



State Designer Selection Board
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Addendum #1

Date: November 23, 2016

Request for Proposal: State Designer Selection Board Project 16-08
Addition of Pavilion at the Governor's Residence – Saint Paul, MN
MN RECS Project Number 02GR0010

Subject: Questions and Answers

1. Is there an intent for the pavilion to mimic the existing aesthetics of the main house and carriage house? Or, intended to be a separate, contemporary design?
A. It will be one of the awarded proposer's tasks to help determine the appropriate aesthetics considerations to include in the Pre-design report. Guideline for Heritage Preservation will apply to the project and should be interpreted accordingly.
2. What functions are planned to be used on a daily basis? For example, are the offices intended to be occupied by full-time employees?
A. As well as meeting spaces, the goal is to have the non-residence functions reassigned to the Pavilion and/or Carriage House, including the commercial kitchen, ancillary functions, storage, etc. The residence managers, grounds keeper and chef would also office in either the new or remodeled space. There also should be an Interpretive Historic component / space devoted to the former First Families and the Irvine Family. Additionally, it has been discussed that the 1006 Society and the GRC (Governor's residence Council) have dedicated space in the building.
3. Is there an area square footage maximum that the pavilion may be built on the garden/yard?
A. It will be one of the awarded proposer's tasks to help determine the appropriate massing, programming, and Code considerations to include in the Pre-design report.
4. Is the existing landscape design intended to remain as much as possible? Or, is a completely new landscape design intended?
A. It is anticipated that much of the south site will be disturbed by the construction. It will be one of the awarded proposer's tasks to help determine the appropriate site considerations to include in the Pre-design report.

5. What documents, including specifications and reports, exist for the original carriage house and later alterations?
 - A. *The information is incomplete, but there are original blueprints dated 1911 that include Heating Plans, Heating Tunnel Sections. There may be more info on microfiche and info from past projects (such as infilling the garage turntable). We also have a survey and documents from the on-going renovation project started in 2013.*

6. The property is included in the National Register of Historic Places and the St. Paul Historic Sites Register, as the RFP states. It is also included in the State's Register of Historic Places as it sits within the Historic Hill District. Pursuant to Minnesota Statute 138.665, the State Historic Preservation Office must be consulted about the project. Has this office been contacted yet about this project? What is the status of that communication and their initial response about this proposed addition?
 - A. *David Heide had meetings with SHPO and St. Paul HPC about the Pavilion project and presented a concept sketch he prepared. They were open to the idea of the building: 'didn't say no'. They have also been contacted about past restoration projects and have provided input.*

7. The RFP lists "Historic Preservation Consultant" as a required member of the team. This description is a little vague, as that could include people who are architectural historians or preservation architect. Can you clarify which type of specialist you are looking for, or what types of tasks this team member would be responsible for?
 - A. *We are looking for relevant experience rather than a title.*

8. Are there any pre-existing studies or documents relating to the property that would help our team prepare for this effort?
 - A. *Yes. They were not provided as attachments as for the purposes of Pre-Design, we may want to have a non-prejudiced look at the project needs and possible solutions. The following will be made available to the awarded proposing firm: The Garden Pavilion Event Center at the Governor's Residence (a history, concept proposal & solutions put out by the Governor's Residence Council) dated 6/15/15; Facility Condition Assessment by VFA, Inc. dated 6/5/11; and a Pre-Design for Minnesota Governor's Residence Preservation, Restoration and Repairs by Miller Dunwiddie Architecture dated 6/29/12 (which did not include any Pavilion discussion); Master Plan for the Governor's Residence prepared by MacDonald & Mack Architects, dated 5/21/96; The Governor's Residence Council Architectural and Interiors Review and Guidelines, dated 11/07/12 (see Attachment 1).*

9. It is stated that the budget for the initial contract for predesign services is \$70,000 with \$10,000 for owner associated costs. Is the \$10,000 in addition to the \$70,000 or part of it?
- A. *The fee will be negotiated, and may be partially based on project complexity, the team makeup, any recommended testing for the Pre-Design effort, and the GRC budget available.*
10. Is the Governor's residence considered part of the Capital complex?
- A. *The Department of Administration's Plant Management Division[PMD], now named Facility Management Division [FMD] does consider this part of the Capitol complex for operational and maintenance issues, contractor requirements, etc. Their website is <http://mn.gov/admin/government/buildings-grounds/> Note that Executive Security will have other requirements.*
11. Who are the Authorities Having Jurisdiction and what agencies are reviewing this project?
- A. *Verification of all AHJs will be the consultant's responsibility, but typically after submittal of the State of Minnesota Initial Application for Plan Review, authority for plan review is usually delegated to the City of St. Paul – who have their own site plan review process. They will also likely require a State plumbing review and Department of Health review for the commercial kitchen. The GRC (Governor's Residence Council) is funding this project and, by statute, that body is charged with oversight of the Property and will be included in Programming and other aspects of the Project as appropriate.*
12. The transmittal indicates we must attach "Affirmative Action Certificate". Is this the same as the Equal Pay Certificate", which isn't listed on the transmittal?
- A. *The Affirmative Action Certificate and Equal Pay Certificate are two different forms.*

End of Addendum #1

Attachment 1

Minnesota Governor's Residence Council: Architectural and Interiors Review and Guidelines
11.7.2012 DCH

The Governor's Residence is a ceremonial building as well as a family home; it is not a museum. It is a historic building, some portions of which have greater historic significance and integrity than others. In order to remain viable, we believe the residence must evolve over time, in thoughtful, carefully considered ways, to address changes to the building's functions and the needs of its users.

It is the purview of the Governor's Residence Council and its committees to review and advise on the appropriateness of proposed work to the residence with regard to function and to compatibility with the residence's historic character.

The Council's Interior Design and Architecture committees consider the following scope when reviewing proposed work: features, spaces, design, programming, and circulation; furnishings, finishes, materials, and colors; and other issues as they relate to the interior such as accessibility, mechanical systems, energy efficiency, windows and doors, and code compliance.

The Governor's Residence Council and its relevant committees review and comment on proposed work and changes to the building with respect to the following:

- **Programming:** Ensure that the proposed programming meets the needs of users and the building's varied functions, and that the proposed work addresses the programming requirements and needs of building occupants and staff.
- **Historic character:** Ensure that the proposed work is compatible with the building's historic character and period of significance, with an understanding that primary (public) spaces are most important and secondary (private) spaces offer more flexibility. The interior floor plan, arrangement and sequence of spaces, and built-in features and applied finishes are individually and collectively important in defining the building's historic character.
- **Aesthetics:** The proposed work should be compatible with and further the established design aesthetic of the building and its varying spaces--with regard to massing, scale, formality, feeling, finishes, materials, color, detailing, and overall design.
- **Flexibility:** The flexibility/evolution/changeability of use of the building and its users and residents should be considered; e.g., some families may have children and pets.
- **Existing, historic, and new features and furnishings:** Identify which are important to retain and which can be altered without diminishing the building's historic character and integrity.
- **Relationship to the exterior and site:** Ensure that the proposed work relates to the building's exterior and site, consistent with an overall vision and set of guidelines about use, design, and treatment.
- **Consultants:** Engage credentialed consultants when necessary to address specific issues.

The Committee and Council may use the Secretary of the Interior's Standards and Guidelines for Rehabilitation for guidance.

Attachment 1

Minnesota Governor's Residence Council: Architectural and Interiors Review and Guidelines
ADDENDUM

11.7.2012 DCH

The Federal Secretary of the Interior's Standards for Rehabilitation apply to the interior as well as exterior of historic buildings:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Secretary of the Interior's Guidelines for Rehabilitating Historic Buildings contain extensive information on appropriate treatment of various elements of historic building interiors. Some excerpts:

Alterations/Additions for the New Use:

Some exterior and interior alterations to a historic building are generally needed to assure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes.

Interior Spaces:

Recommended: Identifying, retaining, and preserving a floor plan or interior spaces that are important in defining the overall historic character of the building. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, theaters, auditoriums, and important industrial or commercial spaces.

Attachment 1

Interior Features and Finishes:

Recommended: Identifying, retaining, and preserving interior features and finishes that are important in defining the overall historic character of the building, including columns, cornices, baseboards, fireplaces and mantels, panelling, light fixtures, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stencilling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors, and ceilings.

Alterations/Additions for the New Use:

Recommended: Accommodating service functions such as bathrooms, mechanical equipment, and office machines required by the building's new use in secondary spaces such as first floor service areas or on upper floors.

Design for the Replacement of Missing Historic Features:

Recommended:

Designing and installing a new interior feature or finish if the historic feature or finish is completely missing. This could include missing partitions, stairs, elevators, lighting fixtures, and wall coverings; or even entire rooms if all historic spaces, features, and finishes are missing or have been destroyed by inappropriate "renovations." The design may be a restoration based on historical, pictorial, and physical documentation; or be a new design that is compatible with the historic character of the building, district, or neighborhood.

Not Recommended:

Creating a false historical appearance because the replaced feature is based on insufficient physical, historical, and pictorial documentation or on information derived from another building.

Introducing a new interior feature or finish that is incompatible with the scale, design, materials, color, and texture of the surviving interior features and finishes.

From "National Park Service Northeast Region's Guidelines for the Treatment of Historic Furnished Interiors--in Accordance with The Secretary of the Interior's Standards for the Treatment of Historic Properties" (2006):

- *Interior Spaces: Recommended: Identifying, retaining, and preserving a floor plan or interior spaces that are important in defining the overall historic character of the building. . . .*

[Other topics--interior design, interior architectural features and finishes, furnishings, mechanical systems, accessibility considerations, energy efficiency, and health and safety code considerations--each have similar, and very detailed, guidelines about identifying and retaining the character-defining spaces, features, and finishes, etc., so that the work will not result in their damage or loss.]

Attachments:

- Secretary of the Interior's Standards for the Treatment of Historic Properties: Introduction and Historical Overview (2 pages)
- Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings, 1995, excerpts (9 pages)
- Secretary of the Interior's Standards and Guidelines for Rehabilitating Historic Buildings, excerpts: The Approach; Guidelines for Interior Spaces, Features & Finishes, Interior Structural Systems, and Interior Mechanical Systems (19 pages)
- Preservation Briefs No. 18: Rehabilitating Interiors in Historic Buildings: Identifying and Preserving Character-Defining Elements, 1988 (8 pages)
- National Park Service Northeast Region's Guidelines for the Treatment of Historic Furnished Interiors, 2006, excerpts (44 pages)