

**Request for Proposals (RFP) for:  
A Reuse Study for the  
Kasson Public School (now Kasson Elementary School)  
101 3rd Avenue Northwest, Kasson, MN 55944**



Photo Credit: Minnesota Historical Society, (1956)

December 1, 2008  
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**PROJECT**

A Principal Investigator (PI) and team will conduct a Reuse Study for the Kasson Public School located at 101 3rd Avenue Northwest (hereafter referred to as "School" or the "Kasson Elementary School") in Kasson, Minnesota.

**REUSE STUDY SPONSORS**

The City of Kasson ("City") and the Kasson Alliance for Restoration, Inc. ("KARE") (collectively, "Study Sponsors") are jointly sponsoring and overseeing the reuse study.

**SCHOOL REUSE STUDY ACTION COMMITTEE (SCHRAC)**

A Principal Investigator and team will coordinate with members of a School Reuse Study Action Committee (known hereafter as the "SCHRAC"). The SCHRAC was established by the study sponsors to provide local assistance and input to the PI during the process of investigating potential adaptive reuses for the School and/or the site. The SCHRAC includes citizens, elected officials and technical experts from the local area. The SCHRAC has been meeting since October 2008. Interactions between the PI and the SCHRAC are discussed further on in this RFP.

**ROLE OF THE STUDY SPONSORS AND THE SCHRAC**

The study sponsors and the SCHRAC 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.

## BACKGROUND

Kasson's elementary and high school students began using the building on December 5, 1918. It replaced a 1870s-era school building on the same site that had fallen victim to fire the evening of June 20, 1917. After a new high school was dedicated in 1958 on the north end of town, the 1918 school continued to serve as the elementary school. In approximately 1996, a new elementary school was completed as part of the high school complex. From 1996 to 2005 the 1918 school housed the Learning Center, providing learning readiness instruction, early childhood and family education, community education, school district offices and an alternate school. The school was vacated in 2005 and became city property on April 3, 2006 in exchange for infrastructure assessments related to the new elementary school. The building remains vacant today.

A \$3.9 million bonding proposal to convert the 1918 School into a combination city hall and library was on the November 2006 ballot. It lost by a very narrow margin (894 – YES to 1,026 - NO). The City council voted to demolish the building later that month. The Kasson Alliance for Restoration (KARE) was formed in January 2007 to encourage the City to reconsider. KARE filed a lawsuit in May 2007 to stop the demolition and, after a June 2007 court hearing, a trial date was set for February 11, 2008. Subsequently, KARE hired a consultant to nominate the building for placement on the National Register of Historic Places (see **Reference No. 1**). The National Park Service approved the nomination on December 6, 2007. In early 2008, the trial was postponed until August 18, 2008. The study sponsors signed a settlement agreement on August 13, 2008 which outlined various parameters to include this reuse study (see **Reference No. 2**).

The Neoclassical Revival Style building was designed by architect Nels Jacobson Jr. from Owatonna, MN (who designed many other schools in the Midwest). Nels' brother, David, who was a structural engineer, acted as the superintendent of the project. The construction was conducted by Madsen & Peterson Construction Company. The Frank Tustison Company was hired as the consulting engineer. Portions of the building's architecture lean toward Prairie School Style.

For additional historical background and photographs, see the document entitled: "Citizen's Petition Requesting an Environmental Assessment Worksheet (EAW) for the Kasson Elementary School" (see **Reference No. 3**).

## AVAILABLE RESOURCES

The City of Kasson (507-634-7071) contracted with **Kane and Johnson Architects, Inc.** of Rochester, MN (<http://www.kjarchitects.com/>) in 2005 to create a master "Space Needs Study" plan for city facilities. That plan, dated March 3, 2005, discusses the reuse potential of the School on Page 3, Paragraph 5. **(See Reference No. 4.)**

**Kane and Johnson** also prepared preliminary plans and a cost estimate for converting the School to a combination City Hall and Library (see **Reference No. 5**). This was done prior to the aforementioned November 2006 \$3.9 million bonding proposal.

**QED Engineering Inc.** (507) 292-8743) of Rochester, MN has been involved in studies involving the School to include asbestos investigations.

Representatives from **Construction Collaborative**, a local developer and general contractor in Rochester, MN, has toured the School (POC Brent Graunke Project Manager, 507-289-9002).

Jeff Allman, a preservationist and consulting engineer, from **Allman and Associates Inc.**, (507-282-9082) a local developer and general contractor in Rochester, MN, has toured the School several times.

**MetroPlains Properties, Inc.** of St. Paul, MN has not toured the School; however, they have been contacted about reuse possibilities, (POC, Rob McCready, 651-523-1252).

**Artspace Projects Inc.** of Minneapolis, MN has not toured the School; however, they have been contacted about reuse possibilities, (POC, Teri Deaver, Director of Consulting and New Projects, 612-465-0222).

Drawings and floor plans for the building are available from the City and KARE. See **Reference No. 6**.

The National Register Nomination Form (NPS Form 10-900) prepared by Daniel Hoisington, August 01, 2007. See **Reference No. 1**.

Existing photo documentation by **Rob Foster** is available through KARE or by contacting the photographer a 925 Sherman St, Mankato, MN 56003; e-mail [1918project@live.com](mailto:1918project@live.com) .

## SCOPE OF WORK

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

The purpose of the study is to define and evaluate reuse options regarding the 1918-era Kasson Elementary School and/or its site. The PI will present those options, with supporting information and documentation, to the study sponsors, historic preservation organizations, SCHRAC and local citizens. The Reuse Study Report will be used by the owner of the property to determine how the building and/or the site might serve the economic and cultural well being of the City of Kasson and the surrounding area. The Reuse Study must be conducted in accordance with the process outlined in *A Primer for Historic Properties Reuse Teams in Minnesota*. **(See Reference No. 7.)**

Major work elements for the Principal Investigator are:

1. Recruit and assemble a Reuse Study Team that includes personnel who meet the Secretary of the Interior's Professional Standards for historian, architectural historian, or historical architect. The team should also include a public meeting facilitator, preservation architect, structural engineer, contractor, city planner, and those specializing in real estate, business development, retail and housing development, marketing/public relations as well as other professions needed to analyze financial feasibility.
2. Coordinate the work of the Reuse Study Team members to include visiting the community and touring the School building and site.
3. Work with the study sponsors and SCHRAC 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:
  - a. An overall condition analysis of the building.
  - b. Cost estimates for renovation and adaptive reuse of the building and/or the

site in association with the analysis and recommendations of the Reuse Study as outlined below.

4. As soon as possible after the contract is awarded, the PI will arrange an initial meeting with study sponsor representatives to discuss and agree to the process the PI plans to use to conduct the study and present the findings. At this time the PI will develop and present:
  - a. A Quality Control Plan (QCP) outlining how the progress of the study will be monitored.
  - b. A Media Plan (MP) outlining how the Reuse Study will receive adequate publicity using all available media outlets.
5. Work with the study sponsors and SCHRAC to identify individuals and groups that the Reuse Study team should interview and arrange dates and times for the interviews.
6. The Reuse Study Team will conduct a market analysis of Kasson and surrounding communities to document current economic conditions and identify community needs in the areas of commercial, industrial, residential, non-profit, governmental and public use.
7. The Reuse Study Team will create “pro-formas” establishing financial feasibility for any specific commercial or residential reuses identified as having potential to serve the citizens of Kasson and the surrounding community.
8. Develop reuse alternatives for the School building and/or site in conjunction with SCHRAC, elected officials, citizens and other stakeholders. To assist with this, the PI team will facilitate public meetings that will include SCHRAC. The meetings will cover, for example, the following subjects or others as suggested by the proposer.
  - a. A meeting during the early part of the process to:** provide an overview of the planned reuse study, define the scope of what will be evaluated and what will and will not be considered.
  - b. A meeting conducted as a workshop/open house** to further educate citizens about the reuse study process and provide them a forum to provide their thoughts and express their preferences for the reuse of the building and/or the site (a reuse input/brainstorming session). In conjunction with this, the PI will provide multiple ways for the public to make comments that suit individual preferences (written, oral, email, website, etc.).

**c. A meeting to express opinions regarding the reuse possibilities** using hard facts (e.g. economics, building size, location etc.) and soft facts (citizen preferences etc.). A “Dot Exercise” or similar process is suggested so participants can express their reuse priorities (see **Reference 8**).

**d. A meeting to discuss the reuse alternative short list** that will undergo further analysis. Present preliminary findings and recommendations.

Proposals could combine two of the four meetings or suggest other topics/sequences.

9. Evaluate the economic and preservation merits of any potential Reuse alternatives and how they will meet the community’s identified needs and to establish financial feasibility.
10. Suggest the most viable Reuse option(s) for the building and/or the site.
11. Prepare a preliminary draft report of the Reuse Team findings and recommendations to be distributed to the study sponsors, SCHRAC, the Dodge County Historical Society, Mantorville Restoration Association, the State Historic Preservation Office, Kasson-Mantorville School District, Dodge County Planning/Zoning Office, the Preservation Alliance of Minnesota, the National Trust for Historic Preservation Midwest Office. Ten (10) printed copies of the report, with accompanying CDROMs containing the report, will be provided to both of the study sponsors (20 copies total) and each member of SCHRAC will receive a hard copy. (**see Reference 11.**)The remaining organizations will receive two (2) hard copies each. Two copies with CDROMS will be provided to the Kasson Public Library. The preliminary report will be spiral bound or similar. The preparation, cost of printing, mailing and general distribution of the draft report will be assumed by the Principal Investigator.

The preliminary draft report should include the following. The proposer can group sections and subjects as needed.

- a. A Table of contents, summary and introduction section that outlines the purpose of the study, conditions and 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.
- b. An issues section that explains the design, political and economic factors that affect the various Reuse scenarios. The potential to construct

identified reuse alternatives in phases will be discussed (i.e. discuss rehabilitating the building's three pods in phases over time).

- c. A section including how the interior and exterior of the school building might change and floor plan layouts of proposed renovations.
- d. A financial analysis section that details expected rehabilitation costs for selected reuse alternatives. Identify how the financial feasibility of each alternative was determined.
- e. 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.
- f. A summary of how an older building can be "green" or energy efficient, a discussion of the magnitude and value of the embodied energy in the Kasson School and how adaptive reuse can integrate sustainable design elements.
- g. A section discussing rehabilitation funding sources to include, at a minimum: federal, state, county, and city sources; historic tax credits; grants; corporate sponsorships, individual donations; in-kind, donated or volunteer services. Each funding source identified should include documentation regarding the amount of funding that could be reasonably expected.
- h. Appendices and other sections as determined by the proposer.

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

12. Arrange a meeting and formally present the preliminary draft Reuse Study Report to the SCHRAC, Study Sponsors and other stakeholders. Gather input and review comments on the preliminary draft report in preparation for preparing the final report.

13. Prepare a Final Report using information gathered by the Principal Investigator and the Reuse Study Team. The final report should include the same sections, and others as needed, as outlined for the Preliminary report plus additional information, if necessary, to respond to review comments.

The final report will be distributed to the same organizations as the preliminary report. Twenty-five (25) printed copies of the report, with accompanying CDROMs containing the report, will be provided to both of the study sponsors (50 copies total) and each member of SCHRAC will receive a hard copy. The remaining organizations will receive two (2) hard copies each. Two copies with CDROMS will be provided to the Kasson Public Library. The final report copies will be 3-ring bound. One copy, suitable for reproduction (not bound or hole punched) will be provided to each study sponsor. The preparation, cost of printing, mailing and general distribution of the draft and final report will be assumed by the Principal Investigator.

## **EXPECTED PRODUCTS**

The Principal Investigator will prepare and submit a:

- a. preliminary draft report and
- b. a revised final report.

## **REUSE STUDY TIME PERIOD**

The Reuse Study is to be completed, and the final report provided to the study sponsors, not more than seven months after award of the contract unless otherwise agreed upon. The seven-month period will begin on the first day of the month following the month the contract is awarded. The proposers will be notified on or about February 8, 2009 that the contract has been awarded or that all proposals have been rejected.

## **BUDGET**

The maximum available budget for this project is \$30,000. The Parties will cost share the study with the City providing matching funds up to a maximum of \$15,000.00 (i.e. if KARE provides \$15,000, the City will provide a matching amount).

## **PROFESSIONAL QUALIFICATION STANDARDS**

The Principal Investigator's proposal must prove previous satisfactory Reuse Study experience in conducting a study in accordance with the process outlined in *A Primer for Historic Properties Reuse Teams in Minnesota* (see **Reference No. 7**). The primer was developed by the Minnesota Historical Society's State Historic Preservation Office (SHPO) and was patterned after a special technical assistance program

developed by the National Trust for Historic Preservation called the Preservation Advisory Services Team (PAST). The publication is available from the Minnesota Historical Society, State Historic Preservation Office, 345 Kellogg Blvd. West St. Paul, MN 55102-1903, Phone: 651-259-3450, Fax: 651-282-2374, E-mail: [mnshpo@mnhs.org](mailto:mnshpo@mnhs.org) or at <http://www.mnhs.org/shpo/planning/reuse.htm>.

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. Minimum qualifications are listed in the Secretary of the Interior's professional qualifications standards (Federal Register, Vol. 48, No. 190, Part IV, Pgs. 44738-44739 dated 9/29/83).

The team chosen will have experience working with the public, soliciting and processing input, coordinating, public presentations, financial analysis, and also must have specific experience with adaptive reuse.

## **PROCESS FOR SELECTION**

The proposals will be evaluated jointly by the study sponsors. SCHRAC will assist the City and KARE in selecting the Principal Investigator and team. Proposals will be evaluated based on, at a minimum, the following criteria:

- a. Professional qualifications.
- b. References.
- c. Experience with similar projects.
- d. Availability to complete the study within the designated time frame.
- e. The process proposed to gather input from the stakeholders and conduct the public meetings.
- f. How the overall proposal addresses and ties together all the tasks listed in the scope of work.
- g. The creativity and innovation that the proposer chooses to build into their proposal.
- h. An interview conducted with Study Sponsor representatives.
- i. Acceptance by the National Trust for Historic Preservation.

## **PROPOSAL CONTENTS**

A proposal must contain, at a minimum, the following:

1. Resume demonstrating how the Principal Investigator and selected team members meet 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*.

2. Narrative project proposal, including an implementation schedule. The project must be completed within the parameters outlined in the Time Period Section of this RFP.
3. Dollar bid including a line item breakdown of the proposed budget. The maximum sum available is \$30,000.00 to cover all costs. Personal compensation for mileage and lodging may not exceed maximums allowed under federal regulations.
4. At least one copy of a previous Reuse Study completed by the proposer demonstrating writing style and experience.
5. Any other information deemed helpful in demonstrating the proposer's ability to successfully complete the project.

## **REIMBURSEMENT PROCEDURES**

The City of Kasson 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: Recruitment and assembling of the Reuse Study Team and completion of the initial meeting and subsequent approval by the study sponsors of the Quality Control Plan and Media Plan.

Phase 2: Completion of the public meetings.

Phase 3: Completion of the preliminary draft report.

Phase 4: Completion of the final report and presentation to the study sponsors.

Invoices should be submitted to the City of Kasson with a copy furnished to the Kasson Alliance for Restoration. It is understood that it may take up to 4 weeks to satisfy invoices.

## **FOR MORE INFORMATION**

Direct Inquiries to Michael Martin or Diane O'Brien-Berge at addresses listed below

Michael Martin  
Planner  
City of Kasson  
401 5th St. SE  
Kasson, MN 55944  
(507) 634-6328  
planning\_eda@cityofkasson.com

Diane O'Brien-Berge  
Kasson Alliance for Restoration  
122 West Main Street  
Kasson, MN 55944  
(507) 696-6769

## **PROPOSAL DEADLINE**

Proposal deadline is January 9, 2009.

Two copies of all proposals must be submitted to the City of Kasson's City Hall by 1:00 p.m. on Friday, January 9, 2009. Please clearly mark on the outside envelope "Kasson Elementary School) Reuse Study Proposal." Facsimiles will not be accepted.

The successful proposer will be notified on or about February 8, 2009, so that the Reuse Study may start as soon as possible.

## **ADDITIONAL INFORMATION**

The Study Sponsors ["Sponsors"] reserve the right to waive any irregularities or to reject any or all proposals they determine are not in the best interest of the project. The Sponsors further reserve the right to supplement, amend or otherwise modify this RFP, or otherwise request additional information from any or all applicants, at any time after the RFP is published. By submitting a proposal, the firm thereby agrees that the Sponsor's decision concerning any submittal in any respect is finale, binding and conclusive for all purposes and acknowledges that the Sponsors, in their sole and unqualified discretion, may waive or deviate from the procedures and/or timetable outlined. All materials submitted become the property of the Sponsors and may be made available to the public. All costs incurred in connection with responding to the RFP will be borne by the submitting firm or individuals.

December 1, 2008  
**Request for Proposals (RFP) for  
A Reuse Study for the 1918 Kasson Elementary School**

**References 9 and 10** are tools that may be useful for this study.

Additional information about the community and surrounding area can be gathered through the following websites:

City of Kasson: <http://www.cityofkasson.com/>

Kasson Alliance for Restoration: <http://www.kassonalliance.org/index.html>

City of Mantorville: <http://www.mantorville.com/>

Dodge County: <http://www.co.dodge.mn.us/>

Dodge County Historical Society: <http://www.dodgecohistorical.addr.com/>

Mantorville Restoration Association: <http://www.mantorville.com/> (under civic groups)

## REFERENCES

**1. Kasson Public School, National Register Nomination Form** (NPS Form 10-900), United States Department of the Interior, National Park Service, Prepared by Daniel Hoisington, August 01, 2007.

[http://www.kassonalliance.org/kassonschool\\_nrnomination.htm](http://www.kassonalliance.org/kassonschool_nrnomination.htm)

**2. Kasson Public School Settlement Agreement**, State of Minnesota, by Kasson Alliance for Restoration, Inc. v. City of Kasson, Court File No. 20-CV-07-516, Dodge Co. District Court, signed August 13, 2008.

[http://www.kassonalliance.org/kassonschool\\_courthearing.htm](http://www.kassonalliance.org/kassonschool_courthearing.htm)

**3. Kasson Alliance for Restoration, Citizen's Petition Requesting an Environmental Assessment Worksheet (EAW)** for the Kasson Elementary School (1917-18), Kasson, Minnesota (Historic Resource Assessment Petition, April 30, 2007). Includes Appendix A: Historical Review: Kasson Public Schools, Social Impacts and the Architect Nels S. Jacobson Jr.

This document was submitted to the State Historic Preservation Office and the Environmental Quality Board as part of a Citizen's Petition for an Environmental Assessment Worksheet in May 2007. The City was designated as the Responsible Government Unit and, after consulting with historian Robert Vogel (Pathfinder CRM), (see [http://www.kassonalliance.org/kassonschool\\_courthearing.htm](http://www.kassonalliance.org/kassonschool_courthearing.htm)) voted against the need to conduct an assessment. A June court hearing negated the need for KARE to appeal. [http://www.kassonalliance.org/kassonschool\\_EAW.htm](http://www.kassonalliance.org/kassonschool_EAW.htm)

**4. City of Kasson Space Needs Study**, Kane and Johnson Architects, Inc., Rochester, MN (<http://www.kjarchitects.com>) March 3, 2005, the reuse potential of the school is discussed on Page 3, Paragraph 5.

[http://www.cityofkasson.com/index.asp?Type=B\\_BASIC&SEC={3B7755B3-CCA8-454B-94AD-1E3FEB8B64FA}](http://www.cityofkasson.com/index.asp?Type=B_BASIC&SEC={3B7755B3-CCA8-454B-94AD-1E3FEB8B64FA})

**5. Kane and Johnson, City Hall and Library, Preliminary plans** and a cost estimate for converting the 1918 Kasson School.

[http://www.kassonalliance.org/kassonschool\\_reuse-study.htm](http://www.kassonalliance.org/kassonschool_reuse-study.htm)

**6. TSP Architects and Engineers, Rochester, MN, Heating Renovation Phase 3**, 1918 Kasson Elementary School, , Full-Size Drawings (8 total).

[http://www.kassonalliance.org/kassonschool\\_reuse-study.htm](http://www.kassonalliance.org/kassonschool_reuse-study.htm)

**7. A Primer for Historic Properties Reuse Teams in Minnesota**, Minnesota

Historical Society, State Historic Preservation Office, St. Paul, MN.

<http://www.mnhs.org/shpo/planning/reuse.htm>

**8. The Old Crozet School Reuse Study**, County of Albemarle, Virginia, PMA Planners and Architects ([www.prmains1.com](http://www.prmains1.com)), 2008 (reuse workshops and Dot Exercises).

<http://www.albemarle.org/department.asp?department=crozet&relpage=9928>

**9. Primer: Renovate/Rehab Older/Historic Schools**, Council of Educational Facility Planners, International (CEFPI), 2004, The *Primer* discusses the various factors, which have served as barriers to the rehabilitation of older school buildings. Case studies are used to illustrate ways communities across the United States and Canada have successfully renovated older and historic schools to save both valuable community assets and construction dollars.

<http://www.cefpi.org/pubs.html#download>

**10. Appraisal Guide for Older/Historic School Facilities**, Council of Educational Facility Planners, International (CEFPI), 2005, This guide is a tool to evaluate the physical condition and educational adequacy of older and historic school facilities. It is designed to engage a broad audience in the appraisal process to ensure that the community helps determine the value and use of their older and historic facilities. This appraisal system is intended only as a preliminary assessment to begin a conversation about the meaning and value of a district's older and historic schools.

<http://www.cefpi.org/pubs.html#download>

December 1, 2008

Request for Proposals (RFP) for

A Reuse Study for the 1918 Kasson Elementary School

## 11. School Reuse Action Committee members

1. JOHN BUCKINGHAM - Co-Chair  
205 Mantorville Avenue South  
Kasson, MN 55944
2. Melanie Leth  
38 Main Street West  
Dodge Center, MN 55927
3. Rodney Peterson  
22062 650th Street  
Kasson, MN 55944
4. Klaus Alberts, Jr.  
59327 State Highway 57  
Mantorville, MN 55955
5. Donald Ness - Treasurer  
69387 260<sup>th</sup> Avenue  
Kasson, MN 55944
6. Shane Edgar  
309 10<sup>th</sup> Avenue N.E.  
Kasson, MN 55944
7. Jon Tollefson  
25349 615<sup>th</sup> Street  
Mantorville, MN 55955
8. Mayor Tim Tjosaas  
307 10<sup>th</sup> Avenue N.E.  
Kasson, MN 55944
9. Mike Martin (City Planner)  
401 5<sup>th</sup> Street S.E.  
Kasson, MN 55944
10. Paul Larsen - Secretary  
Mantorville Square  
416 Main Street North  
Mantorville, MN 55955
11. Larry Kirkland  
1527 20<sup>th</sup> Street N.E.  
Byron, MN 55920
12. Cindy Rendler  
1008 7<sup>th</sup> Street N.W.  
Kasson, MN 55944
13. Deb Guenther  
205 Mantorville Ave. South  
Kasson, MN 55944
14. Jeff Bjergum  
204 6<sup>th</sup> Avenue N.W.  
Kasson, MN 55944
15. Phyllis Sands  
305 2<sup>nd</sup> Avenue N.W.  
Kasson, MN 55944
16. Lynn Sturgis  
25149 Co. Hwy. 34  
Kasson, MN 55944
17. Dave Petersen, AIA  
Vice Chairman  
958 28<sup>th</sup> St. N.W.  
Rochester, MN 55901
18. Diane O'Brien-Berge  
122 West Main Street  
Kasson, MN 55944
19. Spencer Stevens – Co-Chair  
122 West Main Street  
Kasson, MN 55944

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