

REQUEST FOR PROPOSALS

HISTORIC STRUCTURE REPORT

ST. FRANCIS XAVIER/CHIPPEWA CITY CHURCH

Date: July 21, 2023

Services: Historic Structure Report

Project: St. Francis Xavier/Chippewa City Church, 1382 East Hwy 61, Grand Marais, Minnesota

Closing date: Monday, August 28th, 2023 at 5:00 PM (CST)

Primary Contact: Katie Clark, Operations Director, Cook County Historical Society,

(218) 387-2883, history@boreal.org

General Purpose

The Cook County Historical Society (CCHS) seeks final proposals from qualified architecture firms to develop a Historic Structure Report (HSR) for St. Francis Xavier/Chippewa City Church, in conformance with the guidelines of the *US Department of the Interior Preservation Brief 43*, the *Minnesota State Historic Preservation Office Certified Local Government Grants Manual for Heritage Preservation Commissions*, and *Minnesota Historical and Cultural Heritage Grants Manual*, specifically the treatment and work recommendations sections from the above documents.

CCHS has owned the building since 1998 and used the space for a museum of history, public tours, and event space. CCHS seeks to gain knowledge and insight into the historic nature, an updated evaluation of its existing condition, as well as to guide short- and long-term preservation efforts through the creation of the HSR.

Funds for this project have been secured through recently received state funding dollars.

Proposal Contact

If you have questions about this RFP, please submit them to Katie Clark via email at history@boreal.org by August 21st, 2023.

Tours of the Chippewa City Church

Prospective bidders are highly encouraged to visit the Chippewa City Church prior to bidding. Please contact Katie Clark, at history@boreal.org to set up a tour of the building.

Submission of Proposal

Prospective firms shall submit one (1) electronic copy, sent via email, of their proposal and fee schedule no later than 5:00 pm (CST) on Monday, August 28, 2023, to history@boreal.org. Faxes will not be accepted.

All submissions must be received by the RFP closing date and time. Incomplete submissions and submissions received after the closing date will not be accepted.

Background Information

Chippewa City Church

Saint Francis Xavier Catholic Church, known locally as the "Chippewa City Church" is one of the last physical remnants of a once vibrant community. The area around where the church is located was a Northeast Minnesotan Ojibwe settlement from the 1880s-1930s.

The Church was built under the direction of Father Specht in 1895 on land donated by Antoine and Antoinette Fillison. Money for the church was raised by basket socials; baskets were made out of birch bark by community members and filled with baked goods. Lumberjacks were often the highest bidders.

The building was built in the French style by Ojibwe carpenter Frank Wischop of hand-hewed, dovetailed timber. It was 25 x 30 feet with a lean-to of 8 x 14 feet. A 225-pound bell and pews were added in 1896, with siding and the sacristy in 1903. The current narthex was added in 1963. The church served as the only Catholic church in Grand Marais from 1895-1916 when St. John's was built. As the population of Chippewa City diminished, so did the use of the church with the final mass conducted at Christmas 1936.

In 1958, efforts began to restore the building with the Grand Marais Lions Club and Catholic Church working together. It was placed on the National Register of Historic Places in 1985. In 1998 the church was donated to the Cook County Historical Society by the Diocese of Duluth. Major grants from the Grand Portage Band of Chippewa and the Minnesota Historic Society have helped continue the restoration. During the past 15 years, the church has completed projects such as a new roof, an archaeology test dig to ensure the area around the church is safe to dig in during the future repair phases, and an assessment of the foundation of the church.

The main focus for the church is to improve the stabilization and preservation of the building. To do this there will need to be repairs such as rebuilding the chimneys, repairing the foundation, structural repairs to the rotting logs and spreading walls, and addressing the failing siding.

The building is listed on the National Register of Historic Places. (Copies can be downloaded at <https://catalog.archives.gov/id/93201518>).

More details can be read at <https://www.cookcountynews-herald.com/articles/life-of-the-chippewa-city-church>.

The history of the surrounding community is told in local author Staci Drouillard's book, *Walking the Old Road*, (<https://www.upress.umn.edu/book-division/books/walking-the-old-road>).

Scope of Services

CCHS seeks to hire a firm with a strong background in developing Historic Structure Reports. The chosen firm will work closely with the Project Director, project team staff, the board, and other stakeholders to develop an effective and useful HSR and resulting actions and policies.

The intent of the HSR is to influence the short- and long-range planning of CCHS in regard to the Chippewa City Church's use as a museum, and guide plans for improvements to the building.

The firm selected will have experience working with historic facilities, be knowledgeable about the unique needs of a museum, and have a proven track record of budget considerations.

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

1. **General:** This project will follow the *US Department of the Interior Preservation Brief 43*, the *Minnesota State Historic Preservation Office Certified Local Government Grants Manual for Heritage Preservation Commissions*, and *Minnesota Historical and Cultural Heritage Grants Manual*.

a. The HSR must be complete and comprehensive addressing all aspects of the property including site, interior, and exterior features.

b. The HSR must provide an evaluation of significance, discuss the historic preservation objectives, and select one treatment (preservation, rehabilitation, restoration, or reconstruction).

c. 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. **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:

a. The building's exterior and interior materials

b. Features and finishes

c. Structural systems

d. Interior spaces

e. Fire detection, safety, and security

f. Additional field testing as required: non-intrusive/intrusive investigation, sample removal, laboratory testing, and analysis of materials.

3. 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 or Architectural and Engineering Documentation.

4. 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.

5. 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.

6. Report Preparations: Prior to drafting the final report it is expected the principal investigator would meet with the CCHS Project Team to discuss an outline of the report for consideration and review. CCHS may ask to meet with the contractor at any time to review the project process and status.

7. Final Report: The final report will be presented in the form of a printed, illustrated manuscript as well as an electronic format. CCHS will receive a minimum of three copies of the printed document.

The report is to include:

a. A narrative that documents the evolution of the building, its physical description, existing conditions, and an evaluation of significance; and

b. A discussion of historic preservation objectives, together with recommendations for a treatment approach and for specific work. This information will be used to seek financial support for funders, foundations, and a possible capital campaign.

Proposals will be evaluated within approximately two weeks of the bid closing, and bidders will be notified of their status as soon as possible thereafter.

Proposals

This Request for Proposal does not obligate CCHS to award any specific project. CCHS reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interest of CCHS. CCHS also reserves the right to waive irregularities in proposal content or to request supplemental information from a prospective bidder.

All documents in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.

Minimum Proposal Contents

1. Project understanding and description of proposed work;
2. Project timetable and work plan;
3. Company profile and identification of Bidder personnel and any subcontractors who will supervise and/or conduct the work of the project, including details of their training and experience, and where Bidder personnel and subcontractors are located; and
4. Detailed cost proposal for services.

Proposal Evaluation

Cook County Historical Society will evaluate proposals on the basis of the following criteria:

1. Bidder qualification, technical expertise, knowledge, and experience;
2. Overall cost of the proposal; and
3. Any other factor(s) that might aid in selecting the best candidate.

The selection of the successful bidder is not based solely on low bid, but on the candidate that will best accomplish the objectives of the project.

Because our budget is limited, our particular interest in the report is understanding building structural issues and preservation treatment and approach.

Delivery Schedule

The production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful Bidder and CCHS.

No Obligation CCHS is not responsible for any loss, damage, or expense incurred by a consultant as a result of any inaccuracy or incompleteness in the Request for Proposal, or as a result of any misunderstanding or misinterpretation of the terms of this Request for Proposal on the part of the Consultant. Further, the CCHS is not liable for any costs incurred in the preparation of the RFP submittals.

Cook County Historical Society does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Cook County Historical Society services, programs, and activities. Cook County Historical Society does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, or status with regard to public assistance in employment or the provision of services.