

# Town Hall Rehabilitation Scope

## A. Introduction

The Town wishes to rehabilitate its Town Hall Facility. The project will include architectural proposals to create a better functioning Town Hall. It will also seek to conduct a damage assessment to determine what must be repaired including roof and masonry repairs, siding, wood repairs as well as a maintenance plan for Town Staff to use moving forward. The current Town Hall is used for weddings, special events, and Town Council events. Rehabilitation options will maintain a large event room, area for Town Council meetings, a caterers' kitchen, storage, and a male and female restroom facilities. There is space to include outdoor event space on the porches and grounds, or expand the interior, etc.

The purpose is to not only make the space more functional, bring it up to date, but also repair and replace portions of the building envelope to help preserve the historic Town Hall.

The Town of Windermere desires to hire a qualified historic preservation architect skilled in historic renovation and rehabilitation to conduct the damage assessment, develop a plan for the facility, write the scope of work for the construction activities, and to consult on the construction and rehabilitation activities ensuring compliance with Historic Standards and Properties, and to create a maintenance document that outlines proper maintenance techniques for preserving the building. Town Hall is on the National Register of Historic Places. All repairs and maintenance practices will utilize Standards for Historic Properties. The cost for the assessment, concept visual, scope of work for design construction will be \$20,000. Additional phases will include funds for the architectural firm to create construction plans, provide input at 30%.60%, 90% plans, provide limited services during the construction process, and provide the maintenance plan.

## B. Background

The settlement of Windermere began in the mid-1880s when Englishman Stanley Scott built his home in the area, giving it and the surrounding orange groves the name of Windermere, in memory of the Lake Windermere region of England. Other settlers followed, and a town site was platted in 1889, but the community was not formally incorporated until 1925. The town council had no permanent meeting place. Elected officials and citizens often met at the Windermere Woman's Club, which was destined to become Town Hall. The two-story wood frame clubhouse had been erected on the shore of nearby Lake Butler in 1922 and was moved to its present site in 1938 for use as a community center. It formally became the seat of local government in 1945. Today the square surrounding the town hall is the focus of civic and recreational activity in Windermere. Facilities found there include the Chase Memorial Library, basketball courts, a municipal office building and the Cal Palmer Memorial Building, a small wood frame building constructed in 1911 by one of Windermere's most prominent early residents. National Register of Historic Places. Florida Heritage Site. Current square footage 4939 gross square footage, and 3,160 living square footage.

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### Details of Services:

1. Concepts for rehabilitation of Town Hall to improve functionality and updates that maintain its historic nature. Rehabilitation options will maintain a large event room, area for Town Council meetings, a kitchen to support various catering functions, storage, and a male and female restroom facilities. There is opportunity to include outdoor event space on the porches and grounds, or expand the interior, etc. Town to select from options.
2. A damage assessment will also allow the Architect to prepare a scope of services for construction activities.
3. The creation of construction documents that would detail the scope of work for the competitive bidding. Utilizing the damage assessment, the Architect and Town will agree upon the extent of reroofing activities, exterior/masonry/wood repair, the type of materials that will be used for the repairs, the methods to be used for the cleaning of the exterior, and the formula of a water repellent coating for the masonry if needed. Because this building is on the National Register of Historic Places, historic guidelines will be used for all construction activities.
4. Town staff will use the construction documents and scope of work provided by this RFP to advertise a request for proposal for contractors with historic preservation experience as well as required permitting. Town staff will receive all bid documents for construction activities and present to the Town Council for approval.

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5. The Architect will periodically consult with Town staff during the construction administration phase of construction activities identified in the construction document. Anticipated consulting activities will take place upon 30%, 60%, and 90% completion of construction activities.
6. Lastly, this scope of work also requires the Architect to complete a management plan for the building. The plan should focus on proper maintenance of the exterior of the building utilizing the Secretary of Interior Standards for Historic Properties.