

**Historic 1891 Dinehart Holt House  
Slayton, MN**



**REQUEST FOR PROPOSALS**

**Historic Structure Report**

All Proposals for a Historic  
Structure Report are due to Janet  
Timmerman by January 27, 2017

# **Murray County Historical Society's Request for Proposal for the Services of a Historic Architectural Firm to conduct a Historic Structure Report for the Dinehart Holt House**

## **Background**

The Murray County Historical Society is seeking proposals for a Historic Structure Report for the Dinehart Holt House in Slayton, Minnesota. Funds for this project have been provided through a Minnesota Arts and Cultrual Heritage Fund Grant through the State of Minnesota Legacy Amendment voted on by the citizens in 2008 and administered through the Minnesota Historical Society.

The Dinehart Holt House was built in 1891 by Christopher and Flora Dennison Dinehart. It was designed by Mankato Architect Frank Thayer who also designed the Murray County Courthouse. The buildings were constructed in the same year.

The Dinehart House is a 2 ½ story Queen Anne/Eastlake style home with a limestone foundation and basement as well as a limestone and brick central chimney. The structure was the primary home of the Dineharts until Christopher's death in 1938 when it passed to daughter Florence Dinehart Holt and her family. The last family member to own the house was Judge John D. Holt who passed away in 1996. In 2007 the county purchased the structure to be used as a historic house museum and a small venue event center for the public. The county manages the home in cooperation with the Murray County Historical Society (MCHS) who manages the collection in the house. The building has been on the National Register of Historic Places since 1982. The Murray County Commissioners and the MCHS recognize the significant character and historic importance of the structure and are committed to ensuring the building will be enjoyed by future generations. Toward that end, the MCHS desires the completion of a Historic Structure Report that will include a current condition assessment and an action plan for future preservation and partial restoration efforts that are appropriate for the architectural styling, historic character, and period materials associated with the era of 1891-1938 when the Christopher Dinehart family was the primary family living in and remodeling the home.

## **Scope of Services:**

Project Team members are required to meet the Professional Qualification Standards of the Secretary of the Interior Standards and should include a historic architect, a structural engineer, a historian and a collections curator. The Historic Structure Report is expected, at a minimum, to contain the following elements:

- A. Historic Structure Report introductory information, including a table of contents, property identification information, including address, ownership, historic ownership and an executive summary, including acknowledgements, reason for report and for whom, current property use and a summary of the methods used to create the report.
- B. Historic Overview-a detailed history of the structure, its historic function, and any significant personal history associated with it, based upon research of existing materials held in, including but not limited to, the Murray County Museum, the Anderson Library in Minneapolis and the Minnesota Historical Society archive in St. Paul. References should be made and appendices attached of any significant additional resources that reference the historical data of the home.
- C. Setting/ Environmental/Function Context-a description of the structure's existing setting and how it physically and functionally fits within the surrounding area.

- D. Architectural and Landscape Overview- a detailed description of the structure's site, structural system of type, exterior and interior architectural detailing and stylistic elements, including identification of historic character-defining features, finishes and materials and identification and documentation of changes and alterations to the structure.
- E. Conditions Assessment Report including:
- a. Summary description of the structure's existing condition.
  - b. Detailed existing condition description of the individual material components including limestone foundation, brick chimneys, siding, windows, doors, porches, trim, cornice, roof, etc.
  - c. Room by room descriptions, including documentation of features, finishes, and materials and detailed identification of areas of deterioration and repair for floors, walls, ceilings, doors, windows, trim, fireplace, stairs, and linework detailing and other architectural features.
  - d. Evaluation of the existing kitchen structure and possible restoration treatments to its original look from 1891-1938.
  - e. Evaluation of the physical condition of the structure's materials including: masonry, mortar, roofing, trim, exterior finish materials, plaster (flat and decorative), wood floors other wood features, finishes, and millwork, chimneys, and other structural elements.
  - f. Summary description and evaluation of the structure's building systems: electrical, plumbing, HVAC, fire protection, etc.
  - g. As applicable, reference to supplemental technical reports.
- F. Accessibility Assessment (ADA Audit) - documentation of likely accessibility issues as addressed in the American with Disabilities Act Accessibility Guidelines and associated reference material. This component should identify and summarize code issues that might be addressed in project planning documents by design professionals, which may include site and building access routes, existing architectural barriers, access to public toilet facilities, clearances at openings, apparent ramping and or vertical lift needs. It is beyond the scope of this request to provide specific ADA guidance or design solutions.
- G. Summary Building Code issues evaluation- documentation of likely building code compliance issues associated with current use. This component should identify and summarize code issues that might need to be addressed in project planning documents by design professionals, which may include means of egress and emergency egress considerations, fire separation issues, fire protection, etc. It is beyond the scope of this request to provide specific code compliance guidance or design solutions.
- H. Recommendations-for repair/preservation/maintenance treatments for the structure's materials, finishes, features; for projects to bring the structure into a state of functional utility with associated scope of work descriptions and project prioritization; for adaptive use option (as applicable or requested); for building and structural system improvements, as applicable; and overview recommendations for analysis of ADA and building code issues by design professionals. Recommendations must be consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, consider the potential impact of recommended treatments, and avoid significantly altering the property's historic character and context. Treatments should be prioritized as to most critical to structural integrity to the least.
- I. Existing condition record information should include: site plans, "as built" floor plans and elevations, detail photographs or drawings of significant features, context photo-documentation, and existing conditions detail photo-documentation.
- J. Supplementary information should include, as applicable, and available: cost estimates, technical reports, (including Structural Assessment Report, paint analysis, and hazardous materials assessments, maintenance plan, historic maps, historic photographs, historic plans, reference materials, etc. Completion of the Scope of Work document provided on the MNHS website at:  
[www.mnhs.org/legacy/grants/docs.../Scope\\_of\\_Work\\_Form.pdf](http://www.mnhs.org/legacy/grants/docs.../Scope_of_Work_Form.pdf)

- K. Conservation specialist shall assess the needs of preparation and moving the collections during any subsequent construction phases, including appropriate materials and items required for packaging, storage, and moving and cost estimates.

### Schedule

This project is grant funded and requires the contractor meet milestones before funds are released to the grantee.

<b>Milestone 1:</b> met by grantee.	30% payout
RFP disseminated to architectural firms	December 27, 2016
Proposals due back to Janet Timmerman	January 27, 2017
Estimated date for contract award	February 5, 2017
Estimated date for project start	February-March 2017

**Milestone 2:** Interim progress report at 50% completion. 30% payout.

**Milestone 3:** Draft of Historic Structure Report at 75% completion to the MNHS grants office for review, comment, and possible edit.

Reviews require thirty working days. 20% payout

**Milestone 4:** Project Director will present progress report to grantor At 75% completion.

Estimated end date for all deliverables to be received September, 2017.

**Final payout** depends upon successful grant report submission. 20% payout

The consultant's work is projected to begin on or before March 1, 2017 with a first draft completed for review by the MNHS State Historic Preservation Office reviewer on or before June 1, 2017.

### Proposal Format

All responses to this request for proposal shall, at a minimum, include the following:

- Scope of services and approach and methodology for accomplishing the scope of services.
- Proposal project schedule
- Firm's expertise and experience.
- Samples of previous jobs similar to the Dinehart House.
- Names and resumes of key personnel to be involved in the project
- Total cost and payment schedule (Note: payments should be tied to previously identified project milestones.)

Proposals can be mailed or e-mailed to, and received no later than, January 27, 2017:

Janet Timmerman, Murray County Museums Coordinator,  
2480 29<sup>th</sup> St. PO Box 61,  
Slayton, Minnesota 56172

If you have any questions or want to request a set of photographs of the building please contact me.

All estimates, including visits to the building site, will be at the expense of the estimating firm.

Any visit to the site is welcome and can be scheduled by calling or contacting the phone number below or e-mailing

[jtimmerman@co.murray.mn.us](mailto:jtimmerman@co.murray.mn.us)

Thank you in advance for your interest in our project.

My best,

Janet Timmerman

Murray County Museums Coordinator