

BE FOUNDATION and GRANITE CHURCH
Request for Proposals

Issue Date: July 3, 2023

Proposal Due Date: July 28, 2023

RFP Contact: Daryn Reyman-Lock, daryn@sawdustandstrata.com

Overview

Be Foundation, Inc. is seeking a professional architect or architecture firm which meets or exceeds the professional qualifications under the Secretary of the Interior's Historic Preservation Professional Qualification Standards as expanded and revised in 1997 (62 CFR 33708, June 20) for Historical Architect and/or Engineer as applicable.

Proposals for furnishing the services herein listed will be received by Dr. Daryn Reyman-Lock, Historic Preservation Specialist, who is the administrator for the funding for this project. Responses to the RFP must be emailed to the address provided at the end of this document. All submissions must be received by July 26, 2023.

Be Foundation provides equal opportunity in employment to qualified individuals, regardless of race, color, religion, age, sex, marital status, civil union status, national origin, ancestry, disability including pregnancy, veteran's status, sexual orientation, genetic information, gender identity or expression, or any other characteristic protected by applicable state or federal law.

This project is receiving funding from the Community Investment Account of the State of Connecticut, as administered by the Department of Economic and Community Development, State Historic Preservation Office (SHPO).

Background

Be Foundation, Inc. is a 501c(3) private family foundation based in Redding, CT. Its mission is to invest financial and human resources in collective efforts to strengthen the education of young people in Connecticut and the vitality of their communities. The mission of the Granite Church is to provide a public gathering and arts space in Georgetown that strengthens and unifies community fabric, weaves stories through the arts, celebrates human dignity, and promotes economic growth and tourism. Be Foundation purchased Granite Church in 2022.

The Granite Church, located at 5 North Main Street, Redding, CT 06896, is a contributing resource in the Georgetown National Historic District. The church is situated in central Georgetown, adjacent to the Gilbert & Bennett Wire Mill, and beside the Norwalk River under a canopy of trees. The other site feature is the two prominent graves of Edwin and Elizabeth Gilbert, the donors of the church and partial owners of the Wire Mill.

The Church was donated by Mr. and Mrs. Edwin Gilbert, but its construction was actually the product of the collaborative efforts of several local people including ex-postmaster James Corcoran who gave the land; Major David H. Miller who established a large trust for the church; and Miller's wife, Catherine, who supplied the mortgage. The committee selected notable

Bridgeport-based architect Joseph W. Northrop to design their new community church.

Although a cornerstone was laid in October 1901, it was not until June 1902 that the church was dedicated as the Gilbert Memorial Church. A solid stone structure made of locally quarried Branchville granite, the new church was designed in the Gothic Revival-style. Albeit small in scale, it utilized features found in other contemporary structures, e.g., buttresses, pointed arched windows, a square tower and round turret with conical roof. It also had a Porte Cochere with a carriage entry, an unusual feature of the time, which was likely designed for the benefit of the Gilbert Family and, perhaps, other benefactors. It retains much of its early 20th century architectural integrity on both the exterior and interior including its terrazzo floors and the original 1902 Hutchings & Votey pipe organ.

The Church became an integral part of the community as it served both the local community as well as the large Swedish immigrant population who worked in the Gilbert and Bennett mill; mill housing was situated less than a mile down the street. Overtime, the church changed; it became non-denominational in 1944 and, subsequently, became a Baptist church in 1964 named the Georgetown Bible Church. It functioned as a religious institution until 2015 when the congregation decided to sell the building. It has been left unoccupied since.

Scope of Services

The purpose of the project is to produce a report of the current existing conditions of Granite Church and produce a report to include all items addressed in the scope of work below. The project requires a qualified Historical Architect and/or Engineer. The proposer is expected to coordinate efforts with the project coordinators, Richard Wenning and Daryn Reyman-Lock.

The Consultant will:

1. Consult with Be Foundation's representatives regarding the needs and goals of the project.

2. Produce a report that includes the following:

- An assessment of the resource's current, existing conditions including a summary description and evaluation of the building systems: electrical, plumbing, HVAC, fire protection, etc.
- An action list regarding building materials, current or future failure of those materials, code violations, and ADA accessibility
- Prioritized list of recommendations for the appropriate treatment of deteriorated historic elements. 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.
- Cost estimates and/or a proposed budget in the report
- Record of any previous existing conditions recordation including site plans, "as built" floor plans and elevations, detail photographs or drawings of significant features, context

photo-documentation, and existing conditions detail photo-documentation. Be Foundation will work with consultant to compile this documentation

The conditions assessment will be prepared by a licensed architect registered in Connecticut who meets the federal qualification standards of the United States Department of the Interior for an historical architect. The project will be done in accordance with the Secretary of the Interior Standards for the treatment of historic properties and the procedures of the Department of Economic and Community Development (DECD), State Historic Preservation Office (SHPO).

Proposal Requirements

Contract Period

Be Foundation intends that the contract awarded shall expire on January 1, 2024.

Contract Award

The Be Foundation reserves the right to award a contract in a manner deemed to be in their own best interests. This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves only as the instrument through which proposals are solicited. Be Foundation will pursue negotiations with the highest-scoring proposal. If, for some reason, Be Foundation and the initial proposer fail to reach consensus on the issues relative to a contract, Be Foundation may commence contract negotiations with other proposers. Be Foundation also may decide at any time to restart the RFP process.

Stability of Proposed Prices

Any price offerings from proposers must be valid for a period of two years from the due date of the proposals.

Amendment or Cancellation of the RFP

The Be Foundation reserves the right to cancel, amend, modify, or otherwise change this RFP at any time if it deems it to be in the best interest to do so.

Proposal Modifications and Expenses

No additions or changes to any proposal will be allowed after the proposal due date unless such modification is specifically requested by Be Foundation. Be Foundation, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals. Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by Be Foundation.

Payment Schedule

A payment schedule will be developed after the contract award and will be tied to the completion of specific project milestones. Proposers should include an anticipated payment schedule in their proposal.

Selection Criteria

A selection committee will review and score all proposals. Be Foundation reserves the right to

develop a short list of candidates to interview prior to selection or request additional information, including references. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, will be considered as part of the Selection process, and are listed in order of relative importance.

- Soundness of the proposal to meet the scope of work and produce the deliverables
- Qualifications
- Professional qualifications of staff
- Demonstrated ability to manage and administer projects of this nature
- References
- Past experience in successfully completing a condition assessment for an historic building and that meets the Secretary of the Interior’s Standards for the treatment of historic properties
- Familiarity with Georgetown and the Gilbert & Bennett Wire Mill

Instructions to Proposers

Proposal Schedule

Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (*). Be Foundation may amend the schedule as needed.

RFP Released: July 3, 2023

RFP Conference: July 17, 2023

Deadline for Questions: July 20, 2023

Answers Released: July 24, 2023

Proposals Due: July 28, 2023

(*) Proposer Selection: August 3, 2023

(*) Start of Contract Negotiations: August 8, 2023

(*) Start of Contract: August 14, 2023

Deliverables Due – to be determined in consultation with consultant

Project Completions January 1, 2024

During the period from your receipt of this Request for Proposals, and until a contract is awarded, you shall not contact any member of Be Foundation or the State of Connecticut Historic Preservation Office for additional information, except during the inquiry period and according to the manner described below.

Inquiry Period

Questions for the purpose of clarifying the RFP will only be accepted via email and must be submitted to Dr. Daryn Reyman-Lock at daryn@sawdustandstrata.com no later than the deadline noted above. Responses to inquiries will be sent within 48 hours.

Sealed Proposals

Proposals must be transmitted as a single, non-rewritable PDF named “[Consultant Name] RFP: Granite Church.

Submittal Requirements

Applicable Content

Project narrative on how the consultant proposes to meet the scope of work, produce the deliverables, and demonstrate qualifications. The project narrative should include work timelines and suggested meeting dates for updating Be Foundation on progress.

Consultant Information

Name of firm or individual and primary contact information

Summary of qualifications, including resumes of key staff assigned to the contract, demonstrating capabilities relative to this project.

Brief business history outlining length of time in business. Alternatively, individuals should provide a similar history outlining years of experience.

Project Timeline and breakdown of costs for each task and deliverable.

Work sample that demonstrates ability to complete work described.

Three references.

Insurance Requirements

Provide evidence of the following insurance coverages as applicable:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.
2. Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 each accident, and \$500,000 Disease – Policy limit, \$100,000 each employee.
3. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract, then automobile coverage is not required.

These coverages shall be maintained for the duration of the Project. The insurance certificate will name Be Foundation as additionally insured on all certificates of insurance.

Value

The cost proposal should represent an understanding of the requirements of this RFP and the ability to perform the described tasks in an efficient and effective manner. The evaluation of the cost proposal will be based on the realism and completeness of the information provided in the response. A not-to-exceed maximum budget that includes all direct and indirect costs for each

task shall be submitted. The labor categories, rates, and estimated hours should indicate which hours are to be completed by the prime contractor and/or subcontractors. The Be Foundation has estimated that the cost of this contract should not exceed \$40,000, inclusive of all direct and indirect costs.

Delivery

Responses to the RFP must be emailed to Dr. Daryn Reyman-Lock at daryn@sawdustandstrata.com no later than July 28, 2023 at 5:00pm. Proposals received after the deadline will be rejected. It is the responsibility of the bidder to confirm receipt of the proposal.