

City of Medicine Lodge
REQUEST FOR PROPOSALS
ROOF AND WINDOW RESTORATION SERVICES AT THE CARRY NATION HOME MUSEUM

September 10, 2021

Proposal Due Date: October 15, 2021, by 2:00 p.m. CDT
Preproposal Conference: October 1, 2021 at 10:00 a.m. CDT
to be held at:
City Hall
114 W First Avenue
Medicine Lodge, KS 67104

Contact:
Jeffrey Porter
City Administrator
114 West First Avenue
Medicine Lodge, KS 67104
620.886.3908 Phone
jeffp@medicinelodge.ks.gov

Solicitation Number: 2021-CN-001

Executive Summary

The City of Medicine Lodge is issuing this Request for Proposals to engage one or more contractors to carry out restorations and preservation projects at the Carry Nation Home Museum located at 209 West Fowler Avenue Medicine Lodge, KS 67104. This project is funded through a Heritage Trust Fund Grant.

Project Scope and Considerations

The Carry Nation Home and Stockade Museum to the east are actively operating facilities with business hours from 1:00 PM to 5:00 PM, Tuesday through Friday, and Sunday and from 10:30 AM -5:00 PM Saturday. The scope of work described below.

All work shall be compliant with U.S. Department of the Interior Rehabilitation Standards for Historic Preservation Rehabilitation and Treatment and follow the USDI Guidelines for Rehabilitating Historic Buildings.

General Scope:

Roof

The City desires to remove and replace the existing failed shake roof and return it to a configuration and condition reflecting the structure's historic character. Materials and methods will comport with the National Parks Service guidelines (for additional information, see Preservation Brief 19). As part of this effort, the selected Contractor(s) will be required to:

- Prepare for restoration protecting adjacent surfaces
- Provide to City Project Manager, or his/her designee, samples for approval
- Provide approximate 1,100 sq. ft. of pitched roofing over original building roof
- Strip shingles to bare wood on the building
- Re-nail existing plywood or other boards as needed
- Repair or replace roof lath or sheathing in-kind with like materials
- Cover roof with 30-pound felt or synthetic as required by manufacturer's specifications
- Install Benjamin Obdyke, Cedar Breather underlayment, or approved equal, per manufacturer's instructions
- Provide and install eave and valley protection to consist of .40 mil self-adhering polymer-modified asphalt underlayment
- Remove any dry rotted caulk and re-caulk with polyurethane caulk on any flashing or parts of the roof where needed
- Provide and install metal flashing material to include 26 gauge steel roof system flashing (eave, roof to wall, rake wall, valley)
- Replace all plumbing stack flashing with new flashing;
- Provide and install Cedar hip and ridge cap in conjunction with Rapid Ridge roof vent, or approved equal
- Flat roof to be removed and replaced with self-adhering rubber roofing and tapered insulation applied to manufacturers specifications

Windows

The City desires to refurbish the existing windows to a configuration and condition reflecting the structure's historic character. Materials and methods will comport with the National Parks service guidelines (for additional information, see Preservation Brief 9). As part of this effort, the selected Contractor(s) will be required to:

- Restore existing historic wood windows, including fabrication of missing parts

- Repair windows and exterior woodwork as needed
- Repair exterior brick masonry facade as needed
- Exterior masonry cleaning and repointing as needed
- Re-glaze windows with existing glass where possible replace where glass is damaged or wavy
- Painting and painting restoration

Water Damage

The City desires to repair damage from water ingress from roof and window leaks. Materials and methods will comport with the National Parks service guidelines (for additional information, see Preservation Brief 18 As part of this effort, the selected Contractor(s) will be required to:

- Repair or replace in-kind with like materials water-damaged wall and ceiling materials;
- Painting and painting restoration

The work that is the subject of this solicitation is to be completed **by July 1, 2022**. The City will work with the selected Contractor(s) to develop schedule(s) for this work; however, each plan will need to accommodate the fact that the Carry Nation Homesite is a working museum. The program must also allow for minimal disruption to operations and respect that the building is home to important historical and cultural artifacts.

As will be further explained in the form of contract, the Contractor will be required to visit the site, become familiar with local conditions under which the work is to be performed and correlate personal observations with requirements. Before commencing activities, the Contractor shall

1. take field measurements and verify field conditions;
2. carefully compare this and other information known to the Contractor with any Drawings and Specifications; and
3. promptly report errors, inconsistencies or omissions discovered to the City.

Lump Sum Price

As will be more fully described in the Form of Contract, this will be a Lump Sum type contract. Respondents will be required to submit with their proposal a Lump Sum Price for the work. The Lump-Sum Price shall include sufficient funds to cover all of the expenses necessary to complete the project, including, but not limited to, profit, home and field office overhead, supervision, labor, materials, equipment, bonds, insurance, and other services as may be required to obtain the necessary permits, and construct the work.

The lump-sum should also include sufficient overhead to fund items that are not explicitly identified in the RFP or at the Pre-bid meeting, but which are reasonably inferable from therefrom. In addition to the Lump Sum Price, Respondents will be required to provide: (1) unit rates for completing the tasks specified in the schedule of unit rates; and (2) pricing for a series of add/alternates prices for additional scope elements for each phase. Respondents will be required to submit with their proposal on the Respondent's letterhead setting forth its Lump Sum Price and the schedule of unit rates.

Form of Contract

The Form of Contract will be issued by addendum. Respondents should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Respondents are further advised that they must submit their proposal premised upon entering into a contract that is substantially similar to the

Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to identify and describe the requested changes precisely shall be deemed non-responsive.

Selection Criteria

Proposals will be evaluated using the following evaluation criteria will be used:

- Experience & References (20 points)
- Key Personnel (10 points)
- Project Management Plan (10 points)
- Preliminary Project Schedule (10 points)
- Cost (10 points)
- LSDBE Compliance/Utilization (10 points) – If necessary

Procurement Schedule

The schedule for this procurement is as follows:

- Issue RFP – September 10, 2021
- Pre-proposal Conference – October 1, 2021, at 10:00 AM
- Last Day for Questions/Clarifications – October 8, 2021
- Final Addendum Issued – October 12, 2021
- Proposals Due – October 15, 2021, at 2:00 PM
- Notice of Award - on or about November 1, 2021