

SECTION V – TECHNICAL PLANNING/SURVEY

A. Technical Planning: (page 11 (1 - 31))

This section should be organized as an attachment, according to the following outline:

Part I Brief overview statement

Part II Research and conditions summary (include current photos)

Part III Planning

Part IV Draft RFP (pre-development projects) or outline plans and specifications

Part I: Brief overview statement

The Massachusetts Preservation Pre-Development grant is vital to *Two Centre Preservation, Inc.* to insure the safety, to protect the preservation already completed between 1995 and 2000, and to develop plans to increase the usability and accessibility of the United Methodist Church Building at Two Centre Street Nantucket circa 1760 - 1823. In 2001, Binder, Boland & Associates recommended an engineering action plan to insure the safety of the 1900 lecture hall and 1823 balconies. The 2004 Master Plan by historical architects Mesick, Cohen, Wilson and Baker warned that temperature extremes would have an adverse effect on the already restored interior sanctuary walls, ceiling and the completely restored 1859 Appleton Organ. *Two Centre* needs an engineering action plan to heat and cool the building including an inspection of the large roof of the church as a possible location for solar collectors. *Two Centre* needs an architectural action plan to increase the usability and accessibility of the building by the addition of soundproofing and insulation and accessible toilets on the sanctuary and lecture hall levels and an accessible elevator or stair lift to the lecture hall.



Part II Research and Conditions Summary (include current photos)



*Third Level Lecture Hall or Mezzanine
Upstairs at rear of Sanctuary*



Balcony on Liberty Street Side.

2001 Structural Evaluation of the Methodist Church

Binder and associates hired Coastal Engineering to do a structural survey in 2001 that was limited to the general observations and typical conditions observed during the site inspection. They did list areas of the balcony framing that require reinforcement, repair or replacement:

- The exterior end wall supporting the 10 x 10 main girt beam
- The main girt beam half lapped splice
- The 4" diameter column end supports
- The heavy timber transfer beam
- The 6 x 6 sub-structure framework and the end supports
- Balcony guards and handrails

The use of the balcony area should be restricted until the above retrofit repairs are properly addressed.

They list the following recommendations for the Lecture Hall or Mezzanine:

- The existing stud partition wall and 10 x 10 main beam in the first floor below needs to be exposed and inspected to verify they can adequately support the fellowship mezzanine floor.
- The area between the balcony and the mezzanine support beam will need to be exposed to determine the underlying framing composition.
- The bearing connection between the main beams and their supports also needs to be thoroughly inspected to determine if any supplemental joint reinforcement will be required.

The report suggested that an action plan for the above recommendations be undertaken. This recommendation was not implemented. The entire report follows.

May 30, 2002

C14489.01

Two Centre Street Restoration
Nantucket Methodist Church
P.O. Box 11711
Nantucket, MA 02554

Ms. Regina Binder
Binder, Boland & Associates
P.O. Box 1505
Provincetown, MA 02657

**RE: Phase 4 Structural Evaluation
Nantucket Methodist Church**

At your request, we inspected exposed areas of the existing structure at the existing first floor, the mezzanine and balcony floor framing as delineated in our May 1, 2002 letter to you. The purpose of this inspection was to determine the overall condition of the existing structure and to make prioritized recommendations for the next phase of structural retrofit work for the project. Observations noted during the site inspection are based on the conditions noted in the areas exposed to view. Accordingly, the following is a report of observations and comments noted during our investigation and evaluation.

LIMITS OF INVESTIGATION

Due to the indeterminable nature of the existing construction, it was not possible to assess every condition related to the integrity of the existing structure. This report is based on our observations; qualifications and information provided to us during the investigation and is intended to provide the client with a general idea of the structural conditions observed during the inspection. Some areas of the interior framing were not exposed in order to preserve the integrity of the existing building finishes. Where applicable, the exposed framing was assumed to be a paradigm of the non-exposed areas. As such, the report is limited to the general observations and typical conditions observed during the site inspection.

OBSERVATIONS

Balcony & Fellowship Mezzanine

The balcony seating area is framed in three tiers of timber framing consisting of a main girt beam, a base framing grid and stair step joist stringer systems that form the balcony seating arrangement. The three tiered seating arrangement is supported by a base grid of 6x6 beams, space at approximately 24" on center that in turn supports a series of 2x8 stringer beams, treads and step seating risers. The 6x6 grid beams are supported by the balloon framed exterior wall on one end and by the main girt beam on the other. The main girt beam is a rough sawn 10 x 10 beam that appears to extend the entire length of the building. The 10 x10 beam is supported by three 4" diameter pipe columns spaced at approximately 17 intervals along the interior span. The continuous beam span is interrupted by a half-lapped splice that is located approximately 18" off the column support.

Nantucket United Methodist Church

The fellowship mezzanine floor framing consists of 2"x10" floor joists spaced at 16" O.C. These floor joists are supported by an interior bearing wall and a built up (4)-2x12 beam. The built up 2x12 beam is in turn supported by two 4" diameter steel columns at mid span and by the 10x10 balcony support beam at each end. Loads from the mezzanine floor support columns and bearing wall are transferred to heavy timbers in the first floor framing below.

First Floor Framing

The original congregate area of the first floor sanctuary is framed with wooden floor joist and a series of 10"x10" timber beams that run the width of the building. The original heavy timber floor framing is reinforced with a structural steel sub-structure that was added a later date. The steel sub-structure consists of a series of W10 beams and W16 girders. The floor framing in the entrance area consists of 2x6 joists spaced at approximately 26" centers that in turn are supported by a 10x10 beam and the perimeter 10x12 sill. A series of heavy timber transfer beams aligning with the balcony support columns in the floor above are notched and show evidence of overstress as is evidenced by the shear splits and checking of the timber at the mortised connection.

COMMENTS

The overall condition of the wood framing appears to be generally sound. The predominate mortise and tendon connections are still in contact with each other and there does not appear to be any major deflection in any of the main support members observed. Although there are exceptions taken with some of the framing conditions, particularly at timber framed connections, most of the timber framing elements observed are in fair condition. Where required, structural framing can be easily reinforced with readily available materials without compromising the integrity of the existing historical fabric of the building. Because there were no glaring structural conditions observed that require immediate attention, the sequence for structural retrofit work should be scheduled to address the most critical needs based on the priority use of the space. As such, the following general list of retrofit recommendations is prepared for your preliminary planning purposes. As work gets underway, additional areas may be uncovered that may require some modification to the plan, but these items should be dealt with on a case by case basis as work progress on the project:

Balcony

The balcony framing will require some reworking to render the space usable. Notwithstanding the safety concerns of not having any guards or hand rails, the structural framing of the balcony sub structure will have to be reinforced to meet the current code loading requirements. Even if the live load were to be limited to the structural capacity of the existing framing members, enough work would be required to reinforce the existing framing connections to rendered any other approach imprudent.

Areas of the balcony framing that require reinforcement, repair or replacement include:

- The exterior end wall supporting the 10x10 main girt beam
- The main girt beam half lapped splice
- The 4" diameter column end supports
- The heavy timber transfer beam
- The 6x6 sub-structure framework and end supports
- Balcony guards and handrails

Use of the balcony area should be restricted until the above retrofit repairs are properly addressed.

Fellowship Mezzanine

Overall, the second floor mezzanine (performance center area) is generally in good condition. With the exception of accessibility and verification of the existing framing supports, it appears that the mezzanine floor load capacity is determined by the existing floor joist which would be limited to 75 psf live load. However, before a final determination for live load capacity (and thus occupancy load) the following recommendations are made for further exploration:

- The existing stud partition wall and 10 x10 main beam in the first floor below needs to be exposed and inspected to verify they can adequately support the fellowship mezzanine floor.
- The area between the balcony and the mezzanine support beam will need to be exposed to determine the underlying framing composition.
- The bearing connection between the main beams and their supports also needs to be thoroughly inspected to determine if any supplemental joint reinforcement will be required.

First Floor

The heavy timber transfer beams that support the balcony columns show signs of being over stressed. These beams are severely checked and must be reinforced. The 3x5 beam supports that bear on a 10x10 beam in the first floor framing at the rear of the congregational area, are unstable, and will require additional supports as well. The timber framed connection between the main beams and their supports need to be further evaluated to determine the extent of connection reinforcement that will be required.

The main structural steel framing under the organ appears to structurally sound, with no exceptions taken at the present. However, the sub-structure framing under the elevated altar floor appears minimal and should be further evaluated to determine if additional framing is required to properly distribute the instrument loading to the main structure below.

This summarizes our initial findings and recommendations. Once you've had the opportunity to review this report, we suggest meeting with all concerned parties to determine an action plan to implement the above recommendations within the context of the overall project program. Because of the preservationist nature of the project, the implementation will require turn-key coordination between the building committee, preservationist, engineer and contractor. To this end, we are happy to assist the board in any way we can to bring this important project to fruition.

Very truly yours,

COASTAL ENGINEERING CO., INC.

John A. Bologna, P.E.

JAB/dlb

Recommended Upgrades and Renovations

Priority	Category	Scope
1	Fire safety	Heat-producing combustion equipment, such as the boiler in the basement, is a hazard to the building. The construction of the boiler room, the safety shutdown controls, fire and smoke detection, and fire protection systems should be investigated to provide an improved level of protection.
1	Fire safety	The kitchen adjacent to the basement level performance area should be investigated due to the hazard presented by the exterior propane tanks, the stove and proper protection from grease fires should be provided.
1	Fire safety	Much of the electrical service and distribution has been upgraded in recent years using new panels and metal clad wiring. Some areas of the church still have older panels and non-metallic wiring. The older equipment should be removed or upgraded to ensure proper electrical protection.
1	Fire safety	No fire alarm system or smoke detectors. Install a fire alarm and smoke detection system, particularly in the two performance spaces, the theater storage areas and the associated exit paths.
2	Repair	An exhaust system serving the second floor performance space includes exhaust grilles in the ceiling, a duct collection system in the attic and an exhaust fan that discharges to the exterior. The fan system was inoperable. The existing ventilation system may be useful during warmer weather during performances and the efficacy of repair of the system should be investigated.
2	Repair	One of the fan coil units in the second floor performance appears to be inoperable and the piping has been disconnected in the basement. If the unit is required during colder weather, it should be repaired.
2	Aesthetics	Exposed plumbing pipes extend from the basement, through the narthex, and up to the second floor. Piping includes hot water supply to the fin tube system, abandoned steam pipes, and abandoned plumbing to the kitchenette and a plumbing vent from basement toilet rooms. It may be feasible to remove, reroute, or conceal the piping to improve visitors'/parishioners' first impressions of the building.

2	Building preservation	The main sanctuary is not served by a heating system as off-season services are held in the winter sanctuary. The main sanctuary is maintained in an untempered condition. The temperature extremes of the unconditioned space in both the summer and winter seasons have an adverse effect on the building structure, finishes and components (organ). A heating system should be considered to maintain a moderate (45°F +/-) temperature through the cold months to minimize the temperature extremes, which might consist of a central furnace system either in the basement or the attic to provide temperature control and forced air circulation.
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All wood trim should be repainted every 7 years using historic colors.

Part III Planning

The objectives of *Two Centre Restoration Project, Inc.* is to insure the safety of the building, to protect the completed preservation with temperature control, and to develop plans to increase building usability with heat, bathrooms, sound proofing and accessibility. The absence of soundproofing inhibits simultaneous building use.

1. Architectural/Structural Analysis and Conditions Survey is needed to understand the 1824 and 1844 roofs, the 1823 balconies and the 1900 lecture hall.
 - a. The 1823 shingled roof and the old growth timbers (circa 1760) in the original building are covered by a gable roof and portico added in 1844. (See below) Are the timber connections and rafters sound?
 - i. Determine how the two roofs interact in structural loading.
 1. Make a framing diagram and inspect each member and its connection.
 2. Tabulate the results with an illustrated written report.
 - ii. Calculate if solar panels could safely be added to the roof.
 - iii. If solar is feasible, provide a detailed plan for heating and cooling the building efficiently and inexpensively using solar heat.
 - iv. Can you provide a thermo imaging report of the entire building for heat loss and structure?
 - v. Survey the roof relative to painting of the front of building:
 1. Recommend how to increase roof drainage capacity.
 2. Where should downspouts be located?
 3. Is flashing adequate?
 4. Observations should be made in a driving rainstorm.
 5. Recommend how historic feature of portico under roof with whale oil tending apparatus be treated.





NUM Church at Two Centre Street and peaking down the cobblestone Main Street, Nantucket, MA.

b. In 2001, a structural survey recommended an action plan for replacement and repair of the 1823 balcony framing. Presently the balconies cannot be used.



A balcony framing action plan would determine what requires replacement or repair along with a detailed plan for accomplishment.

- vi. Inspect exterior end wall supporting the 10 x 10 main girt beam
- vii. Inspect the main girt beam half lapped splice
- viii. Inspect the 4" diameter column end supports
- ix. Inspect the heavy timber transfer beam
- x. Inspect the 6 x 6 sub-structure framework and the end supports
- xi. Recommend safe balcony guards and handrails
- xii. A written, illustrated report, annotated with height elevations of points of the floor at the inner and outer floors of the centers of each cantilever. Compare with the elevation figures as you add people to the seating to have actual deflections loaded & unloaded.



The 1900 Lecture Hall/Mezzanine expanded the old organ/choir loft.

- c. The 2001 structural survey recommended an action plan for the Lecture Hall/Mezzanine survey to determine what requires replacement or repair.
 - i. The existing stud partition wall and 10 x 10 main beam in the first floor below needs to be exposed and inspected.
 - ii. The area between the balcony and the mezzanine support beam will need to be exposed to determine the underlying framing composition.
 - iii. The bearing connection between the main beams and their supports also needs to be thoroughly inspected to determine if any supplemental joint reinforcement will be required.
- d. What would be the structural effect of framing in the two exits at the west end of the church to provide room for the following:
 - i. To provide space for a toilet and sacristy?
 - ii. To provide insulation and sound proofing?
 - iii. To provide classroom space at west end of the balcony?



Sanctuary looking west

2. Treatment Recommendations and Cost Estimates:

- b. Deliverables will be an illustrated written report when using the term inspection.
- c. The services of a cost estimator will be used to determine cost of remedial recommendations.

3. Outline Plans and Specifications

- a. Engineer's calculation for all the structural building loads.
- d. Plans for needed structural work.
- e. Plans for elevator placement for access to lecture hall.
- f. Architectural plans for handicapped access bathrooms on Sanctuary level and access to lecture hall and bathroom.
- g. Plans for soundproofing, insulation and heating and cooling.
- h. *The Church has 1998 building blueprints measurements in digital format which may be helpful.*

4. Cyclical Construction and Maintenance Plan

- i. Recommend sequence for changes.
- j. Recommend sequence for maintenance.

Part IV Draft RFP (pre-development projects) next Page

DRAFT

REQUEST FOR PROPOSALS
TWO CENTRE STREET RESTORATION PROJECT, INC.,
NANTUCKET, MASSACHUSETTS

HISTORIC BUILDING
CONDITIONS ASSESSMENT AND TREATMENT PLAN

FOR THE NANTUCKET UNITED METHODIST CHURCH BUILDING



Reassembled in Nantucket in 1823,
Timbers circa 1760

DUE DATE: AUGUST 22, 2013

5:00 P.M. E.S.T.

CONTENTS

Section I – Scope of Services

- A. Introduction
- B. Project Area
- C. Funding Source(s)
- D. Project Objectives
- E. Project Fee
- F. Proposed Schedule

Section II – Proposal Requirements and Qualifications

- A. Submitting Proposals
 - Proposal Requirements
- B. RFP Policies and Procedures

Section III- Evaluation Criteria

- A. Minimum Evaluation Criteria
- B. Evaluation Criteria
- C. Interviews
- D. MHC Review

ATTACHMENTS

Attachment A – Scope of Services

Attachment B –Cost Breakdown Proposal Form

Attachment C – Proposal Requirements

Attachment D – Proposal Signature Form

Attachment E - Certificate of Non-Collusion

Attachment F – Tax Compliance Certification

Attachment G – MHC Interim Guidelines for Inventory Form Photographs

SECTION I – SCOPE OF SERVICES

A. INTRODUCTION

This Request for Proposals (RFP) sets forth the procedures and requirements to be employed by the Two Centre Restoration Project, Inc. in the selection of a historic preservation consultant to provide the following for Nantucket United Methodist Church building.

- Architectural/Structural Analysis and Conditions Survey
- Treatment Recommendations
- Outline Plans and Specifications
- Cyclical Maintenance Plan

Activities will commence upon selection of a consultant and issuance of a notice to proceed. The total project fee has been established as not to exceed \$30,000. The Two Centre Street Restoration Project, Inc. will evaluate all timely proposals.

B. PROJECT AREA

The project area is the Nantucket United Methodist Church at Two Centre Street, Nantucket, MA 02554

C. FUNDING SOURCES

Funding shall be provided by the Two Centre Street Restoration Project, Inc. and the Massachusetts Historical Commission. The project is funded in part through a Massachusetts Preservation Projects Fund (MPPF) grant from the Massachusetts Historical Commission (MHC). All work specified must comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

D. PROJECT OBJECTIVES

The objective of Two Centre Street Restoration Project, Inc. is to obtain the Massachusetts Preservation Pre-Development grant to insure the safety, to protect the preservation already completed between 1995 and 2000, and to develop plans to increase the usability and accessibility of the United Methodist Church Building at Two Centre Street Nantucket circa 1760 - 1823. In 2001, Binder, Boland & Associates recommended *an engineering action plan to insure the safety of the 1900 lecture hall and 1823 balconies*. The 2004 Master Plan by historical architects Mesick, Cohen, Wilson and Baker warned that temperature extremes would have an adverse effect on the already restored interior sanctuary walls, ceiling and the completely restored 1859 Appleton Organ. *Two Centre* needs an engineering action plan to heat and cool the building including an inspection of the large roof of the church as a possible location for solar collectors. Two Centre needs an architectural action plan to increase the usability and accessibility of the building by the addition of soundproofing and insulation and

accessible toilets on the sanctuary and lecture hall levels and an accessible elevator entrance to the lecture hall and possibly the historically important church attic with its original 1823 shingled roof and its 1760 timbers marked for reassembly in Nantucket.

See Attachment A for Scope of Services.

The consultant shall supply all labor, materials, supplies and out-of-pocket expenses and travel time necessary to complete the attached scope of work. This scope of work also includes any necessary public hearings, meetings with the Local Project Coordinator and the Massachusetts Historical Commission. There shall be no reimbursable expenses. Two Centre Street Restoration Project, Inc. shall not be responsible for travel-related expenses, long distance communications, or postage, handling or delivery fees.

E. PROJECT FEE

Two Centre Street Restoration Project, Inc. has established a fee not to exceed Thirty thousand for the Scope of Services described herein. Consultants must complete Attachment B: Cost Breakdown. Project fees must be provided for each of the four (4) phases of work for the assessment and treatment plan for the building in its current condition as described in the form. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the scope of work defined in Attachment A of this RFP.

NOTE: Project fee must be submitted in a separate, sealed envelope marked “price proposal”. The non-price technical proposal must also be submitted in a separately sealed envelope marked “non-price technical proposal”.

F. PROPOSED SCHEDULE

Following is the schedule for issuance of the RFP, selection of preservation professional(s), contract award, etc.:

Request for Proposals advertised:	June 20, 2013
Closing date for receipt of proposals	August 22 2013
Completion of proposal review:	August 22 2013
Anticipated date to award contract:	August 30, 2013
Preservation professional commences work	Sept. 23, 2013

All contract work completed and deliverables submitted NO LATER THAN:

June 30, 2014

SECTION II - PROPOSAL REQUIREMENTS AND QUALIFICATIONS

A. SUBMITTING PROPOSALS

Proposals must be submitted no later than **5:00 pm, July 12, 2013** to:

Two Centre Restoration Project, Inc.
PO Box 1171
Nantucket, MA 02554
Twocenterstreetrestorationproject.com and .org
Telephone: 508-325-4549
E-mail: Twocentrestrestoration@gmail.com

Proposals will be opened and recorded as having been received at that time. The proposal contents will not be disclosed until the evaluation process is completed, or until the time for acceptance specified in the RFP, whichever occurs first. **Late proposals will not be accepted.** Two Centre Street Restoration Project, Inc. reserves the right to reject any and all proposals and to waive any informalities or non-compliance if in the best interest of Two Centre Street Restoration Project, Inc..

NOTE: Project fee must be submitted in a separate, sealed envelope marked “price proposal”. The non-price technical proposal must also be submitted in a separately sealed envelope marked “non-price technical proposal”.

The following information must appear on each envelope:

Proposer’s Name:

Project Name: Two Centre Restoration Project for NUM Church Historic
Building Conditions Assessment and Treatment Plan
Date

Five (3) copies, as well as a PDF copy on CD, of the proposal must be furnished to the Two Centre Street Restoration Project, Inc. project coordinator, Jane Karakula, for review by the selection committee.

PROPOSAL REQUIREMENTS

1. The identity of the individual, partnership or corporation applying for contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the proposer’s

qualifications and will be incorporated as a condition in the contract to be awarded.

2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Proposers, or a member of the proposer's project team, must meet the following minimum criteria:
 - a. Bachelor's Degree in Historic Preservation, Architectural History, Architecture or Structural Engineering, or a closely related field and at least two years full-time experience in an area relevant to the project; or
 - b. Master's Degree in Historic Preservation, Architectural History, Architecture or Structural Engineering or a closely related field.
3. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from Two Centre Street Restoration Project, Inc.. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.
4. A client reference list of a minimum of five (5) clients, including at least one historic structure in a coastal environment, with names, addresses, telephone numbers, and email addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.
5. A final project report from a similar project conducted by the Company within the past five (5) years.
6. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.
7. Proposal Signature Form and Certificate on Non-Collusion, (see Attachments D and E). Proposer must be able to execute the project contract as included in this RFP, without changes.
8. Completed Attachment B: Phased Cost Breakdown. The Two Centre Street Restoration Project, Inc. has established a budget not to exceed \$26,600 for the work described in the Scope of Work section of this RFP. Consultants must

complete Attachment B: Phased Cost Breakdown Form. Project fees must be provided for the work as described in the Scope of Work. Fees shown shall include all costs and expenses (copying, mileage, photographs, etc.) to complete the work defined in the Scope of Work section of this RFP.

B. RFP POLICIES AND PROCEDURES

Anyone who intends to submit a Proposal must contact the Two Centre Street Restoration Project directly and specifically request a copy of this RFP, unless such company was mailed/emailed a paper/electronic copy directly from the Two Centre Street Restoration Project website: Twocenterstreetrestorationproject.com. The Two Centre Restoration Project Coordinator has responsibility for maintaining a control list of all potential Proposers. Proposers may contact Jane Karakula (jane@capecod.net).

NOTE: Project fee must be submitted in a separate, sealed envelope marked “price proposal”. The non-price technical proposal must also be submitted in a separately sealed envelope marked “non-price technical proposal”.

It is Two Centre’s intent to select the company that provides the best solution for Two Centre Street Restoration Project, Inc.’s Two Centre may execute with Company.

1. Two Centre Street Restoration Project, Inc. reserves the right to amend this RFP. Two Centre Street Restoration Project, Inc. reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of Two Centre Street Restoration Project, Inc.. Two Centre Street Restoration Project, Inc. reserves the right to request additional information from any Proposer.
2. This RFP is not intended and shall not be construed to commit Two Centre Street Restoration Project, Inc. to pay any costs incurred in connection with any proposal or to procure or contract for any services.
3. The decision to award a contract shall be based on Company’s ability to provide quality services and to comply with all applicable laws, rules and regulations.
4. The award of any contract will be made as judged to be in the best interest of Two Centre Street Restoration Project, Inc.. The final selection of the company will be made by the Selection Committee.

5. Each Proposal will be examined to determine whether it is responsive to the requirements of this RFP. All responsive proposals will be evaluated in accordance with the criteria set forth herein.
6. Proposers submitting a proposal and/or being selected will not be precluded from submitting a proposal or bid on other aspects of this project or being selected for same.
7. While Two Centre Street Restoration Project, Inc. is under no obligation to contact companies for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, Two Centre Street Restoration Project, Inc., at the sole discretion of the Selection Committee, may elect to interview all or some of the companies during the selection process and to request presentations, including demonstrations of products and services.

SECTION III– EVALUATION CRITERIA

A. MINIMUM EVALUATION CRITERIA

Two Centre Street Restoration Project, Inc. will determine the most advantageous proposal from a responsible and responsive proposer taking into consideration price and all evaluative criteria set forth in the RFP and other relevant information. The Selection Committee shall review each proposal to ascertain whether or not the following minimum criteria have been met:

1. The proposal includes all of the items for a complete proposal.
2. The proposer meets the minimum qualifications as outlined above (Proposal Requirements - #2).

B. EVALUATION CRITERIA

All responsive proposals will be judged against the Evaluation Criteria detailed below. The Selection Committee shall rank each proposal meeting the Proposal Requirements according to the Evaluation Criteria listed below. The Selection Committee will then select the responsive and responsible historic preservation consultant(s) submitting the most overall qualified proposal taking into consideration all quality requirements and the evaluation criteria set forth in this RFP. Such rankings shall be included in a written recommendation for selection to the MHC.

1. Depth of Project Experience

The Selection Committee will review the project proposal to determine the quality and depth of the experience related to Two Centre Street Restoration Project, Inc.'s

requirements. The proposal should list similar projects and prior experience with municipally, privately, or MHC-funded not-to-exceed or fixed-fee contracts, including at least one historic structure in a coastal environment.

- A highly advantageous proposal will list five (5) or more similar projects
- An advantageous proposal will list three (3) or more similar projects
- A non-advantageous proposal will list fewer than three (3) similar projects

2. Quality of Project Experience

The final project report example submitted to the Selection Committee will be reviewed to determine the Company's quality of work.

- A highly advantageous project report example will show a thorough understanding of the site, incorporating sensitivity to historic preservation, resulting in an optimal treatment of the project.
- An advantageous project report example will show a competent understanding of the site and a treatment of the project that is consistent with historic preservation guidelines.
- A non-advantageous project report example will not show a competent understanding of the site or a treatment of the project that is consistent with historic preservation guidelines.

3. Qualifications of the Proposer

The Selection Committee will review the proposer's resume(s) looking for the level of training, educational background and work experience appropriate to the project described herein and the level all key project personnel demonstrate professional experience.

- A highly advantageous proposal will include a proposer or project team member having 8+ years experience in the field and /or a Master's degree in Architecture, Historic Preservation, or Civil Engineering.
- An advantageous proposal will include a proposer or project team member having a 3+ years in the field and/or a Bachelor's degree in Architecture, Historic Preservation, or Civil Engineering.
- A non-advantageous proposal will not include a proposer or project team member having at least 3 years in the field or a degree in Architecture, Historic Preservation, or Civil Engineering.

4. Desirability of approach to the project, demonstrated understanding of the community's historic and cultural resource protection needs, and proposer's ability to undertake and complete this project in a timely manner.

The Selection Committee will review the proposal to determine that it demonstrates a thoughtful approach to the subject material, an understanding of the historical and

cultural resource issues addressed by the project and a clear analysis of the time required for each phase of the project.

- A highly advantageous proposal will indicate an understanding of the history of the church building and its current use with a thoughtful approach to historic preservation and the need for greater building access and usability made possible by heating and improved access proposal.
- An advantageous proposal will indicate will indicate a thoughtful approach to historic preservation, and familiarity with church architecture.
- A non-advantageous proposal will not indicate a thoughtful approach to historic preservation or familiarity with church architecture.

5. Overall Quality of Client References

References will be contacted and asked about the work performed by the proposer and the timeliness of the project product delivery.

- A highly advantageous proposal's references will indicate that the proposer exceeded the client's expectations in these aspects of work: ease of working relationship, appropriate and timely communication, receptiveness to client's ideas and/or criticism, quality of work performed, adherence to budget and project timeline.
- An advantageous proposal's references will indicate that the proposer met the client's expectations in the these aspects of work: ease of working relationship, appropriate and timely communication, receptiveness to client's ideas and/or criticism, quality of work performed, adherence to budget and project timeline.
- A non-advantageous proposal's references will indicate that the proposer failed to meet the client's expectations in these aspects of work: ease of working relationship, appropriate and timely communication, receptiveness to client's ideas and/or criticism, quality of work performed, adherence to budget and project timeline.

6. Completeness and Quality of Proposal

The Selection Committee will review the proposal for completeness and if it is concise, informative, and detailed. The proposal will also be reviewed to determine if it reflects that the proposer is able to perform (complete project) in a manner acceptable to Two Centre Street Restoration Project, Inc. and the ability to provide the level of services as required by Two Centre Street Restoration Project, Inc.. Proposals should demonstrate communication and documentation skills.

- A highly advantageous proposal will be complete and detailed, and will include a thoughtful and well- organized response to the RFP that is specific to the site and communicates a thorough understanding of the historic, cultural and environmental factors involved in the project.

- An advantageous proposal will be complete, detailed, well organized, and specific to the site.
- A non-advantageous proposal may be incomplete, poorly organized and lacking in detail or specificity to the site.

C. INTERVIEWS

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

D. MHC REVIEW

Contract award recommendation is subject to review and approval by the Massachusetts Historical Commission.

ATTACHMENT A

SCOPE OF SERVICES

PURPOSE:

The purpose of the *Two Centre Street Restoration Project, Inc.* is to act as a not-for-profit organization dedicated to the restoration and preservation of the historic structure located at Two Centre Street, known as the Centre United Methodist Church of Nantucket, MA. The goals of the Corporation are to establish a group of individuals to restore the building located at Two Centre Street, Nantucket, to an architecturally historic and functional condition, to promote community awareness of the need to preserve the historic structure, to continue and increase the structure's use for religious and community functions, and to provide for ongoing maintenance and preservation of the structure for visitors and residents of Nantucket. The Corporation may solicit donations, conduct capital campaigns, apply for grants from foundations and other interested organizations, and may do all things which may be necessary, appropriate or convenient to achieve the foregoing purposes. (1995 By Laws.

The objectives of *Two Centre Restoration Project, Inc.* is to insure the safety of the building, to protect the completed preservation with temperature control, and to develop plans to increase building usability with heat, bathrooms, sound proofing and accessibility. The absence of soundproofing inhibits simultaneous building use. The historic Methodist Church building located at Two Centre Street was assembled in Nantucket in 1823, but historians believe it was first built circa 1760, disassembled, carefully marked for reassembly and moved to Nantucket from points unknown. The resulting 1823 chapel has always been a work in progress for Methodists as they adapted their building to meet their needs:

- a. in 1837, they dug under the building to create a vestry;
- b. in 1844, they built a Greek revival portico and faced pews west instead of east;
- c. in 1859, they added an Appleton organ to the choir gallery;
- d. in 1870, they added a tromp L'Oreal, French three dimension art, to the pulpit area;
- e. in 1893, they moved the Appleton organ to the front of the church;
- f. in 1904, they built an upstairs lecture hall in the back of the sanctuary for winter worship and meetings;
- g. in 1911, they added a bathroom to the basement;
- h. in 1949, the 150 anniversary of the building, they redecorated the sanctuary & pulpit;
- i. in 1964, they increased the size of the basement for a fellowship hall, added a kitchen, and a more accessible winter worship space.
- j. in 1995, the building earned the dubious distinction of being named on the Historic Massachusetts Ten Most Endangered Historic Places in the Commonwealth;
- k. in 2000, the first phase of exterior preservation and restoration was completed;
- l. in 2004, the second phase of interior restoration began with a Master Plan done by preservation architect, Jeff Baker of Mesick, Cohen, Wilson and Baker who did a comprehensive long range plan for the interior phase. (See Appendix for a summary of Master Plan findings and an update based on subsequent research.)
- m. Between 2006 – 2011, *Two Center Restoration* raised money to do the following work recommended by the *2004 Master Plan*:
 - i. installed a state of the art fire suppression and detection,
 - ii. upgraded electricity,
 - iii. repainted interior,
 - iv. installed asphalt roof shingles,
 - v. refurbished 110 pews,
 - vi. completely restored the 1831 Appleton organ
 - vii. replaced basement windows and ground level rear sanctuary door.

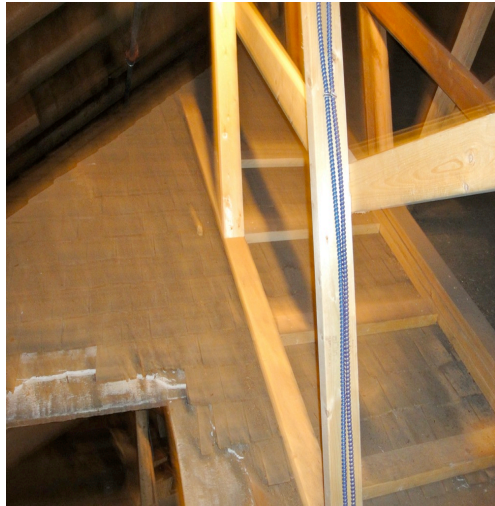
PAST STUDIES AND DOCUMENTS providing information on the NUM Church at Two Centre St. include:

- 1981 architectural study of the building by Colonial Williamsburg architectural consultant Paul Buchanan.
- 1995 Nantucket Preservation Institute measurement and blueprint of the building.

- 2001, recommendation by Binder, Boland & Associates recommended for *an engineering action plan to insure the safety of the 1900 lecture hall and 1823 balconies*.
- 2004 Master Plan by historical architects Mesick, Cohen, Wilson and Baker warned that temperature extremes would have an adverse effect on the already restored interior sanctuary walls, ceiling and the completely restored 1859 Appleton Organ

PHASE I: ARCHITECTURAL/STRUCTURAL ANALYSIS AND CONDITIONS SURVEY

- Conduct an architectural/structural analysis and conditions survey of: a) the 1824 and 1844 roofs, b) the 1823 balconies and c) the 1900 lecture hall.
 - b. The 1823 shingled roof and the old growth timbers (circa 1760) in the original building are covered by a gable roof and portico added in 1844. (See below) Are the timber connections and rafters sound?
 - i. Determine how the two roofs interact in structural loading.
 1. Make a framing diagram and inspect each member and its connection.
 2. Tabulate the results with an illustrated written report.
 - ii. Calculate if solar panels could safely be added to the roof.
 - iii. If solar is feasible, provide a detailed plan for heating and cooling the building efficiently and inexpensively using solar heat.
 - iv. A thermo imaging report of the entire building for heat loss and structure is needed.
 - v. Survey the roof relative to painting of the front of building:
 1. Recommend how to increase roof drainage capacity.
 2. Where should downspouts be located?
 3. Is flashing adequate?
 4. Observations should be made in a driving rainstorm.
 5. Recommend how historic feature of portico under roof with whale oil tending apparatus be treated.



Outside and inside of 1823 roof and old growth timber structure circa 1760



NUM Church at Two Centre Street and peaking down the cobblestone Main Street, Nantucket, MA.

- c. In 2001, a structural survey recommended an action plan for replacement and repair of the 1823 balcony framing. Presently the balconies cannot be used. A 2004 plan includes it as a handicapped access route from a west end elevator.



- c. A balcony framing action plan would determine what requires replacement or repair along with a detailed plan for accomplishment.
- i. Inspect exterior end wall supporting the 10 x 10 main girt beam
 - ii. Inspect the main girt beam half lapped splice
 - iii. Inspect the 4" diameter column end supports
 - iv. Inspect the heavy timber transfer beam
 - v. Inspect the 6 x 6 sub-structure framework and the end supports
 - vi. Recommend safe balcony guards and handrails
 - vii. A written, illustrated report, annotated with height elevations of points of the floor at the inner and outer floors of the centers of each cantilever. Compare with the elevation figures as you add people to the seating to have actual deflections loaded and unloaded.



The 1900 Lecture Hall/Mezzanine expanded the old organ/choir loft.

- e. The 2001 structural survey recommended an action plan for the Lecture Hall/Mezzanine to determine what requires replacement or repair.
 - i. The existing stud partition wall and 10 x 10 main beam in the first floor below needs to be exposed and inspected.
 - ii. The area between the balcony and the mezzanine support beam will need to be exposed to determine the underlying framing composition.
 - iii. The bearing connections between the main beams and their supports also needs to be thoroughly inspected to determine if any supplemental joint reinforcement will be required.
- Provide a complete narrative description of existing exterior and interior conditions, materials, and construction methods including digital color photographs.
- Analysis should address building code compliance, however, considering the age, use and historic fabric, that it may impractical or unnecessary to make the structure entirely building code compliant.
- Assess building for Universal Accessibility requirements in accordance with the guidelines established by the Massachusetts Architectural Access Board (MAAB) and the Americans with Disabilities Act (ADA).

PHASE II: TREATMENT RECOMMENDATIONS

- Recommend cost effective heating and cooling of the building.
- Recommend improvements in access to handicapped accessible toilets on main and lecture hall/mezzanine level and a stair lift or elevator to the lecture hall/mezzanine and how to increase usable space for classrooms or small groups.
- What would be the structural effect of framing in the two exits at the west end of the church to provide room for the following:
 - iv. To provide space for a toilet and sacristy?
 - v. To provide insulation and sound proofing?
 - vi. To provide classroom space at upper west ends of the balcony?
 - vii. To provide space for an elevator?
- What would be the structural effect of framing at the east end main entrance of the church to provide room for the following:
 - viii. To provide space for a toilet and brides room?
 - ix. To provide insulation and sound proofing?
 - x. To provide space for an elevator or chair lift?



SANCTUARY LOOKING WEST

PHASE III: CONSTRUCTION DOCUMENTS

- Treatment Recommendations and Cost Estimates:
 - Deliverables will be an illustrated written report when using the term inspection.
 - The services of a cost estimator will be used to determine cost of remedial recommendations.
- Outline Plans and Specifications
 - Engineer's calculation for all the structural building loads.
 - Plans for any needed structural repair or reinforcement.
 - Plans for elevator or chair lift placement for access to lecture hall.
 - Architectural plans for handicapped access bathrooms on Sanctuary level and lecture hall and bathroom.
 - Plans for soundproofing, insulation and heating and cooling.
 - *The Church has 1998 building blueprints measurements in digital format that may be helpful.*

PHASE IV: CYCLICAL MAINTENANCE PLAN

- Recommend sequence for changes.
- Recommend sequence for maintenance.

FINAL PRODUCTS:

A total of five (5) final reports: two (2) bound originals and two (2) copies of one complete report with reduced plans one (1) unbound original with construction documents shall be submitted to the Two Centre Street Restoration Project, Inc., along with one electronic copy to be transmitted to Two Centre Street Restoration Project, Inc. Manager.

The final report shall include executive summary, methodology, description of project, architectural/structural analysis and conditions survey, treatment recommendations, construction documents and specifications, a cyclical maintenance plan for all of the above-mentioned work, bibliography, photographs, and any conceptual plans. Two

additional sets of construction plans must be standard sheet size. All conceptual plans are to be drawn at no less than 1/8"=1' scale and architectural plans are to be drawn at no less than 1/4"=1' scale and one set should be reproducible.

Photographs used for documentation are to be 4" x 6" in size (color) and are to have labels that include building name, location of subject, and date. Consultant shall also provide two photos of the installed MHC project sign as well as two 8" x 10" (from two different angles) and one 3-1/2" x 5" B & W record shot photos of the structure. The consultant shall assist with a public presentation relating to the project and presented to the Two Centre Street Restoration Project, Inc. at an appropriate time after the assessment is complete. Photographs are to be printed according to the MHC Interim Guidelines for Inventory Form Photographs (See Attachment H).

The project must be completed no later than June 30, 2014.

ATTACHMENT B

PHASED COST BREAKDOWN FORM

NOTE: Project fee must be submitted in a separate, sealed envelope marked "price proposal". The non-price technical proposal must also be submitted in a separately sealed envelope marked "non-price technical proposal".

The Undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Historic Building Conditions Assessment and Treatment Plan for Two Centre Restoration.

Consultant:

Address:

The CONSULTANT hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

PROFESSIONAL SERVICES, Hourly Rate: _____

Estimated cost to complete the project:

Phase I, Architectural/Structural Analysis and Conditions Survey: _____

Phase II, Treatment Recommendations: _____

Phase III, Construction Documents:

Phase IV, Cyclical Maintenance Plan:

Total Cost (not to exceed \$30,000):

Note: Five (5) copies of proposal are to be submitted.

ATTACHMENT C

PROPOSAL REQUIREMENTS

Name of Individual/Company making Proposal: _____
the following are to be attached to this proposal form. Responses should be detailed in accordance with the specific requests for information under Proposal Requirements in the RFP document. Refer to SECTION II - PROPOSAL REQUIREMENTS.

- 1 A completed and signed Proposal Signature Form.
- 2 The credentials of the staff that would actually perform the work, as well as their managers and the nature of the supervision.
- 3 A statement of the scope and purpose of the project, which demonstrates an understanding of the intent, requirements, and services requested, as outlined in Attachment A.
- 4 A list with the name, address, telephone number, date of service and contact person's name for a minimum of three clients to which the proposer is providing or has provided similar services, including at least one project involving a historic structure in a coastal environment.
- 5 Work samples, including survey forms from similar completed projects.

Note: Five (5) copies of proposal are to be submitted.

ATTACHMENT D

PROPOSAL SIGNATURE FORM

The undersigned, hereafter called the proposer, having fully familiarized him/herself with the entire request for proposal documents, hereby agrees and declares:

- 1 That prices detailed in the Phased Cost Breakdown cover all necessary expenses to fulfill the conditions of the contract within the time stated.
- 2 Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
- 3 The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer, if applicable:

Our Company is: A Corporation _____
 A Partnership _____
 Individually Owned _____

Individual/Company Name: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

Email _____

ATTACHMENT E

CERTIFICATE OF NON-COLLUSION

(THIS FORM TO BE SUBMITTED WITH PROPOSAL)

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

NAME: _____ **TITLE:** _____

COMPANY: _____ **DATE:** _____