

Richfield Historical Society

Request for Proposal (RFP)

Date: July 3, 2026

Services Desired: Creation of construction drawings to support restoring the structural integrity of the Bartholomew House.

Project: Construction Drawings for the Bartholomew House Repairs

Primary Contact:

Amber Lattanzio, Project Manager, Richfield Historical Society
(612) 798-6140
richfieldhistory@gmail.com

Purpose:

The Richfield Historical Society (RHS) seeks final proposals from qualified architectural firms with experience in historic preservation and rehabilitation of early historic structures to provide professional services for the Bartholomew House, constructed in 1852. The work will focus on the development of detailed and coordinated construction drawings and specifications based on existing architectural and structural assessments.

These documents will provide a comprehensive and constructible framework to support permitting, bidding, and future rehabilitation work, while ensuring that the historic character and significance of the building are appropriately considered.

This project is funded in part by a Minnesota Historical and Cultural Heritage Legacy Grant and shall be completed in conformance with the provisions and guidelines of the ***Minnesota Historical and Cultural Heritage Grants Manual***.

Proposal Contacts:

If you have questions about this RFP, please submit them to Amber Lattanzio via email at richfieldhistory@gmail.com before Saturday, July 18, 2026. Answers will be forwarded to all bidders by 5 pm, Tuesday, July 21.

Submission of Proposal:

Prospective firms shall submit one (1) electronic copy (sent via email) of their proposal and fee schedule no later than 11:59 pm, Wednesday, July 29, 2026 to richfieldhistory@gmail.com

All proposals must be clearly marked "CD Proposal for Bartholomew House - Richfield Historical Society" in the subject heading.

All submissions must be received by the RFP closing date and time. Incomplete submissions and submissions received after the closing date will not be accepted.

Background Information:

The Richfield Historical Society is a nonprofit organization dedicated to the acquisition, documentation, and preservation of Richfield's history. The Society operates the Bartholomew Home, constructed in 1852 by Justice of the Peace Riley Bartholomew, which is the oldest surviving residential structure in Richfield and serves as an important historic and educational resource. The House is listed on the National Register of Historic Places.

The property is owned by the local school district and is operated by the Historical Society under a lease agreement that assigns responsibility for its ongoing care, maintenance, and preservation to the historical society.

Prior architectural and structural assessments of the building have been completed. The Society is now seeking to advance the project into construction readiness through the development of detailed and coordinated construction drawings and specifications. These documents will provide a unified technical basis for permitting, bidding, and future rehabilitation work and will ensure that architectural, structural, and preservation considerations are appropriately integrated.

Scope of Services:

The Richfield Historical Society is seeking a qualified architectural firm with experience in the preservation and rehabilitation of historic structures. The purpose of this phase is to advance the

project towards construction readiness by developing a coordinated and complete set of construction drawings and specifications. The selected firm will translate existing documentation into a unified, buildable design solution that supports permitting, bidding, and construction. The work will ensure that architectural, structural, and preservation considerations are fully integrated into a practical and implementable design.

Additional Qualifications:

- Sensitive to the challenges and goals of a small historical organization
- Proven track record of meeting project goals on time and on budget.

In preparing a response to this RFP the firm shall propose and describe the detailed Scope of Services for this specific project based on the information above, and in accordance with the list below:

1. Existing Conditions Review and Verification:

- Review all existing conditions documentation previously prepared by MacDonald and Mack Architects and Mattson, Macdonald, Young Structural Engineers.
- Conduct an on-site visual review of the building to verify existing conditions and observe any changes since prior documentation.
- Site review may be visual-only. No destructive testing is anticipated as necessary. Should such testing be deemed necessary it must be coordinated with and authorized by the Project Manager/RHS. Document observed conditions and prepare a written summary of architectural and structural findings.

2. Project Coordination and Scope Definition:

- Meet with the Project Manager to review existing conditions findings and establish the final rehabilitation scope.
- Incorporate RHS input, preservation priorities, and applicable regulatory considerations into the design approach.
- Coordinate with consultants as required to support a cohesive project scope.

3. Architectural Design and Construction Documents:

- Develop a complete set of architectural drawings and specifications suitable for permitting, bidding, and construction.

- Prepare design solutions that respect and preserve historic materials and character-defining features while addressing structural, mechanical, and life-safety needs.
- Coordinate architectural design with structural and other engineering disciplines as required.
- Provide clear documentation of materials, assemblies, and details necessary for construction execution.

4. Construction Cost and Scope Documentation:

- While detailed cost estimates developed in coordination with general and/or sub-contractors is out of scope for this project, RHS does seek the architect's input on project costs based on their experience with similar projects.
- Align scope documentation with construction drawings to support accurate contractor pricing and project planning.

5. Meetings and Project Coordination:

- Participate in meetings with the RHS Board of Directors at key intervals throughout the project, including:
 - Initial project and scope confirmation meeting
 - Design review meetings during the course of work
 - Final review meeting prior to issuance of construction documents
- Provide written summaries of key decisions, direction, and action items following meetings.

6. Regulatory and Preservation Coordination:

- Design work shall be informed by applicable historic preservation standards, including coordination with regulatory bodies such as the Minnesota State Historic Preservation Office (SHPO), as required.
 - Secretary of the Interior's Standards for Archaeology and Historic Preservation;
 - History and Architecture Survey Manual (June 2017);
 - SHPO Manual for Archaeological Projects in Minnesota (July 2005).
- Support RHS review and approval processes related to historic designation requirements and grant-related documentation, if applicable.

Project Timeline:

| Date | Activity |
|--------------------|---|
| | |
| July 3, 2026 | RFP Issued |
| July 17, 2026 | Architect questions due |
| July 21, 2026 | Responses to questions provided |
| July 29, 2026 | RFP Responses Due |
| July 31, 2026 | Architect Selected |
| September 11, 2026 | 30% Construction Documents Submitted for Review |
| October 23, 2026 | 60% Construction Documents Submitted for Review |
| November 27, 2026 | 90% Construction Documents Submitted for Review |
| December 31, 2026 | Estimated Project Completion |

Proposals:

The request for proposal does not obligate the Richfield Historical Society to award any specific project. Richfield Historical Society reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interest of the Richfield Historical Society. The Richfield Historical Society also reserves the right to waive irregularities in proposal content or to request supplemental information from a prospective bidder. All documents in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.

Minimum Proposal Contents:

- Project understanding and description of proposed work;

- Project timetable and work plan (It is acceptable to propose changes to timetable shared in this RFP, funder requirements/grant period currently requires work to be complete by January 1, 2027, though an extension may be possible);
- Company profile and identification of Bidder personnel and any subcontractors who will supervise and/or conduct the work of the project, including details of their training and experience, and where Bidder personnel and subcontractors are located; and
- Detailed cost proposal for services.

Proposal Evaluation:

The Richfield Historical Society will evaluate proposals on the basis of the following criteria:

- Bidder qualification, technical expertise, knowledge, and experience;
 - Alignment of project personnel qualifications with the Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983.)
- Overall cost of proposal; and
- Any other factor(s) that might aid in selecting the best candidate.

The selection of the successful bidder is not based solely on low bid, but on the candidate that will best accomplish the objectives of the project.