

Contract # 2019-01

REQUEST FOR QUALIFICATIONS FOR AN ARCHITECTURAL TEAM OF CONSULTANTS SKILLED IN HISTORICAL PRESERVATION AND REHABILITATION TO PREPARE A CAPITAL NEEDS/CONDITION ASSESSMENT REPORT OF THE F.H. COSSITT LIBRARY LOCATED IN NORTH GRANBY, CONNECTICUT

Request for Qualifications



F. H. Cossitt Library, North Granby, CT

Capital Needs/Condition Assessment Report

The Friends of The Cossitt Library, Inc. / Town of Granby

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GENERAL INFORMATION

The Friends of the Cossitt Library, Inc (“TFOCL”) of North Granby, Connecticut, is requesting submittal of a Statement of Qualifications from architectural firms skilled in historic building preservation and rehabilitation to prepare a Capital Needs/Condition Assessment Report of the F.H. Cossitt Library (the “Library”). It is the TFOCL’s desire to hire an architectural firm with significant experience in historic building evaluation, design, and construction project management. At a minimum, the team should include a preservation architect who meets or exceeds the Secretary of the Interior’s Professional Qualification Standards (36 CFR Part 61) and a structural engineer.

The Cossitt Projects Committee (“CPC”), acting on TFOCL’s and the Town of Granby’s behalf, will review the Statement of Qualifications of each firm and intends to interview the firms to further clarify the proposer’s qualifications, project understanding and approach. The CPC reserves the right to reject any and all submittals if it is determined to be in the best interest of the TFOCL and/or the Town of Granby.

SITE TOUR

As part of the preparation of Statement of Qualifications, the CPC will conduct a site tour of the Library for interested parties on November 6, 2019 at 1:00 PM. This site tour is mandatory. In order to limit interruptions to the facilities operations staff, this will be the sole opportunity for interested parties to tour the facility.

PROJECT BACKGROUND AND SCOPE

The Friends of the Cossitt Library, Inc. (“TFOCL”) is a Connecticut non-stock, nonprofit 501 (c) 3 corporation. The organization secures funds to support library services and to preserve/rehabilitate the Library building. The group works closely with the Town of Granby and its Director of Library Services.

Architectural significance

The F.H. Cossitt Library was built in 1890 and began operation in 1891 as the first public library in Granby. Cossitt Library now serves as a branch in the Granby library system. The Town owns the Library building and the land on which the building is located. Cossitt Library was added to the National Register of Historic Places in 1988.

“The library was built in 1890 to a design by Jasper Daniel Sibley. It is one of the Town’s finest examples of Queen Anne architecture. It is a two-story wood frame structure, roughly square in plan, with a brick-faced first floor and a clapboarded second level. It is topped by a hip roof with a tall clerestory window band (the “lantern”). The main entrance is on the second level, sheltered by a gabled porch supported by square columns. The brickwork and trim are detailed in the Queen Anne Victorian style... The interior is 17 ½ feet high and is lighted from the sides by a dwarf roof. Two Rochester lamps ... furnish light for evening purposes. The lantern is supported by ten columns and contains twenty-six windows of ground plain and stained glass, producing a very pleasing effect. The whole work of the interior is of light and

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dark colored cypress, finished in the natural wood... There is a neat vestibule. A card catalogue and clock were designed to match the interior wood.”¹

In the early 1960s, a major renovation added an inside stairway and bathroom to the rear of the building and new steps to the front of the building. In 1984-85, working with historic preservationist and architect, Richard Shope - a small two-story addition was added to complement the original building. The addition housed an updated lavatory, storage space and staff work area. The renovation improved the Library's heating/cooling system and installed a new roof. In subsequent years, interior painting, plaster repairs and interior lighting changes were performed. Within the last ten years, drainage issues were addressed, “l” beams were installed to support the first floor, some windows were replaced, and a new roof was installed.

Current Condition

The TFOCL has secured funding to conduct a Condition Assessment Report, the initial phase of a multi-phase Preservation/Rehabilitation Project in order to preserve the integrity of the structure in the manner we believe this unique building deserves.

- Previous and ongoing water damage at the Library linked to rotting windows, sills and their surrounds in the upper “lantern” are of primary concern. Interior ceilings, woodwork and other areas are affected. When window leakage was addressed about ten years ago by the Town, most original windows were removed and replaced. TFOCL has located the historic windows which CT Trust for Historic Preservation feels may be re-used in the preservation/rehabilitation phases of the overall project.
- The septic system may require upgrading.
- The Library's side entrance area leaks water into the first floor of the building.
- Interior temperatures fluctuate - affecting staff and patron comfort.
- Peeling paint and areas of rot are evident on the building's exterior.
- A review of the building's ADA compliance is needed.

All phases of the overall Preservation/Rehabilitation project being undertaken by TFOCL must meet the requirements of potential funders for subsequent phases of the project. TFOCL must retain a qualified, architect-led team who meet or exceed the Secretary of Interior's Professional Qualifications Standards (36 CFR Part 61) to accomplish our goals for this project in the time required.

Project Scope

While the actual scope of services will be negotiated with the successful proposer, it is expected that the Capital Needs/Condition Assessment will accomplish the following goals:

¹ Laun, C. and Godard, G., *Centennial Frederick H. Cossitt Library 1891-1991*; 1991

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- 1) assess the Library building's current, existing conditions on a comprehensive basis including a building codes review
- 2) estimate the remaining functional life of each,
- 3) include a discussion on building materials, failure of those materials, code violations, and ADA accessibility
- 4) recommend the appropriate scope and priorities for repair, replacement or improvements
- 5) include any architectural plans and/or specifications necessary for the subsequent rehabilitation of the building
- 6) develop "order of magnitude" estimates for each work item including cost estimates and a proposed budget

We expect the Capital Needs/Condition Assessment to survey, at minimum, four general categories:

- 1) Exterior envelope (roof, walls, windows, doors, foundation, and drainage)
- 2) Building systems (mechanical, electrical, plumbing, including heating and air conditioning)
- 3) Interior conditions (access, circulation, floor plan, interior finishes including floor, walls, ceilings, and cabinetry)
- 4) Site conditions (site drainage, parking, access, lighting)

The results of the Capital Needs/Condition Assessment will be summarized in a draft report by a 36 CFR Part 61 qualified Historical Architect or an engineer. The report will be submitted to the Director of Library Services who will submit it to the CPC for its review and approval. The contract awarded under this Request for Qualifications will be paid for by TFOCL.

PROPOSER QUALIFICATIONS

The Statement of Qualifications should demonstrate the following capabilities:

- Experience in the evaluation, design, preservation and rehabilitation of historic buildings.
- Ability to perform research and detailed investigations of historic structures and prepare recommendations for the treatment of properties in order to preserve them in accordance with the appropriate Secretary's Standards for the Treatment of Historic Properties.
- Knowledge and understanding of the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Ability and resources to complete a facilities evaluation incorporating key engineering disciplines (Structural, Mechanical, Electrical) – clearly identifying and defining subcontractors' roles in specific study areas.
- Ability to provide a Principal and team members who have a minimum of 10 years of experience in the evaluation, design, and renovation of historic buildings and who are on the State of Connecticut's Historic Preservation Office's list of professionals qualified to evaluate and work on historic buildings.

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- Ability to provide a minimum of 3 client references for whom the consultant has provided similar services
- A description of any claims, litigation, and findings of any court, Arbitrator, Mediator or jury, and total settlement payments by all parties made during the past 5 years
- Ability to meet insurance requirements as listed in the State of Connecticut's Insurance Requirements for Non-Profit and For-Profit Entities and possession of an insurance certificate for error and omission insurance in the amount of \$1,000,000.00.

SUBMISSION OF QUALIFICATION STATEMENTS

Please provide one (1) original, six (6) written copies, and one (1) electronic copy of the Statement of Qualifications, clearly identified as *Response to Request for Proposal for Contract # 2019-01 – Statement of Qualifications*.

Responses are limited to 30 pages excluding resumes. Resumes are limited to two pages each.

Statement of Qualifications shall be submitted to:

John Ward
Town Manager
Granby Town Hall
15 North Granby Road
Granby, CT 06035

Submissions in response to this RFQ must be received at this location no later than 1:00 P.M. local time, on November 25, 2019, at which time bids will be opened and read aloud. Email, faxed, or late bids will not be accepted.

All questions about this RFQ should be directed to Kirk Severance, Director of Public Works by e-mail at kseverance@granby-ct.gov, no later than 12:00 noon on Friday, November 15, 2019. Answers will be posted on the Town of Granby website without stating the source of the inquiry by 5:00 pm on Monday, November 18, 2019 on the Town's website under public documents.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. TFOCL and the Town of Granby reserve the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFQ; if it is deemed to be in the best interest of TFOCL and the Town of Granby.