EXAMPLE SCOPE OF WORK – REHABILITATION PROJECT

Project Summary

The City proposes to hire a qualified contractor to complete masonry rehabilitation work on the Evanston Library, a 1910s Colonial Revival building that continues to serve as the city’s primary library branch. The building is listed as a contributing resource in the North End Historic District, which was listed in the National Register of Historic Places (NRHP) in 2004. The building is owned and maintained by the City of Evanston, which has worked diligently toward rehabilitation of this vital resource over the past 5 years. The proposed project is part of the second phase of a three-part project undertaken by the City to rehabilitate this critical community resource; it follows preparation of a condition assessment and plans and specifications by Miller Architects in 2012 and 2013, which were previously reviewed by SHPO. The proposed project includes repointing sections of certain exterior walls and limited masonry replacement. All work undertaken will meet the Secretary of the Interior’s Standards for Rehabilitation.

Project Need and Goals

Constructed more than a century ago, the Evanston Library has long served the community as a place of public education and engagement. Continued use by generations of residents has, however, taken its toll on the building despite attempts in the 1960s and 1980s to arrest ongoing deterioration. Recognizing the importance of the resource and that past efforts had failed to appropriately address the building’s needs, the City initiated a plan in 2011 to outline a path forward for long-term, continued use of the library. As part of this initiative, in 2012, the City retained Miller Architects to evaluate the existing conditions of the building and make recommendations for rehabilitation work. While the project was not grant funded, the City requested comments on the proposed work from SHPO to make sure that the project respected the historic integrity of the property. Following, in 2013, the City further retained the firm to prepare construction drawings, specifications, and estimates for the proposed rehabilitation work. The City again worked with SHPO to make sure proposed work was consistent with the Standards. The condition assessment, plans and specifications are included as an attachment to this application.

In consideration of the prepared materials, the City began work on the first phase of rehabilitation in 2015 and 2016. As part of this phase of work, portions of the building were closed to the public on a rotational basis, foundation issues were addressed, the drainage system was repaired and improved, and the roof was replaced, including select structural members that were at risk of failure. This work, funded entirely by the City from its capital improvement fund, largely secured the exterior of the building to ensure its stability and continue to support public use. Following this work, the library was largely reopened to the public in full with the exception of the southeast reading room, which requires replacement of interior materials and finishes to remediate damage from water penetration once the exterior walls are addressed. Interior work—the final phase of the city’s rehabilitation program—will proceed once the masonry rehabilitation proposed by this application is complete.

The goal of this project is to appropriately rehabilitate the exterior masonry walls of the library, thus completing the second phase of the City’s three phase rehabilitation program for the Evanston Library. While the City’s previous work to address foundation, drainage, and roof problems has been critical to supporting continued use of the library, the masonry has not yet been addressed and is in critical need of attention (see below summary of conditions). Recognizing the importance of this civic building and the value in demonstrating appropriate stewardship of the city’s historic resources, the City has invested considerable funds in the property over the last 5 years. Through the process, the City has proactively engaged SHPO to make sure that work is appropriate in consideration of national preservation standards. Support from the state for the masonry rehabilitation at this juncture of the project would validate the City’s efforts and serve as a direct opportunity to educate City officials and administrators not directly involved in the project on the value of preservation and the long-term benefits of establishing effective partnerships with SHPO under the CLG program and other preservation activities. Support from the state through this grant program would also allow the City to divert its funding to the final phase of work—interior rehabilitation—quicker than would otherwise be possible if the City had to fund the masonry rehabilitation on its own, thus allowing the City to retain this critical community resource to
full public use in a timely manner to the benefit of the citizens, community groups, and school groups that use this resource.

**Summary of Property and Current Conditions**

Constructed in 1913, the Evanston Library is a handsome example of civic architecture. It is a two-story brick building defined by its entry portico and structural bays articulated with brick pilasters finished with limestone capitals. Windows feature honed limestone heads and sills, and a limestone water table and belt courses span the façade (north), east, and west elevations. The building was listed as a contributing resource to the North End Historic District, which was listed in the National Register of Historic Places (NRHP) in 2004. While the interior of the property has been modified over time to accommodate new uses of interior space, the exterior remains largely as originally constructed. There have been no additions or substantial alterations to the character-defining features or materials of the building. The most substantial alteration was the replacement of the front steps with a new counterpart in the 1980s. Deferred maintenance has been the biggest issue facing the property, which has caused many of the issues that are now being addressed by the City’s rehabilitation program.

As relates to the exterior walls, the masonry can be considered to be in generally good condition overall. However, conditions vary considerably by elevation, with the most severe deterioration at the west and south elevations. As illustrated in the attached photographs and further described in the attached condition report, there are scattered areas of mortar loss and deterioration, cracked and spalled brick units, and other such issues across all elevations. In some areas, primarily along the west elevation, spot parging with Portland cement was used as a repair material for spalled brick and/or deteriorated mortar joints instead of making appropriate repairs such as repointing or replacing damaged brick units. In other areas, modern brick units incompatible with the original units were used as replacement materials and brick veneers were installed on spalled brick faces. Harder than the historic brick and surrounding mortar, such inappropriate repairs have exacerbated conditions. As moisture entered the walls through open joints and fractured masonry, it was in turn trapped behind the modern materials which accelerated damage. Such issues are to be addressed by the proposed project by removing past inappropriate repairs and correcting with appropriate measures, as well as addressing other areas of deterioration that were not previously addressed.

**Anticipated Work**

The proposed project follows preparation of the aforementioned condition assessment and plans and specifications prepared by Miller Architects in 2012 and 2013, which were previously reviewed by SHPO. All work undertaken will meet the *Secretary of the Interior’s Standards for Rehabilitation*. The City anticipates that the project will proceed according to the timeline outlined in the Work Schedule.

1. **RFP and Contractor Selection:** Once a grant agreement is executed with SHPO, the City will begin working on the Request for Proposals (RFP), which will be used to competitively select a contractor who can successfully demonstrate project capacity and proficiency, as reflected in at least three (3) years of experience of five (5) substantive examples of work with similar historic properties. The City will work closely with SHPO for review and approval of the RFP, as well as selection and approval of the contractor.

2. **Kick-Off Meeting:** At the start of the project, the City and SHPO will participate in a kick-off meeting to discuss the goals of the project, tasks to be completed, and anticipated timelines. At this time, the scope of work and methods to be employed will be confirmed. SHPO, as determined appropriate, will complete a walkthrough of the property with the City as part of the meeting to better understand the project scope.

3. **Rehabilitation Work:** Tasks anticipated to be undertaken are identified in detail in the attached plans and specifications and summarized below. Generally speaking, rehabilitation activities include repointing and selected masonry unit replacement along all elevations as indicated in the plans. All work will comply with the *Standards* and meet the following requirements:
All repair and replacement will match the existing historic construction in all physical and visual aspects, including color, texture, and workmanship;
Historic masonry will be saved to the greatest extent possible;
Work will be carried out using the gentlest means possible; and
Sound historical materials will be protected so as not to be disturbed during the project.

Brick setting and pointing mortar composition
- Aggregate: Match original aggregates, including color, particle size and shape, and gradation
- Lime Putty: ASTM C1489, lime putty for structural purposes
- Water: Clean and potable
Setting and repointing mortars are to match existing face mortar in color, grain size, and texture. The compressive strength of the mortar will be equal to or less than the compressive strength of surrounding brick.
- Mortar will be custom-blended based on the results of the mortar analysis contained in the 2012 condition assessment, either onsite or pre-mixed at a factory.
- Applied mortar will be kept from drying out too quickly and protected from direct sun and high winds for first 72 hours after installation. Nine wet-and-dry cycles will be completed after application by misting the applied work.

Brick Unit Replacement
- Only those damaged units identified in the plans will be replaced. It is anticipated that approximately 200 brick units will be replaced by the project.
- All salvaged and new brick will match the existing masonry in color, texture, and strength. Samples, manufacturer's product information, and/or salvage source must be approved by the City and SHPO prior to use.
- Rake out setting mortar from the face of existing brick to an appropriate depth to remove existing masonry unit. Replace masonry unit and repoint approved mortar and tool joints to match historically appropriate profile
- Apply mortar in layers not greater than ½ the depth of the joint until a uniform depth is formed. Compact each layer and allow for it to become thumbprint hard before applying the next layer.
- Joint will be tooled to match the historic profile.
- All excess mortar will be removed from the face of the brick before it dries.

Repointing
- All mortar joints will be raked out back to sound, solid backup material. Raked-out joints will leave a clean, square face at the back of the joint to provide for maximum contact of the pointing mortar with the backup. Shallow joints and feature edging will not be used. Joints are to be raked out to a minimum depth of 2.5 times the width of the joint.
- Some joints have been over struck of approximately 3/8”-thick cement mortar over the original lime-based mortar. In such instances:
  - Removal of cement mortar will be with hand chisel to minimize the potential for damage to surrounding masonry. Only upon explicit approval can a rotary blade be used in select circumstances to create a channel in the cement mortar, with the remainder to be chiseled from the joint.
  - Removal of lime mortar will also be done by hand chisel. The joint will be soaked with water to soften the lime mortar before raking or chiseling to a depth of 2.5 times the width of the joint.
- Masonry joints will not be widened, and masonry joints will not be further spalled, chipped, or otherwise damaged. If the contractor inadvertently damages sound material, the contractor will be required to replace the unit(s) with new or salvaged material that matches the original.
- Joints will be brushed or flushed with water to remove dirt and debris, working from the top of the wall to bottom.
- Exposed surfaces of brick adjacent to the joint will be wetted prior to repointing. The contract will maintain a misting sprayer on site at all times during project work.
- Mortar must be dry enough to enable the material to be tightly packed into the joint, maintaining a clean profile and preventing shrinkage as the mortar cures.
- Apply mortar in layers not greater than half the depth of the joint until a uniform depth is formed. Compact each layer and allow for it to become thumbprint hard before applying the next layer.
- Joint will be tooled to match the historic profile.
- All excess mortar will be removed from the face of the brick before it dries.

4. **Project Close-out Meeting:** Upon completion of the project, the City and SHPO will have a closeout meeting to visually inspect and review the work completed to ensure it was done appropriately in consideration of the Standards. A final report summarizing the project, outcomes, and issues overcome, if any, will be prepared for SHPO.

**Anticipated Outcomes**

The masonry rehabilitation project—and the larger three-phase rehabilitation program—will in total have a lasting impact on the Evanston Library by continuing to support long-term and increased use of the property while placing a high value on respecting the building’s historic character. Completing this phase of rehabilitation will finish the City’s multi-year efforts to secure the exterior shell of the building and allow the City to move forward with the final phase of rehabilitation, which includes interior space planning and rehabilitation of selected finishes. Grant support for masonry rehabilitation work presented in this application is vital as it will allow the City to divert the remainder of its program funds to this final phase and fully reopen the building to the public quicker than would otherwise be possible if the City had to dedicate its remaining funding to the masonry rehabilitation and then work to find supplemental funding for the interior. In order to protect the City’s investment in the building and minimize the need for substantial unexpected treatments in the future, the City will be putting in place an inspection and maintenance schedule for the building as part of its new facilities management plan.

Beyond the direct impact on the building, rehabilitating the Evanston Library has the potential to have a broader impact on preservation activities in the community. The project will demonstrate the City’s commitment to preservation as a steward of the city’s history and identity. This will show that the City is committed to investment in and continued use of the city’s historic resources as viable community assets and that demolition and new construction are not a sustainable or appropriate solution for this community. Such demonstration of the City’s commitment has the potential to encourage other property owners in the city to recognize the viability of preserving historic buildings and the importance of engaging similar actions at their properties to maintain a sense of place, which is paramount to attracting residents, business owners, and visitors like.

**Cost Reasonableness**

As previously discussed, cost estimates were previously prepared for rehabilitation work by Miller Architects in 2012 based on a thorough assessment of the building’s conditions and needs. These are provided as an attachment to this application. In addition, the City requested ballpark estimates for completion of the proposed masonry rehabilitation work from reputable contractors in the region, which are also attached to the application. Based on the collected information and the proposed scope of work, the City believes that the budget is appropriate and sufficient to complete the scope of work in an effective and timely manner.