

# HISTORIC SARANAC LAKE

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## Request for Proposals: Preservation Architect

### I. Introduction

Founded in 1980, Historic Saranac Lake (HSL) is an architectural preservation organization that captures and presents local history from its center at the Saranac Laboratory Museum. HSL is a not-for-profit 501(c)(3) membership organization with three full time staff members and a volunteer Board of Directors. Each year thousands of visitors experience HSL's museum exhibits, tours of historic sites, and a range of other museum programs. HSL hosts an active Oral History Project and an innovative mobile exhibit space and oral history booth, the Cure Porch on Wheels.

### II. Summary

Historic Saranac Lake is seeking proposals for design and construction supervision services in connection with the proposed acquisition and rehabilitation of 118 Main Street in Saranac Lake, NY. Located next door to our existing museum in the Saranac Laboratory, 118 Main Street will host much-needed office space, collections storage, a research room, expanded exhibit space, and rental office space. Constructed in 1894, the National Register listed property is of national historic importance as the former home and medical office of Dr. E. L. Trudeau, who was a pioneer in medical treatment and scientific research of tuberculosis. The project represents a natural expansion for HSL; it will reunite Dr. Trudeau's laboratory with his original home and medical office into one museum campus.

The majority of the space that existed during Trudeau's lifetime (pre-1915) will be brought back to that era. The modern Church Street wing will continue to be rented for income to help maintain the building. HSL has secured lead donations and a mortgage in order to move forward with acquisition, and we expect to close on the building in March, 2019.

HSL has been awarded an acquisition and construction grant of \$500,000 by the New York State Office of Parks, Recreation and Historic Preservation (PARKS) through Title 9 of the Environmental Protection Act of 1993. A portion of the grant will support the rehabilitation of the historic building to the time period of Dr. Trudeau's lifetime (pre-1915) in order to open the building to the public as a history museum. HSL has also applied for other funding from the National Endowment for the Humanities and the NY State Downtown Revitalization Initiative in order to support construction costs estimated at \$914,000.

Proposals must be received at 89 Church Street, Suite 2 no later than March 15, 2019.

### III. Background

#### A. Property History and Use:

The two-story house at 118 Main Street (formerly 5 Church Street or 105 Main Street) was built in 1894 for Dr. E. L. Trudeau and his family. The house served as the residence

and private medical practice of Dr. E. L. Trudeau until his death in 1915. The building housed the medical practice of Trudeau's son and his grandson, and it continued in use as a medical practice until 2018. The last practicing Trudeau doctor in the building was Dr. Frank Trudeau, who was the father of Doonesbury cartoonist Garry Trudeau.

Designed by New York City architect J. Lawrence Aspinwall for his cousin Trudeau, it replaced the doctor's first house on the same site which had burned. Situated on the southwest corner of Church and Main Streets, its lot now borders a new parking garage for the Hotel Saranac on the west; next to it on the south stands Dr. Trudeau's former Saranac Laboratory.

**B. Property Data:**

The original building was a residence designed in Colonial Revival style, constructed in 1894. The original building is a two-story wood frame construction on a stone foundation with a hipped roof and clapboard siding (now with vinyl siding). Several additions and alterations have been made over time. Subsequent additions are wood frame on concrete block or poured concrete foundations.

For more information, refer to attachments at: [www.historicsaranalake.org/rfp](http://www.historicsaranalake.org/rfp):

- ◆ Attachment 1. History Documentation
- ◆ Attachment 2. Building Systems Report
- ◆ Attachment 3: Exterior Changes
- ◆ Attachment 4. Structural Conditions
- ◆ Attachment 5. Structural Evaluation
- ◆ Attachment 6. Existing Conditions Drawings
- ◆ Attachment 7. Concept Designs
- ◆ Attachment 8. Hazardous Materials Survey
- ◆ Attachment 9: Building Code Report

#### **IV. Description of Program**

**A. Research and Analysis:**

HSL decided to pursue the acquisition and rehabilitation of 118 Main Street in the summer of 2018. HSL contracted with Architect Harry Gordon for early design and planning. Asbestos remediation was performed in the basement and crawl space in late December, 2018.

The following research has been completed to date: a building conditions survey and schematic design has been completed by Architect Harry Gordon. An initial structural evaluation was performed by NorthWoods Engineering. A hazardous materials survey was also completed. An initial building code report was completed. (See above attachments.)

In the next phase, additional research is needed in order to fully investigate the building and its systems. The existing conditions of the building's HVAC, plumbing, electrical systems will be further defined. The structural conditions of the foundation and porches will be detailed.

Historical research has developed a good understanding of the building pre-1915, however questions remain about original finishes and configuration of some rooms. Further investigation is needed to answer these questions as fully as possible.

**B. Project Design and Construction Management:**

HSL seeks an architect to lead the next phases of design and to coordinate the rehabilitation of 118 Main Street through to completion. The consultant will develop design development drawings in order to rehabilitate the historic building to its original finishes and configuration as closely as possible. Building systems (electrical, plumbing, HVAC) will be updated to code. Plans will address questions of traffic flow through public spaces and accessibility.

HSL requests the preparation of development materials in the form of sketches as the design proceeds. HSL seeks candidates with experience in this area and requests that this task be described and estimated as a separate part of the proposal.

Key aspects of the project that require particular expertise in historic preservation include replicating the front entrance using photo documentation; rehabilitation of the west porches to the pre-1915 configuration, and rehabilitation of interior spaces that have experienced many changes over time, such as the northeast "dining room" area.

In order to successfully transition the building to its new primary use as a history museum, consultation will be needed with a museum planner (already identified by HSL). The lead architect will work with the museum consultant to address issues such as collections preservation, exhibit requirements, and accessibility. A preservation architect with experience in museum design is preferred. HSL will seek to make use of donated labor and donated materials as much as possible.

**C. Affirmative Action/Minority and Women-Owned Business Enterprises:**

Historic Saranac Lake shall be responsible for carrying out or causing to be carried out a program for providing for Affirmative Action (AA), Equal Employment Opportunity (EEO) and Minority and Women—Owned Business Enterprise (M/WBE). Participation in this project is based on the requirements of the New York State Office of Parks, Recreation and Historic Preservation (PARKS) and the Environmental Protection Fund Program.

**V. Summary of Services Requested**

HSL seeks an architect to lead the next phases of design and to coordinate the project through to completion. The consultant will provide Historic Preservation design and

documentation services from Design Development through Construction Documentation phases for exterior and interior of 118 Main Street. The design is to meet the Secretary of Interior's Standards for the Treatment of Historic Properties. Specifically, the architect will

1. Refine the existing building conditions report, performing additional research in order to completely understand building systems and structural issues.
2. Refine the existing code report developed by Harry Gordon in order to ensure that the project meets all local, state and federal regulations.
3. Coordinate with Museum Planner to plan for museum needs in terms of collections care, exhibit requirements, public access, and office functions
4. Lead Section 106 review process, as required by the National Endowment for the Humanities, (if HSL secures the NEH Challenge grant) as well as permitting with NYS Office of Parks, Recreation, and Historic Preservation.
5. Develop construction and contract documents
6. Assist in the preparation and fielding of bids
7. Lead project administration
8. Coordinate with reviewing agencies, presenting plans and making required modifications
9. Provide construction administration services.

## **VI. Form of Proposal**

### A. Brief description of firm:

Respondents should include firm's or individual's history and area of particular expertise. Please include a list of recent, relevant projects, giving priority to projects involving the NYS Environmental Protection Fund program, other preservation programs, National Register listed properties, and Federal Historic Preservation Investment Tax Credit projects.

### B. Project references:

Respondents should briefly describe scope and budget. Give name, address and phone number of client representatives for at least three projects closely related to the subject project.

### C. Proposed project team:

Respondents should include a resume of each person with primary work responsibility. Identify each member's participation in past projects with the firm or under separate employment which may specifically qualify them for this project. In addition, persons with primary work responsibility should meet the minimum qualifications for education and experience for a professional as related to their specific responsibility for this project (see below).

### D. Sub consultants:

Respondents should include resumes and project lists for team members for each sub consultant.

E. Fee:

Respondents should not submit a fee proposal with their submission. Compensation will be discussed at the interviews when respondents are more familiar with the particulars of the project program. Typical fee structure to be used as a basis for further negotiation.

**VII. Schedule**

1. RFP released 2/1/2019
2. Deadline for receipt of proposals 3/15/19
3. Select for interviews 4/1/19
4. Interviews completed 4/15/19
5. Consultant selected 4/30/19
6. Refine Building Conditions Survey 4/30/19 - 6/1/19
7. Design development 6/1/19 - 9/1/19
8. Section 106 / OPRHP Review 9/1/2019 - 11/1/2019
9. Construction/contract documents completed 12/1/2019
10. Bids received 1/15/20
11. Contract awarded 2/1/2020
12. Construction to begin 2/1/2020
13. Construction work completed 12/31/2021

\* Please note that these dates represent targets rather than deadlines. They are included so that respondents may address the question of availability.

**VIII. Consultant Review/Selection Process**

Responses are requested by Historic Saranac Lake by March 1, 2019. All those responding will be notified of the decisions as soon as possible after that date. Historic Saranac Lake will interview selected consultants the week of April 1 and fee proposals will be requested of the finalists.

Historic Saranac Lake is an equal opportunity employer and will follow state mandated M/WBE and AA requirements. Selection will be based in part on:

- previous relevant experience (for sub consultants as well as prime consultant)
- qualifications of project team
- responsiveness of proposal to RFP
- references
- ability to meet schedule

Proposals should be mailed to Historic Saranac Lake, 89 Church Street, Suite 2, Saranac Lake, NY 12983. Respondents are welcome but not required to visit the property. Questions

should be addressed to Amy Catania, Executive Director at [amy@historicsaranaclake.org](mailto:amy@historicsaranaclake.org) or 518-891-4606.

**IX. Minimum Qualifications** for Professional Education and Experience as related to Historic Preservation Projects: Professional shall mean an individual practicing in the areas of architecture, engineering, landscape architecture, archaeology or historic preservation. In the following definitions a year of full-time professional experience need not consist of a continuous year of full-time or part-time experience. The following qualifications define the minimum education and experience required. In some cases, additional areas or levels of expertise may be determined by the Commissioner to be necessary, depending on the complexity of the project and the nature of the property involved.

- Historic architecture, historic engineering or historic landscape architecture: a professional degree in architecture, engineering or landscape architecture, or a State license to practice; plus one of the following:
  - graduate degree in historic preservation, architectural history, preservation planning or a closely related field and at least two years of full-time professional experience on historic preservation projects; or
  - at least three years of full-time professional experience on historic preservation projects.

An Equal Opportunity / Affirmative Action Agency