



Request for Proposals

**2022 LOUISVILLE HISTORICAL MUSEUM
TROTT-DOWNER CABINS**

PROFESSIONAL HISTORIC PRESERVATION SERVICES

**City of Louisville, Department of Cultural Services
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**Project Number:
101055-432570
PROPOSALS DUE:
WEDNESDAY, APRIL 19TH, BY 10 A.M.**

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ATTACHMENTS

- Appendix A – Draft Professional Services Agreement
- Appendix B – Interpretive Plan for the Trott-Downer Cabins
- Appendix C – Trott-Downer Cabins location map
- Appendix D – Cabin images

PROPOSED PROJECT SCHEDULE

Publication of RFP.....	March 15, 2023
Last Day for Questions.....	April 5, 2023
Answers Provided by City.....	April 12, 2023
Proposals Due.....	April 19, 2023
Selection Committee-Proposal Review.....	TBD
Approval of Contract.....	TBD

1. INFORMATION

Situated between Denver and Boulder, the City of Louisville, Colorado receives national attention for being one of the best places to live in the United States. This small city of about 20,000 residents historically was a hardscrabble coal mining town settled by immigrant families. Louisville residents are committed to preserving the history of their town.

The Trott-Downer Cabins (“Cabins”) are two small historic cottages that the City of Louisville acquired in order to preserve them and to feature them as a cultural attraction for residents, tourists, and students. The Cabins were constructed at 801 and 809 Lee Ave. between 1935 and 1940 as part of a complex of rental cabins. They are unique cultural assets that, against the odds, have not only survived, but have retained historical and architectural integrity. They give insights into a past way of life in Louisville. They represent modest living, the entrepreneurial spirit of the Trott family and Marjorie Downer, Louisville’s robust short-term housing market, and an experience of the 1950s that is in contrast to the prevailing images of what life during that decade was like. According to the 2017 Historic Structure Assessment, “there is an interest to preserve the unique character of “old town” Louisville and these two cabins certainly provide a unique and excellent example of the unique character of “old town” from a bygone era.”

Like many houses and rented structures in Louisville at the time, the Cabins are very small. The architecture is vernacular and, according to the contractor working on the exteriors, the construction involved the use of an unusually large number of nails. The exterior walls are made of unpainted vertical half-logs. Each Cabin consists of one front kitchen/living room and one back bedroom, each about ten feet square. The cottages in the complex shared a back yard outhouse, which was replaced (likely in the 1950s) with a shared flush toilet in a small structure behind the homes. A single overhead light in each room provided lighting, at least in the later years of occupancy. The Cabins each had cold running water only. They were never expanded, and except for deterioration, they retain a high level of integrity and their original appearance.

The Historic Structure Assessment helped inform decisions about relocation and future placement. Following input from citizens at public meetings of the Louisville Historic Preservation Commission and the Louisville City Council, the City took ownership of the Cabins as a donation in 2018. In 2019, the Historic Preservation Commission designated the structures as Louisville landmarks and named them the Trott-Downer Cabins. Thanks to funding from the City of Louisville’s Historic Preservation Fund, the City moved and temporarily stored the Cabins and in 2022 relocated the Cabins to a lot close to their original location. Once the cabins were set, the roofs were replaced and the exteriors, the windows and the doors were repaired.

Museum and Historic Preservation staff intend to rehabilitate the cabin interiors so that they may be opened to the public and a vision of how they were lived in may be shared with visitors. The cabins interiors will be staged in a way that reflects how we know the cabins had been occupied. Visitors will see how a family of four might have lived in 200 square feet of space in the 1940s, or how a single man might have lived in a similar size home in the 1950s.

2. INVITATION

The City of Louisville is inviting proposals from highly qualified firms (“Respondents”) for consultant services to evaluate the interiors of the Trott-Downer Cabins and develop a plan for their rehabilitation.

The City is looking to engage with a preservation professional who will study the interior of the cabins and outline the work required to get the historic interiors ready and safe for visitors. This work would not include the exterior of the cabins and would only focus on the interior construction needs, except for any exterior impacts that might arise from proposed weatherproofing solutions.

This work is funded through a State Historical Fund Planning Grant of \$15,000, with 10% matching funds from the Louisville History Foundation.

Scope of Services

This draft scope of work reflects a plan of approach based upon the City’s objectives, including:

1. Analysis and Design
 - a. Perform programming needs assessment
 - b. Conduct hazardous material testing - lead paint
 - c. Complete building weatherproofing design
 - d. Conduct wallpaper analysis and offer preservation/replacement options
 - e. Investigate the structural needs of the interiors
 - f. Complete interior finishes design
 - g. Complete electrical design, including fixtures
2. Construction Documents
 - a. Complete drawings, plans and specifications
 - b. Construction timeline
3. Cost Estimating
 - a. Complete construction cost estimate

Consultant qualifications must, at a minimum, include the following:

1. Respondents must be organized for the purpose of providing professional architectural services with previous experience in delivering similar services.
2. Respondents must demonstrate experience with historic structure preservation.
3. Respondents must be familiar with the Secretary of the Interior's Standards for the Treatment of Historic Properties, especially as they relate to the *rehabilitation* of historic structures.

3. EVALUATION CRITERIA

Please respond to the evaluation criteria with comments that are concise and to the point. The City Selection Committee will evaluate responses, and the final candidate will be recommended by staff to City Council authorizing the City to enter into a professional services agreement. The selection committee will evaluate and score the submittals using a weighted average based upon;

A. Statement of Intent (SOI). In up to two (2) pages, express your interest in the project, specifically addressing;

1. Specialized Experience in the preservation of similar structures
2. Analysis/Identification of issues- identify constraints as well as opportunities
3. Goals – identify how your project goals meet or exceed the City’s project goals

B. Project Approach

1. Examples of similar projects – quality finished projects
2. Innovative solutions – discuss project alternatives, and/or opportunities to add value to the project.
3. On-time and Budget – accountability for time, budget and value engineering if needed.
4. Availability.
5. Provide a detailed project schedule highlighting critical path and milestones for completion of the project.

C. Project Team Listing

1. Provide a listing of team members who will be involved in the process, relevant experience and other material that is pertinent and concise.

D. References

1. Submit three references for similar projects and include contacts for those projects.

4. SUBMITTAL

Submittal Instructions

If you have any questions about the RFP, please contact Sharon Nemecek, Director of Cultural Services, by phone at 303.335.4800 or by email at snemecek@louisvilleco.gov. Submittals are due at the City of Louisville for time and date recording on or before April 19, 2023 by 10:00 am. Electronic submittals can be emailed to snemecek@louisvilleco.gov.

All RFPs must be received and time and date recorded by authorized City staff by the above due date and time. Sole responsibility rests with the Respondents to see that their RFP

response is received on time at the stated location. Any responses received after due date and time will be returned to the Respondents.

The City of Louisville reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the City, is in the best interest of the City of Louisville. Due to the complexity of work required, selection of a firm will not be based solely upon the lowest responsible bid but will also take into account experience gained from work on similar projects and an understanding of the project goals and approach to the project.

Digital copies of the Bidding Documents will be available beginning March 15, 2023 on-line through Rocky Mountain Bid System and linked through the City of Louisville's website at <http://www.louisvilleco.gov/business/bidding-opportunities>.

Terms and Conditions

1. Each Respondent shall furnish the information required in the proposal.
2. The Contract/Purchase Order will be awarded to the Respondent whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Louisville, price and other factors considered.
3. The City of Louisville reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the City of Louisville to do so.
4. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of RFPs without the consent of the City's delegated representative.
5. A signed purchase order or contract furnished to the selected firm results in a binding contract without further action by either party.
6. Late or unsigned RFPs will not be accepted or considered. It is the responsibility of Respondents to ensure that the RFP arrives at the City of Louisville no later than the time indicated in the "Request for Proposal."
7. The proposed price shall be exclusive of any Federal or State taxes from which the City of Louisville is exempt by law.
8. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and Respondents shall not rely upon such interpretations, corrections and changes. The City will not be responsible for oral clarification.
9. Confidential/Proprietary Information: RFPs submitted in response to this "Request for Proposal" and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the RFP itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of**

confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposed price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

10. The City reserves the right to modify the Scope of Services and request revisions to proposals prior to entering into a written contract.

Please submit the following information in the order listed below:

1. Name of your company/organization
2. Type of Organization: (Corporation, Partnership, etc.)
3. Address
4. Names and Address of Project Team
5. Contact Person(s)
6. Telephone, Fax, E-mail
7. Statement of Interest
8. Project Approach
9. Project Team Listing
10. References

4. SIGNATURE PAGE

Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

Contact Information	Response
Company Name	
Name and Title of Primary Contact	
Company Address	
Phone Number	
Email Address	
Company Website	

By signing below I certify that:

I am authorized to bid on my company's behalf.

I am not currently an employee of the City of Louisville.

Signature of Person Authorized to Bid on Firm's Behalf

Date

Note: If you cannot certify the above statements, please explain in the space provided below.