

HARRINGTON MERRILL HOUSE

Hutchinson, Minnesota

HISTORIC STRUCTURE REPORT



Historic Hutchinson

Hutchinson, Minnesota

Due April 20, 2014

REQUEST FOR PROPOSAL

Release Date: March 24, 2014

Due: April 15, 2014

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320-583-4573

REQUEST FOR PROPOSAL FOR:

Harrington Merrill House

Historic Structure Report

I. INTRODUCTION:

Historic Hutchinson is seeking proposals from qualified firms who are interested in providing historic preservation consulting services to prepare a Historic Structure Report that will guide future preservation projects for the Harrington Merrill House, located at 225 Washington Avenue West in Hutchinson, Minnesota.

Lewis Harrington, one of the founding members of Hutchinson, built the house after the town site was discovered in 1855. Harrington was born in 1830 in Ohio and graduated from Ohio State University in 1850 as a civil engineer. After graduating, he surveyed for railroads in Ohio and Pennsylvania until a visit to Minneapolis prompted him to move to Minnesota in the fall of 1855. Harrington was the first postmaster, surveyor, and hotelkeeper in Hutchinson, and was later elected to the Minnesota State Legislature for two years.

Although many other houses and buildings were burned in the Dakota Conflict of 1862, the Harrington Merrill House was spared. Local folklore asserts that Chief Little Crow wanted the house for himself.

Claybaugh Preservation Architecture prepared a report in 2006 that documents the history of the property, and provides a vision for its restoration. Historic Hutchinson has already completed some of the restoration work recommended in that document, including the reconstruction of the kitchen wing, placing the house on a new foundation, reconstruction of the porch, replacement of all the windows and exterior doors back to the original configuration and replacement of the asphalt shingles with cedar shingles.

Hoisington Preservation prepared an evaluation of the Harrington Merrill House in 2010 to determine whether the Harrington Merrill House had enough historical significance to warrant an application to the National Register of Historic Places. The evaluation proved it did. The property is now listed on the National Register of Historic Places. The evaluation and nomination form are available to assist with the preparation of the Historic Structure Report.

II. SCOPE OF SERVICES:

The purpose of the Historic Structure Report is fourfold:

1. To develop a disciplined approach to the care of the landmark building.
2. To assess the condition of the property to identify current and future preservation issues.
3. To prioritize preservation needs in order to plan for funding and implementation.
4. To develop a systematic maintenance plan to keep the building in working order and to minimize future capital expenditures.

The overall goal of the Historic Structure Report is assure that the Harrington Merrill House endures for the benefit and enjoyment of the greater Hutchinson area for years to come.

The report should adhere to the guidelines outlined by the National Park Service in Historic Preservation Brief #43.

<http://www.nps.gov/tps/how-to-preserve/briefs/43-historic-structure-reports.htm>

The Historic Structure Report should contain the following components:

1. Table of Contents
 - Forward or Introduction (when appropriate)
 - Purpose of the report
 - Preservation objectives

2. Brief History of the Property

Significance and historic events, local and regional, persons associated, ownership history, etc. (Much of this information should be available in existing local/national nomination forms.)

3. Construction History

- (original, and subsequent alterations)
- Chronology
- Historical documentation (letters, diaries, vouchers, newspaper articles, etc.)
- Site work (including ordering of materials, construction, unusual craft work, etc.)
- Reference to craftsmen/builders/architects associated with the property
- Early views, photographs, etc., showing appearance at different periods
- Physical investigation (e.g. analysis of paint layers relative to construction events) may be necessary to clarify which construction events are historic.

4. Architectural Evaluation

- Assessment of all exterior and interior features and finishes.

- Identification of those architectural features, materials and finishes that are character-defining and therefore significant, and which must be preserved in the course of project work.
- Prioritization of these features (premiere, important, contributing, non-contributing).
- Room-by-room evaluation, including identification of materials, construction techniques, features (lighting, paneling, wainscoting, radiators, glazing, cabinetwork, fireplaces) and finishes.
- Prioritization of architectural significance of spaces (premiere, important, contributing, non-contributing).
- Description and evaluation of building mechanical systems (heating, lighting, plumbing, electrical, etc.)

5. Existing Conditions

- Analyze existing conditions, damage, structural problems, materials deterioration, etc.
- Prioritize repair/stabilization work.
- Assess the need for materials conservation.

6. Maintenance Requirements

Outline the need for a plan and program for general and periodic maintenance, recognizing that deferred maintenance is not an option for historic resources.

7. Proposed Work

- Recommendations for any proposed work based on existing conditions and preservation objectives (this might include a list of work priorities, phasing, estimated costs)
- Categories of work: Architectural, Structural, Mechanical, Electrical, Archeological, Conservation, and others.

8. Drawings and Photographs

Copies of original drawings and specifications, along with similar documentation of subsequent alterations are of great importance. Drawings of the existing facility are also important. Historic and current photographs are of critical importance. As complete a package as possible of this type of documentation should be provided.

9. Bibliography (as needed)

10. References (as needed)

11. Appendices (as needed)

III. Instructions to proposers

Proposals must be in writing and must be received by 4 p.m. on April 15, 2014.

All proposals, questions, and correspondence should be directed to:

Christie Hantge at
christie@hantge.com, or
320-583-4573

In order to ensure a fair review and selection process, firms submitting proposals are prohibited from contacting any other organization members regarding these proposals.

Address or deliver proposals to:

Christie Hantge
1210 Lewis Avenue SW
Hutchinson, MN 55350

or email to christie@hantge.com

IV. Statement of content of RFP (A proposal must contain the following)

- A. Title page (name, address, phone, contact person, date)
- B. Table of contents
- C. Statement of the proposal (work, timetable, availability)
- D. Consultant's/firm's profile/history/experience (client references)
- E. Resumes of Staff demonstrating how they meet professional qualification standards (if a construction project)
- F. Fees and method of payment
- G. Any other information deemed helpful in demonstrating the proposer's ability to successfully complete the project.

V. Proposal evaluations

The proposals will be reviewed by the board members of Historic Hutchinson and City of Hutchinson Park and Recreation staff members.

VII. Timetable

Proposals are due April 20, by 4 p.m. If interested, the historic preservation consultant can arrange a site visit by contacting Christie Hantge. Historic Hutchinson will conduct interviews only if there are two strong candidates.

Historic Hutchinson intends to select a preferred proposal by May 1, 2014.

VI. Agreement terms

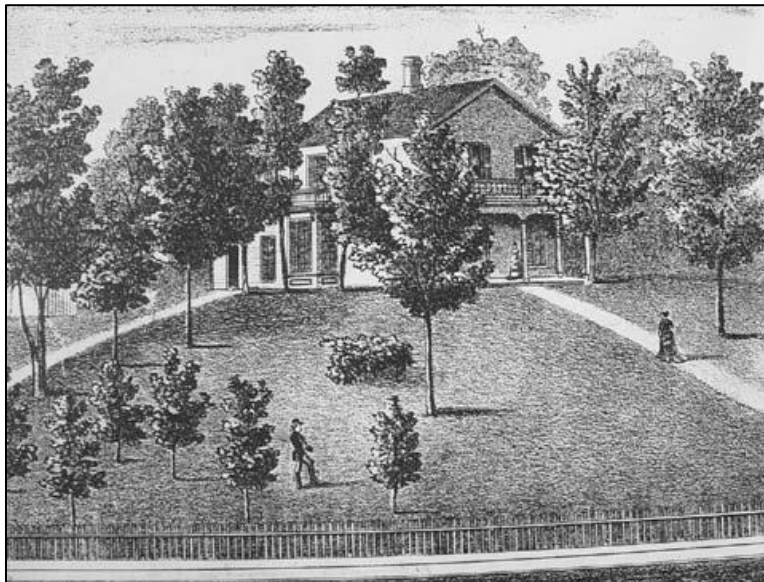
Historic Hutchinson intends to pursue Legacy grant funding for this project. The next round of mid to large size Legacy grant applications are due June 27, 2014.

The Minnesota Historic Society has indicated that this is a fundable project; however Historic Hutchinson cannot commit to it until MNHS announces the grant recipients in the fall of 2014.

If Historic Hutchinson receives Legacy grant funding, it would be the hope that the Historic Structure Report could be completed by December 31, 2014.

If Historic Hutchinson does not receive a Legacy grant for this project in 2014, it will attempt to secure a private source of funding.

VIII. Other information / Photos of the property



1. From Andreas Atlas, 1874



2. Photo graph circa 1870



3. View to the northeast



4. View to the southwest



5. View to northwest