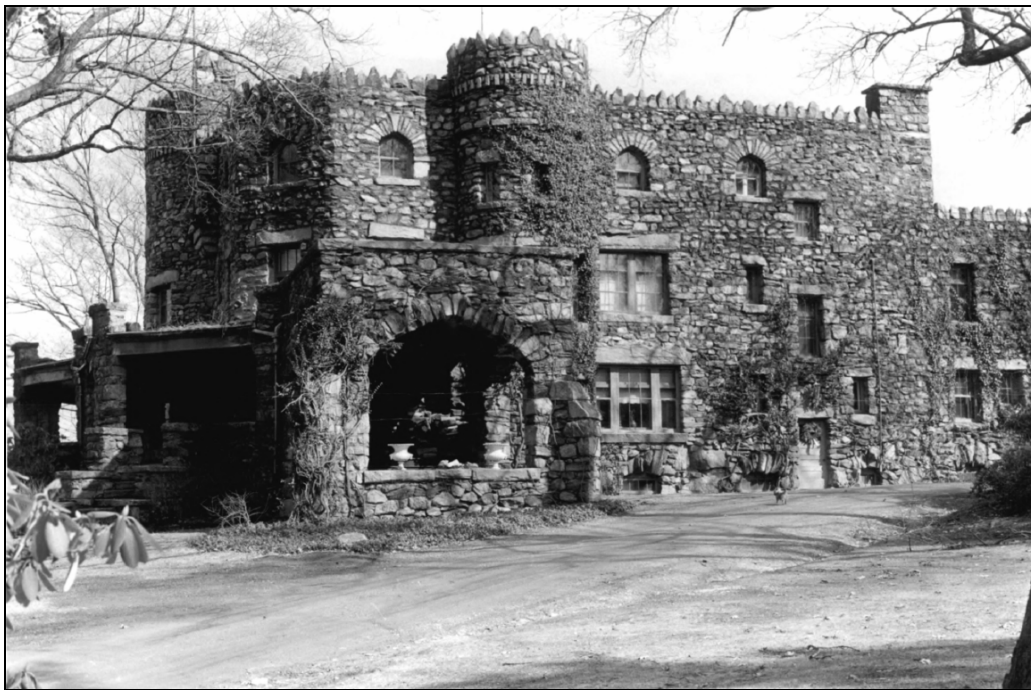




SUPPLEMENTAL INFORMATION

**REQUEST FOR QUALIFICATION STATEMENTS
CITY OF DANBURY, CONNECTICUT
Bid # 07-12-13-05**

**HEARTHSTONE CASTLE, TARRYWILE PARK
RESTORATION PLANNING STUDY
MULTI-DISCIPLINARY TEAM**



Introduction

Restoration of the historic Hearthstone Castle has been a long-standing goal of the City of Danbury. To initiate this endeavor, the City has been awarded a vibrant communities initiative grant from the Connecticut Trust for Historic Preservation for the purpose of undertaking a planning study to fashion a realistic strategy for restoring the Castle and its grounds and to analyze potential future uses which will augment and complement activities within Tarrywile Park.

Hearthstone Castle Description

Hearthstone Castle is located within Tarrywile Park in Danbury, Connecticut, the largest municipally-owned park in Connecticut. The City of Danbury purchased the Castle in 1987 as part of its acquisition of the 728-acre Park. But, because of funding limitations, the Castle has fallen into serious disrepair and is closed to the public.

The two-story, seventeen-room residence, was built between 1895 and 1899, predating the castle built in Hadlyme by William Gillette by almost two decades. It is listed on the National Register of Historic Places and is arguably the most distinctive building in the City and region. Its rectangular shape, D-ended towers, and parapets strongly resemble the early Norman “great tower” castles and reflect a nineteenth-century taste for palatial country residences and Romantic rusticity. The Castle is perched on top of Town Mountain, providing panoramic views of the surrounding countryside.

Scope of Work

The planning study is to serve as the basis for full restoration of the Castle and to provide guidance for future programming. It consists of four major parts.

- **Site Analysis & Initial Evaluation.** A description of the site, including its topography, vegetation, access, views, and development constraints. An update of the previous evaluations of the Castle and budget estimates to repair, stabilize and secure the Castle to prevent its further deterioration, including restoration of the roof and exterior walls, basic interior structural repairs, and salvage of trim and decorative details. Include a recommended sequence of repairs and stabilization improvements, beginning with the most critical needs.
- **Improvements & Potential Users.** There are two phases of this analysis. The first includes an assessment of building and site improvements and costs necessary to open the Castle to the public for use as a three season pavilion and observation tower, including schematic plans and cost estimates for interior layout and improvements, access improvements, landscaping, picnic areas, and trails.

The second phase includes a complete needs assessment and cost estimates to fully restore the Castle and grounds into a facility that may be used to host a variety of potential functions, including, among others, corporate conferences and retreats, educational classes and workshops, children’s events, concerts, fairs and receptions. It will include schematic plans and cost estimates for interior layout options and improvements. Additional improvements will include complete utility services, on-site parking, caretaker quarters, and garden restoration.

For both phases, the consultant should promote the use of ‘green’ building technology and water harvesting and/or composting methods, as feasible, and comply with the Secretary of the Interior’s *Standards for the Treatment of Historic Properties*.

- **Market Analysis & Management.** This phase will include a preliminary market assessment of the demand for potential uses, from those requiring only modest improvements to full restoration. Consolidation of findings by the Tarrywile Park Authority of a survey of park users and supporters. Also include fundraising strategies, and management considerations for successful programming and operations.
- **Impact on the Park and City.** An analysis of ways in which the Castle can augment and complement activities of Tarrywile Park and the City, and an assessment of the contributions a fully operational Castle could make toward promoting Tarrywile Park as an environmental, educational and entertainment destination of the City and surrounding region.

Project Team Qualifications

The City is seeking a multi-disciplinary team with experience in adequately address all aspects included in the scope of work. It is anticipated that the selected firm will sub-contract with other consultant firms to complete the multi-faceted study. Selected teams must demonstrate in their qualification statements a knowledge and appreciation of historic architecture and park planning, experience in evaluating architectural and engineering restoration needs, landscaping and infrastructure improvements, cost estimates and fundraising strategies, the assessment of potential uses, and programming considerations.

The prime and all sub-contractors must include with the qualification statement a description of their firm(s), relevant experience in undertaking similar projects, and client references. Statements shall include resumes of the project head and all other personnel to be assigned to the project, including project leaders.

Time Frame and Meetings

The study must be completed within 6-7 months of execution of the contract agreement. Meetings with the City will include an initial orientation meeting, monthly meetings to review completed drafts of major parts of the study, a final review, if necessary, and two public meetings including a final Power Point presentation.

Budget and Contract Type

This is a fixed contract not to exceed \$ 50,000, including reimbursables.

Deliverables

Deliverables shall include one unbound and twelve (12) bound copies of the written planning study, an electronic version of the study, and a PowerPoint presentation.

Tour

A tour of the Castle grounds has been scheduled for interested firms on Tuesday, August 14, 2012 at 10:00 a.m. (rain date August 15, 2012 at 10:00 a.m.). Firm representatives should meet at the Tarrywile Mansion on Southern Boulevard in Danbury, Connecticut. Use the 'Upper Mansion Parking Lot' up the hill behind the Mansion. Casual dress and sturdy shoes are highly recommended.

Selection Process

Interested firms are requested to submit eight (8) copies of qualification statements, as herein described, to the Office of Purchasing Agent, 155 Deer Hill Avenue, Danbury, Connecticut, 06810 during normal office hours by no later than 2:00 p.m. on **Thursday, August 30, 2012**. Envelopes should be marked Bid #07-12-13-05 "Qualifications – Hearthstone Castle Restoration Planning Study"

The "short list" of applicants submitting qualification statements will be invited for an interview. At the interview, selected applicants will be invited to make a presentation about their firm and relevant experience for addressing the scope of work for the planning study, as herein described, and should be prepared to discuss their ability to complete the study within the timeframe and financial parameters included above. The successful applicant will be selected after interviews are completed.

For additional information, contact Dennis Elpern, Director of Planning, City Hall, 155 Deer Hill Avenue, Danbury, Connecticut 06810. Telephone (203) 797-4525. FAX (203) 797-4586.