

Request for Proposal: Construction Documents for Church Roof, Dome, and Tower Restoration
Requestor: St. George Serbian Orthodox Church, Duluth, MN
Date of Issue: February 15, 2024
Closing Date: March 15, 2024

I. Background

St. George Church, 1216 104th Ave W, Duluth MN (St. George Church), is seeking proposals from qualified firms to produce architectural plans and specifications for restoration of the church's roof, domes, and towers. Drawings and specifications are for restorations recommended in the "***Condition Assessment Report, St. George Serbian Orthodox Church***" prepared on August 21st, 2023. A copy of this document is available on request from the address listed below for submitting proposals.

II. Scope of Work

All work must be completed by qualified personnel meeting the Secretary of the Interior's Professional Standards for Historic Architecture and conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties. Work may begin on December 1st, 2024, and must be completed by September 1st, 2025.

The final product must include:

- A. *Plans, drawings, and specifications:* including floor plans, elevations, sections, and detailed drawings that together provide a complete representation of the work being done on the structure. The drawings must include the work being done to and around historic fabric and must demonstrate that such work meets the Secretary of Interior's Standards for the Treatment of Historic Properties.
- B. *Photographs:* Photos must be numbered, dated, and labeled with the view and a brief description; provided in a quantity sufficient to show the entire historic property and its surroundings from several perspectives, with emphasis on areas of the building on which work is to occur; and, must be grouped and captioned into one labeled file.
- C. *Photo Key:* a floor plan and site plan showing numbered photographs with indicator arrows to explain which areas the photos illustrate.

III. Content and Timing of Proposals

To ensure a fair review and selection process, firms submitting proposals are prohibited from contacting any other organization members regarding these proposals. All proposals must contain the following:

- A. Title page including name, address, phone, contact person, and date.

- B. Table of contents.
- C. Statement of the proposal (work, timetable, availability)
- D. Consultant's/firm's profile, history, and experience.
- E. Resumes demonstrating that staff meet professional qualification standards.
- F. Fees and method of payment.
- G. Any other information deemed helpful in demonstrating the proposer's ability to successfully complete the project.

Proposals must be made in writing and must be received by 6:00 p.m. on Friday, March 15th, 2024. All proposals, questions, and correspondence must be submitted to:

David White
St. George Church
1216 104th Ave W
Duluth, MN 55808
d.whitey332@gmail.com

IV. Proposal Evaluations

Proposals will be reviewed by the Executive Board of St. George Church on a best-value basis, with evaluation factors including:

- A. Cost
- B. Quality of performance on previous projects.
- C. Timeliness of performance on previous projects.
- D. Previous project budget performance.
- E. Qualification of key personnel.
- F. Personnel are qualified professionals meeting the Secretary of the Interior's Professional Qualification Standards.

Proposals will be reviewed, and a proposal selected no later than April 1, 2024. All respondents will be notified by mail as to the status of their proposal.

Any questions may be addressed to David White at St. George Church with the above contact information.