

Request for Proposals and Demonstration of Qualifications
Reeder Historic Citrus Ranch
4405 West Holt Blvd.
Montclair, California 91763



Issue Date: January 21, 2010

Proposal Due Date: February 18, 2010

Anticipated Project Start Time: To Be Determined

Estimated Project End Date: To Be Determined

- I. Project Information:** The George C. and Hazel H. Reeder Foundation seeks a qualified consultant to prepare a Historic Structures Report for the Historic Reeder Citrus Ranch in Montclair California. The Report will include:
- II. Introduction:** The George C. and Hazel H. Reeder Foundation, a 501(c)3 non-profit organization owns the Historic Reeder Citrus ranch which it received from the estate of Hazel Reeder in 2004. The ranch site includes the family residence, barn, 39 heritage navel orange trees and various out buildings, structures and domestic landscaping. The property is the remnants of a 10 acre family citrus farm. The Reeder Foundation intends to restore the property and open it as a public museum/historic site providing a variety of historical and educational services to the citizens of Montclair, its surrounding communities and the general public.
- III. Description of the Site:** The Reeder Historic Citrus Ranch is located on Holt Boulevard in Montclair, CA. Originally purchased by John Reeder in 1900, it operated as a 10-acre family citrus ranch/farm for most of its history. The Reeder family operated the ranch continuously and participated in the celebrated Southern California citrus industry through membership in the West Ontario Citrus Association which in turn belonged to the San Antonio Citrus Exchange which was a member of the California Citrus Growers Exchange (Sunkist). Today's remnants of the original ranch include about 1 ¼ acres which includes the original family house, barn, 39 heritage navel orange trees, 4 avocado trees and a variety of out-structures and domestic landscaping. The Redevelopment Agency of the City of Montclair has purchased the adjacent lot of about 1 ¼ acres with the intention of making it available to the Foundation for the future development of the site as a public museum, historic site and educational resource. The Foundation also owns a collection of several hundred objects and several thousand archives, historic photographs, maps and other documents associated with the history of the ranch, Montclair and the region.

IV. Overview of the Scope of Services Required

The Foundation seeks a comprehensive planning document which will be used to guide the physical preservation, rehabilitation, restoration, and/or reconstruction of the site and its structures. The Scope of Services will include:

A. Main Structures: House and Barn

- 1) Structural Analyses of the House and Barn including but not limited to foundations, support posts, other support systems, fireplace and chimney, doors, walls, ceilings, thresholds, lighting and fixtures, hardware, floors and floor coverings, stairs, windows, roof and roof support systems, roof drainage systems – including attics and basements.

- 2) Seismic evaluation/analysis - Conditions to be noted: Critical, Serious, Minor/Good, Fair, Poor
- 3) Evaluation of Building Systems – Mechanical, Electrical, Plumbing, Utilities – for condition and operability. Good, Fair, Poor
- 4) Evaluation of Public Use – Public Safety Issues such as lead paint/asbestos/ADA.
- 5) Evaluation and Recommendations regarding Emergency Stabilization Measures due to pest or other damage; earthquake/seismic activity.
- 6) Analysis of Historical Context such as documentation of historical uses; paint/materials evaluations, identification of original materials, identifications of general additions/alterations.
- 7) Assess potential impacts to historical fabric/integrity of the structures associated with above as warranted.

B. Grounds/Remainder of Site

- 1) Evaluation of the Out buildings (corrals, animal pens, and minor structures (weather station, arbor) regarding general physical stability, historic context and recommended stabilization.
- 2) Landscape – Grove and domestic
- 3) Irrigation System(s)

Important Notice: The final scope of work will be determined by the terms of a contract agreement between the Foundation and the selected consultant.

V. Deliverables

- A. Documentation of the history of construction, alterations, owners, and significant events at the property based on physical and documentary evidence
- B. Written Analyses and Evaluations of the Main Structures and associated site elements as described above: Assessment of Current conditions of the house, barn and related structures
 - 1) Assessment of Remaining significant and character-defining features
 - 2) Evaluation of current and proposed program needs in relation to the historic fabric
- C. Recommendations:
 - 1) Recommended overall treatment approach
 - 2) Recommended treatments for individual features or areas
 - 3) Prioritization of recommendations and general cost estimates
 - 4) Identification of future areas of research or documentation

VI. Format for the assessment

Twelve copies of the final report are to be delivered to the Reeder Foundation c/o Montclair City Hall, 5111 Benito Street, Montclair, CA 91763

VII. Selection Criteria

The contract will be awarded to the Architect/Respondent/Consultant who, based upon the judgments of the Foundation Board of Directors is the most responsive, responsible, and exhibits the best combination of qualifications, expertise and experience to complete the project.

VIII. Response Submissions—Proposal content

A. Contact Information, Personnel and Experience

- 1) Name and address of principal member/officer of the firm responsible for administration of the contract.
- 2) Name and address of the professional in direct, responsible charge of the work
- 3) Names of key personnel that will be assigned to work on the project. For each person listed, provide a description of experience, areas of competence and percent of time assigned to the project.
- 4) A minimum of 5 years of professional experience in analysis and planning related to historic structures and public historic sites/museums.
- 5) Description of past contracts completed by the firm demonstrating direct experience with the analysis and evaluation of similar structures/sites.
- 6) Location(s) of offices(s) where the work will be performed and percent of work to be performed at each office.
- 7) List of all sub-consultants and contractors including addresses, qualifications and areas of responsibility.

B. References

- 1) Names addresses and telephone numbers of at least three previous clients for type of work described above; these to be used as point of contact for references.

C. Statement of Work Philosophy/Work to be Performed

- 1) Description and schedule of all work proposed to be performed including the technical approach; operational/management approach, major tasks to be accomplished and a detailed statement of services to be provided under each task.

IX. Rights of negotiation – Conditions and Notices to Proposers

- A) The Foundation reserves the right to waive any and all irregularities in submitted proposals and to negotiate with any party.
- B) The Foundation reserves the right to cancel any RFP prior to or after award.
- C) The Foundation does not warrant or represent that any award or recommendation will be made as a result of this solicitation. All costs incurred by the proposer in preparing and responding to this solicitation are the sole responsibility of the proposer.
- D) If selected, the vendor will enter into a contract with the Foundation to complete this project. The contract shall indicate that the work to be undertaken shall be done to the satisfaction of the Foundation according to the contract and for the amount agreed upon by the two parties in accordance with the contract.

X. Submission Instructions

Please send proposals to:

The George C. and Hazel H. Reeder Heritage Foundation
c/o The City of Montclair
5111 Benito Street
Montclair, CA 91763
ATTN: Gary E. Charleston

Number of copies to be submitted: Four (4)

Cost Proposal

Not to exceed

Hourly figures

Costs to include preparation of all deliverables

Conditions and Notices to proposers