

REQUEST FOR QUALIFICATIONS/PROPOSALS

For Professional Services to Complete a HISTORIC STRUCTURE REPORT for the GREENSBORO HISTORICAL MUSEUM National Register Property: 1024 SITE SURVEY # GF 178

SECTION ONE – Introduction and Background

The City of Greensboro (COG) is soliciting statements of qualifications and proposals from individuals and firms interested in providing historic preservation related services required for a Historic Structure Report (HSR) to be completed for the Greensboro Historical Museum (GHM), located at 130 Summit Avenue, Greensboro, NC, 27401.

The oldest part of the Greensboro Historical Museum was built in 1892 as the First Presbyterian Church. A second structure, the Smith Memorial Building, was constructed by First Presbyterian Church in 1903 as a Sunday school. These two structures plus a 1938 addition that connects them make up the National Register Property. In addition to the structures, the original site of the church, which borders Summit Avenue, Church and Lindsay Streets also includes the First Presbyterian Cemetery and several buildings of historical significance that have been moved to the site: the c.1830 Hockett Family Blacksmith and Woodworking Shops, and the McNairy and Isley Houses, both examples of rural late 18th century residential architecture.

The City of Greensboro owns and maintains all of the buildings on the site in partnership with the Greensboro Historical Museum Incorporated, a public non-profit entity. The oldest part of the museum was designed by the Brooklyn Architecture firm of L.B. Valk & Son and displays “granite-trimmed Romanesque arches, numerous bays and dormers, and a soaring bell tower (that) accents the long polygonal body” (Marvin Brown). The 1903 Smith Memorial Building designed by Charlotte architect Charles Christian Hook added an auditorium, classrooms and a second tower. In 1928 the congregation of First Presbyterian Church vacated the property for a larger structure on N. Elm Street. A decade later, the site including the former church and Sunday school, was given to the City of Greensboro. After a major renovation, including construction of a new building to connect the two existing structures, the building opened in 1939 as the Richardson Civic Center. The renovation, designed by Greensboro architect William C. Holleyman, Jr., included significant alterations to the interiors and some changes to the exterior. From 1939 to 1964, the building housed several civic organizations, including the Boy Scouts, Girl Scouts, Community Chest, the Greensboro Public Library and the Greensboro Historical Museum. Since 1964, the museum has been sole tenant of the building. In 1990, a new museum structure called the Lindsay Building was added to the National Register listed property.

The 2006 local Bond funds are providing for maintenance needs on the property that require a systematic approach and a Historic Structure Report to guide future maintenance and improvements. The Historic Preservation Review Committee (HPRC) was set up to facilitate the completion of an HSR and review approaches to maintenance and restoration. The HPRC is comprised of city staff and volunteers from the community with a background and knowledge in historic preservation, construction/building methods, and architecture. A separate source of local

funds paired with federal Community Development Block Grant funds will be used to pay for the services under this contract in conjunction with services provided by the Interior Architecture/Historic Preservation Graduate program at the University of North Carolina at Greensboro (UNCG).

The purpose of this RFQ/P is to obtain statements of qualifications, proposals, scope of work descriptions, and prices from interested firms or individual professional consultants. After review of qualifications and proposals, the COG/HPRC will select an individual or firm to carry out the HSR. At its discretion, the COG/HPRC may select a small number of top-ranking candidates and/or firms for consultation meetings on site, prior to awarding the contract.

SECTION TWO – Deadline for Submission

Statements of qualifications and proposals submitted in response to this RFQ/P will be accepted by the COG/HPRC until 5:00 p.m. on August 4, 2008. Please use the information provided under Section 10—Contact Information.

SECTION THREE - Schedule

Depending on the quantity of submissions, the COG/HPRC will review the qualifications and proposals and respond within approximately four weeks. The consultation meetings (if any) will be held promptly, as will any negotiations over fees and scope of work, final negotiations, and execution of an Agreement. At its discretion, the COG/HPRC may consult with the North Carolina State Historic Preservation Office and Preservation Greensboro, Incorporated during the selection and contracting process.

The full HSR must be completed within 6 months from the date of contract award. Interim deadlines will apply; in particular, delivery of the existing-conditions assessment and specific work products with respect to immediate needs will be required within 30 calendar days from the date of contract award.

SECTION FOUR – Site Tours and Consultation meetings

This RFQ/P contains all information required to understand the project and submit qualifications and proposals. However, anyone may tour the site during normal business hours (Tuesday – Saturday 10am to 5 pm and Sunday 2 to 5pm) for physical inspection. There is no charge for admittance.

If the COG/HPRC determines that further consultation will be helpful in developing proposals, the meeting will be held at the Greensboro Historical Museum. Attendance will be mandatory for all individuals or team members. Participants will have the opportunity to meet the COG staff and HPRC members who will be responsible for the project.

SECTION FIVE – Scope of Professional Services

The desired Historic Structure Report is a comprehensive planning document, based on thorough investigation of the exterior only of the Greensboro Historical Museum. It does not include any additional buildings on the grounds. Each individual or firm must determine its scope of professional services based on prior experience as well as knowledge gained during the RFQ/P process. The scope of work may include, but is not limited to, the following activities:

- Conducting thorough archival, historical, photographic, structural, conditions-assessment, archaeological, landscape, or other specialized investigations in conjunction with work ongoing or completed by the UNCG program mentioned previously and the museum staff.*
- Developing detailed recommendations with respect to immediate preservation and rehabilitation needs, including: (a) identification of immediate needs and critical areas to be addressed; (b) specific recommendations as to the sequence of critical work to be done; (c) evaluation of alternatives and recommended treatments for each preservation/rehabilitation element identified as an immediate need; (d) technical drawings or photographs, specifications, and itemized budget estimates for each preservation/rehabilitation element identified as an immediate need, in sufficient detail to permit the COG/HPRC to begin soliciting bids for work on the most critical projects within the current calendar year;
- Reviewing and incorporating any detailed architectural drawings of the GHM available from the COG
- Conducting materials testing and analysis to determine appropriate preservation and rehabilitation techniques. Immediate analysis of painted surfaces, especially the windows, is required for paint color documentation. Previous analysis results are available for select areas of the building's wood trim.
- Developing detailed recommendations with respect to the overall sequence of preservation and rehabilitation work to be done, evaluation of alternative treatments, recommended treatments, and budget estimates for preservation and/or rehabilitation of all major exterior components of the site, including foundation, roof and roof access alternatives, masonry, wood components, windows, doors, improved disability-access
- Developing recommendations and detailed plans for future use, management, and maintenance of the building;
- Compiling, analyzing, and synthesizing thorough documentary research and field investigations into a comprehensive treatment, management, and planning document (Historic Structure Report) for the Greensboro Historical Museum.
- Collaborating with UNCG and museum staff, where applicable, to develop and provide draft reports, copies of the final HSR, and supporting materials (any sketches, plans, drawings, field notes, maps, photographs, computerized databases, and/or objects collected).

*The UNCG graduate students have created digital data bases for the GHM building that are hyperlinked to copies of archival photographs, archival architectural drawings, Sanborn maps, and various related letters and articles from the GHM archives as well as the archives of First Presbyterian Church of Greensboro. They have summarized their historical research in a short written report. They have also taken high resolution digital color photographs of the building exterior (with the exception of the 1990 Lindsay Wing). For nearly all of the various exterior elevations, the students have rectified (scaled) the digital elevations using Elcovision software.

SECTION SIX – Site and Project Constraints

- All recommended work must conform to the Secretary of Interior's Standards for the Treatment of Historic Properties (rev. 1995).
- Analysis and evaluation must be conducted with minimal visible impact, minimal time periods of disruption, no damage to interior collections, and no structural damage to the historic fabric of the building.
- If necessary, any test excavation and/or trenching work in the ground and any subsurface or destructive testing of architectural surfaces, or removal of building materials for research, must be coordinated with and approved by the COG/HPRC.
- The work anticipated by this RFQ/P may proceed concurrently with work being done by other contractors. The selected individual/firm will be expected to coordinate its work at the property with that of other contractors, and COG staff, working on-site at the same time.
- The site will remain open during regular hours and expects all consultants to coordinate their activities and make allowances for these important public aspects of the property's mission.

SECTION SEVEN – Instructions for Submission of Qualifications and Proposals

All submissions must be in writing and include 8 hardcopies.

The statement of qualifications must contain the following information:

- General description of the individual or lead firm's understanding of the project
- Identification, address, telephone and fax number, email address of the primary contact person
- A description of the professional qualifications of all participating professionals and anticipated roles and responsibilities
- A description of the prior work experience of the individual, firm or team members on other relevant projects, especially successful experience with other nationally significant historic preservation projects; and
- The name, address and telephone numbers of references who may be contacted concerning work done on at least two (2) comparable HSR projects within the past five years.

The proposal must include:

- A full and complete description of the scope of work proposed;
- The detailed fee proposal, along with a schedule of hourly rates for all participants
- The proposed project time-line, showing deliverables and review periods;
- A description of the legal status of the entity submitting the qualifications (sole proprietorship, partnership etc. and state of residency or incorporation);
- The name, address, and title of persons within the firm who are authorized to execute contracts on its behalf; and
- A statement indicating whether or not the firm carries insurance in the following categories and the principal amount of all coverages maintained.

- Attach excerpts from one HSR as a work sample as part of your proposal.
- Attach any other supporting information such as portfolios, resumes, or project lists.

SECTION EIGHT – Criteria for Selection

The COG/HPRC will consider the following factors in evaluating proposals: a) Professional qualifications; b) The quality of the work sample (HSR) submitted; c) The experience of the individual or team members in handling similar projects at comparable historic sites; (d) The ability to commence work on this HSR within 15 calendar days of the contract award, to complete the conditions assessment and work products specified in section 6.A.(v), above, within 60 calendar days of the contract award, and to complete the full HSR document within 6 months of the contract award; (e) Successful prior experience with nationally significant historic preservation projects and demonstrated ability to meet the Secretary of Interior's Standards for the Treatment of Historic Properties; (f) The detailed fee proposal; g) Demonstrated ability to manage complex projects, control costs, meet schedules, and achieve goals in a cooperative, timely, and cost-effective manner; (h) Responses received from references; (i) Geographic proximity to Greensboro, NC, and familiarity with local history and construction methods, city development, local environmental and historic-preservation regulations, and local review and permit processes.

The COG/HPRC reserves the right, in the exercise of its discretion: (a) To reject all submissions received; (b) To reject a submission due to defects, irregularities or provisions inconsistent with this RFQ/P; (c) To waive any defect or irregularity in a submission and to accept it when it is otherwise proper and reasonable to do so; and (d) To negotiate directly with respondents for other terms, prices and conditions deemed proper and reasonable for the completion of the project.

The COG/HPRC is an equal opportunity employer. The firm selected for the contract anticipated by this RFQ/P will be expected to maintain similar policies, and to comply with all applicable employment practices and notice and reporting requirements stipulated by federal law, regulations, or the laws of the state of North Carolina.

The COG/HPRC is committed to a policy of encouraging greater economic opportunities for minority and women-owned business enterprises. Firms owned by minority interests and by women are invited and encouraged to respond to this Request for Qualifications and Proposals.

SECTION NINE – Contract Conditions

Participation on the HSR project will not preclude any team member from submitting future proposals and bids for subsequent preservation/rehabilitation contracts to be awarded by the COG/HPRC as the project moves forward to implement the HSR recommendations for preservation and maintenance.

Individual consultants will be required to establish independency from City of Greensboro employment.

SECTION TEN—Contact Information

Questions concerning the technical specifications for this project should be addressed to:

Historic Preservation Review Committee
Greensboro Historical Museum
C/O Stefan-leih Geary
PO Box 3136
Greensboro, NC 27402

Phone: 336-373-2349

Fax: 336-412-6315

Email: stefan.geary@greensboro-nc.gov

For mailings via express services that require a physical address, please use:

301 W. Washington Street Rm. 315
Greensboro, NC 27402