

**REQUEST FOR QUALIFICATIONS**

Historic Structure Report  
for the  
Charnley-Persky House,  
a National Historic Landmark

The Society of Architectural Historians  
1365 N. Astor Street  
Chicago, Illinois 60610

All inquiries concerning this Request for Qualifications shall be emailed in writing no later than June 1, 2015 to Beth Eifrig [beifrig@sah.org](mailto:beifrig@sah.org)

**PROPOSALS MUST BE EMAILED**  
by June 15, 2015, 5:00 pm Central Time

To  
Ms. Beth Eifrig  
Director of Operations  
Society of Architectural Historians  
1365 N. Astor St.  
Chicago, IL 60610  
[beifrig@sah.org](mailto:beifrig@sah.org)

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## **A. Request for Qualifications**

The Society of Architectural Historians is soliciting statements of qualifications for professional services for the preparation of Historic Structures Report for the Charnley-Persky House, 1365 N. Astor Street, Chicago, Illinois. The preparation of architectural and engineering drawings and contract documents shall be consistent with the following standards and recommended approaches:

- i. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings;
- ii. The Preparation and Use of Historic Structure Reports, Preservation Brief 43;
- iii. The Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation.

Project team members must meet 36 CFR Part 61: "Professional Qualifications Standards" in the fields of Architecture and/or Architectural History.

Statements of qualifications shall be emailed to Ms. Beth Eifrig, Director of Operations, Society of Architectural Historians, 1365 N. Astor St., Chicago, IL 60610, [beifrig@sah.org](mailto:beifrig@sah.org) no later than 5:00 PM Central Standard Time on June 15, 2015. Proposals shall be ranked and scored by a screening committee and the top firms may be asked to an interview.

A representative of the Society of Architectural Historians (SAH) will serve as project administrator. The SAH will be responsible for oversight and coordination of this project.

The SAH is an Equal Opportunity Employer and will not discriminate on the basis of race, religion, color, sex, national origin or disability. Women and minority firms are encouraged to apply.

## **B. Description and Statement of Need**

The SAH requests proposals for a Historic Structures Report for the Charnley-Persky House, a National Historic Landmark located in Chicago, Illinois.

The purpose of this project is to provide a foundation of documentation and information about the subject building as a comprehensive planning tool for the future restoration and rehabilitation the Charnley-Persky House.

### **Background**

The SAH is seeking proposals for the development of a Historic Structure Report, Current

Condition Assessment Report, and Maintenance Schedule for the historic Charnley-Persky House, in which SAH is headquartered. The selected proposal will be used to secure funding to commission the reports and schedule.

The Society of Architectural Historians, an Illinois 501 (c) 3 not-for-profit organization, is an international learned society. Celebrating its 75<sup>th</sup> anniversary in 2015, SAH is both a professional association for people who teach and work with the history of architecture and an educational organization that welcomes members of the interested public. Through its international programs and publications, SAH promotes the study, interpretation and conservation of architecture, design, landscapes and urbanism worldwide.

Headquartered at the Charnley-Persky House in Chicago, SAH serves a network of local, national and international institutions and individuals who, by profession or interest, focus on the built environment and its role in shaping contemporary life. SAH promotes meaningful public engagement with the history of the built environment through advocacy efforts, print and online publications, and local, national and international programs.

SAH is dedicated to protecting and preserving the Charnley-Persky House (1891-1892), a Chicago Landmark and National Historic Landmark designed by the firm of Adler and Sullivan at the time that Frank Lloyd Wright was a draftsman in the firm. The Charnley-Persky House hosts an active tour program as well a public lectures and events. With funding from a grant from the Andrew W. Mellon Foundation, in summer 2015 SAH will collaborate with Lake Forest College to conduct an archaeological dig on the premises of the House to unearth a 19<sup>th</sup> century midden.

SAH recognizes the significant and unique character of the Charnley-Persky House and is committed to ensuring the house will be enjoyed and used by future generations of historians, architects, and members of the public. Toward that end, SAH intends to commission a Historic Structure Report that will include a current condition assessment and plan for future restoration and programming that are appropriate for the architectural style, historic character, and period materials originally associated with the House.

### **C. Requirements for Statement of Qualifications**

Statement of Qualifications shall include, as a minimum, the following:

1. General statement of professional qualifications of the firm and specific professional backgrounds of persons to provide services.
2. Specific information regarding the firm's experience in similar projects, with references and contact persons for those projects.
3. Documentation of the firm's experience in assistance with procurement of grants in project funding.

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4. Outline of project approach and demonstration of understanding of the Charnley-Persky House project.

5. Location of the firm's office responsible for the work.

6. Availability of specific staff that will provide architectural/engineering services.

7. Estimated schedule for delivery of services.

8. Listing of other professional and technical consultants likely to be engaged for the delivery of services.

Additional information as the firm may deem relevant to communicate their qualifications to deliver the services may be included as an appendix to the Statement of Qualifications.

The Statement of Qualifications shall also provide the following information: name, title, mailing address, email address, telephone number, and fax number of all individuals with authority to negotiate and bind the organization contractually, and who may be contacted during the period of proposal evaluations.

#### **D. Evaluation Criteria**

Proposal evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and the complexity of the project.

2. Past record of performance on contracts, including quality of work, timeliness, and cost control.

3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.

4. Familiarity of the organization with this type of project or problems applicable to the project.

5. Proximity of organization to the project and availability of the organization's key project personnel to accompany and assist the Foundation in meetings that may be required for funding applications or other project presentations.

Each Statement of Qualification will be reviewed for completeness and clarity according to the above criteria. A short-listing of firms will be selected and may be contacted for an

interview with time and date. SAH may or may not negotiate the contract and associated fee schedule with one or more offers. SAH reserves the right to reject any and/or all proposals.

The Society of Architectural Historians is an Equal Opportunity Employer.

### **E. Preliminary Scope of Services**

SAH anticipates the use of, as form of contract, "Standard Form of Agreement Between Owner and Architect with AIA Document B101 – 2007 Edition, Standard Form of Agreement Between Owner and Architect.

The scope of services shall be determined during negotiation of contract and defined thereby.

SAH anticipates requiring, at minimum, the following services:

#### **Historic Structures Report**

Assist the SAH through the preparation of a Historic Structures Report for the Charnley-Persky House:

- Record photography of the building
- Measured drawings of the building
- Building descriptions and copies of existing condition assessments of the building
- Architectural history of the building
- Evaluation of architectural and historical significance of the building
- Potential uses and a corresponding code analysis for the building
- Selection and rationale for the most appropriate treatment approach (preservation, rehabilitation, restoration, or reconstruction)
- Development of a scope of work related above.
- Preparation of preliminary cost estimate ranges for agreed upon scope of work for the building
- Create maintenance schedule for routine repairs and replacement of building materials, equipment etc.

All work done shall be in accordance with the Secretary of the Interior's Standards for Rehabilitation of Historic Resources. It shall be the responsibility of the selected firm to ensure that all work performed as a result or in pursuit of the requested Report conforms to all applicable federal, state, and local codes.

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