

February 16, 2021

Jim McMillen
Building Maintenance Department Head
Le Sueur County
jmcmillen@co.le-sueur.mn.us

**RE: Professional Services Proposal for
Le Sueur County Jail Assessment
Le Center, Minnesota**

ISG

Jim,

As Le Sueur County (County) looks to assess the condition of its jail in Le Center, Minnesota, ISG stands eager to assist as your trusted and local project partner. ISG understands that the jail facility was constructed in 1912 and needs to be assessed to support the Le Sueur County Historical Society's usage of the building as their central location for operations.

Backed by 300+ in-house, multi-disciplinary professionals, vast industry experience, and a sound project/scope understanding, ISG proposes to provide the following scope of services to meet project needs.

SCOPE OF SERVICES

ISG will prepare a written report to conclude the following:

- Prioritize problem areas
- Identify and describe existing building conditions
- Identify and describe character-defining features and significant construction methods
- Utilize a variety of inspection methods such as hands-on, visual, or non-invasive testing
- Include finding documentation in field notes, sketches, photos, test reports, and other necessary means
- Use the findings as the basis for priorities and recommendations

Through the conditions assessment, ISG will provide:

- Brief historic overview and chronology
- A set of systematic photographs and key
- Sketches to better describe current conditions and proposed reuse of the facility
- Initial cost estimate

ISG will describe age, material, and condition of:

- The site, including vegetation, slope of the ground, and drainage
- Structural systems, including foundations, walls, beams, rafters, etc.
- Windows and doors
- Roof, materials, and any other exterior components, such as siding
- Interior finishes, including walls, floors, ceiling, cabinetry, etc.
- Building systems, including mechanical, electrical, and specialty systems
- Porches, decks, patios, etc.

300+
EMPLOYEES

43
STATES LICENSED

ZWEIG GROUP
HOT FIRM LIST FOR 2020

TOP 500
2020 ENR FIRM

COMPENSATION

ISG proposes to provide the scope of services described within this proposal for compensation in accordance with the following schedule:

SERVICE	COMPENSATION
On-Site Investigation + Documentation	\$9,000
Preparation of Written Report	\$11,000
Two (2) Meetings/Presentations with the County	\$1,000
Miscellaneous Expenses	\$1,000
TOTAL	\$22,000

Reimbursable Expenses

Anticipated reimbursable expenses such as travel, mileage, and printing are included within the compensation listed above.

ADDITIONAL SERVICES

ISG's goal for this proposal, like its services, is to be flexible to accommodate the requirements of this project. Upon request, ISG is able to provide the County with a subsequent proposal to assist with any additional professional design and construction phase services that will be necessary to facilitate construction of this project as it moves forward.

ISG appreciates the opportunity to provide a solution tailored to the needs of Le Sueur County. Upon acceptance of this proposal, please sign the acknowledgment box below and return a copy to our office. We look forward to providing you with responsive service, a collaborative approach, and timely delivery.

Sincerely,



Bryan Paulsen, AIA, CID, LEED AP
Senior Architect

*Enclosed: Historical Building
Conditions Assessment
FAQ + Tip Sheet

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this _____ day of _____, 2021.

Name: _____

Title: _____

Signature: _____

This proposal is valid for 30 days.

HISTORIC BUILDING CONDITIONS ASSESSMENT FAQ + Tip Sheet

WHAT IS A HISTORIC BUILDING CONDITION ASSESSMENT?

Condition Assessments are one way to understanding how buildings were constructed, used, and maintained. Conditions Assessments examine the various mechanisms that affect the structural and material condition of the building. “Whether done for research purposes or as a precursor to restoration work, all condition assessments have two primary objectives: to identify materials and features, and evaluate their condition.”ⁱ

ASSESSMENTS SHOULD:

Prioritize problem areas

Take the form of a written report

Identify/describe existing building conditions

Identify/describe character defining features and significant construction methods

Utilize a variety of inspection methods such as hands-on, visual, or noninvasive testing

Document findings in field notes, sketches, photos, test reports, and other necessary means

Use the findings as the basis for priorities and recommendations

Provide:

- brief historic overview including chronology
- a set of systematic photographs with a photo key
- drawings/sketches that clarify or better describe conditions
- suggested interventions for problems
- initial cost estimate for treatment

Describe age, material, & condition of:

- the site, vegetation, slope of the ground, and drainage.
- the structural system: foundations, walls, beams, rafters, etc.
- the windows and doors
- the roof and materials, and any exterior components such as siding
- the finishes of the interior including walls, floors, ceiling, cabinetry, etc
- the building systems: mechanical, electrical, and specialty systems
- porches, decks, patios, etc.

ASSESSMENTS MAY ALSO:

Provide:

- measured architectural drawings of the building (including elevations)
- plans and specifications for suggested construction work

Focus on one building system such as Envelop, Masonry, HVAC System, Structural System, or Interior Finishes

HISTORIC BUILDING CONDITIONS ASSESSMENT FAQ + Tip Sheet

WHO SHOULD CONDUCT THE ASSESSMENT?

Condition Assessments should be completed by a professional who meets the Secretary of Interior's Professional Qualifications for Historic Architecture (see footnote 2).ⁱⁱ

IS IT THE SAME THING AS CONSTRUCTION DOCUMENTS?

Preservation planning is very important to good building stewardship. Completion of a planning report is critical before construction projects begin. However, conditions assessments cannot, and will, not be accepted as a Scope of Work for future bricks and mortar grants projects. Conditions Assessments cannot be used as construction documents for contractors. Additional planning and design is required after the initial assessment to create the necessary project drawings and specifications.

HOW IS THIS DIFFERENT OTHER BUILDING REPORTS?

Because *Conditions Assessments* are not as in-depth as a *Historic Structures Reports (HSR)* an overall treatment recommendation is not a required end product. (The Standards offer four distinct approaches to the overall treatment of historic properties) For that reason, it is suggested that the **Preservation** treatment is utilized until a full *HSR* can be completed. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. More information about *Historic Structures Reports* visit: www.nps.gov/history/hps/tps/briefs/brief43.htm

Because *Conditions Assessments* do not include economic analysis and other indirect structural analysis they do not take the place of a *Historic*

INFORMATION AND RESOURCES:

The Standards:

www.nps.gov/tps/standards/four-treatments.htm

Professional Qualification Standards:

www.nps.gov/history/locallaw/arch_stnds_9.htm

Pre-Planning Legacy Grant Information:

<http://legacy.mnhs.org>

Building Reuse Plan. For more information on reuse studies visit:

www.mnhs.org/shpo/planning/reuse.htm

AFTER THE ASSESSMENT:

While the Assessment provides valuable information about the problem areas, further planning and design is necessary to undertake a successful preservation project. Once the high priority problem areas have been identified a Historic Architect should be contracted with to refine the project plan, create drawings, and specifications for the proposed treatment that can be used to direct construct work.

ⁱ Condition Assessments: Tips For Historic Building Owners By Ed Fitzgerald On August 31, 2010 In [Architecture & Engineering](#)

ⁱⁱ SOI Qualifications for **Historic Architecture**: The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following: At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or At least one year of full time professional experience on historic preservation projects.