

Request for Proposals Project Number 10-003-428

INTRODUCTION

The Agency for Historic Preservation ("AHP") solicits bids for the conservation and preservation of "The Hideaway," formerly the estate of C. Gaerste ("the Property").

GENERAL INFORMATION

Project Goals

The goal of this RFP is the selection of a Proposal to:

- Create a comprehensive plan for the conservation or repair or stabilization of all buildings and building contents now found at The Hideaway. (Phase 1)
- Create a comprehensive plan for the conservation repair or stabilization of the grounds at The Hideaway. (Phase 2)
- Create a preservation plan for 10, 15, and 25 years from completion. (Phase 3)

A Proposer may be an established or ad hoc business entity or an individual.

AHP welcomes Proposals that include any combination of Phase 1, Phase 2 and Phase 3; AHP reserves the right to select conservation teams for each phase who best meet the criteria outlined below in **Evaluation/Selection Criteria**.

Only one Proposal will be accepted for each Phase.

- **Submission Due Date**

Complete bids must be received by 5:00 pm on [date], at the following address

Agency for Historic Preservation

[Address]

ATT: [Contact]

All Proposals must be submitted according to the instructions in Section IV, Submission Requirements, of this RFP. It is the sole responsibility of the Proposer to ensure that its Proposal is received before the submission deadline. Proposers shall bear all risks associated with delays in mail, courier services or hand delivery. Proposals will not be publicly opened or publicly read.

- **Informational meeting/Site visit**

All prospective bidders are asked to register with the Contact Person [name, #]. Registration is required for participation in a walk-through of the property.

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Each registrant will receive one copy of an information packet, containing all the materials we believe necessary to complete a proposal. Originals and other documents will be available for consultation in the AHP offices. They may be photocopied for \$0.25 per page.

Other information may be obtained on the website [url], or through submission in writing, and sent via email or fax, to the Contact Person.

- **Review Process/Schedule**

AHP shall consider all Proposals submitted by the due date as final versions. Nevertheless, the Contact Person may request further clarifications, confirmations or modifications to a Proposal. Proposals may not be changed except when requested by AHP.

AHP will identify, in their sole and absolute discretion, the Proposals that most successfully fulfill the goals of this RFP. AHP also reserves the right, at any time and in its sole and absolute discretion, to reject any or all Proposals, to withdraw the RFP without notice, to waive compliance with and/or change any of the terms of this RFP, to use the Proposals as a basis for negotiation with one or more Proposers and/or with parties other than those responding to this RFP and/or on terms other than those set forth herein.

AHP may at any time exclude Proposals that, in its sole and absolute discretion, fail to demonstrate compliance with the Submission Requirements and goals set forth in this RFP. Issuance of this RFP does not obligate AHP to undertake any action.

Schedule

Approximate Dates

[Date 1]

[Date 2]

[Date 3]

[Date 4]

[Date 5]

[Date 6]

Events

Issue RFP

Information meeting/Site Visit

RFP responses due

Selection of Preferred Proposer(s)

Contract Executed by Preferred Proposer(s)

Directors Authorization

- **Proposer Responsibilities**

Assessment of the existing conditions of the site and its components, including contents, are the sole responsibility of the Proposer. Proposers are cautioned to verify independently any and all statements and facts contained in this RFP.

- **Warranties and Representations**

AHP intends to enter into an agreement with the Preferred Proposer or Proposers. However, as stated elsewhere in this RFP, AHP reserves the right, without liability, to accept any or reject all Proposals submitted in response to this RFP and to develop the Site outside this solicitation process.

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AHP makes no representations or warranties whatsoever with respect to this RFP and the Site including, without limitation, representations or warranties as to the accuracy of any information or assumptions contained in this RFP or otherwise furnished to Proposers; site and environmental conditions; or the suitability of the Site for any specific uses. Proposers shall make their own analysis and evaluation of the Site; Proposers shall not rely upon any statement or information given the Proposers including, without limitation, any information contained in this RFP. Proposers shall also make their own environmental investigation of the Site.

THE SITE

Description

The Hideaway is located 12 miles south of Springfield. The property consists of

- 18 acres of land, including 5 acres of formal garden and kitchen garden,
- One natural and one man-made pond
- A 4800 square foot house, consisting of a cellar and three floors.
- A 2000 square foot barn, converted into a garage with storage areas in 1928.

All buildings have access to running water. The house has a functioning boiler (installed 1992) that provides heat and hot water.

History of the Property

The original structure was built in 1860 as a farmhouse, with significant renovations made in 1916, 1928 and 1952. The property was purchased in 1926 by Charles Gaerste; members of the Gaerste family were in continuous residence until 1997. The Hideaway became a property of AHP in 1999. Only basic maintenance or emergency preservation work has been undertaken since 1998.

The house includes original furnishings, wallpapers, clothing, books, papers, art and other items owned by members of the Gaerste family. A small barn, built with the original farmhouse but subsequently rebuilt is now a 3-car garage and storeroom.

The Gaerste family: Charles (1887-1948) and his wife Lillian (1899-1953); Charles' son Charles "Junior" (1922-1942) and wife Margaret (1923-1997); Junior and Margaret's son Charles "Trip" (b.1942) and Margaret's children Sylvie (b.1952), Bruno (1955-1986) and Georges (b.1960) with her second husband Loïc Dupont (1915-1995).

Gaerste was a partner of the railroad man and financier HC Lorendahl. Gaerste family members were active in the local community as founders of the Springfield Library (now the Charles Gaerste Jr. Memorial Library and Art Gallery), members of the Board of Selectmen, and regular participants in community activities supporting the welfare of children and dogs.

Proposed Use of Site

AHP wishes:

- to open the house as a museum about local history using the lives of this prominent local family as the cornerstone. (Phase 1)

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- to restore the grounds so that they can be enjoyed by the public, and provide supplemental income to AHP. (Phase 2)
- to develop a comprehensive long-range plan for the preservation and use of the property.

SUBMISSION REQUIREMENTS

- **Proposal**

Each submission must include one (1) bound and signed original and four (4) bound copies of each Proposal, including all forms and attachments. Each Proposal must be signed by the Proposer or an authorized representative of the Proposer. The Proposal must include the names, addresses and telephone numbers of the Proposer and all other individuals who have authority to act as the authorized representative of the Proposal.

- **Proposal Organization**

The Proposal should be organized as follows:

Cover Sheet

The cover sheet should indicate the RFP number, name and contact information for the Proposer, and the name and contact information of any principal conservator, architect, or preservation specialist named in the Proposal.

Project Description

A description of the Proposal should include at least the following:

For Each Phase

A list of all tasks to be accomplished

An order of procedure for all tasks

An itemized estimate of all labor or labor-related fees

An itemized list of materials and expenses ("budget")

An explanation ("budget description") of all non-labor expenses over \$2000

Schedule

A detailed schedule from the execution date of an agreement through completion of each aspect of the project (as identified in the Proposal) must be provided. The development schedule should include, but not be limited to, the following:

- Review and approval of any revisions to the plans provided.
- Phasing plan
- Commencement date/Substantial Completion date

Qualifications

Proposer must submit information regarding:

- Identification of Lead Conservator, Authorized Representatives and Contractors, and any full time employee assigned to the project;
- Description of the education and relevant experience for all the above;

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- Description of the reporting structure; and
- Description of relevant financial information of the Lead Conservator, including credit information, credit references, and proof of Lead Conservator's ability to carry out the project.

EVALUATION /SELECTION CRITERIA

The following selection criteria will be used to evaluate Proposals (these criteria are not listed in their order of priority):

- Fulfillment of project goals;
- Cost;
- Proposed time schedule;
- Experience and capability of the principals (Conservators and Engineers) involved.

TERMS AND CONDITIONS

- **Not an Offer**

This RFP does not constitute an offer to enter into an Agreement. AHP shall not incur any obligation or liability on account of any submission made in connection with this RFP (nor shall any Proposal be deemed accepted) unless and until an Agreement has been fully executed and unconditionally delivered by all the parties thereto and all necessary consents and approvals have been obtained.

- **General Conditions**

The following terms and conditions apply with respect to this RFP, and by responding to this RFP, the Proposer agrees to be bound thereby.

AHP reserves the unqualified right in their sole and absolute discretion to choose or reject any or all Proposals, to negotiate an Agreement with anyone submitting a Proposal, or to waive any informalities or irregularities. Issuance of this RFP does not obligate AHP to undertake any action. This RFP can be reissued, amended or withdrawn.

Neither the submission of a Proposal and any documents or other information, nor any correspondence, discussion, meetings, or other communications between a Proposer and AHP shall impose any obligation on AHP to include a Proposer in any further procedures which may be implemented prior to the designation of a Preferred Proposer. No such actions shall be deemed to impose any obligation whatsoever on AHP to select a Preferred Proposer, to discuss any Proposals, or to enter into negotiations with a Proposer.

Unless and until an Agreement is executed, AHP may withdraw from any discussion or negotiations with any Proposers, including a Preferred Proposer. AHP may consult

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references of any Proposer and each of the persons, firms, or entities forming part of the proposed development team. Submission of a Proposal shall constitute permission for AHP to make such inquiries and authorization to third parties to respond thereto.

If a Proposer must provide material of a confidential nature not intended for disclosure to third parties, the Proposer should clearly indicate the confidentiality of such information by separating such material in an envelope marked "Confidential." AHP assumes no responsibility for any loss or damage which may result from any determination requiring the disclosure of information pursuant to FOIL. AHP may use any information submitted in negotiating with any entity without assuming any liability whatsoever or paying any compensation.

Neither AHP nor any affiliate or subsidiary shall incur any obligation or liability on account of any submission made in connection with this RFP.

Permits and Approvals

The Preferred Proposer will be required, at its sole cost and expense, to comply with all applicable federal, state, and local laws and regulations, and to obtain from all appropriate government authorities all construction and ancillary approvals for the Site including, but not limited to all required building permits and approvals.

Expenses

Each Proposer shall pay its own costs and expenses in connection with its responses to this RFP and any subsequent Agreement and the consummation thereof.

The Preferred Proposer shall be required to pay all AHP's non-staff expenses including, but not limited to, any costs associated with outside consultants and attorneys, for work related to this project.

If for any reason AHP decides not to proceed with the project pursuant to this RFP or decides to dispose of the Site outside this solicitation process, they will not be liable for any costs and expenses associated with the preparation, clarification, submission, or negotiation of proposals submitted in response to this RFP.

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APPENDIX A

• Building Descriptions

House

Construction: In addition to ongoing repairs expected at any building, the original structure was expanded or significantly renovated in 1916 and 1928; and interior changes in 1952 and 1973. The original house had a stone foundation and wooden walls. Later re-framing used lathing and horsehair plaster; structural renovations post-1950 employed sheetrock or similar prepared board.

The house has baseboard heating, installed in the mid-1950s and upgraded in 1980.

- Cellar 1000 s.f., cement floor and walls. Consists of a laundry, food storage and general areas. Expanded in 1916.
- First floor ca.1600 s.f. including:
 - Front Hall. Doors to outside, Living Room, Dining Room, Kitchen, Powder Room (½ bathroom). Coat closet. No windows. Ceramic tile (encaustic) floor. Stair to first floor.
 - Living room. Oak floor. 6 windows. East-west orientation. Enter from Hall (2 glass and wood doors) or Porch (2 glass and wood doors).
 - Dining room. Oak floor. 5 windows. Enter from Hall or Breakfast Room/Pantry.
 - Powder room. Door to Hall. Ceramic (hex-tile) floor. One window.
 - Kitchen, Doors to outside, Breakfast Room/Pantry, Hall. Stair to second floor. Added 1916; remodeled 1926. Ceramic tile floor covered by three layers of linoleum (1926. 1952, 1973).
 - Small room for toilet/sink.
 - Breakfast Room/Pantry. A wall divides the original Kitchen into two spaces—built-in shelves on both sides. Enter through Kitchen or Dining Room. French doors from the Breakfast Room to outside. 2 windows. Seats 7. Built-in cupboard. Water damage to ceiling and walls. Linoleum floor as in Kitchen.
 - Porch. Divided into a winterized and unwinterized areas. Two doors to Living room, stair leads to garden. Wood floor and beams. Removable screens; winterized portion can be glassed-in. Expanded in 1916 but rebuilt regularly, most recently 1989.
- Second floor ca. 1200 s.f. including:
 - Enter from front or back of the house. Window over each stair. Doors to the 3 bedrooms and sitting room.
 - Master Bedroom: Enter from Second Floor Hall, Master Bathroom. 3 windows, 1 closet built in 1952. Wood floor.
 - Master bathroom. Enter from Master Bedroom or Sitting Room. 1 window. Ceramic tile floor. Added 1916
 - Sitting Room. Enter from Second Floor Hall, Master Bathroom. 4 windows. Wood floor.

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- Bathroom. Enter from Second Floor Hall, Bedroom 1. 3 windows. Renovated 1926 (ceramic floor remains), and 1973 (toilet, bathtub, sink remain). Towel racks. 2 built-in medicine chests. No radiator.
- Ceramic floor.
- Bedroom 1: Enter from Second Floor Hall, Bathroom. No windows, but glass wall and doors to balcony. Wood floor. Shares closet (built in 1952) with Bedroom 2.
 - Balcony (part of the roof of the Breakfast Room). Encaustic tile floor. Iron railing.
- Bedroom 2: Enter from Second Floor Hall. 5 windows. Wood floor. Shares closet (built in 1952) with Bedroom 1.
- Third floor 1120 s.f.
 - Landing. Doors to Playroom and Children's Bedrooms (former servant's quarters). Window near stair.
 - Playroom: Enter from Landing, Map Room. 3 windows. Wood floor (carpeted).
 - Map Room/Study: Enter from Playroom. 2 windows. Wood floor (carpeted). Spiral stair leading to cupola.
 - Children's Bedrooms/Former servant's quarters: All rooms open onto a corridor/common room.
 - Bathroom: Enter from Corridor. 1 window. Tub (ca. 1926), sink and toilet installed 1969.
 - Bedrooms: Enter from Corridor. Wood floor. Bedrooms 1 & 2 have 1 window; Bedroom 3 has 2 windows.
 - Sitting area ("common area") is essentially the front landing (no stair) and Hall. 3 windows. Wood floor.
- Cupola/widow's walk 100sf, accessible via a stair from the Map Room

Barn

Construction: All wood walls and roof; concrete floor. Substantially rebuilt in 1928 when the main floor was converted to house three-cars, electricity and running water were added.

Grounds include:

- Kitchen garden 8' x 12' direction, just outside kitchen door. Original to the building but not always planted.
- Tennis court (planted over, 1987)
- Formal garden, including rose garden, ornamental trees, pond
- Family graveyard (used ca. 1860-1880)

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APPENDIX B

- **Building Contents by Room**

- House

- Cellar

- General storage room

- 3 cartons of books labeled "Jr.: Library said no" water damage to cartons
 - 5 china barrels, containing miscellaneous porcelain services
 - 12 cartons of books labeled "Jo's" (4) "Syl's" (5) and "Mom's" (2)
 - Metal bed frame (single size), broken water damage to cartons
 - 1950s kitchen appliances (refrigerator & stove, both working but not connected)
 - 1 wood trunk,
 - Miscellaneous women's everyday clothing, 15 items) ca. early-mid 20th century. Smells of mildew. 2 pairs of shoes. 1 wool blanket.
 - 1 metal trunk, US Army issue,
 - Letters, photographs in (broken) frames or in albums (4) (some identified as members of family or friends, two WW2-era army issue blankets, pair of army boots.
 - Metal kitchen table ca. 1930. Enameled surface that is badly scratched.
 - 12 Arts and Crafts style dining room chairs, some broken.
 - 3 drawer dresser, missing 1 drawer, broken leg
 - 3 thick (ski) socks and two heavy sweaters inside
 - 2 enameled iron bedsteads, single bed size, dismantled.
 - 12 wire screens, in painted frames (for porch). All wire is rusted.
 - 8 glass windows, in painted frames (for porch). Glass missing in two frames, broken in two frames.

- Food storage room

- Shelves -6 rows, built into wall 11' x 18'
 - ca 1980 refrigerator (working condition) empty
 - Miscellaneous storage jars, cooking pots (ca. 25) empty
 - Wine cellar (empty)—door off hinges

- **First floor**

- Entry Hall: Front door with glass, console table, pier glass mirror, wallpaper, encaustic tile floor, umbrella stand (Chinoiserie) with 4 miscellaneous umbrellas
 - Coat closet: home movie projector (ca. 1950), photograph albums, misc coat hangers
 - Living room: 3 oriental carpets. Furniture suite (couch, 2 chairs, ottoman) 3 occasional chairs 4 tables, lamps. Fabric (velveteen) divider.
 - Dining room: table, chairs for 20 (12 chairs, extra table leaves stored in cellar) 20th century stenciled walls (restored in 1968)
 - Powder room: Toilet, sink, towel rack.
 - Kitchen: refrigerator, dishwasher from ca. 1980, double sink (enamel) stove. Wood counters. 12 cupboards
 - Small room with toilet and sink

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- Breakfast Room. Cupboard includes breakfast service for 15, missing pieces (Wedgwood), round table, 6 chairs
- Pantry. Dry sink. Shelves with dinner service, table linens. Used for canned food storage.
- Porch: 3 chairs, 2 rocking chairs, 1 porch swing 2 tables.
- Second floor
 - Landing: Piecrust table with lamps, 1 floor lamp. Pictures on walls.
 - Master Bedroom: Bed, 3 dressers, Dressing table + chair, sitting chair with lamp, 1 painted wardrobe
 - Master Bathroom: partially renovated twice (most recently 1992) sink, toilet, bathtub/shower.
 - Sitting Room: books, photo albums and scrapbooks in bookshelves, framed pictures/photos on wall (33), chairs, couch tables, chest or cupboard with games and record albums (ca 2 dozen), television (1994).
 - Bathroom: toilet, sink, bathtub, 1 medicine chest
 - Bedroom 1: Wall papered with matching curtains and bedspreads. 2 single beds, night table. Desk with papers.
 - small balcony - no furniture
 - Bedroom 2: Painted, with curtains and matching bedspreads, 2 single beds, trunk used as night stand, 2 chests of drawers. Bookcase filled with misc pictures, including photos.
- Third floor
 - Landing
 - Bathroom: Sink toilet, bathtub and shower. Renovated 1973. Hamper, scale.
 - Bedroom 1. 1 bed, dresser, table with lamp, wood chest with toy train pieces, wardrobe (no clothes). Chenille bedspread. Curtains removed.
 - Bedroom 2, 1 bed, dresser, sitting chair, table with lamp, bookshelf (books probably in cellar) knit bedspread, curtains removed.
 - Bedroom 3, 2 beds, dresser, sitting chair, table with lamp, chenille bedspreads and curtains (removed to storage in cellar).
 - Playroom: 3 boxes of books, miscellaneous (girl's) playthings
 - Map room/study: 2 "map" files, 3 drawers each, wood, containing maps of various dates. 3 maps on wall. Pictures of various family members in war service, or civic activities. [Wallpapered large files with maps in
 - Servant's quarters
 - Bedroom 1 white muslin curtains and window blinds
 - Bedroom 2 - white muslin curtains and window blinds (broken)
 - Bedroom 3 white muslin curtains and window blinds (broken) rag rug
 - Bathroom.
- Cupola/widow's walk
 - No furnishings

Barn

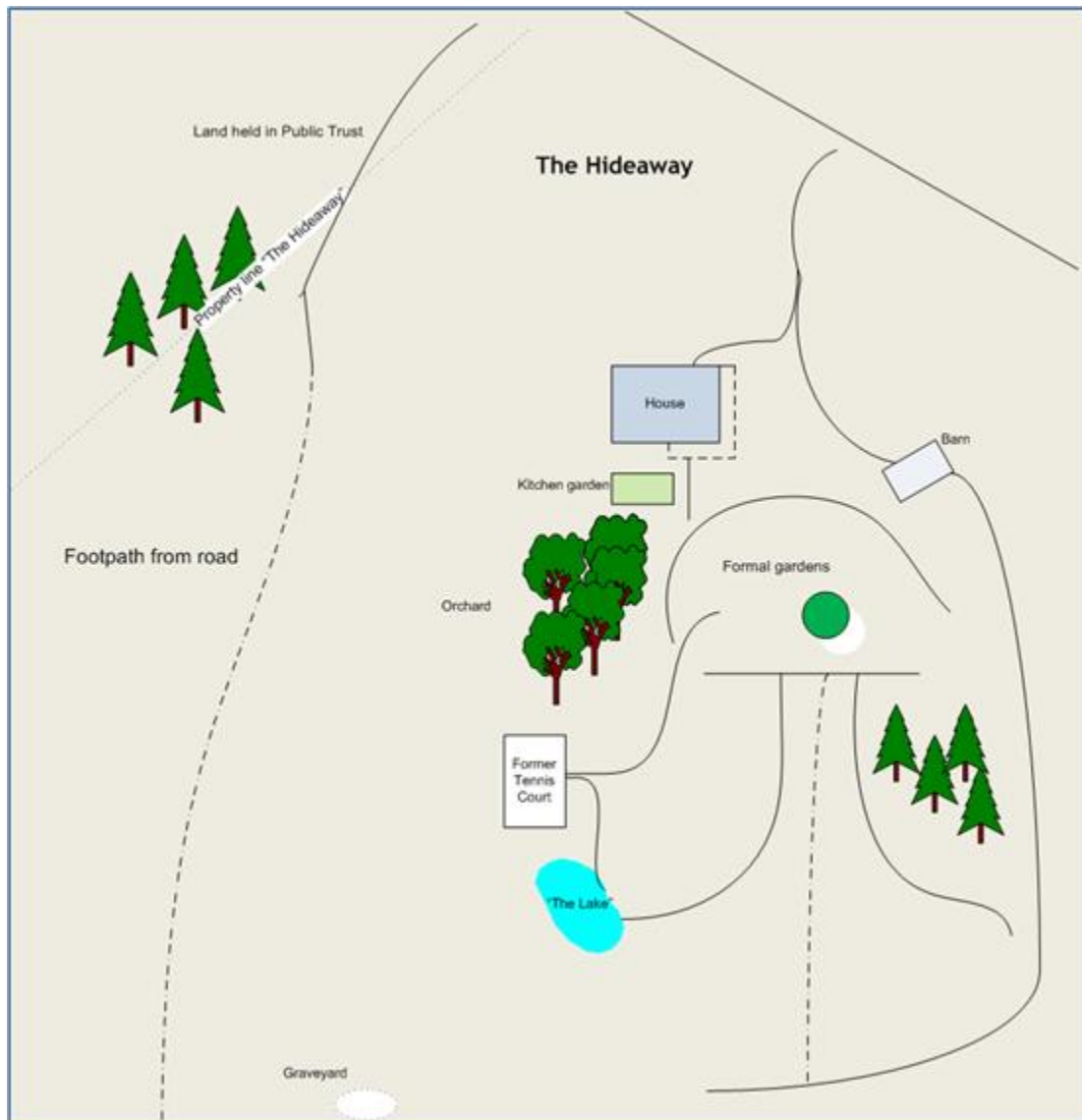
- Chrysler "Highlander" convertible, ca.1941
- Store-room section: furniture from house, garden tools

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APPENDIX C Maps

C.1 Property



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C.2 Springfield and the Surrounding Area

