

Town of Rye, New Hampshire  
Request for Proposals – Historic Structure Report  
Full Request

**SECTION I – INTRODUCTION**

The Town of Rye, NH (Town) requests proposals for a Historic Structure Report (HSR) for Rye Town Hall, located at 10 Central Road, Rye, NH. The Town Hall is listed on the NH State Register of Historic Places and the project is being partially funded by the NH Land and Community Heritage Investment Program (LCHIP). All work outlined in the HSR must follow the US Department of the Interior Preservation Brief 43 guideline. The purpose of this project is to create a road map for the use, repair and maintenance, and possible renovation of the historic Rye Town Hall that will meet Secretary of the Interior Standards. The HSR may also be used to help secure funding for the identified preservation needs.

**SECTION II - SITE DESCRIPTION**

The Rye Town Hall was built as a Methodist Episcopal Church in 1839. In 1873 the town voted to buy the Methodist Church and it was dedicated as a town hall on November 19, 1873. In 1890 the town voted to put an addition on the back of the building with the same wood structure and a brick foundation. The building was used primarily for town meetings, plays and other gatherings well into the 20<sup>th</sup> century. Improvements for a kitchen on the first floor were made in April 1957 and another addition to the building was added to the 1890 addition to provide space for the Town Clerk, Town Treasurer and Tax Collector (who used to work out of their homes). This construction took place in 1974. In 2002, there were interior renovations made which included an additional bathroom and lunchroom on the second floor and office space reconfiguration on both levels. In 2012, a geothermal energy project was completed to heat and cool the existing town hall using energy extracted from groundwater. A new roof was installed in 2014. The interior of the space currently houses town offices and a meeting room.

**SECTION III – PROPOSAL CONTENT**

- A. Transmittal Letter: Include the following: firm name, address, primary contact person, and contact's phone number and email.
- 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'. Note any suggested additions or deletions to the requested format. Include timeline that identifies deliverables and includes estimated review time by LCHIP staff.

- D. Project Team and Qualifications: Please list the name, role, and qualifications of each team member who will be assigned to perform work on this project, including any sub-consultants. Identify primary contact and each team member's role.
- E. 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.
- F. Fee: The work will be performed on a fixed price basis. The Town will consider fees in its overall evaluation of the proposals. Please provide a not-to-exceed cost for all services including all fees and expenses necessary to complete the project scope. Submit fee in separate sealed envelope.

#### **SECTION IV - SCOPE OF WORK**

In preparing a response to this RFP, the firm shall propose and describe the detailed Scope of Services for this specific project based on the list below:

- 1) **General:** This project will follow *Preservation Brief 43, The Preparation and Use of Historic Structure Reports (HSR)*.
  - The HSR must be complete and comprehensive addressing all aspects of the property including site, interior and exterior features.
  - The HSR must provide an evaluation of significance, discuss the historic preservation objectives, and select one treatment (preservation, rehabilitation, restoration or reconstruction). Based on the continued use of all or part of the building as a Town Hall, it is expected the treatment selected will be rehabilitation.
  - This project will be carried out by project personnel who meet the Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983).
- 2) **Plans and accessibility:** Review for consideration any existing building plans.
- 3) **Photos of building exterior and interior:** Photos of the building and significant features and areas needing attention.
- 4) **Existing Condition Survey:** A completed survey to document the physical spaces and elements and to assess the current condition of building materials and systems. The survey is expected to address:
  - The building exterior and interior materials
  - Character-defining features and finishes
  - Structural systems
  - Interior spaces
  - Mechanical, electrical and plumbing systems
  - Fire detection and security

- Code Compliance
  - Additional field testing as required: non-intrusive/intrusive investigation, sample removal, laboratory testing and analysis of materials.
- 5) **Measured Drawings and Record Photography:** A review to collect historic documents/photographs as well as preparation of measured drawings and photographic documentation to portray the current condition of the property. The measured drawings and record photography to follow *The Secretary of the Interior's Standards and guidelines for Architectural and Engineering Documentation*.
  - 6) **Evaluation of Significance:** Review of historical data and physical evidence to help evaluate the historical, architectural, engineering and cultural significance of the property, its construction and use, and occupants or other persons associated with its history and development.
  - 7) **Suggest Treatment Approach (Preservation, Rehabilitation, Restoration or Reconstruction):** Based upon the intended uses of the property recommend a treatment and recommended techniques for exterior and interior work consistent with the option. Based on the continued use of all or part of the building as a Town Hall, it is expected the treatment selected will be rehabilitation.
  - 8) **Development of Work Recommendations:** Based on the research and study develop and prioritize a set of work recommendations and estimated work budget remaining consistent with the above-suggested treatment approach. It would be expected that the work recommendations take into account applicable laws, regulations, codes and functional requirements with specific attention to life safety, fire protection, energy conservations, abatement of hazardous materials and accessibility for persons with disabilities.
  - 9) **Report Preparations:** Prior to drafting the final report it is expected the principal investigator will meet with the Board of Selectmen to discuss their findings, recommendations and an outline of the report for consideration and review. The town may ask to meet with the consultant(s) at any time to review project process and status.
  - 10) **Final Report:** The final report will be presented in the form of a printed, illustrated manuscript as well as electronic format. We will receive a minimum of three copies of the printed document. The report should be formatted as described above and is to include:
    - A narrative that documents the evolution of the building, its physical description, existing conditions and an evaluation of significance; and
    - A discussion of historic preservation objectives, together with recommendations for a treatment approach and for specific work.
    - Cost estimates for rehabilitation, with proposed phases if necessary

## **SECTION V – PROJECT REQUIREMENTS**

The HSR must be prepared by historic preservation professionals in conjunction with a building contractor or licensed architect with historic building experience. The report must address the

history and function of the Town Hall over time as well as identifying and assessing the building's preservation and/or rehabilitation needs and priorities. The end result will be a report that provides prioritized recommendations, following the appropriate Secretary of the Interior's Standard for the Treatment of Historic Properties, for the next steps in the Town Hall's rehabilitation.

At least one member of the project team must meet the Secretary of the Interior's "Professional Qualifications Standards" (36 CFR Part 61) in the fields of Architecture and/or Architectural History. The consultant or consultant team should have professional expertise in completing HSR's and related studies. 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.

[https://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](https://www.nps.gov/history/local-law/arch_stnds_9.htm)

The project should be based off the following standards and recommended approaches:

- The Secretary's Standards for the Treatment of Historic Properties, specifically the Standards for Rehabilitation;  
<https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>
- Guidelines for Rehabilitating Historic Buildings; and  
[https://www.nps.gov/tps/standards/four-treatments/standguide/rehab/rehab\\_approach.htm](https://www.nps.gov/tps/standards/four-treatments/standguide/rehab/rehab_approach.htm)
- The Preparation and Use of Historic Structure Reports, Preservation Brief 43  
<https://www.nps.gov/tps/how-to-preserve/briefs/43-historic-structure-reports.htm>

## **SECTION VI - INSURANCE CERTIFICATES**

The consultant at their cost will be required to provide a certificate of liability insurance naming the Town of Rye as additional insured. The proposer must supply a current commercial general liability insurance certificate to the Town of Rye. The following shall be listed as a minimum before any work commences:

- Commercial General Liability Insurance, Limits:
- Each occurrence: \$1,000,000
- Damage to Premises: \$300,000
- Med Expenses: \$5,000
- Personal Injury: \$1,000,000
- General Aggregate: \$2,000,000
- Products-Comp/AGG: \$2,000,000
- Workers Compensation: \$1,000,000 per Occurrence
- Workers Compensation: \$1,000,000 per Employee

## **SECTION VII - RIGHT OF REFUSAL**

The Town of Rye reserves the right to reject any or all proposals submitted. Submission of a proposal indicates acceptance by the firm of the conditions in this request for proposals, unless

clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Rye and the selected firm.

### **SECTION VIII - SELECTION PROCESS**

Following review of proposals, one or more firms will be selected for further consideration. Selection will be based upon a combination of experience in regards to historic preservation and rehabilitation, qualifications, references and fee. These firms may be contacted for an interview with the town scheduled for a date at mutually agreeable times. It is the intent of the town staff to recommend one firm to the Board of Selectmen for their consideration. The Board of Selectmen reserve the right to reject any or all proposals and to select the proposal deemed most appropriate for their needs.

### **SECTION IX - SUBMISSION:**

All submissions should be clearly marked with the firm's name on the cover and be delivered to the Selectmen's Office – Rye Town Hall, 10 Central Road, Rye, NH 03870 **no later than 3:00 PM on Thursday, April 5, 2018**. Proposals and separately sealed fixed fee submissions should be clearly marked **“Rye Town Hall Historic Structure Report”**. For additional information, questions or to schedule a site visit, contact Michael Magnant by phone at (603) 964-5523 or by email at [mmagnant@town.rye.nh.us](mailto:mmagnant@town.rye.nh.us). The town shall not be responsible for late mail deliveries and no Proposals shall be accepted if received after the time stipulated above. No facsimiles will be accepted. Any unopened Proposals shall be returned.