

**Townsend Historical Society**  
Invitation for Quotes  
**Spaulding Cooperage Exterior Restoration Project**  
March 1, 2022

**I. OVERVIEW**

The Townsend Historical Society (hereinafter referred to as the Society) seeks proposals from qualified individuals or firms to undertake the repair and restoration of the Spaulding Cooperage in Townsend Harbor (hereinafter ‘the Project). The building requires clapboard and trim repairs, select window and door work, and will require complete repainting on all sides. This project is funded through several generous grants, and public donations and therefore all work must meet or exceed the requirements of the Secretary of the Interior’s Standards for Historic Structures.



*The Spaulding Cooperage as seen from South Street and looking west toward Harbor Pond. Note that the building overhangs the Squannacook River. See all plans and specifications for work.*

**Building Summary:**

The Spaulding Cooperage is one of two surviving wood frame mills along the Squannacook River. The land where the building is situated has been home to various mills since the early 18<sup>th</sup> century. The building was constructed prior to 1790 as a fulling mill for Nathan Carlton. It was used for this purpose for more than fifty years, eventually falling into possession of the Spaulding Family. It was briefly used for barrel production and ultimately became storage for the adjacent leatherboard operation. It was donated to SPNEA, now Historic New England, in 1929.

**Society Ownership:**

The Townsend Historical Society has owned the Cooperage since 1981 but our involvement with the property is much deeper. Members of the Society regularly worked with Historic New England to provide tours, display artifacts and maintain the structures. When the building was damaged during the Hurricane of 1938, the Society contributed towards its restoration, which resulted in the current building we know today.

Since taking possession of the property, the building has been used as an income generating building that supports our organization’s mission. The current tenant is Home at the Cooperage, an antiques

coop that hosts several vendors and hawks antique and vintage wares. They are looking forward to seeing the facility be restored as much as the Society.

## **II. BACKGROUND INFORMATION**

Prospective bidders are invited to read and review the following information which has relevant data in regards to this project:

- Spaulding Cooperage Restoration Plan prepared on July 31, 2019
- Spaulding Cooperage Existing Condition Plans dated December 28, 2018
- Spaulding Cooperage Schematic Repair Plans dated November 5, 2019

While other information may not be relevant to this project, the Townsend Historical Society has access to archival resources for the building.

### **About the Society:**

The Townsend Historical Society can trace its roots back to 1896 when townspeople recognized the important and interesting history of the area. Realizing the world they knew was changing rapidly, they sought to preserve artifacts, art, architecture and memories that make our town unique. After receiving a charter from the Commonwealth of Massachusetts, the membership went to work amassing artifacts and documenting sites of importance. Their first project completed involved erecting a granite monument at the site of the first schoolhouse. The granite memorial still stands as a reminder of early activities.

We are proud to have been preserving history for more than a century. The organization became a 501(c)3 non-profit organization in 1971. A year later, we broadened our mission to include the preservation of important buildings. We purchased our museum, the Reed Homestead, in 1972, followed by the Spaulding Grist Mill and Cooperage. We were fortunate enough to have been gifted the Copeland Cooper Shop, followed by the Townsend Harbor Church, by generous individuals. The Society is entirely supported by our membership and run by dedicated volunteers who are enthusiastic about sharing our local history.

### **Documentation Efforts:**

The Townsend Historical Society is regularly attentive to the Spaulding Cooperage and other buildings under its care. The structure was recently vacant for a month, allowing the organization an opportunity to work with a consultant to document existing conditions and create a needs assessment to determine a scope of work for exterior repairs.

Work was undertaken on both fronts by The Preservation Collaborative, Inc. Located in Medford, Massachusetts, the firm is a historic preservation consulting group with experience in older construction materials and methods. They are especially well versed with the Society's buildings, having undertaken work at the Reed Homestead and the Copeland Cooper Shop. Their latest efforts concentrated solely on the Cooperage building.

In the winter of 2018, the Cooperage was empty for the first time in nearly a decade. This provided a rare opportunity to measure the structure unhindered and provide base photographs for an existing condition report. The consulting firm spent two days in the structure which resulted in measured drawings of the floor plans, exterior elevations and photographs for record. The Society provided the organization information on the history and maintenance work completed by the organization for the last two decades.

By the summer of 2019, a needs assessment was completed for the Cooperage. This report detailed not only the immediate efforts needed to keep the building sound, but also short- and long-term goals that need to be planned for. This set the stage for the present repairs and repainting project, which is the highest priority. This project will also undo many of the inappropriate efforts, such as grading to the

front door, and allow us time to plan for later changes, such as MAAB/ADA access, new restrooms, etc. The plan loosely reaches out over the next decade and uses the work history as a basis on when we should expect to make necessary repairs to the structure.

Since the report has been completed, the Society has been preparing to publicly bid the project to secure a contractor with experience in preservation to undertake the restoration. The work presents unique challenges and requires us to stay on top of the rigorous demands of a water-based building. As our only income generating property, work on the Cooperage is our top priority.

#### **Immediate Need for Work:**

Since the completion of the above noted documentation, the Society has noted several changes to the exterior condition. The siding is failing in places, allowing water to infiltrate the envelope. This is not good and it will be necessary to undertake repairs and a repainting of the entire structure. The Society expects to restore the envelope to 100% condition, meaning we will invest in repairing the entire building to reduce maintenance in the fiscal years that follow. This is the recommendation of the several consultants on the project.

### **III. SCOPE OF SERVICES**

The Consultant will provide services to the Townsend Historical Society for the complete restoration of the Spaulding Cooperage as described in this section.

#### **A. Description of Necessary Work:**

Work on the building can be summarized as exterior envelope repairs that will restore the weathering surface to water-tight status. As noted in the report, photos, and architectural plans, there are several locations around the building where finishes are failing and need to be replaced. The amount far exceeds work that volunteers can accomplish so we are looking to hire experienced individuals who will use their knowledge and apply it to the restoration efforts in order to maintain the building for years to come. The goal is to maintain as much fabric where possible but given its age, most of the exterior is at end of useful life and needs to be replaced.

Specific instances are detailed in the architectural drawings and specifications and are summarized briefly here:

- Site Work: Work is limited to front entrance ramp. G.C. shall pull earth away from building which shall allow for sill and trim repairs. Earth will be held off the building by square cut timbers spiked into each other. A bridge plate shall be employed at the threshold and the walk will be graded to 1:20 slope for MAAB/ADA compliance.
- Sill Replacement at Front Entrance: We anticipate needing to replace the sill along the front entrance of the building where earth has abutted the building for some time. This will require select replacement of the 8X8 white oak or spruce sill. The G.C. shall replicate whatever species exist. To prevent future water infiltration in an area of significant moisture, aluminum flashing (ice and water shield is not appropriate in this location) over the restored wood sheathing and shall then be covered by building overlay. The finished materials shall be covered with Azek noted below.
- Building Skirt Boards: Replace building skirt boards on the east (South Street) and North (Main Street) facades. All skirt boards shall have lead or painted aluminum cap flashing installed to correct open joints on all land facades. The southern exposure does not have skirt trim.
- Painted Azek Skirt Board at Front Entrance: Although not period appropriate, we have received permission from the easement holder to apply Azek trim at the front door below grade. This is only because of the high level of moisture here.

- Corner boards: Select repairs will be made to the corner boards where rotted. These locations are indicated on the plans. We plan to maintain as much original wood where possible. All new material shall be back primed prior to install.
- Window Security Screens: All window security screens shall be entirely removed and recreated. Frames shall be hung using storm window hangers with hook and eye latch from interior to secure. All screens will no longer be fastened to trim. Felt on the inside face of the frame shall provide adequate spacing for weeping of water. Screen shall be standard insect screen in lieu of security mesh. Wood shall be #1 clear cedar which shall be primed and painted to match building.
- Window Flat Stock Trim and Sills: Despite the security screens having been attached to the windows, the exterior frames and sills are in fair condition. It is expected that they be restored after preparation (scrape old caulking and paint). Surfaces shall be restored using wood filler and epoxy consolidates. The fixed pane lights for the bathroom and the 6/9 windows on the first floor require sill patches and replacement of flat stock trim. Replacement will be in-kind with the same species, which is either pine or cedar. Cap flashing for these windows will be replaced and will be lead or painted aluminum. All new material shall be back primed and painted.
- Windows: We do not have any planned window work as part of this project. Most windows were restored by volunteers during work sessions over the last decade and are in stable condition.
- Door Flat Stock Trim and sills: The front entrance door trim is proposed for recreation as it has unusual joinery. Material shall use standard ¾” stock at the sides, and 5/4” at the top. Material shall be pine or cedar, back primed, and painted to match. The other doors shall have trim patched to match where rot has occurred. Like the windows, we are confident you would be able to restore the trim and sills. All material will be likewise back primed.
- Doors: There are several fixed doors which have their exterior surface failing and in need of replacement. The two vertical plank doors on either side of the barn door on the east façade require select boards to be replaced. The same can be said for the small door at the second floor on the same elevation. The main entrance door and barn door will be scraped, primed and painted but otherwise remain as-is. The rear first floor door on the north elevation was damaged by a vehicle and requires replacement. A temporary fix has allowed this door to remain but it will need to be replicated. It is not old. The door on the second floor is in good condition and will be scraped, primed, and painted.
- Screen Doors: Screen doors are utilized by the tenant. Doors shall be temporarily removed to facilitate work and reinstalled at end of project.
- Clapboard Repairs: About 50-75% of the exterior envelope will require clapboard replacement. Work will remove existing clapboards and replace in-kind. All material shall be back primed pine. All existing exposures shall be replicated. Any incongruent patches, such as by plywood on the west (Harbor Pond) façade, will be removed and patched. Priority replacement locations are indicated on the plans.
- Rake Trim: Rake trim is simple 1x6 flat stock which is in good condition. We do not anticipate needing to replace but would like permission to replace in-kind if rot is discovered on close inspection.
- V Gutter Extension: Remove two existing V gutters and replicate with new Cedar v gutter across entire front façade pitched toward river to reduce amount of roof runoff at front façade. This will assist with moving water away from the building which has caused rot at ground level.
- Gas Heater Exhaust Vent: The existing gas heater exhaust has recently been repaired and requires no work.
- Building Fasteners: As a general note, we request the carpenter use period appropriate fasteners to replicate what exists on the building. Vendor shall use cut nails by Tremont Nail Company and sized for the task at hand. We find these fasteners superior to wire cut nails. All visible material shall be hand nailed as opposed to using pneumatic machinery. Pre drill holes if required.

- Painting: Upon completion of work, the building will be painted 100%. The southern (River) façade will be stained to match the surface. Alternatively, two coats of oil based primer and two coats oil based finished paint will be utilized (but not preferred in the humid environment) The remainder of the building will receive two coats oil based primer and two coats finished latex paint. As noted, the painter will prepare all trim and sills to shed water. They will also fill gaps and smooth finishes where necessary. All paint will be completed by hand.
- Chimney: The chimney has recently been reflashed and may require selective cleaning but is not part of this project.

We have attempted to be as descriptive as possible in order to provide you with a clear picture of necessary work. We categorize all of this as maintenance and there will be no change to the appearance of the building. The building's exterior is available for inspection sunrise to sunset, seven days a week. In addition, the Society will schedule a site visit for all prospective bidders to ask questions. If you have additional questions, please do not hesitate to contact us.

If you need any additional documentation, please do not hesitate to reach out. We are happy to provide details, meet virtually or conduct a site walkthrough.

### **B. Project Specifications:**

Detailed project specifications are defined by the final scope of work dated March 1, 2022. Please see attachment A, final architectural drawings, and attachment B, final project specifications, for complete information. These documents are far too thorough to summarize here.

### **C. Proposed Timeline to Completion:**

Bidders must provide an estimate (in days) of the total time required to complete the Project. The priority side is the south façade overhanging the Squannacook River and should be completed first. It is understood that said estimate may be affected by weather conditions and subject to change. The selected consultant will update their timeline at least once a month to inform the Society of any changes to the date of completion.

### **D. Project Coordinator Role:**

The Society will designate a project lead who will be known as the Project Coordinator (hereinafter 'Coordinator'). The Coordinator shall be the liaison between the Consultant and the Society. They shall work to schedule any construction meetings, attend site visits, prepare meeting minutes, and submit paperwork on behalf of the Consultant for payment of services rendered.

In order to expedite efforts, the Consultant shall assist the Coordinator with paperwork where necessary. This shall include submitting a summary of services rendered with any bill, preparing a description of work for changes orders, and keeping the Coordinator up to date as work progresses.

## **IV. TENTIVE PROJECT SCHEDULE**

This IFQ shall be released on March 1, 2022. Quotes shall be received through April 1, 2022, 2:00 PM via email. Please see submission requirements for more information.

**A project walk through is scheduled for Wednesday, March 16, 2022 at 10:00 AM.** Although this site visit is not mandatory, it is highly recommended potential bidders visit the site and meet with Society representatives in order to understand the tasks at hand. In general, the building is available from sunrise to sunset, seven days a week as most of this work shall take place on the exterior.

The Society anticipates the project to start after contract signing which is anticipated on or around April 29<sup>th</sup>, 2022. There are multiple phases which are defined as follows:

- Phase I – Construction Kickoff May 2, 2022
- Phase II – Permits/ Site Prep. Complete June 3, 2022 (4 Weeks)
- Phase III – River Façade Complete July 1, 2021 (4 Weeks)
- Phase IV – Remaining Facades Complete August 19, 2022 (6 Weeks)
- Phase V – Painting Complete September 2, 2022 (2 Weeks)
- Phase VI – Punch List and Closeout September 30, 2022 (4 Weeks)

The Society understands and acknowledges there may be delays caused by sourcing correct and matching materials. Following all approvals, the Society has allowed for four months for construction. If the Consultant believes that the Project cannot meet the schedule noted above, this should be outlined in the Response.

## V. CONSULTANT QUALIFICATIONS

At a minimum, the proposing firm/team must meet the following requirements:

1. The firm/project manager/team must have at least five (5) years experience with historic preservation based projects. They shall be able to demonstrate what the Secretary of the Interior’s Treatment for Historic Properties is and how it will impact the scope of work.
2. The firm/team must have previous experience with the restoration of historic buildings. Successful completion of a minimum of three (3) projects within the last five (5) years is required and completion of five (5) overall is desired.
3. The principal and project manager to be assigned to this project must be available for meetings with the Society on weekdays or evenings, as required.
4. The firm/team must demonstrate an ability to complete the project over a water resource. The Squannacook River will impact the contractor’s ability to complete this project and the selected consultant must provide a plan on how best to accomplish work.
5. The volume of the proposed project managers and firm's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The firm and all team members must be capable of devoting a significant amount of time to this project in order to complete the work within the schedule outlined in the RFP.

## VI. SELECTION CRITERIA

The Society will award the contract to the Consultant offering the most advantageous response to this IFQ, taking into consideration all evaluation criteria. The selection process will include an evaluation procedure based on the criteria identified below. Finalists may be required to appear for an interview.

1. Staffing Plan and Methodology, including the professional qualifications of all project personnel with particular attention to training, educational background, skills and experience. Demonstrated expertise in building restoration by the Principal-in-Charge, Project Manager, and other key personnel assigned to the project.

**Highly Advantageous:** The plan of services proposes a detailed, logical, creative, and highly efficient scheme for producing a complete project that addresses all Goals and Priorities of this project and meets all the minimum applicant qualifications detailed in Section V, “Consultant Qualifications”.

**Advantageous:** The plan of services proposes a detailed, logical, creative, and highly efficient scheme for completing the task at hand. Meets all the minimum applicant qualifications detailed in Section V, “Consultant Qualifications”.

**Not Advantageous:** The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to produce a complete project that addresses all

of the required issues and meets all the minimum applicant qualifications detailed in Section V, “Consultant Qualifications”.

**Unacceptable:** The plan of services does not meet all the minimum applicant qualifications detailed in Section V, “Consultant Qualifications”.

2. Depth of experience with similar projects, and prior experience with historic preservation projects and resources around water.

**Highly Advantageous:** The Consultant has at least eight (8) years of experience consulting within Massachusetts (or surrounding states) on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of five (5) similar projects within the last five (5) years.

**Advantageous:** The Consultant has at least five (5) years of experience on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of three (3) similar projects within the last five (5) years.

**Not Advantageous:** The Consultant has less than four (4) years of experience but more than one (1) year consulting on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of two (2) similar projects within the last five (5) years.

**Unacceptable:** The Consultant has less than four (4) years of experience consulting on projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

3. Desirability of approach to the project, as well as a demonstrated understanding of all project components and required materials.

**Highly Advantageous:** The response contains a clear, creative, and comprehensive plan that addresses all project Goals and Priorities as stated in the IFQ.

**Advantageous:** The response contains a clear plan that addresses most of the project Goals and Priorities as stated in the IFQ.

**Not Advantageous:** The response does not contain a clear plan to address many of the project Goals and Priorities as stated in the IFQ.

**Unacceptable:** The response does not contain any plan to address the project objectives stated in the IFQ.

4. Demonstrated ability to meet project budget and project schedule.

**Highly Advantageous:** All of the Consultant's references indicate that the projects were completed within budget and on schedule or with minimal, insignificant delays.

**Advantageous:** One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

**Not Advantageous:** Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

**Unacceptable:** More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant.

## VII. SUBMITTAL REQUIREMENTS

Interested qualified firms must submit documents electronically. There shall be two separate submittals. The first shall be one (1) color copy of the proposal marked “**Spaulding Cooperage Exterior Restoration Project – Technical Proposal**” addressing the objectives, scope and schedule described in this scope of work. Responses must include each of the following:

1. General description of the firm/team's experience.
2. Description, with examples, of the firm/team's experience in completing building restorations.
3. A detailed scope of services for the proposed work, including the firm/team's general approach to such work, evidence of the firm/team's understanding of the goals and objectives of the project, and methodology for accomplishing the tasks as listed in this IFQ.
4. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
5. Description of or resumes for the assigned staffs' experience, educational background, availability, and chain of responsibility, including the name and title of the principal and project manager assigned to the project, names of all sub-consultants, and resumes of all personnel to be associated with the project.
6. At least three (3) references, including name, title, agency, address, description of project, project cost, and telephone number and the email address for clients with similar projects completed by the Consultant within the last five years (including dates).
7. Other pertinent information about the firm(s) that would aid the Society in making a selection.
8. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.

Additionally, a submission of one (1) copy clearly marked “**Spaulding Cooperage Exterior Restoration Project – Price Proposal**” with the following:

1. Fee for completion of work broken down by trade (ex. finish carpentry, painter, scaffolding, etc).

Proposals must clearly address all submittal requirements; that is, the response should include a section addressing all of the minimum qualifications, the minimum submittal requirements, and each of the review criteria. The proposal will be reviewed based on each of these items and it will be to the benefit of the responder to clearly address each of the items. Where the requirements specify a minimum level of experience, indicate the dates of said experience.

A committee will be convened to review proposals. Committee members will be drawn from the Townsend Historical Society Board of Directors, who has the final approval authority for this contract.

The Society reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any IFQ, and to accept or reject any item or combination of items. The Society also reserves the right to seek additional information and revised proposals prior to selection of a Consultant through written notice to all of the respondents.

Submissions may be sent to the attention of: Ryan D. Hayward, President, Townsend Historical Society, by emailing attachments to [info@townsendhistoricalsociety.org](mailto:info@townsendhistoricalsociety.org). Submissions are due on Friday, April 1, 2022 at 2:00PM. Late submissions shall be rejected.

### **VIII. PROJECT FUNDING**

Consultants must complete a Price Proposal Form under separate cover. Any technical proposal with an indication of a fee shall be determined non-responsive and rejected.

**The project shall not exceed \$40,000 (forty thousand dollars).** Project fees must be provided for each Project Component of work as described in the Scope of Services. Fees shown will include all costs and expenses (materials including, but not limited to, wood products, paint, etc.) to complete the Scope of Services defined in this RFP. Also, the selected Consultant will be required to submit invoices identifying cost for specific tasks. The final contract scope, price and fee will be negotiated with the highest ranked responder. If the project cannot be completed for such a price, the consultant shall detail work which can be completed for cost noted above.

### **IX. QUESTIONS**

All project questions shall be submitted via email. Inquiries shall be sent to the attention of Ryan D. Hayward, President, Townsend Historical Society, by emailing [info@townsendhistoricalsociety.org](mailto:info@townsendhistoricalsociety.org). Addendums, if any, will be emailed to all respondents.