

REQUEST FOR PROPOSAL

10/16/2024

PROJECT NAME:

St. Joseph Church, Stained Glass Windows Frame Repair

OBJECTIVE:

St. Joseph Catholic Church, Hays Kansas, is seeking the services of a qualified contractor to complete stained glass window frame repairs.

BACKGROUND:

The property is located at 215 W. 13th, in Hays Kansas. Completed in 1904, the Romanesque Revival style, Catholic Church is a grand structure, important to the history of Hays. It was built by German immigrants from Russia, known as the Volga Germans. Historic art is evident throughout the church, but most notable are the thirty-seven, one-of-a-kind, stained-glass windows. The window frames have deteriorated, allowing rainwater to leak into the interior of the church, causing damage to the plaster. The structural integrity of the frames is also in question. Failure of the frames could cause significant damage to the priceless windows.

SCOPE OF SERVICES:

The successful contractor will provide all materials, equipment, and labor to inspect and repair thirty-seven stained glass window frames. Frame pieces that are deteriorated beyond repair shall be recreated with methods that will provide the same, or better quality and structural integrity than the original. Flashing shall be installed, as necessary to prevent water damage. Repaired frames will be properly prepared, then painted with quality exterior paint, matching the existing color. Appropriate exterior sealant shall be applied to the transition between the wood frames and the adjacent limestone. All repaired windows shall have a weathertight, vented frame installed with protective glass. The contractor is required to utilize materials that are approved by the State Historic Preservation Office. The contractor is responsible for repairing the existing interior plaster damage, under the two rose windows. Church staff will be responsible for painting the interior repair areas. The Church sanctuary shall remain in a condition that allows normal activity, including daily Mass. All exterior entryways shall remain open throughout the project, including the handicap accessible door and ramp. All subcontracts shall be disclosed in your bid and what part of the process they will be completing. A performance bond needs to be bid as an option. The determination if a bond is required will be made when bids are reviewed.

SELECTION PROCESS:

Qualifications:

Selection of the successful firm will be based on the quality of the proposal, demonstrated history of quality workmanship, cost, and experience with comparable projects. Examples of work and references should be included in your bid. Include a timeline for the work and an estimated begin date for the project and estimated project completion date.

Interviews:

Interviews will only be conducted if determined necessary after the proposals have been reviewed and rated. You may be asked to walk us through your process of how to fix the windows and how windows would be handled if you need to take them off the premises.

Pre-proposal Meeting:

At the contractor's request, a pre-proposal meeting can be arranged with Church staff. Please contact the project administrator.

Proposal Submittal:

This is a sealed bid process. Hard copies of the proposal are acceptable and must be provided to the project administrator by December 10, 2024, at 2 PM. Proposals submitted after the due date may not receive consideration. The bid opening will take place at St. Joseph Parish conference room on December 11, 2024, at 2 PM.

The proposals must be broken down by project tasks, with associated costs identified for each. The total cost of the project should be quoted on a not-to-exceed basis.

Selection Timing:

Selection of the successful bidder will be determined on the date of the Finance Council meeting following the submission deadline and submitted for heritage trust fund grant personnel approval before contactors are notified. All contractors will be contacted with the results.

The successful contractor will be required to sign the addendum and provide a certificate of insurance that names both St. Joseph Parish and the Diocese of Salina as additionally insured. See attached documents.

CONTACT INFORMATION:

Project Administrator
Ann Pfeifer
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