

## Request for Proposal The Dairy Barn's Historic Cupola Restoration Project

The Dairy Barn Arts Center seeks proposals from consultants with proven experience in historic preservation to repair and restore three deteriorating cupolas, ensuring structural integrity. Materials involved in this project include wood, metal, slate shingles, and glass windows.

**RFP Issuance:** June 13, 2024

**Deadline for Response:** July 22, 2024

**Contact Info:** Questions regarding the RFP should be directed to Leah Magyary, Executive Director of The Dairy Barn Arts Center, at 740-592-4981 or [director@dairybarn.org](mailto:director@dairybarn.org).

### Purpose of Project

The Dairy Barn Arts Center seeks proposals from qualified contractors for the restoration of its historic roof and cupolas. As a cherished community landmark listed on the National Register of Historic Places, the project aims to preserve the architectural integrity of The Dairy Barn while safeguarding its historical significance. The anticipated results include the repair of deteriorating cupolas and the prevention of further structural damage. The project is funded by the Ohio capital budget and a grant from the Ohio History Connection's History Fund, with an anticipated project period from August 5 to September 8, 2024. The total budget is \$38,000.

### Scope of Work

The contractor will be responsible for the following tasks:

- Inspection and assessment of the slate roof and each of the three cupolas to detail the repairs required.
- Repair or replacement of damaged roofing materials, including slate shingles and metal flashing. Replacement of the original material will only be made if the original material is damaged beyond repair. Replacement materials, if needed, will match existing materials in design, color, texture, and, where possible, materials. The executive director, in consultation with her staff, the contractor, and the Ohio History Fund, will make the final decision about replacement.
- Restoration of cupolas to existing appearance, as shown in the attached images, including structure repairs and weatherproofing.
- Repairs must meet the Secretary of the Interior's Standards for Rehabilitation: <https://www.nps.gov/articles/000/treatment-standards-rehabilitation.htm>

### Schedule

Depending on the availability of contractors, the work on this project is expected to be completed between July and October.

Start Date	Work to be accomplished/outcome
04/28/24	Prepare RFP for the project
04/29/24	Send RFP to History Fund for approval
06/14/24	Send out RFP to area professionals in the field
06/21/24	Wait for bids to come into The Dairy Barn
07/22/24	Select the best professional for project
07/23/24	Finalize the work schedule with the chosen contractor
07/24/24	Dairy Barn staff begin preparing inside and out-of-doors spaces for the project: reorganizing event/class schedules, clearing impacted rooms, and rerouting traffic around work areas in cooperation with neighbors, in addition to documenting and sharing project progress.
08/05/24	Contractors begin work and complete the project
09/08/24	Complete work

### Personnel

Key personnel must possess the following qualifications:

- Experience in historic preservation and restoration.
- Demonstrated skills in slate roof repair and cupola restoration.
- Relevant prior experience with similar projects.
- Subcontractors may be considered for portions of this project as needed. Subcontractors must have similar experience in historic preservation and restoration as the successful bidder.

### Submission Requirements

Proposals and questions must be submitted in electronic format to Leah Magyary at [director@dairybarn.org](mailto:director@dairybarn.org) by July 22, 2024.

Required information includes:

- Name of consultant/firm
- History of relevant experience
- Qualifications of key staff assigned to the project
- Confirmation of understanding of the scope of work
- Description of the scope of work and schedule for deliverables
- References
- Cost of services

### Review Process



Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the contractor and key personnel
- Responsiveness to the scope of work and project requirements
- Cost-effectiveness of the proposal
- Compliance with project timeline and specifications
- The decision-making process will occur within two weeks, with notifications sent to successful and unsuccessful bidders accordingly.