



106 E Maple Ave, Mora, MN 55051 · (320) 679-1936 · TrueDirectionsinc.com

**Serenity Manor**

106 E Maple Ave, Mora, MN 55051 · (320) 679-1936

**Serenity Haven**

206 E Maple Ave, Mora, MN 55051 · (320)679-3580

**Lakeside**

630 E Maple Ave, Mora, MN 55051 · (320) 364-1157

June 29, 2021

To Whom It May Concern:

This email is for an RFP for a contract with a Historical architect that can provide the services defined below for our restoration/preservation project of a 1902 Queen Ann home listed on the National Register for Historical Homes: 206 E. Maple Avenue, Mora, MN. This historic home is currently a woman's treatment center and owned by True Directions, Inc. I am the Project Director and main contact for this request and project. I would ask that you send your proposal, questions, etc. through me by email or phone.

**Phase I:** Conditions Assessment [Exterior building preservation work (roof, masonry, siding, windows, doors, soffit, porch, foundation, steps, additional building on site, etc.)].

**We need a very quick response as we are applying for a grant through the MN Historical Society. All proposals need to be emailed to me by the latest, July 23rd at 4 p.m. CST.**

The details that follow are not all conclusive. Your proposal should provide the defined details and requirements that follow the Secretary of the Interior's Professional Qualification Standards. What is listed below are a few details/requirements we have as we decide on which historical architect to hire for our initial t Phase project. Our expectation is that the professional historical architect will provide all details mandatory for hire of this type of project:

**SUBJECT:** Registered Historical Property Preservation Project of 206 E. Maple Avenue, Mora, MN [main house and one additional outbuilding].

**TIMEFRAME:** Proposals must be received no later than July 23, 2021. NOTE: The Beginning project is set at October 1, 2021, and the project end date is May 2, 2022, with completed Conditions Assessment delivered to the requestor/project director.

**MINIMUM REQUIREMENTS OF PHASE I PROPOSAL:**

- Consultants must meet the Secretary of the Interior's Professional Qualifications Standards for Preservation of a historical building
- Preparation of a Historic Building Conditions Assessment including treatment recommendations
- Photographs of the building in its entirety and any areas of interest or concern.
- Includes research work for National Register-listed historic property that conforms to the Secretary of the Interior's Standards for the Treatment of Historic Properties: ● Preparation of a Historic Building Conditions Assessment including treatment recommendations ● Preparation of a Historic Structure Report (HSR) that will assist the property owner in making appropriate and informed decisions about restoration and maintenance efforts. HSRs must follow the guidance set forth by the National Park Service in Preservation Brief #43: The Preparation and Use of Historic Structure Reports ● Preparation of a Cultural Landscape Report ● Preparation of a comprehensive Cultural Resource Management Plan ● Damage assessment of erosion at a National Register-listed archaeological site (see "Historic Preservation Survey, Identification, and Evaluation" section for more information about archaeological studies.) ● Preparation of an ADA Accessibility Assessment that

follows guidance in Preservation Brief 32: Making Historic Properties

Accessible, <https://www.nps.gov/tps/how-to-preserve/briefs/32-accessibility.htm>, and conforms with the 2015 Minnesota Accessibility Code, [http://www.gssiserver3.com/2015\\_mn\\_accessibility\\_code.pdf](http://www.gssiserver3.com/2015_mn_accessibility_code.pdf)

The final product, a National Register property evaluation, must, at a minimum, include the following: ● Summary of research, identification, and evaluation methodologies, including but not limited to referencing applicable Multiple Property Documentation Forms and historic contexts ● Narrative property description ● Statement of Significance, including Period of Significance, Area of Significance, and Level of Significance ● Narrative discussing the appropriate Criteria for Evaluation ● Discussion of applicable historic contexts relating to the property ● Discussion of contributing and non-contributing resources as appropriate ● List of major bibliographic references ● Additional documentation such as maps or photographs ● A completed inventory form for the property (client will make sure the consultant is aware that a copy of the property evaluation documentation and the inventory form are required with the final grant report).

-- Preservation planning helps decision-makers set priorities that will lead to the protection of historic and cultural resources. Guidance for planning can be found in the Secretary of the Interior's Standards for Preservation Planning, the SHPO Manual for Archaeological Projects in Minnesota (July 2005), and the Historic and Architectural Survey Manual (2017). Again, if hired, the consultant in the Historic Preservation Planning category must meet the Secretary of the Interior's Professional Qualification Standards.

-- Final Product (includes but is not limited to): One print copy and one electronic Word format copy of the draft survey report meeting all applicable NPS and SHPO standards and guidelines. One print copy and one electronic PDF copy of draft survey and inventory forms (number determined by size and scope of project) meeting all SHPO standards. One print copy and one electronic Word format copy of the final survey report meeting all applicable NPS and SHPO standards and guidelines. One print copy and one electronic PDF copy of all final survey and inventory forms meeting all SHPO standards. --- *Scope of Work Form*: An official Scope of Work Form (provided by the Project Director) must be completed and included.

-- If applicable, work must be completed following prevailing wage laws.

**FEE:** A full disclosure of the full amount you request for Phase I. The amount you provide would become a part of a contract with us, should you be chosen for hire. If there is a breakdown in costs, please identify each cost factor along with full amount. No additional fees can or will be added to the contract once agreed upon.

**RESUME:** Full resume of historical architect doing all work for Phase I of your proposal. Along with a resume, we request a minimum of four (4) past clients you have done historical preservation work for in the past, along with their full name and contact information (phone and email).

Thank you for your consideration for our project. We believe that 206 E. Maple Avenue is an historical gem that deserves to be polished and preserved for the enjoyment, historical, and educational value for all citizens that wish to visit it for years to come. Should you wish to go to the property to view its current condition, etc., please feel free to do so BUT PLEASE EMAIL OR CALL ME AND LET ME KNOW YOU WILL BE ON THE PROPERTY on x date at x time. If you visit the property, please do not inquire, or discuss with anyone on the property, as there are only residents [clients] of our treatment center or staff treatment personnel at the property that are not involved in this project.

Thank you for your consideration. I hope to hear from you.

Wendy S. Hazzard

*Project Director*

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