

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

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

Issued
July 31, 2015

All inquiries concerning this Request for Proposals shall be submitted in writing to psaliga@sah.org
no later than August 28, 2015

PROPOSALS MUST BE DELIVERED ELECTRONICALLY
August 31, 2015 by 5:00 pm

TO:
Pauline Saliga
Executive Director
Society of Architectural Historians and
Charnley-Persky House
1365 N. Astor St.
Chicago, IL 60610-2144
psaliga@sah.org or via DropBox
or another FTP service

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Table of Contents

- A. General Information
 - a. RFP Purpose
 - b. Society of Architectural Historians Background
 - c. Procurement Schedule
 - d. Proposal Deadline and Submittal Requirements
- B. General Scope of Project
 - a. General Elements
 - b. Professional Standards
 - c. Deliverables
- C. Proposal Requirements
 - a. Transmittal Letter
 - b. Introduction
 - c. Project Approach and Schedule
 - d. Project Team and Qualifications
 - e. Project Fee
 - f. Copyright Release
- D. Basis of Selection
 - a. Evaluation Committee
- E. Proposal Conditions

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A. General Information
1. RFP Purpose

The Society of Architectural Historians requests proposals for a Historic Structure 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. SAH will use the HSR as a comprehensive planning tool for the proactive maintenance of and future restoration and rehabilitation of the Charnley-Persky House.

2. Society of Architectural Historians: Background

The Society of Architectural Historians (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. Given SAH's educational mission, it is our hope that the final HSR will be used as a model for other institutions seeking to manage their historic structure(s).

The SAH, an Illinois 501(c)3 not-for-profit organization, is an international learned society. Celebrating its 75th 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 and by Frank Lloyd Wright. The Charnley-Persky House hosts an active tour program as well as public lectures and events. With funding from a grant from the Andrew W. Mellon Foundation, in summer 2015 SAH collaborated with Lake Forest College to conduct the second of two archaeological digs on the premises of the House to unearth a 19th 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 maintenance, restoration and programming that are appropriate for the architectural style, historic character, and period materials originally associated with the House.

3. Procurement Schedule

The projected schedule for selecting a consultant for this project is:

Issue Request For Quotation (RFQ): May 13, 2015
RFQ Proposals due at SAH: June 15, 2015
Review of RFQ Proposals: July 2015
Issue Request For Proposal (RFP) to selected firms: July 31, 2015
RFP Proposals due at SAH: August 31, 2015
Review of RFP Proposals: Early September 2015
Optional Interview of Finalists: Mid to late September
Selection of Consultant: early October 2015

4. Proposal Deadline & Submittal Requirements

One electronic copy of the proposal must be received no later than 5:00 p.m. on August 31, 2015.

Direct all submittals to:

Pauline Saliga
Executive Director
Society of Architectural Historians and
Charnley-Persky House
1365 N. Astor St.
Chicago, IL 60610-2144
psaliga@sah.org
DropBox or other FTP sites are also acceptable

Inquiries may be e-mailed to: psaliga@sah.org. Telephone: 312.573.1365

B. General Scope of Project

1. General Elements

- a. Document physical information and evidence about the Charnley-Persky House
- b. Assess and document condition of the Charnley-Persky House
- c. Recommend approach to conservation treatment, restoration & use of the Charnley-Persky House
- d. Provide maintenance schedule
- e. Provide a scope of work for future restoration

2. Professional Standards.

- a. Project team members must meet the Secretary of the Interior's "Professional Qualifications Standards" (36 CFR Part 6) in the fields of Architecture and/or Architectural History.
- b. This project should be based on the following standards and recommended approaches:
 1. Project team members need to meet 36 CFR Part 61 "Professional Qualifications Standards" of the Secretary of the Interior Standards;
 2. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings;
 3. The Preparation and Use of Historic Structure Reports, Preservation Brief 43;
 4. The Secretary of the Interior's Standards and Guidelines for Architectural and Engineering Documentation.

3. Deliverables

- a. One electronic copy of a Historic Structure Report on Charnley-Persky House, to be submitted for review at 60%, 90%, and 100% completion.
- b. Two copies of measured drawings produced for the Charnley-Persky House, to be submitted at 60%, 90%, and 100% completion.
- c. For format of HSR, see appendix 1.

C. Proposal Requirements

The selected firm must be a responsible historic preservation consultant or team of consultants with the necessary breadth of knowledge, experience, and resources to undertake and successfully complete the project. The consultant or consultant team should have professional expertise in completing historic structure reports and related studies and should include the following disciplines: historic architecture, architectural history, and historical research. Materials testing including paint, wood and mortar analysis may be required. Structural and MEP engineering consultants may be needed to provide assessments, recommendations and cost estimates depending on future agreed upon uses.

All proposals shall include the following information. Any proposal which does not include all of the items listed below may be considered non-responsive. Proposals shall be PDFs of 8.5" X 11" documents. The proposal should be organized in the following format with a section for each number below and all pages of the proposal shall be numbered:

a. Transmittal Letter

Include the following: firm name, address, primary contact person, and contact's phone number and email. Please include a statement expressing willingness to negotiate a mutually agreeable start date for the project once funding for the project has been secured. Completion should be within six (6) months of start date. (If proposing a longer schedule, please explain rationale.)

b. Introduction

Provide a synopsis of the firm's background, history, and services provided (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements.

c. Project Approach and Schedule

Please give a detailed description of the proposed methodology, techniques, and procedures to be used in carrying out the components of the 'Scope of Work,' specifically noting any suggested additions or deletions to the requested scope. Include a time line that specifies the projected completion date for each project task, a projected delivery date for each of the project deliverables, and a projected final project completion date. Please note that the Consultant will need to allow enough time and effort in the budget and approach to submit draft documents and/or meeting materials (agendas, handouts, etc.) to SAH staff for review and comment at least one week before any presentation to the project advisory committee, which is the SAH Heritage Conservation Committee.

d. Project Team and Qualifications

Organizational Chart

An organization chart and staffing plan with the name and role of each team member who will be assigned to perform work on this project, including any sub-consultants. Include each person's role and the anticipated amount of time each will actually work on this project.

Resumes

A resume for each person on the team with a detailed description of related project experience.

Firm References

Please list the client name, contact person, title of contact person, and telephone number of at least three clients for whom similar work has been performed in the past.

- e. Fee
The work will be performed on a fixed price basis. SAH will consider fee in its overall evaluation of the proposals. Please provide a not-to-exceed cost for all services including all fees and expenses. Also, please provide a fee schedule for any supplemental charges that may be charged for additional unforeseen work tasks, if such services should be required via a future contract addendum, such as conducting additional presentations, additional research, etc.
- f. Copyright Release
Firms responding to the RFP shall supply a copyright release in order for staff to make copies of any copyrighted materials submitted. In addition, SAH would like to make the HSR available as widely as possible to serve as a model for others who are undertaking a similar process.

D. Basis of Selection

- 1. Evaluation Committee
The SAH evaluation committee, appointed by the President of SAH, will review and evaluate the submitted proposals based on the following criteria:
 - a. Adherence to Required Proposal Format
 - b. Understanding of Project Goals
 - c. Project Approach and Proposed Methodologies
 - d. Experience and Knowledge of the Consulting Team Members
- 2. Specifically, the proposing consultant needs to demonstrate knowledge and experience in:
 - a. Historic Architecture
 - b. Architectural History
 - c. Historic Research
 - d. Preparing Historic Structure Reports
 - e. Professional Preservation, Conservation & Restoration Standards
 - f. Experience with Publicly Accessible Structures
- 3. Fee Proposal
SAH will consider fees in the overall evaluation of proposals but lowest cost is not necessarily the sole final criterion.

Submittals will be evaluated and scored based upon the above selection criteria for those firms that have complied with the minimum requirements. SAH solely at its own discretion may or may not choose to invite firms for an interview before making a final selection.

E. Proposal Conditions

Neither the consultant nor employees hired by the consultant who are awarded this contract and work directly or indirectly on the activities described in the above Request for Proposal shall do any of the following:

Use his or her position for actual or apparent purpose of private gain for him or herself or for another person, other than payment for services rendered, or

Convey inside information to any person for the purpose of private gain for his or herself for another person, when that information has not become part of the body of public information, and would not be available upon request, or

Engage in teaching, lecturing or writing that is dependent upon information obtained as a result of his or her activities under this contract, except when that information has been made available to the general public, or will be made available upon request, or with the written authorization of the Society of Architectural Historians.

SAH strictly prohibits unlawful discrimination on the basis of race, color, national origin, age, disability, gender or sexual orientation.

Appendix 1: Content and Organization of Historic Structure Report for the Charnley-Persky House

The requested Historic Structure Report for the Charnley-Persky House should include:

1. Introductory Material
 - A. Cover page
 - B. Table of contents
 - C. Introduction
 - D. Methodology discussion
 - E. Executive summary
 - F. Acknowledgements
 - G. Project data (including applicable building code information)
2. Part 1—Architectural History
 - A. Physical description (including site, building, and major interior spaces; site discussion should include information obtained from the consulting archaeologist about the 19th century midden that has been excavated behind the house, to be provided by owner)
 - a. Detailed existing condition description of the individual exterior material components including foundation, limestone, brick, windows, doors, porches, balcony, trim, cornice, roof, skylight, chimneys, etc.
 - b. Room-by-room descriptions, including documentation of features, finishes, and materials and detailed identification of areas of deterioration and repairs for floors, walls, ceilings, doors, windows, trim, fireplaces, stairs, skylight, and other architectural features. Owner will provide results of most recent paint analysis, conducted in the 1980s.
 - B. Historical Background and Context (refer to NHL application and *Richard Longstreth. ed., The Charnley House: Louis Sullivan, Frank Lloyd Wright and the Making of Chicago's Gold Coast. (Chicago: The University of Chicago Press, 2004).*
 - C. Building History (including major repairs, modifications, additions, renovations, alterations, or restorations)
 - D. Chronology of development and use, including discussion of current uses
 - E. Discussion of proposed adaptive uses (prepared in consultation with Charnley-Persky House Board)
 - F. Evaluation of Significance
 - G. Physical Recordation of Building
 - a. Photographs. Digital photographs recording the building shall be made of the site and setting, all exterior elevations and significant architectural details, and all interior spaces and significant architectural features. Photographs should be submitted as .tiff files All new photographs to be at least 4 megapixels in size, 1200 x 1600 pixels, 300 ppi resolution, full color, and saved as .tif files.
 - a. Measured drawings (to include all exterior elevations, floor plans, and roof plan, and four interior wall elevations). Please provide two cost alternatives: 1) Drawings produced in Autocad which will be provided to the owner upon completion of the project; and (2) Drawings produced in Revit to a minimum level of design as specified as level 300 in AIA Document G202 – 2013, Project Building Information Modeling Protocol Form, and the model will be provided to the owner upon completion of the project. Owner will provide copies of all available architectural drawings.
 - b. Additional visual information. All historic photographs to be scanned at scanned at 100% size, 300 ppi. If image measures less than 5" x 7", increase resolution to 600 ppi. All drawn art (including maps) should be scanned at 100% size, 1200 ppi. If image measures less than 5" x 7", increase resolution to 2400 ppi. All historic architectural drawings should be scanned at 100% size, 300 ppi. Contemporary architectural drawings should be saved at 100% size, 300 ppi.

H. Condition Assessment

- a. Detailed analysis of exterior and interior architectural features and finishes, with prioritized recommendations for repair.
- b. Evaluation of the buildings mechanical, electrical, plumbing, and security systems, with prioritized recommendations for repairs. These recommendations should include recommendations for monitoring for temperature, humidity, water, fire, telephone, internet, and wireless services.
- c. An energy model for the building, to include analysis of existing conditions and prioritized sustainability recommendations for future repairs and/or systems replacement. Upon completion of restoration projects, the owner will seek certification from Green Globes for Existing Buildings
- d. Building code analysis, to include analysis of existing conditions and prioritized recommendations to address any issues.
- e. Accessibility analysis, to address ADA compliance in the building, to include analysis of existing conditions and prioritized recommendations to address any issues.
- f. Multi-year preventative maintenance schedule, to include exterior, interior, building systems, energy efficiency, and monitoring.
- g. All repair recommendations to be presented as individual chapters, and to be summarized into a single tables organized by priority. Each repair recommendation will be accompanied by a cost estimate.
- h. *All recommendations must be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, consider the potential impact of recommended treatments, and avoid significantly altering the property's historic character and context.*

3. Part 2—Treatment and Work Recommendations

- A. Discuss historic preservation objectives, and how scope of work (below) is addresses these objectives.
- B. Develop a scope of work consistent with prioritized recommendations for work.
- C. Recommend any additional services necessary to provide information important for an informed restoration project. These recommendations may include holographic laser testing of central staircase and front balcony, laser profilometry testing of existing pipes, radon testing, thermal / infrared mapping of building surfaces, and vibration analysis of central staircase and balcony.

4. References

- A. Bibliography
- B. Appendices
- C. Supplemental record of work performed (if work is undertaken during report period)