A. Vendor knowledge, expertise, qualifications listed in the proposal, and experience in the planning, project management and execution of the services required;
- B. Capability of the proposed plan to meet the DAI’s requirements
- C. Completeness and quality of the proposal
- D. Quality of references received and level of customer satisfaction on previous projects including budget performance and ability to minimize cost overruns and change order
- E. Cost of services to be provided

The DAI may conduct interviews of some, all or none of the firms submitting proposals. The DAI reserves the right to amend this RFP. The DAI reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP. This RFP is not intended and shall not be construed to commit the DAI to pay any costs incurred in connection with any proposal of to procure or contract for any services.

**VI Timetable**

The following projected timetable should be used as a working guide for planning purposes. The DAI reserves the right to adjust this timetable as required during the course of this proposal process.

Date	Event
RFP Released	February 27, 2017
Proposal and Quote Due	March 20, 2017, 5:00 p.m.
Evaluation and Review Period Ends	March 27, 2017
Consultant Selection	March 27, 2017
Report Completion	April 21, 2017 (if this deadline is too short for the proposer please describe in the proposal the deadline that you could meet).

**VII Other Information**

Insurance: Consultant shall maintain in full force policies of insurance with minimum limits listed on Exhibit B.

## Exhibit A References

Three (3) references are required with your proposal. The references shall be from three different sources where you have provided the minimum specifications as required in this proposal.

1	Company Name:	Contact:
	Address:	Name:
	City:            State:            Zip:	Phone:
	Contract Value:            Completion Time:	Email:

2	Company Name:	Contact:
	Address:	Name:
	City:            State:            Zip:	Phone:
	Contract Value:            Completion Time:	Email:

3	Company Name:	Contact:
	Address:	Name:
	City:            State:            Zip:	Phone:
	Contract Value:            Completion Time:	Email:

## Exhibit B Proposal Form

The proposer agrees to contract with the Duluth Art Institute to provide all necessary labor, supervision, machinery, tools, apparatus, documents and any other means to do all the work and furnish all the materials specified in the proposal in the manner and time therein as set forth by the proposer and that the proposer will take in full payment the amount set forth hereon. The cost of all labor, material and equipment necessary for the completion of the proposed work, even though not shown or specified, shall be included in the total price for the various items shown herein.

We further agree to complete all of the above work in a complete, neat and workmanlike manner.

Estimated starting date after award of proposal: \_\_\_\_\_

Estimated completed date: \_\_\_\_\_

Total Proposal Price: \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Company Authorized Signature

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Telephone Number Cell Phone

\_\_\_\_\_  
Email Address Date

## **Exhibit C Insurance Requirements**

**Workers Compensation:** Statutory Limits

**Employer's Liability:** \$100,000 each accident / \$500,000 disease-policy limit / \$100,000 disease-each employee w/ USL&H (if applicable)

**Commercial General Liability:** occurrence form, providing bodily injury, personal injury, and property damage liability coverage, including but not limited to Broad Form Property Damage with no explosion, collapse and underground (XCU) exclusions, and contractual liability coverage for the indemnity promise contained herein.

General Aggregate: \$2,000,000  
Products - Completed Operations: \$2,000,000  
Personal & Advertising Injury: \$1,000,000  
Each Occurrence: \$1,000,000  
Fire Damage (any one fire): \$100,000  
Medical Expense (any one person): \$5,000

**Commercial Automobile Liability:** \$1,000,000 any one accident or loss (includes owned, hired or leased vehicles used by the consultant).

**Umbrella Liability:** If needed to comply with limits above.

**Professional Liability:** \$1,000,000

The selected architect/firm shall cause the DAI to be named as an additional insured under the general liability insurance policy on a primary and non-contributory basis to the extent of any losses, costs, expenses, liabilities, damage or injury arising out of or in any manner connected with the services provided under this agreement. The selected architect/firm shall furnish a certificate of insurance evidencing such coverage to the DAI when requested. The certificate of insurance evidencing such coverage shall provide that such coverage shall not be cancelled or materially changed except by written notice to the DAI at least thirty (30) days prior to the effective date of such cancellation or material change. The policies of insurance required by this paragraph shall contain waivers of subrogation in favor of the DAI.

The selected architect/firm will agree to the fullest extent permitted by law that they shall indemnify and hold harmless the DAI and its Board of Directors and staff from and against all claims, damages, losses, demands, actions, costs, loss of service, expenses including but not limited to attorney's fees, on account of or in any way resulting from the performance of the work of the selected vendor and its agents.