



**COUNTY OF FLUVANNA, VIRGINIA
REQUEST FOR PROPOSALS (RFP) #2021-05
HISTORIC STRUCTURES REPORT, FLUVANNA COUNTY
HISTORIC COURTHOUSE**

ADDENDUM # 1:

Reference – Request for Proposal: RFP #2021-05
Title of Request for Proposal: HISTORIC STRUCTURES REPORT, FLUVANNA COUNTY
HISTORIC COURTHOUSE
Issue Date: July 8, 2021
Bid Due Date and Time: July 29, 2021 at 2 p.m. EST (per this addendum #1)

The above RFP #2021-03 is hereby amended and modified as follows:

1. Page 1 shall be changed to read:

All sealed proposals shall be turned in no later than July 29, 2021, at 2:00 p.m. EST.

2. The “Due Date” on page 1 and in Section 5(iv) shall be revised to be ***no later than July 29, 2021, at 2:00 p.m. EST.***

3. **Section 1 (a) is modified to state as follows:**

a. “The County of Fluvanna, Virginia (the “County”) is seeking qualified independent architectural and engineering firms or architectural/engineering teams (“Architect”) to submit proposals to enter into a contract to perform professional services to investigate, research, prepare and provide a Historic Structures Report including a structural report from a licensed professional engineer for the Fluvanna County Historic Courthouse (the “Courthouse”) consistent with the terms and conditions set forth in this Request for Proposals (“RFP”).”

4. The third sentence of Section 4(a) is modified to state:

a. “The County’s expectation is that the final HSR will include an executive summary, introduction, methodology, structural engineers report on building condition with specific identification of any deficiencies and issues, building history and an architectural description together with a compelling statement of significance, and any other information required by this RFP.”

5. Section 4(a)(ii)(5) is added as follows:

a) “(5) A structural engineering report identifying the current conditions of the Courthouse including without limitation describing with particularity any conditions, issues, deficiencies, or physical problems or deterioration of the Courthouse with a particular focus on the exterior of the building and including without limitation an evaluation of the roof, windows, columns, brick, mortar, paint, flashing, trim, and doors. Such section of the report shall be prepared by a licensed structural engineer with at least five (5) years of experience in work involving historic structures and buildings.”

6. The following is added to the end of Section 4(a)(iii)(4):

- a. “Paint and Mortar materials testing must be completed and reported in the HSR. The means and methods of such testing are to be set out in the Offer’s proposal.”

7. The following are clarifications from questions received:

- a. RFP Section 4) Scope of Services a ii 2 – Many services are clarified. Will Hazardous Materials testing and a report be required as a part of this scope of work?
 - i. This will not be a requirement.
- b. RFP Section 4) Scope of Services a ii 2 – Many services are clarified. Will and ADA assessment and a report be required as a part of this scope of work?
 - i. This will not be a requirement.
- c. RFP Section 4) Scope of Services a iii 2 – States that a scan will be available. Please clarify if this will be a point cloud or a revit model and the LOD of the scan?
 - i. Please see links below for data collected by the UVA project
 - 1. https://search.lib.virginia.edu/sources/uva_library/items/dataset_35980
 - 2. <https://dataverse.lib.virginia.edu/dataset.xhtml?persistentId=doi:10.18130/V3/ESQBIY>
 - 3. <https://youtu.be/1RG4op2R60c>
- d. RFP Section 4) Scope of Services a iv 1 – The RFP requests probable associated costs for recommended treatments. Please confirm that a ROM estimate will meet the requirements. If not, please share the format and detail desired.
 - i. This is for budget estimate purposes and we would hope to have costs somewhere within 10% to plus 25% variance given that we are looking for a defined preservation treatment recommendations.
- e. RFP Section 5) Submission Instructions b 6 – Please define ‘local office’ experience
 - i. “This section of the Offeror’s Proposal should list and describe representative clients currently serviced focusing on similar services and especially services provided to other Virginia agencies, localities, and public bodies.” Include a general description of current clients for similar services especially as they related to Virginia agencies, localities and public bodies and related thereto “... Describe the local office experience including the project name and location, brief description of the project, description of the scope of services provided, and principal contact person.” “Local Office” means name the specific office (if you have multiple “teams” or “offices” who worked on each specific named project you describe.
 - ii. “...The Offer[or] must include a description of every project it has worked on in the last two (2) years for Virginia (including any department or agency thereof) or a Virginia public body such must include the client name, a contact point for client, and a brief description of the type of services provided.” The Offeror MUST describe every project it has worked on in the last 2 years for Virginia or any public body thereof including details set forth supra. This is in addition to requirements described in (i) above.
- f. RFP Section 5) Submission Instructions b 6 – Please confirm that for this section we should provide descriptions of our most relevant work related to the anticipated scope of services.
 - i. As it states, we do want “list and describe representative clients currently serviced focusing on similar services” this can be any client. However, we also need to know “ every project it has worked on in the last two (2) years for Virginia (including any department or agency thereof) or a Virginia public body”

- g. Does city [County] want printed copies of full HSR reports or just examples to include HSR Covers/TOC/ select pages as reference? May we include full examples of HSRs on the thumb drive only?
 - i. The County would very much like to see full examples. You may include them electronically, or if they are available online, supplying a link to easily find it would be acceptable as well.
- h. Do you wish the exterior of the roof to be surveyed? If so, will the county provide a lift or other means of providing access?
 - i. Yes we do want the roof surveyed and a lift will not be provided. Please also see new Section 4(a)(ii)(5) (see section 5 of this Addendum).
- i. On page 4 at item 4.a.iv.4, the RFP indicates “The HSR should identify repair problems and recommendations on a ranked priority basis and importantly provide sufficient treatment detail and plans to enable the County to bid for or undertake appropriate remedial treatments.” Does this mean that the county is asking for biddable construction documents as part of the HSR?
 - i. Not formal biddable construction documents. This is not a complex construction project, but a preservation treatment plan. We need enough detail and guidance so County can create biddable documents or undertake work in-house. We want to define the requirements and expectations for appropriate preservation – approach (e.g.-- repair, replace, reconstruct) materials, standards etc.
- j. Item 1.a.ii.2 says that detailed structural systems evaluation is not required to be investigated or included in the HSR. However, Item 4.a.iii.5 says to identify areas where the structure may be impacted. This could be a bit challenging to do with any substance without a structural engineer.
 - i. A structural engineers report(s) should be included. Please see new Section 4(a)(ii)(5) (see section 5 of this Addendum).
- k. The RFP notes that sample documents and reports should be included. Is it expected that hard copies of these documents and reports are to be delivered as hard copies along with the response or is it acceptable to submit them on a flash drive along with the response. The question is asked because a sample HSR could amount to 200 pages or more.
 - i. You may include them electronically, or if they are available online, supplying a link to easily find it would be acceptable as well.
- l. Was a structural evaluation of the roof frame performed after the jackpost broke apart in 2017 or 2018?
 - i. Yes, This was done by Craig Swift PE Charlottesville Virginia
- m. Please confirm that the maximum amount the county has available for the HSR is \$30,000.
 - i. The County in a public meeting has budgeted of up to \$30,000 for the HSR, this is public information. The Proposal shall not include costs of services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Please also refer to Section 6, and specifically to 6(f), of the RFP.
- n. The RFP asked what process is used to control costs and 15% of the evaluation is based on this. Since the county is not advertising for construction documents can you explain what the relevance of this is?
 - i. 15% of the evaluation is based on the ability to control project costs and schedule.
 - ii. Timeliness and ability to maintain a schedule is a significant concern for the County and the Offerors ability to provide and maintain a schedule and provide the report in a timely fashion will be considered – this will include consideration of the total turn-around time

proposed by each Offeror in terms of a draft HSR, and timeliness in responding to any requests for revisions made by the County. Any offered response times will be considered in this portion of the evaluation.

- iii. Ability to control costs can be demonstrated in other projects where a budget was maintained, and by other relevant information provided by the Offeror. However, the Proposal shall not include costs of services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Please also refer to Section 6, and specifically to 6(f), of the RFP.
- o. Will paint analysis and mortar testing be expected for the report, or is it only required to identify where such testing may prove helpful?
 - i. Yes, this would be a requirement.
- p. Has the documentation from the 1973 restoration been located or is it expected to be located?
 - i. The County believes it has located partial documentation of the restoration; it is attached hereto as Exhibit 1 and made a material part of this Addendum.
- q. Is the stated \$25-30,000 budget comprised exclusively of design fee for the winning bidder, or is there something else that the budget covers?
 - i. The public records of the County identify that up to \$30,000 is budgeted for the Historic Structures Report which is the subject of this RFP. The Proposal shall not include costs of services or estimated project costs. At the discussion stage, the County may discuss nonbinding estimates of total project costs, including, but not limited to, life-cycle costing, and where appropriate, nonbinding estimates of price for services. Please also refer to Section 6, and specifically to 6(f), of the RFP.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Cyndi Toler, Purchasing Officer
Fluvanna County, Virginia
132 Main Street
Palmyra, VA 22963
(434) 591-1930

Name of Firm: _____

BY: _____

Signature of duly authorized representative

Title: _____

Date: _____

A FEASIBILITY STUDY FOR THE
RESTORATION OF

FLUVANNA COUNTY COURTHOUSE
PALMYRA, VIRGINIA

DECEMBER, 1973

GRIGG, WOOD, BROWNE & WILLIAMS

CHARLOTTESVILLE

ALEXANDRIA

I. AUTHORITY

This report has been prepared and is submitted under authorization of the Board of Supervisors of Fluvanna County, Virginia. The intent is to present an historical study of the venerable courthouse, evaluating its historicity and to study the feasibility and probable costs of adaptive restoration and preservation as a working facility.

II. PROCEDURES

Research efforts have produced the original contract and specification documents related to the construction of the courthouse among the papers of General John H. Cocke at the Alderman Library of the University of Virginia. (Gracious consent of the Bremo Trust, which controls the Collection, permits the use of these as a part hereof. These original documents are reproduced and included as Appendix 1 of this report. Results of personal research in court records made by Mrs. Henry McGehee of Palmyra have been most generously made available and fully used. Unfortunately, an original ✓ drawing known to have been attached to the original specifications has not been located in spite of more than usual effort in this regard. While this would be valuable as evidence, it would not have supplanted the more detailed drawings required for this report. Therefore, it has been necessary for this office to prepare a full physical and structural survey and record these data in formal record drawings (HABS standards being used) prior to initiating any studies for structural stabilization or restoration.

Tentative report of findings and conclusions for the courthouse preservation were made and reviewed at a meeting held on October 15, 1973. Attending were Judges Berry and Marshall and representatives of both the Board of Supervisors

and the Historical Society. At that time, the preliminary suggestions were shared concerning history, archaeology and tentative recommendations as to techniques. Full discussion was had on the adaptive use of the building with particular reference to contemporary court requirements. In this latter connection, the two judges were most helpful; practical requirements were happily blended with historical and restoration criteria.

CONCLUSION (PRELIMINARY):

- ✓ The building and dependencies are a unit which is distinguished in uniqueness in design, resourcefulness and innovation in its construction and a very valuable historical artifact, moreover a tribute to the creative genius of one of the county's early and distinguished citizens, General John R. Cocke, who designed it. The comparatively excellent condition of preservation of the building is outstanding among Virginia courthouses for its relative lack of departure from its original form, or, better stated, the obvious respect with which successive generations have honored and preserved it. Despite its age, it is quite adaptable for continuing service which, together with this obvious respect and nostalgic endearment to the citizens, suggests the justification for a program of preservation and adaptive restoration to be initiated.

The conclusions of this report are meant to provide a document which will suggest procedures which will allow the Supervisors to move toward the realization of such a worthy project of preservation.

III. ARCHAEOLOGICAL EXAMINATION

- ✓ - Asphalt tile now covers a wood floor and that covers the original brick floor, surface which extended from the entrance to the line of the bar, from which point wood occurred.
- ✓ - The bar appears to have been moved about two to three feet back from its original position which was at the first newel post on the stair landing. (See restored plan.)
- ✓ - The raised Judge's bench, clerk area and jury box appears to have been done at a later date. A unique feature was the non-central position of the original Judge's bench. According to the records the bar was altered even before the building was accepted. It to be assumed, based on framing marks on the original floor boards that this alteration was the moving of the bench to provide more seating space in the jury box. Precedents suggest a slightly raised area for the Judge's bench, the clerk's and jury space. Exploratory demolition would be required to locate the exact elevation and such was not carried out for this report.

- The exterior stone is flaking and some parts of the capitals are falling off.
- The brickwork needs stabilization, mortar joints are weak and require repainting and some spalled bricks must be replaced.
- Interior woodwork and plaster is in excellent condition.

The following progression of paint finishes was determined from paint scrapings.

The Court Room was originally finished with white washed walls and woodwork painted in an ochre or "stone" (as used in the original specifications). This coat may have been stained or wiped to further enhance the "stone" effect which was fashionable at that time. This is suggested by the light coat of grey paint found in scrapings. Following these paintings, a double coat of tan and dark wipe was applied to give a wood grain finish which might also have been early. It is significant to recall that this is precisely the finish used some years earlier by General Cocke at Upper Bremo. Further detailed research at the time of Phase II - Interior restoration will be necessary to verify these indications of the original color design.

Successive later repaintings reveal progressively a light green paint, a darker green paint and finally, the existing grey.

The jury rooms were finished with whitewashed walls and ochre or "stone" woodwork.

The exterior trim was painted a stone color to match the local stone employed for the column caps and door lintels and to further enhance the simulation, sand was blown to adhere to the wet paint! This treatment is to be traced to the precedent established in the earlier work at the

University of Virginia, once again of strong Cocke and Timberlake Connection.

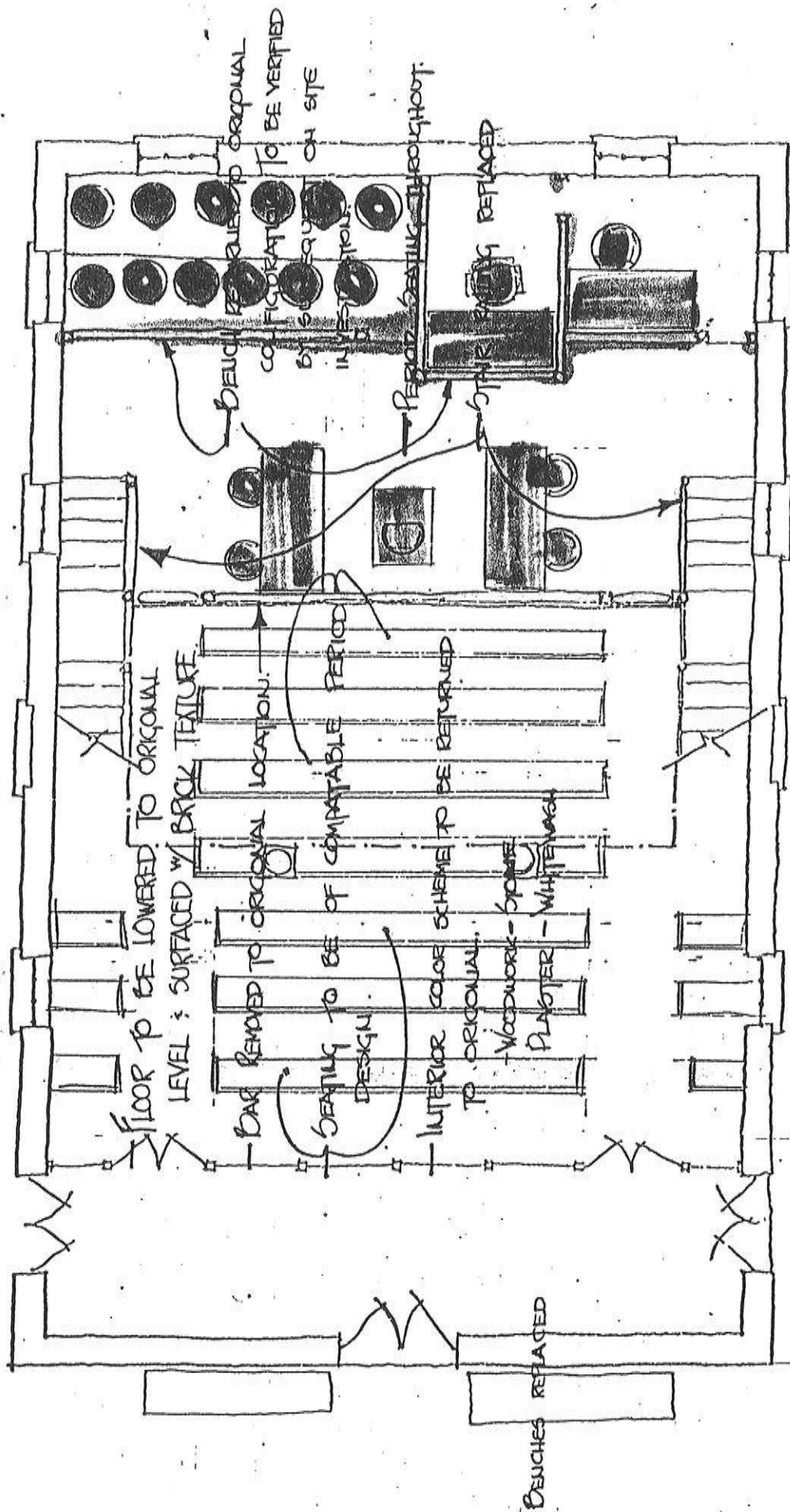
✓ IV. ORIGINAL SPECIFICATIONS:

The outstanding condition of the structure might be attributed to the Jefferson influenced specifications written by Cocke dealing with precision in such matters as the foundations, and stone, brick and timber. (A photocopy of these original documents and ready typescript follows in Appendix 1.)

✓ V. RECOMMENDATIONS:

Preservation and restoration is justified from two circumstances. ✓ First is the embodying within the structure of a high measure of architectural and historical merit; the association of the structure with personages and events of high historical interest. The current trend in the preservation movement is to place high value on architecture, personages and events of local importance as well as those of state, national and world importance. This is because our citizens are becoming increasingly aware of the significance of their local and area heritage in the total picture of history.

Basically, this is saying that community sensitivity is becoming a pervading dynamic force toward preservation and restoration of truly significant artifacts. ✓ The second is a combination of practical use and tourist appeal. To preserve a building that is of no practical use, or could not in some feasible way be adopted to practical use, would be of questionable justification unless it were merited by significant high historical or aesthetic value. Some of the large plantations such as Stratford and Monticello are examples of low use buildings whose restoration and preservation are justified by historical and educational value. The adaptive preservation and continued use of the Fluvanna County Court House is a worthy example of the second justification.



EXTERIOR WALLS TO BE CLEANED, COLUMNS, PLASTER & WOODWORK TO BE PAINTED "SAUNDED STONE", ALL TO BE SEALED

RESTORED PLAN

TRANSCRIPT OF ORIGINAL MANUSCRIPT OF
AGREEMENT PREPARED BY GENERAL COCKE FOR
PALMYRA COURTHOUSE CONSTRUCTION

C. 1830

FOUNDATIONS

X The foundations to the level of the brick floor in the portico room in rear of the Bar to be of best rubble masonry laid in strong cement and from the ground upwards, to be grouted: to be finished with a stringing course of cut or hammer-dressed stone, of cut of stone to be not less than four inches thick, and if of hammer dressed stone not less than six inches thick with square joints showing all around the Building a projection of one and a half inch beyond the faces of the pilasters and foundation walls. These walls to be at least 27 inches thick and to be sunk not less than eighteen inches below the surface of the adjacent ground unless a solid rock foundation shall be found nearer to the surface. The site of the building shall be reduced as nearly to a dead level as may be deemed necessary by the Commissioners and the lowest level of the first floor shall not be less than two feet above the level of the site.

WALLS

X The walls above the stringing course to be of hard brick throughout and of a uniform color where they show on the outside. From the entablature upwards, brick of rather inferior quality may be used to the top of the framing which must be beam-filled - the whole to be laid in best cement composed of clean sand and Thomas-Town lime in such proportions as may be approved by the Commissioner and must be made up a sufficient length of time before it is used, to insure the perfect slaking of the lime - to be grouted wherever required by the Commissioners but especially through the Walls opposite the pilasters: the walls between the pilasters to show good common stock brick with a nest joint laid in flemish bond - the pilasters may be composed of brick of inferior appearance though as they are to be covered with the most approved weather proof cement, imitative of free stone.

ROOF

X The framing of the joists and roof to be of the most substantial kind with full square edge timbers of such dimensions and put together in such a manner as the Commissioner shall approve and deem sufficient to support the heavy covering designed to be used to be close sheeted with the best bastard pine plank not less than one inch thick and covered with slate: the ridge pole to be covered with sheet lead.

ENTABLITURE

X The entablature to be executed in strict conformity to the Order as laid down in the plan for which the Commissioners will furnish if necessary the full size (SHEET 2) Drafts or patterns to be composed entirely of the best heart pine free of knots. The raking cornice of the same, the portico pediment between the raking and level cornice to be finished in rustic work of the best heart pine and this together with the whole entablature including the raking cornice, to be painted and sanded, to give it the appearance of free stone.

OPENINGS

X The door and window sills to be of cut stone not less than four inches thick. The door sills to be as wide as the full thickness of the walls in which they are placed. The window sills to project one and a half inch behind the face of the wall and extend into it six inches behind the face of the jamb and at least two inches under the subsill of the open window and the same within the wall of the recess of the sham windows. The door frames to be of the best pine. The window frames, including the subsills which must be at least three inches thick, to be of the same - the window bisection sash to be filled with the best Boston glass to be secured, both when up and down by steel spring fastenings. Cut stone lintels on the Doors and first range of windows. Venetian shutters to be fixed in all the sham and hung in all the open windows with proper inside and outside fastenings for all those that open and shut. The Venetians to be painted green.

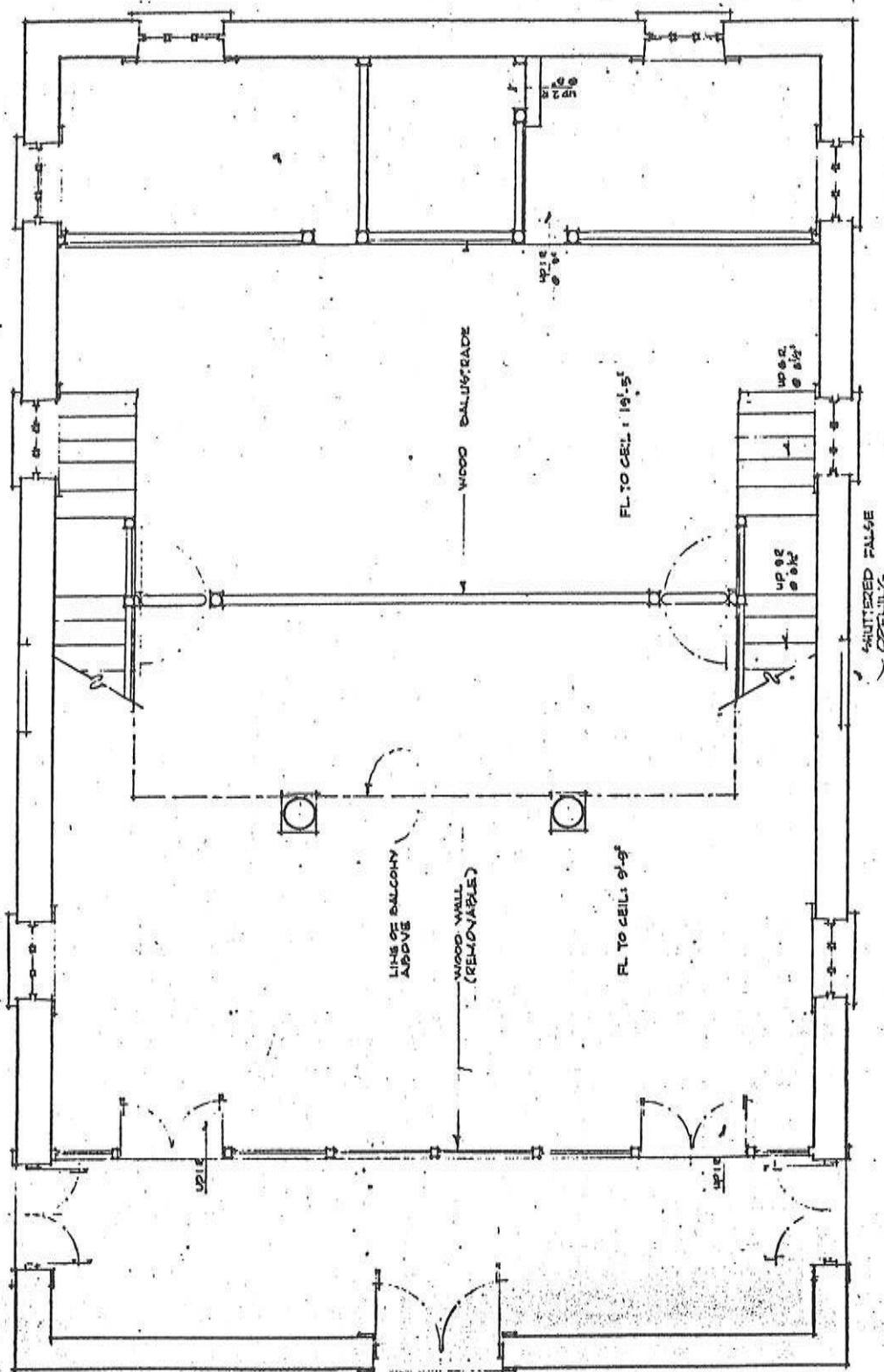
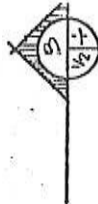
COLUMNS & PILASTERS

✓ The columns and pilasters to be surmounted with cut stone capitals and their shafts to be covered with the best weather-proof plastering.

INSIDE FINISHING

✓ The first floor in rear of the bar to be of brick and on a level with the portico floor which shall also be of brick. From the Bar to the Justice's bench of heart pine plank raised one step. The different ranges of the Bar and Jury benches to be raised one full step from front to rear one above the other. The railing in front of the Justice's Bench, around the Clerk's table and in front of the Bar to be supported by turned balusters. The hand rails of the stair cases to the Jury Rooms and in front of the Gallery to be supported with square balusters. The Doors to be pannelled with inside fastenings to two of the outside Doors and black lock to the third and to the two Doors of the Jury Rooms. The Doors & Windows to be finished inside with plain jamb linings and single architraves with seats in the windows and all the floors to be finished to a plain base or wash board with plain mantles over the fire places in the Jury Rooms and a tin plate stove with the necessary piping communicating with the flues on each side of the Building as designated in the plan in the Court Room.

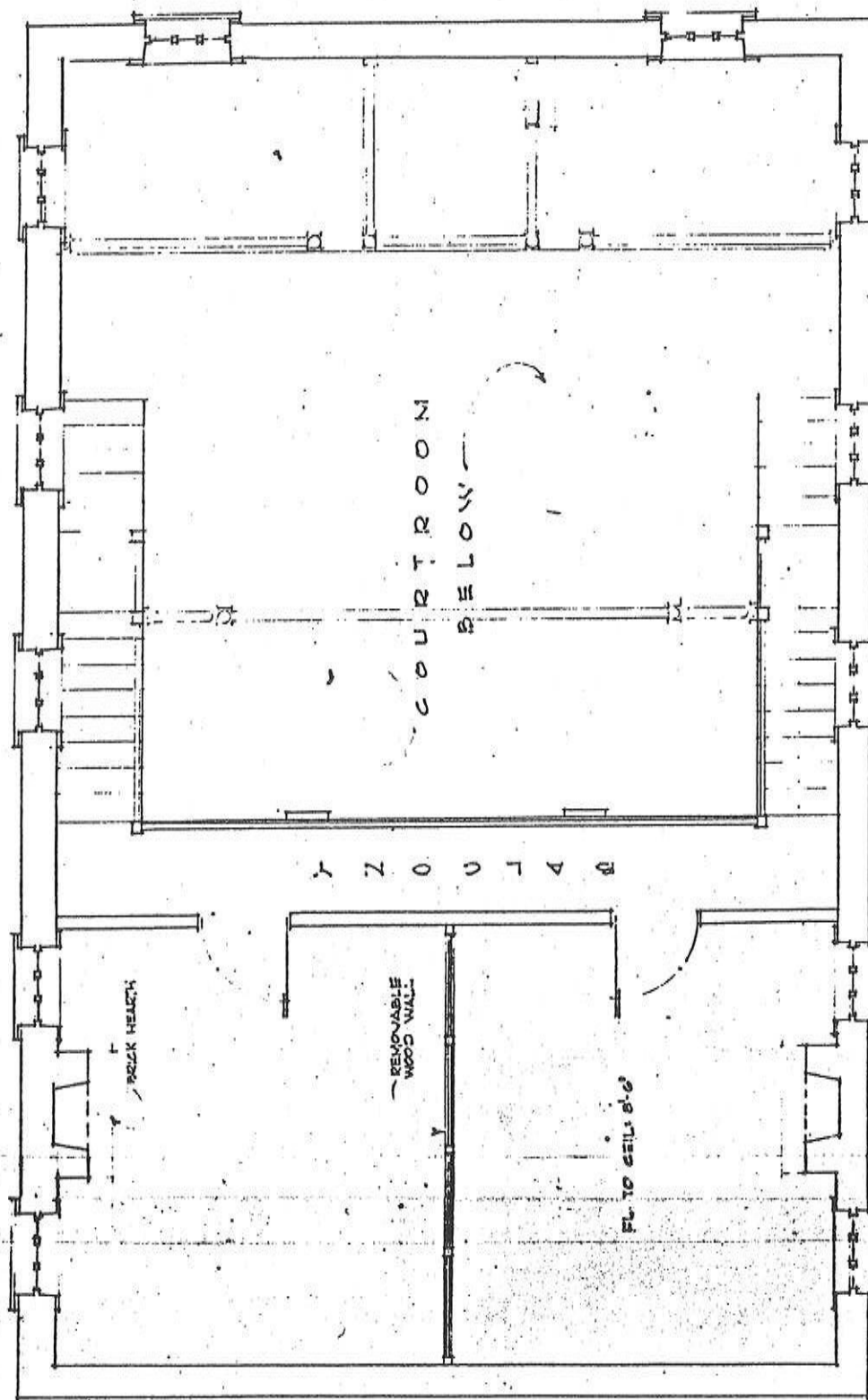
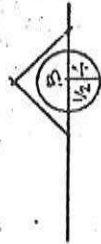
The whole interior of the walls and the ceilings to be finished with the best plain plastering and white wash - and the wooden work except the floor to be painted a stone color - the whole to be done in a workman like style and finished by



LOWER LEVEL PLAN

SCALE 0 1 2 3 4 5 10 ft

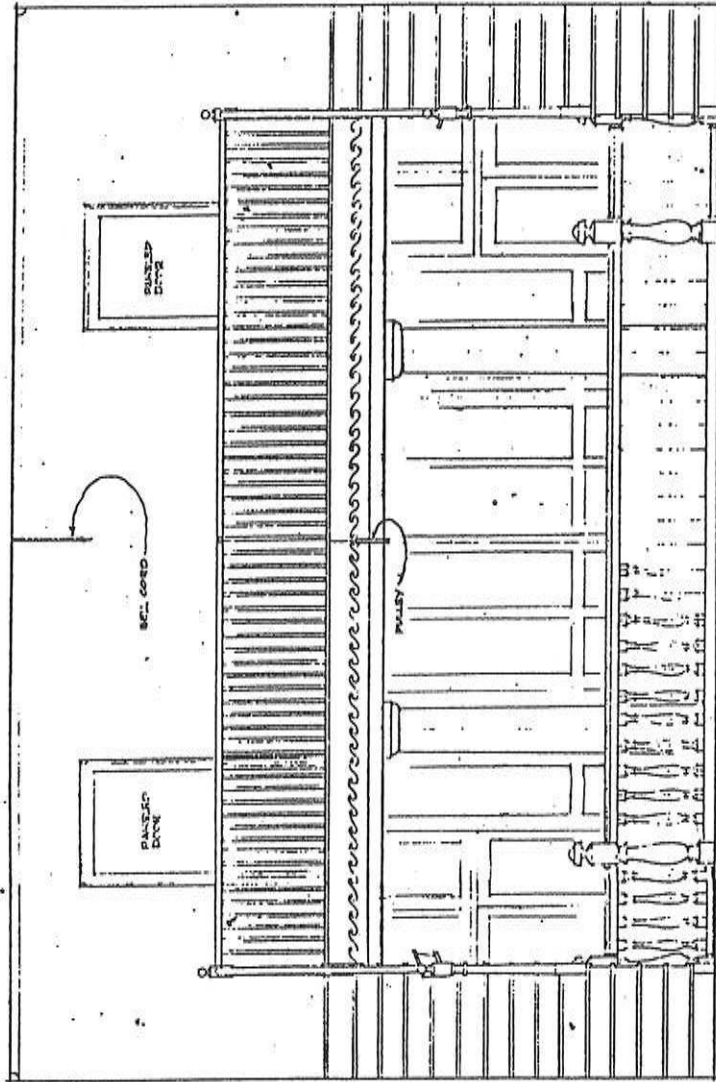
EXISTING CONDITION APRIL 1974



UPPER LEVEL PLAN

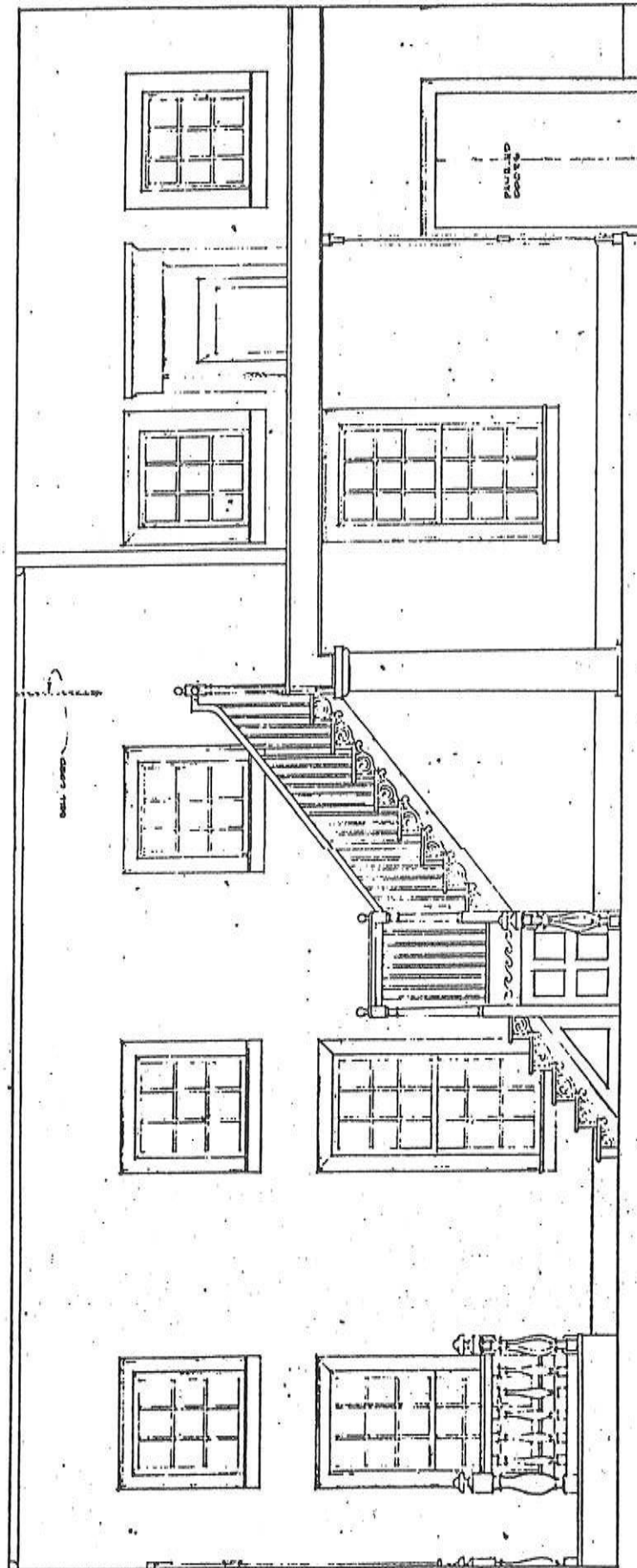
SCALE 0 1 2 3 4 5 10 feet

EXISTING CONDITION APRIL 1974



INTERIOR SECTION A
1/2" = 1'-0"

EXISTING CONDITION APRIL 1974

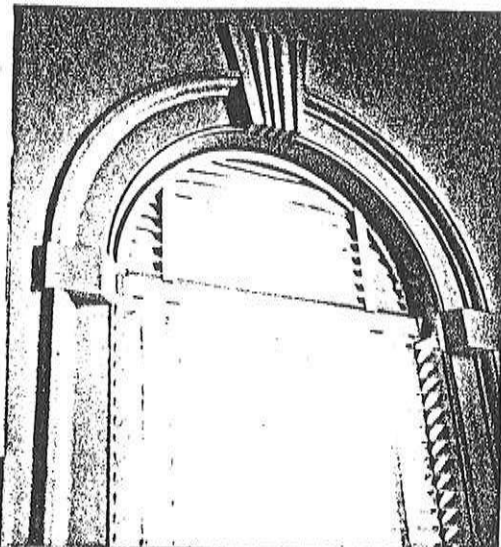


INTERIOR LONGITUDINAL SECTION B

Existing conditions APRIL 1973

DETAIL OF INTERIOR ARCHED WINDOWS

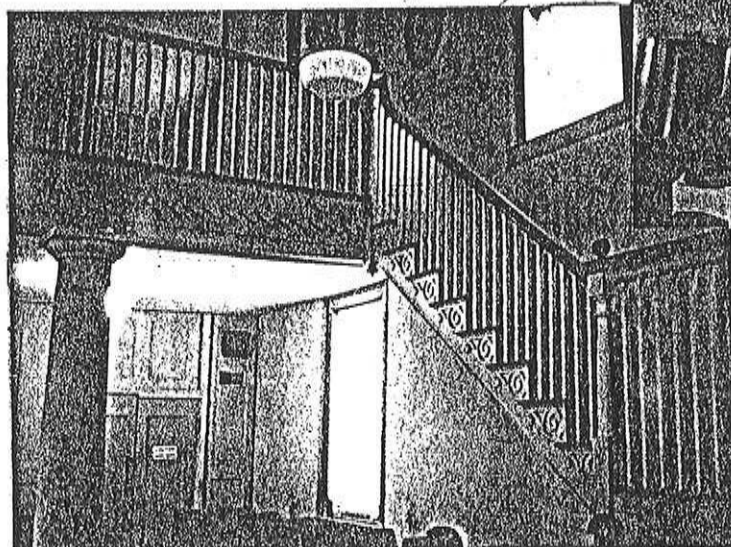
1



2 DETAIL OF JURY BOX AND JUDGE'S BENCH

DETAIL OF STAIRS

3



4 DETAIL OF BALUSTRADE

[illegible]