

**MAILING DATE: Tuesday, July 17, 2001**

**July 17, 2001**

**Request for Proposals for  
A Reuse Study for the  
Morris High School (now Morris Elementary School)  
600 Columbia Avenue  
Morris, MN 56267**

**PROJECT**

Principal Investigator to conduct a Reuse Study of the Morris High School (now Morris Elementary School), in Morris, Minnesota.

**TIME PERIOD**

The project period is from July 16, 2001-December 31, 2001. The successful proposer will be notified on or about August 6, 2001, so that the Reuse Study may start immediately.

**BUDGET**

\$12,500 for Principal Investigator and Team Members. The project will be funded by a \$6,000.00 grant from the US Department of Interior's Historic Preservation Fund administered by the State Historic Preservation Office of the Minnesota Historical Society; a \$500.00 grant from the Stevens County Economic Improvement Commission, Morris, MN; and \$6,000.00 from Independent School District 769, Morris, MN, which is the owner of the property. The total budget is \$12,500.00.

Independent School District 769 will act as the fiscal agent and maintain the lead in this project, supported by members of a 26-member Morris Elementary Building Task Force (known hereafter as the "Task Force"). The Task Force was established by the School Board to examine options for constructing a new elementary school building, reusing the current building, or a combination thereof. The Task Force has been meeting since February 2001.

**PROFESSIONAL QUALIFICATION STANDARDS**

The Principal Investigator must prove previous satisfactory experience in conducting a Reuse Study in accordance with the process outlined in *A Primer for Historic Properties Reuse Teams in Minnesota*. The publication is available from the Minnesota Historical Society Grants Office (651-296-5478). The project must be under the direction of personnel who meet the Secretary of the Interior's Professional Standards for historian, architectural historian, or historical architect.

**BACKGROUND**

The Morris High School (now Morris Elementary School) is currently in use as Morris's sole elementary

school. It also houses a variety of offices and classrooms for Community Education, Early Childhood-Family Education, and other programs. The School District is currently studying whether to construct a new elementary school, reuse the current building, or a combination thereof. The Morris Elementary Building Task Force, a group of school staff and interested citizens, has been meeting since February 2001 and will make final recommendations to the School Board.

The building has been determined to be eligible for the National Register of Historic Places by the State Historic Preservation Office of the Minnesota Historical Society.

The school was built in 1914-1915 to serve as a high school and elementary school. The Craftsman style building was designed by Alban and Lockhart and built by Standard Construction Co. of Minneapolis. An Art Deco-inspired auditorium and gymnasium was added in 1934. Funded by the PWA, the auditorium/gym was designed by Sund and Dunham and built by Carl Swedberg of Wheaton. A classroom and cafeteria addition was built in 1949. It was designed by George Pass and built by George Madsen of Minneapolis. A final classroom and gym addition was built in 1956, outside of the National Register eligibility period of significance. It was designed by Traynor and Hermanson and built by Nelson Construction Company. A one story library, designed by Walijarvi and Associates, was added in 1975, also outside the period of significance.

For historical background and photographs, see the accompanying document entitled "Morris Elementary School (Former Morris High School). Information Submitted to the State Historic Preservation Office" (Gemini Research, Feb. 2001).

## **AVAILABLE RESOURCES**

Engineer Robert L. Sprengeler of LS Engineers, LeSueur, Minnesota, was hired by the School District to structurally evaluate the building in February 2001. He prepared a three-page summary entitled "Elementary School Structural Evaluation, ISD 769-Morris, MN" (Feb. 12, 2001).

Architect Paul Youngquist of Abendroth, Rego, and Youngquist, St. Louis Park, Minnesota, was hired by the School District to provide technical assistance as the District studies whether to build a new elementary school, reuse the current building, or a combination thereof. During the spring of 2001 Youngquist prepared basic cost estimates for the repair and reuse of the elementary school.

Architectural plans for the building are available from the School District.

## **SCOPE OF WORK**

This Request For Proposal (RFP) seeks to identify a Principal Investigator who would assume overall responsibility for assembling the Reuse Team and administering and managing the Reuse Study.

The purpose of the study is to define and evaluate options regarding the Morris High School (now Morris Elementary School), and present these options with supporting information and documentation to Independent School District 769, the Stevens County Economic Improvement Commission, and the residents of the school district so that decisions regarding the building may be made that best serve the economic, educational, and cultural well being of the School District, the city of Morris, and the surrounding region. The Reuse Study must be conducted in accordance with the process outlined in *A Primer for Historic Properties Reuse Teams In Minnesota*.

This Reuse Study is being conducted in association with the School District's current study of whether to construct a new elementary school, reuse the current building, or a combination thereof.

Major work elements for the Principal Investigator are:

1. Recruit and assemble a Reuse Study Team that includes an historical architect with expertise in school buildings as well as other specialists that the State Historic Preservation Office of the Minnesota Historical Society and the Principal Investigator deem necessary. It is expected that John Lauber of the State Historic Preservation Office will be a member of the team.
2. Coordinate the work of the Reuse Study Team members.
3. Work with the School District and Task Force to collect and analyze information related to the physical condition of the structure and costs that relate to its stabilization and rehabilitation. This condition and cost information should include:
  1. a preliminary condition and cost estimate for the reuse of the building as an elementary school, with some interior structural modifications, if deemed desirable to enhance the learning environment. This condition and cost estimate will assist the School District with its current study of options for either building a new school or reusing the current school. This preliminary condition and cost estimate, considered a subset of the Reuse Study's final products, is needed as soon as possible to be integrated with the District's current planning process.
  2. cost estimates for renovation and reuse of the building in association with the analysis and recommendations of the Reuse Study.
4. Develop Reuse alternatives for the school building.
5. Evaluate the economic and preservation merits of the Reuse alternatives.
6. Define the most viable options for the building.
7. Make recommendations for Reuse to the School District, the Task Force, as well as other community organizations and members of the public.
8. Work with the School District and Task Force to assure that the Reuse Study receives adequate publicity using all available media outlets.
9. Work with the School District and Task Force to identify individuals and groups that the Reuse Study Team would interview and to arrange dates and times of the interviews.
10. Prepare a preliminary draft report of the Reuse Team findings and recommendations to be distributed to the School District and Task Force, the Stevens County Economic Improvement Commission, the State Historic Preservation Office, and other designated parties. The preparation cost of printing, mailing and general distribution of the draft report will be assumed by the Principal Investigator.
11. Hold two public meetings, one during the process to gather input and one at the end of the Reuse

Study to present findings and recommendations.

12. Prepare a revised final report using information gathered by the Principal Investigator and the Reuse Study Team. The final report should include the following:
  1. An introduction and summary section that outlines the purpose of the study alternative reuse scenarios, description of the Reuse Study Team process, a short biography of Reuse Study Team members, a site description and a chronology and historical overview of the property's significance.
  2. An issues section that explains the design, political and economic factors that affect the various reuse scenarios.
  3. A financial analysis section that details expected costs of rehabilitating the property and the income it can be expected to generate.
  4. A recommendation and action plan that identifies the issues surrounding the property. The plan should also state the actions required by various public and private organizations as to the reuse recommendations of the study.

The cost of printing, mailing and general distribution of the final report will be assumed by the Principal Investigator.

### **EXPECTED PRODUCTS**

13. The Principal Investigator will prepare and submit a preliminary condition and cost estimate for reuse of the building as a school, as described in C.1. above.
14. The Principal Investigator will prepare and submit a preliminary draft report.
15. The Principal Investigator will prepare and assume cost of 50 copies of the revised final report and one copy suitable for duplication. Copies will be distributed to the School District, the Task Force, the Stevens County Economic Improvement Commission, the State Historic Preservation Office, and others designated. The cost of printing, mailing and general distribution of the reports will be assumed by the Principal Investigator.

All work on this project must meet the "Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation," particularly the "Standards for Historic Preservation Projects."

### **ROLE OF THE SCHOOL DISTRICT AND TASK FORCE**

The School District and the Task Force will, upon request of the Principal Investigator, assist in any or all phases of the project that contribute to the successful completion of the Reuse Study.

### **REIMBURSEMENT PROCEDURES**

The project will be funded by a \$6,000.00 grant from the US Department of Interior's Historic Preservation Fund administered by the State Historic Preservation Office of the Minnesota Historical Society; a \$500.00

grant from the Stevens County Economic Improvement Commission, Morris, MN; and \$6,000.00 from Independent School District 769, Morris, MN, which is the owner of the property.

The School District will schedule payment to the Principal Investigator on a phase completion basis. On submission of invoices from the Principal Investigator, payments will be made at completion of the following phases:

Phase 1: Completion of the preliminary work as indicated above and the recruitment and assembling of the Reuse Study Team.

Phase 2: Completion of a preliminary condition and cost estimate for reuse of the building as a school, as described in C.1. above.

Phase 3: Completion of the preliminary draft report.

Phase 4: Completion of the revised final report.

Invoices should be submitted to the School District. It is understood that it may take up to 4 weeks to satisfy invoices.

## **PROPOSAL CONTENTS**

A proposal must contain the following:

16. Resume demonstrating how the Principal Investigator meets the applicable professional qualification standards, including previous experience in conducting a Reuse Study in accordance with the process outlined in *A Primer for Historic Properties Reuse Teams In Minnesota*.
17. Narrative project proposal, including an implementation schedule. The project must be completed between the assignment of the RFP and December 31, 2001.
18. Dollar bid including a line item breakdown of the proposed budget. The maximum sum available is \$12,500.00 to cover all costs and team members. Personal compensation for mileage and lodging may not exceed maximums allowed under federal regulations.
19. Any other information deemed helpful in demonstrating the proposer's ability to successfully complete the project.

## **FOR MORE INFORMATION**

Direct Inquiries to Keith Redfield, Superintendent, Independent School District 769, telephone 320-589-4840, or to Sue Granger, Member of Morris Elementary Building Task Force and Principal Investigator of Gemini Research, telephone 320-589-3846 (10am-6pm) or 320-589-2352 (home).

## **PROPOSAL DEADLINE**

Proposal deadline is **AUGUST 3, 2001**.

All proposals, mailed or hand delivered, must be submitted to:

Superintendent's Office  
Independent School District 769  
201 South Columbia Avenue  
Morris, MN 56267

All proposals must be received in the Superintendent's Office by 3 p.m. on Friday, August 3, 2001. Please clearly mark on the outside envelope "Morris High School (Elementary School) Reuse Study." Facsimiles will not be accepted.

Independent School District 769 reserves the right to waive any irregularities or to reject any or all proposals if it feels it is in the best interest of the project.

The successful proposer will be notified on or about August 6, 2001, so that the Reuse Study may start immediately.