

**Request for Proposals (RFP) for:  
A Reuse Study for the  
1922 Building (of the Annandale Middle School)  
125 Cherry Avenue North, Annandale, MN 55302**



**Request for Proposals (RFP) for:  
A Reuse Study for the  
1922 Building (of the Annandale Middle School)  
125 Cherry Avenue North, Annandale, MN 55302**

**PROJECT:** A Principal Investigator (hereafter known as the PI) and team will conduct a Reuse Study for the 1922 Building of the Annandale Middle School located at 125 Cherry Avenue North, Annandale Minnesota. (Hereafter referred to as the 1922 Building)

**TIME PERIOD:** The project period is from January 10, 2013 to September 15, 2013. The RFP will be due on February 4, 2013. The successful proposer will be notified on or about February 25, 2013 so that the Reuse Study may start immediately.

**REUSE STUDY SPONSORS:** The Citizens Committee to Reuse the '22 (hereafter known as "The Sponsors") is sponsoring the study. The fiscal agent will be the Annandale Area Community Team (hereafter known as ACT). See Budget Section.

**BACKGROUND:**

Building Location

- The 1922 School Building is located at 125 Cherry Ave N, Annandale MN 55302
- Cherry Ave is parallel to and one block east of Oak Av, Annandale's "Main Street," the main business district of Annandale.
- The City of Annandale, population 3,271, is on State Highway 55 in the west portion of Wright County, 50 miles west of Minneapolis.

Building Structure

- The three story 1922 building is 43,500 sq ft. The first floor is 5 ft. below grade, and the gymnasium is 12 ft. below grade.
- The 1922 building is structurally sound.
- The 1922 building is the original building of the current Annandale Middle School. Additions to the 1922 building were built in 1954, 1960, 1978, 1980, and 1991.
- Only the 1954 addition shares a wall with the 1922 building.
- Annandale Middle School is on an 11 acre campus.
- All electrical, plumbing, heating, and fire inspections have met codes for operational use.

- A 1954 boiler located to the west of the gymnasium serves the entire Middle School, including the 1922 building and all additions.
- Bathrooms accessed from the 1954 addition of the Middle School extend into the 1922 building.

#### Building Usage History

- The 1922 building cost taxpayers \$210,000.
- The architect was C. Howard Parsons of Minneapolis.
- The 1922 building served grades 1-12 for 32 years until the 1954 addition was added to the south end of the building.
- None of the subsequent additions in 1960, 1978, 1980, and 1991 are connected to the 1922 building.
- In 1972 a new elementary school opened in Annandale and the (current) Middle School then housed grades 7-12 until 1991.
- In 1991 a new high school opened and the 1922 building (plus additions) became the Annandale Middle School for grades 5-8.
- In 1991 the 3rd floor of the 1922 building discontinued use for classes.
- In 2011 the 2nd floor of the 1922 building discontinued use for classes.
- Future: The 1922 building will have 5th grade classes in the first floor until May of 2013 when the new elementary school opens. After that time the 1922 building will be vacant but the remainder of the Middle School will continue to house grades 6-8.

#### Facilities Task Force Reports

- Facilities Task Force Reports since 1997 have recommended demolition of the 1922 building, consequently upkeep has been minimal, merely to meet codes necessary to operate.

#### Citizen Involvement

- In 2008 citizens lobbied vigorously but unsuccessfully to include renovation of the 1922 building in the upcoming bond referendum.
- Referendums failed in December, 2008 and September, 2009.
- In May, 2011 a referendum to build a P-5 elementary school passed, enabling the 1922 building to be vacated when the 5<sup>th</sup> grade moves to the new elementary in 2013.
- Citizens have once again stepped forward, this time to initiate a Reuse Study for the 1922 building in order to prevent its demolition.

**PROFESSIONAL QUALIFICATION STANDARDS:** The PI must prove previous satisfactory experiences in conducting a Reuse Study in accordance with the process outlined in the “*A Primer for Historic Properties Reuse Teams in Minnesota.*” The publication is available from the

Minnesota Historical Society, State Historic Preservation Offices website: <http://www.mnhs.org/shpo/planning/primer.pdf>. The project must be under the direction of personnel who meet the Secretary of the Interior's Professional Standards for historian, architectural historian, or historical architect.

The team chosen will have experience working with the public, soliciting and processing input, coordinating, public presentation, financial analysis, and specific experience with adaptive reuse and potential mixed reuse options.

**EXPECTED PRODUCTS:** The PI will prepare and submit:

- a. 6 copies of the preliminary draft report and one copy suitable for duplication and
- b. 12 copies of revised final report and one copy suitable for duplication. The cost of printing, mailing and general distribution of the reports will be assumed by the PI. All work on this project must meet the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.", particularly the "standards for historic preservation projects."

**BUDGET:** The maximum available budget for this project is \$19,900. This Reuse Study will be financed with private funds made available through a non-profit fiscal agent, ACT.

**REIMBURSEMENT PROCEDURES:** The Committee will schedule payment to the PI on a phase completion basis. On submission of invoices from the PI, to the fiscal agent ACT at P.O. Box 596, Annandale, MN 55302. Payments will be made at completion of the following phases:

Phase 1: Recruitment and assembling of the Reuse Study Team and completion of the initial meeting and subsequent approval by the Study Sponsors.

Phase 2: Completion of the Public Meetings and interviews.

Phase 3: Completion of the preliminary draft report.

Phase 4: Completion of the revised final report.

It is understood that it may take up to 3 weeks to satisfy invoices.

**SCOPE OF THE WORK:** This Request for Proposal (RFP) seeks to identify a PI who would assume overall responsibility for assembling the Reuse Study Team and administering and managing the Reuse Study. Although the Committee is not currently seeking National Register status we request all elements to be addressed for possible future submittal.

The purpose of the study is to define and evaluate reuse options regarding the 1922 School Building and its site which is part of the current Annandale Middle School. The PI will present those options, with supporting information and documentation, to the Study Sponsors, school district, City of Annandale, surrounding townships and residents of the school district so that decisions regarding the building may be made that best serve the economic, educational, and cultural well being of the Annandale area community. The Reuse Study must be conducted in accordance with the process outlined in *A Primer for Historic Properties Reuse Teams in Minnesota*.

Major work elements for the PI and the Reuse Study Team are the following:

1. To recruit and assemble a Reuse Study Team that includes an historical architect with expertise in school buildings. The team should also include a public meeting facilitator, structural engineer, contractor, and those specializing in real estate, business development, retail and housing development, marketing/public relations as well as other professions needed to analyze financial feasibility.
2. To coordinate the work of the Reuse Study Team members to include visiting the community and touring the 1922 Building and site.
3. To work with the Study Sponsors to identify individuals and groups that the Reuse Study team should interview and arrange dates and times for the interviews,
4. To conduct a market analysis of Annandale and surrounding communities to document current economic conditions and identify community needs in the areas of commercial, industrial, residential, non-profit, governmental and public use.
5. To create “pro-formas” establishing financial feasibility for any specific commercial or residential reuses identified as having potential to serve the citizens of Annandale and the surrounding community.
6. To collect and analyze information related to the physical condition of the structure and costs that relate to its stabilization and rehabilitation. This condition and cost information should include:
  - a. An analysis of potential school population growth and the ability of the 1922 Building to manage that growth.
  - b. A preliminary condition and cost estimate for the reuse of the building as a school, with some interior structural modifications, if deemed desirable to enhance the learning environment. A cost estimate for creating a commons and lunch room on the ground level.
  - c. Cost estimates for renovation and adaptive reuse of the building and the site in association with the analysis and recommendations of the Reuse Study.
7. To develop reuse alternatives for the 1922 School Building and Site. To assist with this the Reuse Team will facilitate public meetings that will include stakeholders and the

general public. The meetings will cover, for example, the following subjects or others suggested by the proposer.

- a. A meeting of stakeholders representing the community.
  - b. A meeting or open house to further educate citizens about the Reuse Study process and provide them a forum to offer their thoughts and express their preferences for the reuse of the building/or the site (a reuse input/brainstorming session). This meeting will include reuse possibilities based on hard facts (e.g. economics, building size, location, attachment to an operational school etc) and soft facts (citizen preferences). A Dot Exercise or similar process is suggested so participants can express their reuse priorities. In conjunction with this, the PI will provide multiple ways for the public to make comments that suit individual preferences (written, oral, email, website, etc.).
  - c. Individual private interviews.
8. To evaluate the economic and preservation merits of any potential Reuse alternatives and how they will meet the community's identified needs and to establish financial feasibility.
  9. To suggest the most viable Reuse option(s) for the 1922 Building and the site.
  10. To prepare a draft preliminary report and revised final report using information gathered by the PI and the Reuse Study Team. The reports should include the following:
    - a. A table of contents, summary and introduction section that outlines the purpose of the study, conditions and alternative Reuse scenarios, description of the Reuse Study Team process, a short biography of the Reuse Study Team members, a site description, and a chronology and historical overview of the property's significance.
    - b. An issues section that explains the design, political and economic factors that affect the various Reuse scenarios including options to manage reuse alternatives in phases over time.
    - c. A section including how the interior and exterior of the 1922 Building might change and floor plan layouts of proposed renovations.
    - d. A discussion of the site if the 1922 Building were demolished and the aesthetic ramifications.
    - e. A financial analysis section that details expected rehabilitation costs for selected reuse alternatives. Identify how the financial feasibility of each alternative was determined. Include any potential income it can be expected to generate.
    - f. A summary of how an older building can be "green" or energy efficient, including a discussion of the value of embodied energy.
    - g. A discussion of how the heating/cooling system can be separated or maintained as one with the current school while achieving needed upgrades.

- h. A section discussing rehabilitation funding sources to include, at a minimum; federal, state, county and city sources; historic tax credits; grants; corporate sponsorships, individual donations; in-kind, donated or volunteer services. Each funding source identified should include documentation regarding the amount of funding that could be reasonably expected.
    - i. A recommendation and action plan that identifies the issues surrounding property. The plan should also state the actions required by various public and private organizations as to the reuse recommendation of the study.
- 11. To arrange a meeting and formally present preliminary findings and recommendations in the form of a draft report and oral presentation to the Study Sponsors. Included in that discussion will be the reuse alternative short list that will undergo further analysis following the meeting.
- 12. To prepare a Final Report using information gathered by the PI and the Reuse Study Team. The final report should include the same sections and others as needed for the Preliminary report plus additional information if necessary to respond to review comments. The final report and presentation will be provided to the Study Sponsors, stakeholders and public no later than September 15, 2013.

**PROPOSAL CONTENTS:** A proposal must contain the following:

- 1. Resume demonstrating how the PI meets the applicable professional qualifications standards, including previous experience in conducting a Reuse Study in accordance with the process outlined in *A Primer for Historic Properties Reuse Teams In Minnesota*.
- 2. Narrative project proposal, including an implementation schedule. The project must be completed between the assignment of the RFP and September 15, 2013.
- 3. Dollar bid including a line item breakdown of the proposed budget. The maximum sum available is \$19,900.00 to cover all costs and team members. Personal compensation for mileage and lodging may not exceed maximums allowed under federal regulations.
- 4. At least one copy of a previous Reuse Study completed by the proposer demonstrating writing style and experience.
- 5. Any other information deemed helpful in demonstrating the proposer's ability to successfully complete the project.

**PROCESS FOR SELECTION:** The proposals will be evaluated by the Study Sponsors. Proposals will be evaluated on, at a minimum, the following criteria:

- 1. Professional qualifications
- 2. References
- 3. Experience with similar projects
- 4. Availability to complete the study within the designated time frame.

5. The process proposed to gather input from the stakeholders and citizens, and conduct the public meetings.
6. How the overall proposal addresses and ties together all the tasks listed in the scope of work.
7. The creativity and innovation that the proposer chooses to build into their proposal.
8. A competitive bid.
9. An interview with the top 3 proposals.

**FOR MORE INFORMATION/CONTACTS:** Study Sponsor Co-Chairs:

Jill Bishop at <jillbishop3@gmail> or cell: 320-492-4545

Laura Hood Beckman at <hoodbeck@lakedalelink.net> or cell: 320-980-2643

**PROPOSAL DEADLINE:** Three copies of the proposal should be sent to:

Laura Hood Beckman, P.O. Box 30, Annandale, MN 55302, postmarked by February 1, 2013.

Digital copies should also be emailed to the two Study Sponsor Co-Chairs.

**ADDITIONAL INFORMATION:** The Study Sponsors reserve the right to waive any irregularities or to reject any or all proposals they determine are not in the best interest of the project. The Sponsors further reserve the right to supplement, amend or otherwise modify this RFP, or otherwise request additional information from any or all applicants, at any time after the RFP is published. By submitting a proposal, the firm thereby agrees that the Sponsors' decision concerning any submittal in any respect is final, binding and conclusive for all purposes and acknowledges that the Sponsors, in their sole and unqualified discretion, may waive or deviate from the procedures and/or timetable outlined. All materials submitted become the property of the Sponsors and may be made available to the public. All costs incurred in connection with responding to the RFP will be borne by the submitting firm or individuals.

**REFERENCE INFORMATION:** Downloadable documents are available at the following website:

[www.AnnandaleOnline.com/ReuseStudy](http://www.AnnandaleOnline.com/ReuseStudy)



# 1922 School Building Reuse Study References

[www.annandaleonline.com/ReuseStudy](http://www.annandaleonline.com/ReuseStudy)

## FLOOR PLANS:

- 1922 Building [Basement](#)
- 1922 Building [1st Floor](#)
- 1922 Building [2nd Floor](#)
- 1922 Building [3rd Floor](#)
- [Annandale Middle School Floor Plan](#), including additions in 1954, 1961, 1977, 1979, and 1991
- [Original 1922 Blueprints](#) C. Howard Parson, Architect

## MAPS:

- Annandale School District: <http://www.annandale.k12.mn.us/site/special/A8x330cx8x1.pdf>
- City of Annandale, downtown area (Chamber of Commerce map):  
<http://www.annandalechamber.org/images/Maps/AnnandaleMapL.jpg>
- Wright County Official Map: <http://www.annandale.k12.mn.us/site/special/A8x330cx8x1.pdf>
- [Aerial Map of Annandale Middle School](#) including 11 acre campus and surrounding area
- [Annandale Middle School](#) - including 11 acre campus

## PHOTOS:

- [Exterior Views of the 1922 Building](#) - from the W, SW, NW, E, NE, SE

## REPORTS:

- Facility Analysis by Wold Architect, 1997 (available upon request)
- Facilities Task Force Recommendation, WOLD Architects, 1997 (available upon request)
- 2004-2005 School Facilities Task Force Report (available upon request)
- [2007-2008 School Facilities Task Force Report](#)
- WOLD Architects, 2008 Remodel/Renovation Estimates (available upon request)
- GLTA Architects, 2008 Remodel/Renovation Estimates (available upon request)
- Asbestos Survey, 2012 (available upon request)
- [Bond Elections, 1920 to 2011](#)
- [Election History, 1922 to 1989](#)

## LINKS:

- A Primer for Historic Properties Reuse Studies in Minnesota: [www.mnhs.org/shpo/planning/primer.pdf](http://www.mnhs.org/shpo/planning/primer.pdf) from the State Historic Preservation Office of the Minnesota Historical Society
- Annandale Market Area Profile, April 2008 - <http://www.annandale.mn.us/vertical/sites/%7B8B9EF75D-91A9-44C3-9174-41C4172B85B5%7D/uploads/MarketAreaProfile.pdf>

- City of Annandale Economic Development Authority - [http://www.annandale.mn.us/index.asp?Type=B\\_BASIC&SEC=%7b1DA2879F-4CDE-43FA-A2AB-752B6CD3C566%7d](http://www.annandale.mn.us/index.asp?Type=B_BASIC&SEC=%7b1DA2879F-4CDE-43FA-A2AB-752B6CD3C566%7d)
- Annandale Online [www.annandaleonline.com](http://www.annandaleonline.com) - A directory of information about Annandale, Minnesota
- Annandale Community Team (ACT) - the fiscal agent for this Reuse Study - [www.annandaleonline.com/ACT](http://www.annandaleonline.com/ACT)
- City of Annandale [www.annandale.mn.us](http://www.annandale.mn.us)
- Annandale Public Schools [www.annandale.k12.mn.us](http://www.annandale.k12.mn.us)

**MEDIA:**

- Newspaper articles from 2008 and 2012 in *The Annandale Advocate* illustrating citizen support of using/reusing the the 1922 Building

