

**St. Luke's—St. Paul's Episcopal Church, Bridgeport (1867)**  
**Historic Property Structural Assessment and Condition Assessment**  
**REQUEST FOR PROPOSAL**

The Connecticut Trust for Historic Preservation, dba Preservation Connecticut (PCT), is seeking proposals for an assessment and prioritization of renovations to ensure the continued operation of this historic property. The project is funded by a grant from PCT via the Community Investment Act. Work must be done in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards) and be prepared by a consultant team that meets the federal qualifications standards under 36 CFR Part 61 for Historical Architect or Engineer as applicable.

The church is located at 594 Kossuth St, Bridgeport, CT 06608. Walkthroughs and visual inspections of the property can be arranged by appointment with PCT staff.

Proposals must be submitted digitally by January 26, 2024, by 5:00 p.m. Proposals should be sent to Michael Forino at [mforino@preservationct.org](mailto:mforino@preservationct.org). PCT reserves the right to award in part, to reject any and all proposals in whole or in part, or waive technical defects, irregularities, and omissions if, in its judgment, the best interest of the St. Luke's—St. Paul's will be served.

Any questions pertaining to this RFP can be submitted via email to Michael Forino at [mforino@preservationct.org](mailto:mforino@preservationct.org)

Affirmative Action – Equal Opportunity Employer. Women and Minorities are encouraged to submit a proposal. This project received funding from PCT and the Community Investment Act.

**Selection Criteria**

The selection for the award will be based on the lowest-priced, technically acceptable proposal. Bidder qualifications will also be evaluated based on the candidate's previous work experience, description of the assessment approach, references, quality of samples (previous work products), previous church-related experience, and the ability to complete the work within the allotted budget and time.

PCT expects to complete the selection process and award a contract on or about February 1, 2024.

**Description of Project**

The purpose of the project is to complete a structural survey and condition assessment of the St. Luke's—St. Paul's Episcopal Church to identify and prioritize future renovation activities, thereby ensuring the continued operations of this historic property. The project requires a

qualified Historical Architect. The selected firm must coordinate all inspection activities with Michael Forino of PCT.

### **Scope of Work**

The consultant will perform a detailed assessment of St. Luke's—St. Paul's Episcopal Church, to include but not limited to the building structure, site drainage, and architectural elements. This assessment should also include an evaluation of accessibility and code deficiencies. The assessment should also provide recommendations for greater energy efficiency. The final report must identify, describe, prioritize, and provide in rough order of magnitude cost estimates to complete identified repairs in a manner that follows the Standards.

In no specific order, the following is a list of known renovation needs:

1. Foundation.

The granite foundation of the church is in severe need of repointing and several of the stone buttresses have failed.

2. Site Drainage

The basement of the church is subject to chronic flooding, severely limiting the church's charitable operations.

3. Roof and windows

The slate roof on the church and steeple are in serious disrepair. The stained glass windows are also in serious disrepair.

4. Handicap Accessibility

The Church lacks handicap accessibility features.

Recommendations included in the proposal 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.

The conditions assessment will be prepared by a 36 CFR Part 61 Qualified Architect.

### **Deliverables**

PCT requires three (3) copies of a final report. This report must identify, describe, prioritize, and provide a rough order of magnitude cost estimates to complete each identified repair in a historically consistent manner. The final report must also include photos of each proposed renovation along with relevant diagrams.

The printed product must acknowledge funding provided from the Community Investment Act and oversight provided by Preservation Connecticut.

### **Project Timetable**

The project shall begin on or about November 20, 2023 and is to be completed no later than May 1, 2024.

November 20 to January 25	On-site appointments
January 26, 2024	RFP response deadline
February 1, 2024	Proposal selection
February 15, 2024	Project Start
April 1, 2024	Mandatory Project Status Report
May 1, 2024	Project Completion and Delivery of Final Report

### **Project Requirements**

- The Conditions Assessment Report must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and be prepared by a 36 CFR Part 61 qualified Historical Architect.
- PCT and St. Luke's—St. Paul's Episcopal Church shall have a royalty-free right to republish any published material generated by this grant.

### **Request for Proposals Conditions**

- All proposals in response to this RFP are to be the sole property of the PCT. All materials associated with this procurement process are subject to the terms of State laws defining freedom of information and privacy and all rules, regulations, and interpretations resulting from those laws.
- Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of PCT.
- The timing and sequence of events resulting from this RFP will ultimately be determined by the PCT.
- The Proposer agrees that the proposal will remain valid for a period of 90 days after the deadline for submission and may be extended beyond that time by mutual agreement.
- PCT may amend or cancel this RFP prior to the due date and time if it deems it to be necessary, appropriate, or otherwise in the best interest of St. Luke's—St. Paul's Episcopal Church.

The Proposer must certify that the personnel identified in its response to the RFP will be the persons actually assigned to the project. Any additions, deletions, or changes in personnel assigned to the project must be approved by PCT in advance of their exclusion or inclusion,

except for personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by PCT.

At its discretion, PCT may require the removal and replacement of any of the Proposer's personnel who do not perform adequately on the project in the sole opinion of PCT, regardless of whether they were previously approved.

- Any costs and expenses incurred by Proposers in preparing or submitting proposals are the sole responsibility of the Proposer.
- A Proposer must be prepared to present evidence of experience, ability, service facilities, and financial condition necessary to satisfactorily meet the requirements set forth or implied in the proposal.
- No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, clarification of proposals may be required by the PCT at the Proposer's sole cost and expense.
- In some cases, Proposers may be asked to give demonstrations, interviews, presentations, or further explanation to the RFPs Screening Committee.
- The Proposer represents and warrants that the proposal is not made in connection with any other Proposer and is in all respects fair and without collusion or fraud. The Proposer further represents and warrants that the Proposer did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative, or employee of the PCT participated directly in the Proposer's proposal presentation.
- The contract will represent the entire agreement between the Proposer and the PCT and will supersede all prior negotiations, representations, or agreements, alleged or made, between the parties. PCT shall assume no liability for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by PCT. The contract may be amended only by means of a written instrument signed by the PCT Executive Director and the Proposer.
- Rights Reserved to PCT. PCT reserves the right to award, in part, to reject any and all proposals in whole or in part for misrepresentation or if the Proposer is in default of any PCT contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. PCT also reserves the right to waive technical defects, irregularities, and omissions if, in its judgment, the best interest of PCT will be served.
- PCT reserves the right to correct inaccurate awards resulting from clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a Proposer and subsequently awarding the contract to another Proposer. Such action on the part of PCT shall not constitute a breach of contract on the part of the PCT since the contract with the initial Proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the PCT and the Proposer.

### **Proposal Requirements**

The proposal must contain the following items:

- A description of the technical approach for assessing the issues presented in the RFP, along with those identified during the inspection of the property.
- Resume(s) for all employees involved in conducting the assessment and developing the final report.
- References – Provide the name, title, company address, phone number, and email address for each reference.
- Example of previous condition assessment, preferably related to an operating church property.
- Written affirmation that the Proposer has read and accepts the RFP's conditions.

All responses to the RFP must conform to the instructions. Proposals must be submitted digitally by January 26, 2024, by 5:00 p.m. Proposals should be sent to Michael Forino at [mforino@preservationct.org](mailto:mforino@preservationct.org).