

HOUSTON COUNTY, MINNESOTA  
REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

**Historic Courthouse Construction Planning and  
Historic Jail Reuse Study Project**

**1. Introduction**

**A. Purpose**

This Request for Proposals (RFP) is being issued by Houston County in order to select a consultant team to conduct a two-part project: 1) a Reuse Study for the Historic Jail building and 2) Construction Planning and Documentation in preparation for the rehabilitation of the Historic Courthouse.

Members of the consultant teams must meet the Secretary of the Interior's Professional Standards in the area of architectural history and/or historical architecture. The consultant team must prove previous satisfactory experiences in conducting similar work, including reuse studies in accordance with the process outlined in *A Primer for Historic Properties Reuse Study Teams in Minnesota*.

**B. Inquiries**

All questions or requests for additional information about the Project or terms of the RFP should be sent by email to Theresa Arrick-Kruger, [PreservationRFP@co.houston.mn.us](mailto:PreservationRFP@co.houston.mn.us), before 12:00 PM (noon) on Wednesday, February 22, 2017. Written responses will be posted to the project website by 4:30 PM on Friday, February 24, 2017. This is one week prior to the proposal submission deadline. Only additional information provided by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

**C. Background Information**

Houston County is located in the southeast corner of Minnesota, in the heart of the Driftless Area, the small area of the Midwest that escaped glaciation in the last glacial period. The county seat of Caledonia is approximately 150 miles southeast of the Minneapolis-St. Paul metropolitan area, and 30 miles from La Crosse, WI.

Bordered on the east by the Mississippi River, Houston County was a natural entry point into Minnesota when settlers were moving west. A land office in Brownsville was opened in 1854. The county has fourteen sites listed in the National Register of Historic Places, including the Caledonia Commercial Historic District and several individual properties.

The Houston County Courthouse and Jail are listed in the National Register under Criteria A and C, for their association with the administration of local government and law, and as excellent examples of their architectural styles. Both buildings were designed by C.G. Maybury and Son of Winona. The Italianate style Jail, constructed in 1875, has a T-shaped plan with a three-story

sheriff's residence in front and a two-story jailhouse at the rear. The Courthouse, completed in 1883, is a three-story, Romanesque Revival style building. Added onto in 1977, the courthouse has been in continuous use for over 130 years. The Courthouse and Jail were built almost entirely from materials indigenous to the region and most of the products used in the original construction were produced within thirty miles of the building site. While both buildings are of masonry bearing wall construction, the interior walls and finishes used a considerable amount of wood products from the region's abundant hardwood forests. The buildings are some of the best preserved examples of historic civic architecture in this part of the state.

The historic courthouse is the County's primary administration building housing Human Services, offices for the County Recorder, Auditor, Treasurer, and Assessor, and Licensing, Planning and Zoning, and other administrative support offices. The County's goal is to preserve this historic treasure in a manner that honors its original construction and design for continued occupancy and use by County agencies. The HSR and Building Condition Assessment Report prepared for the historic courthouse both recommended exterior rehabilitation of a number of critical building features. Portions of the building are in poor condition, and associated wood exterior and structural elements--including roof framing, siding and trim on the steeple, and the framing for the built-in gutter system--are in deteriorated condition. There is evidence of failed mortar joints and attempts at repair that are insufficient. Some of the window lintels are cracked and beginning to deflect; strengthening the lintels to arrest further deflection is urgently needed. The steps on the east (main historic) entrance to the building are in poor condition and need to be replaced. The treads are also badly worn from traffic and can be very slippery when wet. Previous repairs to the stairs were ineffectual and have greatly diminished their visual appearance, detracting from the historic character of the courthouse. These repairs are urgently needed for the courthouse to continue to serve its public purpose, to allow the County Board to make sound governance decisions about the use and stewardship of all of the resources entrusted to it by the taxpayers of Houston County, and to honor its history as a significant historic resource in the region.

The arrangement of the historic jail building, combining cells with the Sheriff's residence, was common for its time. The family's first-floor living quarters were between the sheriff's office at the front of the building and the jail cells at the rear. The sheriff's wife cooked for the prisoners as well as the family, and there was a barred room for female prisoners on the second floor of the residence, next to the family's bedrooms. The Houston County Sheriff and his family resided in the historic jail building until the 1970s, when the interior of the jail was remodeled. When it was closed in October 2011, the jail building was the state's oldest operating jail licensed by the state Corrections department.

Members of the Houston County Historical Society have been advocating for the County to consider reuse alternatives for the vacant jail building for a number of years. A report prepared in 2013 recommended that "as soon as possible, the county should arrange for an adaptive reuse study to identify and analyze a range of technically feasible, economically sustainable repurposing options for the historic jail." In April 2014, the ground floor and basement levels of the unattended building were damaged when a sprinkler pipe froze and flooded the building with 300,000 gallons of water. Although the building was insured, and an insurance settlement is available to support rehabilitation and reuse of the jail building, the County Commissioners still do not know whether the County should lead in these efforts, and for what purpose, or whether the building should be made available to another entity for a new purpose. County Board members

want a plan to be developed so that they can consider reuse alternatives for this historic resource.

## **2. Project Description.**

Houston County is proposing a two-part project to complete 1) a Reuse Study for the Historic Jail and 2) Construction Planning and Documentation in preparation for the rehabilitation of the Historic Courthouse. Funding support for this project has been obtained from the Minnesota Historical and Cultural Heritage Fund. More specific information about both parts of the project follows below:

### **A. Reuse Study for the Historic Jail:**

The Reuse Study for the Historic Jail will give needed direction to the County Board and help determine the County's course of action for the building's rehabilitation and reuse. The County seeks a consultant team, led by a principal investigator and including at least a historical architect and real estate/economic development specialist, to conduct an independent, objective, and analytical reuse study following the process outlined in *A Primer for Historic Properties Reuse Teams in Minnesota*. The consultant team will be expected to:

- 1) assess the Jail building to determine architectural conditions, character-defining features, and physical constraints relative to rehabilitation needs, and make recommendations for treatment and renovation.
- 2) gather information about the Jail building and site, community demographics, and market conditions pertinent to the study development, and survey the community to get a feel for unmet market needs, trends and potential uses and/or tenants.
- 3) conduct interviews with community members representing many points of view to gauge public sentiment, identify local issues that may affect the future of the property, identify market opportunities that the property might serve, and identify local resources to tap for rehabilitation.
- 4) hold public meetings and set up other ways to solicit community feedback outside of organized meetings and interviews.
- 5) analyze the findings, identify needs and opportunities, form recommendations within the context of the physical, economic, and political constraints, and produce a written report illustrated with photographs, diagrams, and conceptual architectural plans.
- 6) prepare business pro forma statements for up to three of the most viable reuse alternatives.

### **B. Construction Planning and Documentation for the Historic Courthouse:**

An abbreviated Historic Structures Report (HSR) and subsequent Building Conditions Assessment Report were prepared for the Historic Courthouse in 2014-2015. (Please see supplementary information for copies of these reports.) Houston County now seeks the services of a Historical Architect to conduct further planning and design work to address the priority areas identified in the Condition Assessment, and to develop architectural drawings and specifications in line with the report's recommendations. It is expected that this Construction Planning and Documentation work will pave the way for rehabilitation work to the exterior of the Historic Courthouse.

The Construction Planning and Documentation part of this project will be broken down into the following tasks/steps:

- 1) refine the project plan.
- 2) develop design and materials alternatives (for the roof replacement, in particular) and work with the Minnesota Historical Society (MNHS) to ensure the design recommendations are in keeping with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- 3) coordinate materials testing for mortar, reuse of salvaged masonry, and cleaning method alternatives and submit for approval by MNHS.
- 4) create construction drawings and specifications.
- 5) complete a Scope of Work form that may be used in subsequent grant phases.

### 3. Work Summary

**Final Products to be Produced:** A Historic Properties Reuse Study for the Historic Jail building and Construction Drawings, Specifications, and completed Scope of Work forms for the Historic Courthouse.

The final products of this project will meet the Secretary of the Interior's and MN SHPO's standards as listed in this RFP. Houston County will receive three (3) hard copies each of the Reuse Study and Construction Drawings, Specifications, and Scope of Work form and master digital copies of all documents. All digital copies shall be produced using Microsoft Word, Excel, PowerPoint or Publisher, and submitted in both their original file formats and as PDF copies.

**A. Project Work Plan:** The selected consultant will prepare a Project Work Plan that describes the consultant's approach to completing the elements of the project along with a timeframe for completion. The Project Work Plan shall address:

- a. How the project will be carried out in accordance with the provisions of the *Minnesota Historical and Cultural Heritage Grants Manual*, *The Secretary of the Interior's Standards for the Treatment of Historic Properties*, and *A Primer for Historic Properties Reuse Study Teams in Minnesota*.
- b. How the project will be administered and conducted in accordance with all applicable standards for the rehabilitation and reuse of historic structures of this type, including relevant Preservation Briefs.
- c. The consultant's proposed method and approach to community engagement, including stakeholder interviews, public meetings, and survey methodology.

**B. Architectural and Professional Qualifications:** The principal investigator and architect shall meet the Secretary of the Interior's Professional Qualifications Standards for historic architecture and history and/or architectural history. The real estate/economic development consultant shall demonstrate experience working on similar historic reuse evaluations, including the development of financial pro formas.

**C. Interview:** The principal investigator and real estate/economic development consultant of all proposing teams should be available to attend an on-site interview in Caledonia on Wednesday, March 15, 2017 beginning at 10:00 AM. Proposers will be notified on Monday, March 6, 2017 if they are invited to interview.

**D. Meetings:** The Historic Reuse Team should plan to facilitate and attend at least two community meetings while conducting the reuse study, and will be required to participate in a project update meeting with staff of the Minnesota Historical Society. The meetings should be scheduled in order to meet the tentative deadlines and Milestones listed below. Additional meetings may be requested by County staff during the project period.

**E. Tentative Deadlines, Meetings, and Milestones:**

Feb. 8, 2017	RFP distributed to potential bidders
Week of 2/6/17	Publish RFP
March 3, 2017	Proposals due at 4:30 PM
Week of 3/6/17	Review/Selection Committee meets to review proposals
March 15, 2017	Interviews/selection of consultant
March 21, 2017	Houston County Board of Commissioners approves consultant contract
March 27, 2017	Consultant begins work on project
April 2017	Preliminary meetings with stakeholders underway
May – Aug. 2017	Reuse study interviews and community meeting(s) conducted
June 1, 2017	Milestone report due – Courthouse drawings at 30% submitted for MNHS review
Aug.31, 2017	Milestone report due – Courthouse drawings at 60%, Reuse Study draft at 75% completion submitted for MNHS review
Dec. 1, 2017	Milestone report due – Courthouse drawings at 90%, specifications and draft Scope of Work form submitted for MNHS review
Feb. 1, 2018	Progress update presentation made to MNHS staff
May 1, 2018	Project work completed
June 1, 2018	Final closeout of grant project by Project Director

**4. Budget:** The total budget for this project is **\$76,220.00**. Houston County has received approval of a grant in this amount provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society. This amount is expected to cover all consulting services, mileage and travel expenses, and printing and document preparation costs. An additional \$10,000 has been approved by the Houston County Board of Commissioners as a contingency or to hire specialist consultants, if needed.

Estimated Costs:

(1) Historical Architect – Courthouse Construction Drawings and Specifications = \$32,000.00

- All direct costs and services required to complete construction drawings, specifications, and draft Scope of Work forms for the rehabilitation of the Historic Courthouse, including materials testing

(2) Reuse Study Team - Grant Project Management and Consultant Assistance =\$40,000.00

- All direct costs and services required to complete a Reuse Study for the Historic Jail building, in accordance with *A Primer for Historic Properties Reuse Teams in Minnesota*: consultant services by principal investigator, historical architect, and real estate/economic development specialist

## 5. Submission Requirements

Team proposals are sought for this project. At a minimum, teams should consist of a principal investigator, historical architect, and real estate/economic development specialist. If one of the project team members proposes to play dual roles (e.g. the historical architect will also serve as the principal investigator), he/she should submit examples of qualifications and similar projects for both roles.

- A. Project Work Plan:** The consultant shall provide a proposal that establishes a general concept and scope of work for the project, based on the above “Project Description.”
- B. Project Cost:** The consultant shall indicate what scope of work can be completed with the available \$76,220.00 budget. Provide any information concerning the cost of additional services or elimination of scope of work to meet the \$76,220.00 budget figure.
- C. Statement of Qualifications:** A Statement of Qualification from the consultant team covering the following information:
- Provide a brief description of the consultant team’s capability, history and organization, including the professional background of all team personnel.
  - Identify the name of the person designated as the contact person for this proposal, telephone number, and e-mail address.
  - Resumes of individuals who will carry out the proposed project development and their respective roles in the project.
  - Develop a conceptual work program and schedule for the proposed project.
  - Provide information on similar projects completed by the consultant(s) and consultant team, including names and contact information for professional references.
  - Identify the name(s) of any subcontractor(s) that will be used for the project.
- D. Number of Proposals:** Submit three (3) printed copies of the proposal. No email submittals will be accepted.
- E. Submission Deadline:** Sealed proposals are to be received in the office of the Auditor no later than 4:30 p.m. on Friday, March 3, 2017. No late proposals will be considered. Proposals may be mailed or hand delivered to:

Char Meiners, County Auditor  
Houston County  
Room 116  
304 S. Marshall St.  
Caledonia, MN 55921

## 6. Other Specific Requirements

- A. Houston County reserves the right to accept or reject any and all proposals.
- B. The fees quoted in this packet will be the maximum paid in total unless an amendment to the contract is approved by both parties.
- C. Proposals received in response to this invitation shall become the property of Houston County and shall be retained on file, and by reference will become a part of any subsequent formal agreement.
- D. Consultants shall agree to contract and insurance requirements stipulated by Houston County. To wit, consultant(s) shall agree that at all times during the term of this AGREEMENT to maintain:
  - Comprehensive General Liability - \$1.5 million minimum per occurrence; and
  - Excess Liability Coverage - \$3 million over the general coverage.
  - To list Houston County as an additionally named insured on the above referenced policies and provide an ACORD Certificate of Liability Insurance for each year covered by a subsequent agreement.

### E. Acknowledgement of Consultant.

- i. In the hiring of common or skilled labor for the performance of any work hereunder, no contractor, material supplier or vendor shall, by reason of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age, discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.

No contractor, material supplier or vendor shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

- ii. The consultant agrees any publications, studies, reports, presentations, films, audio visual materials, exhibits, or other material prepared with grant assistance will contain the following acknowledgment:

“This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.”

## 7. Proposal Evaluation Criteria

Proposals will be evaluated by Houston County on the following:

- a. **Qualifications:**
  - i. Recent consulting experiences with similar types of projects.
  - ii. Work experience and educational background of project personnel and their direct knowledge/experience specific to the history of the region.
  - iii. Demonstrated understanding of the scope of the work to be completed.
  - iv. Compliance with the Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983) for historical architecture and architectural history.
- b. **Proposed Project Work Plan:** Overall content and concept.
- c. **Cost:** Overall cost, including reimbursable expenses and the ability to produce the final products within the budget limitations identified in the RFP.
- d. **Time Schedule:** Ability to comply with the proposed time schedule for the project.
- e. **Oral Presentation:** Following a review of written responses to this Request for Proposals, Houston County may invite a limited number of consultants to present their proposals to a committee made up of county staff and members of the county's Economic Development Advisory Committee. The quality of the consultant's oral presentation will be considered in the selection process.

For questions or additional information, please contact:

Theresa Arrick-Kruger

Houston County

Room 206

304 South Marshall St.

Caledonia, MN 55921

[PreservationRFP@co.houston.mn.us](mailto:PreservationRFP@co.houston.mn.us)

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