



Northwest Health Services | 2303 Village Drive | St. Joseph, MO 64506

REQUEST FOR PROPOSAL (RFP) No. NHS-LIBCON0924

**A Commercial Contractor for the Renovation & Preservation of Northwest Health Services,
a Federally Qualified Health Center (FQHC)**

***** IMPORTANT NOTICE*****

INCOMPLETE OR BIDS RECEIVED AFTER DUE DATE WILL BE REJECTED

PLEASE READ RFP CAREFULLY

Contact Information:

Jena Propheter via email: jpropheter@nwhealth-services.org.

Questions must include the RFP number within the subject line of the email.

RESPONSE MUST BE SUBMITTED ELECTRONICALLY BY:

OCTOBER 18th, 2024, 12 pm Noon (CST)

Email: jpropheter@nwhealth-services.org

1. SUMMARY AND BACKGROUND

Northwest Health Services (NHS) is celebrating 41 years of service across Northwest Missouri. Their mission is to improve and strengthen lives through access to local, high-quality, affordable medical, dental, counseling and pharmacy services. Northwest Health Services was founded with a generous spirit and an ambitious goal. At the same time, they care about people, which is why they are located in the Metropolitan and Rural Northwest Missouri communities. Northwest Health Services employees serve their communities through the work they do in our clinics. Even more, they serve through volunteerism, caring for the underserved through homeless outreach, flood relief efforts, and partnering with local food banks.

They serve 21,000 clients each year with funding from grants, contracts, and fees. They receive government funding from numerous sources and agencies. They have 161 employees, and their annual revenue has ranged between \$25M and \$35M for the past few years.

Northwest Health Services seeks a contractor qualified and experienced with Federally Qualified Health Centers (FQHCs) to design, reconstruct, and complete an alteration, renovation, and restoration work on an existing facility located at 927 Felix Avenue in St. Joseph, Missouri. The overall square footage of the alteration/renovation consists of approximately 10,000 sq ft, with renovation necessary in 5122 sq ft. The project budget to complete this scope of work as part of the Design-Build contractor's services. The total alteration, renovation, and restoration is estimated at \$2.0 million. Respondents will provide a full construction schedule as part of the RFP, as well as an itemized budget.

Northwest Health Services expects the work and/or preparation of the work to commence immediately upon notification and acceptance of the award. This contract will terminate upon the completion of all aforementioned work pertaining to this RFP in accordance with its associated contract. This project will be awarded in accordance with this RFP timeline.

Northwest Health Services requires Design-Build Services which includes assistance to the Owner during the process of pre-construction, construction, occupancy, and warranty period. The pre-construction phase will allow the Owner to understand the full scope and associated costs to develop the site based on specific parameters of the building size, site plan and layout, building adjacencies, utility needs, roadway improvements and other development expenses. A list of the anticipated services for each phase is provided in Exhibit A, D, E, F, and G.

Northwest Health Services is a Federally Qualified Health Center with the mission to promote health and wellness by providing quality care, access, research, and education to the underserved and all people in the community. Northwest Health Services is exempt from federal income tax under Section 501(c)(3) of the IRS code. Their mission is to provide outreach medical, dental, and behavioral health services to people in the Kansas City Community and surrounding metropolitan and rural areas.

Your complete proposal must be received by (October 18th, 12 pm CST). Please send your proposal to Jena Propheter. All proposals will be reviewed and a corresponding recommendation of the top two (2) will be made to the CFO and CEO. Final decisions will be made by the Board of Directors on Thursday, October 31st, 2024 or would like further clarification of any aspect of this request for bid, please contact me at jpropheter@nwhealth-services.org. I look forward to receiving your proposal.

2. GENERAL INFORMATION

Northwest Health Services is an Equal Opportunity Employer and **strongly encourages small businesses and minority-owned businesses to bid**. This RFP will also be publicized per Electronic Code of Federal Regulations §200.320.

Aligned with The Steven’s Amendment:

1. Fifty percent (50%) of the project's total costs were originally financed with federal funds.
2. Two million dollars of federal funding was originally awarded for the project.
3. The remaining fifty percent (50%) of the total cost of the project or program that will be financed by nongovernmental sources is \$2.0 million dollars.

Whistleblower Protections

1. NHS shall comply with the provisions of 41 U.S.C. 4712 that state an employee of a contractor, subcontractor, grantee, or subgrantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for “whistleblowing”. In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.

2. NHS employees are encouraged to report fraud, waste, and abuse. NHS shall inform their employees in writing they are subject to federal whistleblower rights and remedies. This notification must be in the predominant native language of the workforce.

3. NHS shall include this requirement in any agreement made with a subcontractor or subgrantee.

Mechanics and Laborers Contracts

Pursuant to 2 C.F.R. & 200.322, as appropriate and to the extent consistent with law, NHS should, to the greatest extent practicable under this Agreement, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). For purposes of this provision: 1. “produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. 2. “manufactured products” means items and construction materials composed in whole or in part of nonferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass including optical fiber; and lumber.

3. RFP TIMETABLE

The timetable for this RFP is as follows:

Description	Date
Release of RFP	SEPTEMBER 25, 2024 (12 pm CST)
Facility Walk Through	OCTOBER 3, 2024 (1 pm CST)
Deadline for Written Questions	OCTOBER 9, 2024 (5 pm CST)
Responses to Questions Provided	OCTOBER 16, 2024 (5 pm CST)
RFP Final Proposals Due	OCTOBER 18, 2024 (12 pm CST)
Initial Selections & Interviews (only if necessary)	OCTOBER 21-25, 2024
Contract Award (Funds Incumbered)	NOVEMBER 4-8, 2024
Commencement of Work	DECEMBER 2024

4. SPECIFIC RFP REQUIREMENTS

a. **Questions and Responses:**

Prospective Contractor may submit questions regarding this RFP by email to jpropheter@nwhealth-services.org. All questions must be received by 5:00 pm (CST) on Wednesday, October 9, 2024. When submitting questions, please specify which section of the RFP you are referencing and quote the language that prompted the question. Questions may address issues or concerns that a Contractor may have pertaining to this RFP or any specific area therein. All questions and responses will be sent and posted for all participants to review.

Northwest Health Services will provide responses to questions regularly, and the questioning period will terminate on October 9, 2024. Northwest Health Services reserves the right to group similar questions when providing answers.

- b. **Proposal Submission Deadline:** The Contractor’s final proposal should be submitted by email to jpropheter@nwhealth-services.org by 12:00 pm (CST) by October 18, 2024. Please include the subject line "NHS-LIBCON0924"

It is the sole responsibility of the submitting Contractor to ensure that its proposal is received before the submission deadline. The submitting Contractor shall bear all risks associated with delays in delivery. Any proposals received after the scheduled closing date and time for receipt of proposals will not be accepted.

- c. **Proposal Requirements:**

- a. Proposals shall include the following components:
 - i. Contractor qualifications
 - ii. Contractor experience, access and approach to the needs outlined in **Exhibit A, D, E, F, and G.**
 - iii. Contractor must identify any compensation the Contractor may seek from Northwest Health Services, and an explanation for why those fees or compensation may be sought and under what terms payment is expected.
 - iv. A copy of any standard agreement or contract that the Contractor typically uses for these services. Contractor is expected to identify any terms and conditions that Contractor can waive or any exceptions or revision Contractor is willing to make to such an agreement.

- d. **Terms and Conditions:**

Northwest Health Services would like to pursue this term through the warranty coverage of the services provided in correspondence with the finalized and dually executed Agreements.

- e. **Contractor References:** To illustrate the Contractor has experience in this arena, the Contractor shall provide (3) references of professional clients for similar interior and exterior renovations with FQHCs and with historic restorative projects, as well as three (3) references of replacement/relocation of a dry cooler (if applicable); References shall include company name, contact name, title, phone number, and email. It is recommended that the Contractor notify references that they will be contacted (**see Exhibit B**).
- f. **Additional information:** The Contractor may provide any other information that it believes will add value and/or additional context to its proposal.

5. PROPOSAL EVALUATION CRITERIA AND PRODUCTION PROCESS

Proposals will be evaluated in accordance with the following evaluation criteria.

Evaluation Criteria	
Contractor’s prior experience with FQHCs, qualifications, and approach to the services requested in all pertaining Exhibits.	30%
Similar/like projects conforming with historic preservation standards set for and outlined by the Preservation Strategies Memo (Exhibit G).	30%
Any non-commission fees and/or compensation that the Contractor may seek from NHS for services rendered. Such services outlined in Exhibit E may not exceed \$2,000,000.00.	30%
Contractor/Vendor References (provided)	10%

Each qualified proposal will be evaluated based on the response of the submittal or subsequent information.

Price is important, but price will not be the sole determinant for award. The determination for the award is the absolute value, including but not limited to coverage, fees and structure of fees, access, timeframe,

forecastability and industry insight, etc. and therefore, will be the sole responsibility of NHS.

Following the initial evaluation, Northwest Health Services may select a particular Contractor (with or without interviews) or enter into discussions with a “short list” of Contractors, consisting of those likely, in the opinion of Northwest Health Services, to potentially be awarded the contract.

The purpose of discussions with a Contractor on the “short list” will be to identify Contractor specific deficiencies and weaknesses in its proposal and to provide the Contractor with the opportunity to consider possible approaches to alleviating or eliminating them. These deficiencies or weaknesses may include such things as meeting deadlines, technical issues, management approach, cost, or team composition. Discussions may take place through written correspondence, Zoom, and/or face-to-face interviews.

Northwest Health Services reserves the right not to convene interviews or discussions, and to make an award on the basis of initial proposals received and the scoring reflective therein. References may be contacted at any point in the evaluation process.

After a Contractor has been selected, Northwest Health Services and the prospective chosen Contractor will negotiate a contract for execution by Northwest Health Services. If a satisfactory contract cannot be negotiated, Northwest Health Services may, at its sole discretion, begin contract negotiations with the next qualified Contractor who submitted a proposal, as determined by Northwest Health Services. Contractor must realize that Northwest Health Services may disqualify any Contractor with whom Northwest Health Services cannot satisfactorily negotiate a contract.

Northwest Health Services reserves the right to extend timelines if deemed necessary, waive irregularities, and to reject any or all bids in accordance with internal policy. Northwest Health Services or their designee also reserves the right to negotiate with the selected Contractor in the event the price exceeds available funds.

The selected Contractor shall work directly with Northwest Health Services or their agent for final contract terms and conditions. All contractual terms and conditions will be subject to review by the Northwest Health Services CEO and/or Board of Directors and will include scope, budget, schedule, and other necessary items pertaining to the project.

By signing your RFP response proposal, you agree to the award criteria and process stated in this section.

6. RESERVATION OF RIGHTS

This RFP is a solicitation for proposals only and is not intended as an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations. Northwest Health Services may, at its sole discretion, accept or reject any or all proposals submitted in response to this RFP. Northwest Health Services also may, at its sole discretion, make no award for this RFP or cancel this RFP in its entirety. In addition, Northwest Health Services may elect to proceed with contract negotiations for some of the services included in the proposal. Northwest Health Services further reserves its right to waive minor errors and omissions in proposals, request additional information or revisions to offers, and to negotiate with any or all qualified Companies.

Northwest Health Services shall not be liable for any costs incurred by the Contractor in connection with the preparation and submission of any proposal. Northwest Health Services reserves the right to waive inconsequential disparities in a submitted proposal. Northwest Health Services has the right to amend the RFP in whole or in part, by written addendum, at any time. Northwest Health Services is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda. Such addendum shall be made available to each person or organization which Northwest Health Services records

indicate has received this RFP. Should such an addendum require additional information not previously requested, failure to address the requirements of such an addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of Northwest Health Services. Northwest Health Services has the right to reissue the RFP at a future date if deemed necessary.

7. CONFIDENTIALITY AND MATTER OF RECORD

Responses to this RFP shall become the exclusive property of Northwest Health Services. The recommended Contractor's proposal will become a matter of record when contract negotiations are complete and Northwest Health Services receives a letter from the recommended Contractor's authorized officer that the negotiated contract is the firm offer of the recommended Contractor or when an agreement is executed by Northwest Health Services. Exceptions to disclosure may be available to those parts or portions of proposals that are justifiably and reasonably defined as business or trade secrets, and plainly marked by the Contractor as "Trade Secret", "Confidential", or "Proprietary". Northwest Health Services shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted by law. In the event Northwest Health Services receives a request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential", "Trade Secrets", or "Proprietary", Contractor agrees to defend and indemnify Northwest Health Services from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with such a request.

A blanket statement of confidentiality or the marking of each page of the proposal indiscriminately and without justification identifies most or all of its proposal as exempt from disclosure or submits a redacted copy may be deemed non-responsive.

8. CONFLICTS OF INTEREST

Contractor is not permitted nor allowed to contact or receive information outside of this RFP process. If it is discovered that the Contractor contacted and received information from anyone other than the person specified above and under the process specified herein regarding this solicitation, Northwest Health Services may, at its sole discretion, disqualify your proposal from further consideration. Please do not reach out directly to Northwest Health Services other than the email set forth on the cover page.

9. REQUIRED PROPOSAL FORMAT AND CHECKLIST OF ITEMS TO BE INCLUDED:

****Proposals not conforming to these requirements will not be considered****

Final proposals must be submitted electronically to jpropheter@nwhealth-services.org and are due on/or before 12 pm noon (CST) on OCTOBER 18, 2024.

Make sure your proposal includes the following (See above Section 1-5 for details):

- a. Please review the project timeline and major steps/checkpoints necessary to meet all corresponding deadlines summarized in **Exhibit A, D, E, F, and G**.
- b. Please provide a list of three (3) references of for interior and exterior renovations as well as three (3) references of replacement/relocation of a dry cooler if applicable related to the corresponding contact information – see **Exhibit B** to be submitted within the proposal.
- c. Please provide a Standard Purchase Agreement which includes payment percentage schedule, change request, cancellation, and any other relevant terms and conditions
- d. Please share any additional information, feature(s), pictures, etc. as desired to add value to your proposal.
- e. Please complete the signature sheet – see **Exhibit C**.

10. ATTACHMENTS

Exhibit A – Scope of Services

Exhibit B – Prospective Agency/Vendor References

Exhibit C – Completed Signature Sheet

Exhibit D – Replace/Relocate Dry-Cooler with Fluid Cooling Tower

Exhibit E - Expectations of Interior and Exterior Renovations

Exhibit F – Floor Plan of Building

Exhibit G – Preservations Strategies Memo

Exhibit A – SCOPE OF SERVICES

Accordingly, Northwest Health Services is seeking the following services from one Commercial Contractor:

1. Preparation of design documents or drawings with review for constructability, completeness, accuracy, and proper coordination of disciplines.
2. Development of cost estimates, information, and analysis to facilitate decision-making during the design process.
3. Provide proposed major component extended warranty information for Mechanical, Electrical, and Plumbing systems as well as building materials.
4. Attendance in design meetings and workshops to provide a full understanding of the scope of the project.
5. Continual value analysis of the design to identify opportunities to reduce construction costs and/or to improve facility performance.
6. Timeline of construction phase services which includes management of the work, including the activities of subcontractors during the construction of the project and subsequent warranties.

All of the above must be completed in a timely manner on a date both parties agree upon (TBD), in order for the Board of Directors and affiliated Committees to review each document prior to its submission to the appropriate recipients. In addition, if requested and prior to the Board meeting, we require that the Contractor meet with necessary staff, leadership, Committee and Board members to discuss a draft version of the financial statements, and minimally upon request also, that the Contractor must meet annually with the Board of Directors' and Finance committee.

All proposals must include, but not be limited to:

- a. Evidence of the Contractor's qualifications to provide the above services;
- b. Background and experience in construction for a nonprofit facility; specifically the Contractor's experience relevant to the construction of tax exempt health centers and in alignment with **Exhibit G – Preservation Strategies Memo**.
- c. The size and organizational structure of the Contractor's company.
- d. Statement of the Contractor's understanding of work to be performed and outline your Contractor's process for ensuring your client's compliance with everchanging regulatory requirements and other related developments.
- e. A proposed timeline for fieldwork and final reporting;
- f. Proposed fee structure for the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fees not to exceed that would be charged for the project or projects.
- g. Names of the Lead Contractor/Contact and field staff who will be assigned to the construction and provide biographies and contact information to meet them.
- h. Letter of Certificate of Insurance from the Design-Build's insurance provider that the Design-Build can obtain general and professional liability insurance at the following minimum amounts: General liability insurance written for not less than \$1,000,000 per claim and \$2,000,000 aggregate.
- i. References and contact information from at least two (2) comparable nonprofit construction clients for either or both projects.

Within this proposal, NHS also would like to entertain the following replacement/relocation of the current dry cooler with fluid cooling tower. This bid may be submitted solely, or in conjunction with the interior/exterior renovations. See **Exhibit D** for Scope of Work requirements.

Exhibit B – PROSPECTIVE REFERENCES (Submit with Proposal)

Contractor’s Name and Pertinent Information:

List three (3) references where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation (where applicable).

Clients for Interior and Exterior Renovations

	Name of Contractor (or Contract #)	Term/YR and Contract Amount	Contact Person (First, Last)	Telephone #	Email
Ref #1:				()	
Ref #2:				()	
Ref #3:					

Clients for Dry-Cooler with Fluid Cooling Tower Replacement/Relocation

	Name of Contractor (or Contract #)	Term/YR and Contract Amount	Contact Person (First, Last)	Telephone #	Email
Ref #1:				()	
Ref #2:				()	
Ref #3:					

Exhibit C – SIGNATURE SHEET (Submit with Proposal)

The undersigned Contractor acknowledges that I/we have received and thoroughly reviewed the Request for Proposal (RFP). Pursuant to notices given, the undersigned Contractor with complete understanding of the requirements and conditions, shall comprehensively complete the RFP by the dates and the contents therein. If the Contractor’s proposal is accepted, the Contractor certifies that the proposed prices will remain in effect for 90 days after bid closing date.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Northwest Health Services and that there are no principals, officers, agents, employees, or representatives of this company that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Northwest Health Services, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Northwest Health Services.

AUTHORIZATION AND SIGNATURE:

I hereby certify that I am authorized to sign as a Representative for the Contractor:

Date: _____

Signature: _____

Print or Type - Name / Title: _____

Complete Legal Name of Contractor: _____

Address: _____

Telephone: _____ Email: _____

Federal ID No.: _____ Duns No: _____

Please check any that apply: Minority Business _____ Woman-Owned Business _____

Small Business _____ Labor Surplus Area Firm _____

Exhibit D-- SCOPE TO REPLACE/RELOCATE DRY-COOLER WITH FLUID COOLING TOWER

(Please skip if not bidding on this service.)

1. Lockout/Tagout Equipment & make safe for demo.
2. Drain the system to an acceptable level.
3. Disconnect piping & electrical to existing dry coolers.
4. Provide crane/lifting/hauling to remove dry coolers from the roof.
5. Cap existing piping and electrical on the upper roof.
6. Provide roofing re-work and structural new work to support new fluid cooler.
7. Provide crane/lifting/hauling to set new fluid coolers on the lower roof above the boiler room.
8. Provide core drilling/new pipe penetrations through lower roof into mechanical room.
9. Provide and install new piping as needed to connect into new fluid cooler to piping system in the boiler/pump room.
10. Provide new piping insulation as needed.
11. Provide and install electrical/controls to new fluid coolers with new disconnects.
12. Fill system back up and provide glycol as needed.
13. Bleed air from water lines.
14. Remove Lockout/Tagout and restore power to the new fluid cooler.
15. Perform startup and testing of fluid cooler.
16. Provide owner training as needed.
17. Ensure necessary room temperatures are required for the protection of the original library archive on 3rd floor and is standard remote programming zoning appropriate.
18. Additional and separate cost projections for this service is required within the RFP.

Exhibit E – INTERIOR AND EXTERIOR RENOVATIONS

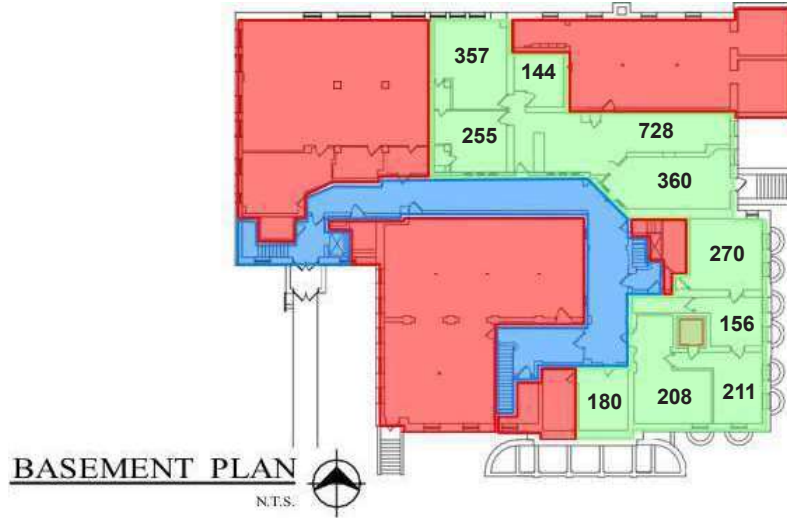
I. Interior:

- A. Reference the attached scope of work area drawings in **Exhibit F** for interior renovation areas.
- B. Square feet of interior renovation:
 - Basement: 3,804 square feet
 - 2nd Floor: 3,119 square feet
- C. Historical Preservation: refer to attached historical preservation report in **Exhibit G** for requirements of all interior and exterior work:
- D. New basement Clinic Area:
 - All provided areas shall include all owner required plumbing and electrical work. All finishes, fixtures, doors/hardware, etc. shall be new.
 - Reception area with 2-person reception desk
 - Welcome Desk/Nurses Station
 - Shower Area:
 - 2 ADA Showers, Room for 1 Commercial Grade Clothes Washer/Dryer
 - Soiled Hold Room with exhaust air
 - 1 Medicine Dispensary Closet
 - 3 Exam Rooms, 1 Procedure Room
 - 1 Provider Office, 1 Consult Room
 - Soiled Hold Room with exhaust air
- E. New 2nd Floor office area:
 - Renovate existing rooms in the scope of work area to comply with the requirements in the attached historical preservation report.
 - 1 room shall be renovated to be a breakroom with new cabinetry including sink and new plumbing.

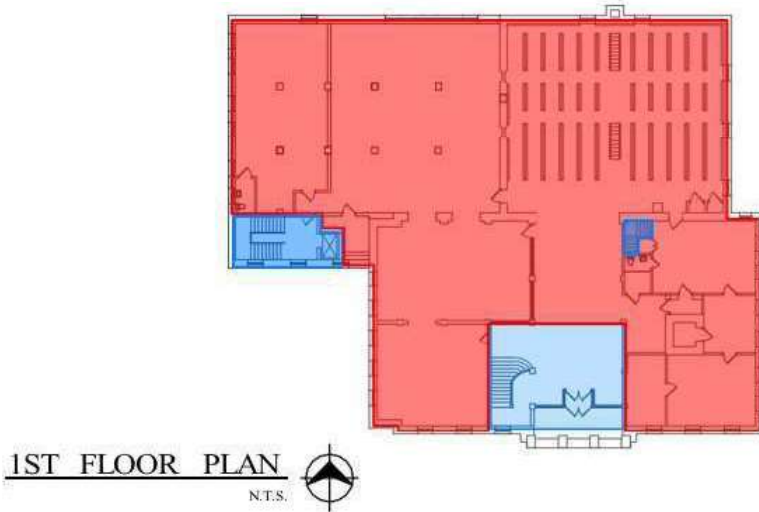
II. Exterior:

- A. Reference the attached historical preservation report in **Exhibit G** for scope of work.
- B. Manufacture 80 replacement roof tiles to match existing roof tiles. Replace damaged tiles and provide extra materials to the owner at an onsite storage location per the owner direction.
- C. Provide an allowance for 2000 square feet of masonry grout re-pointing at alley exterior wall.




Exhibit F – SCOPE OF WORK PLANS, LEGENDS, AND SQUARE FOOTAGE



Total Sq Ft = 3,804
Area of Renovation = 2,620



SCOPE OF WORK LEGEND

-  EXISTING TO REMAIN
-  CIRCULATION SPACES
-  AREA OF RENOVATION

Total Sq Ft = 3,119
Area of Renovation = 2,502



Exhibit G -PRESERVATION STRATEGIES MEMO

DATE: June 2024

TO: Matt Younger, Northwest Health Services

FROM: Ryan Reed, Rosin Preservation

RE: St. Joseph Public Library – Preservation Strategies Memo

Introduction/Overview

The following notes represent a preliminary assessment of the St. Joseph Public Library at 927 Felix Avenue in St. Joseph, Missouri following a site visit by Rosin Preservation's Ryan Reed on June 6, 2024. These notes are intended to provide general guidance as the team develops a preservation strategy for the project.

BACKGROUND INFORMATION

History

Prominent local architect Edmond Jacques Eckels designed the St. Joseph Public Library to house the library and administration offices for the St. Joseph Public School District. Voters approved a \$200,000 bond in 1900 to fund the construction which began the following year. Completed in 1902, the building has a stone and steel structure clad in limestone. The basement originally housed the newspaper archive and museum. Historically the library occupied the first floor, which has a Tennessee marble reception desk and wainscoting, and Scagliola columns and pilasters. The second floor contained the offices of the school board, which included a teachers assembly room and offices of the superintendent. The rooms circle a rotunda capped with a glazed steel dome.

Another local architect, Walter Boschen, designed a three-story addition to the northwest corner of the library in 1916. The fireproof concrete and steel structure clad in limestone housed a museum and expanded the second floor reading room of the library. Interior alterations that date to 1953 include using linoleum tile to cover the original terrazzo floors and installing large picture windows in three former entrances on Felix Avenue. The skylights over the stacks were enclosed in 1956. In 1979, the masonry exterior was aggressively pressure washed and repointed. Once cleaned, the exterior was coated with Hydrocide, a color-tinted emulsified asphalt. The building was individually listed on the National Register of Historic Places in 1982.

Period of Significance

The St. Joseph Public Library was nominated to the National Register under Criterion C for local significance in the area of architecture. The building is significant as the home of the city's public library for over 120 years. It is also the first location of the St. Joseph Museum. The library is an excellent example of the work of a master, Edmond Jacques Eckel. As one of

the foremost architects in St. Joseph and the Midwest, Eckel excelled at designing monumental civic buildings using the neoclassical style. The period of significance begins in 1902 with the date of construction, and ends in 1916, the date of construction for the northwest addition.

Features and finishes from this period (1902-1916) are considered historic. The State Historic Preservation Office (SHPO) and National Park Service (NPS) will consider their significance to the property and whether they are character-defining elements and to what degree are impacted by proposed changes. Changes that occurred after the period of significance should be considered “non-historic” by SHPO/NPS even if they occurred more than fifty years ago.

Ideally, the planned rehabilitation and adaptive reuse will be an additive rather than subtractive process that retains historic fabric, rather than removing it. Any non-historic features and materials may be removed. Any historic fabric that is discovered during demolition should be evaluated for reuse in the new spaces. New features and materials should be introduced in a way that they may be removed in the future and allow the building to return to its original appearance without significantly compromising its historic integrity.

Property Description

The St. Joseph Public Library is located in downtown St. Joseph at the northwest corner of Felix Avenue and 10th Street. The library occupies the south half of Block 32 in Smith’s Addition to the city. The property is bound by Felix Avenue to the south, 10th Street to the east, a non-historic commercial building to the north, and a paved alley to the west. The building sits tight to the public rights-of-way with concrete sidewalks parallel to the streets at the south and east elevations. A small courtyard with vegetation is located at the southwest corner of the building in front of the 1916 museum addition.

The library is a neo-classical building with a brick and steel structure and limestone cladding. The imposing building is separated into three horizontal zones. A pedimented portico with a colonnaded entrance recessed into the first floor dominates the facade. The second floor features fluted pilasters capped with Ionic columns. The entablature above the pilasters reads “FREE PUBLIC LIBRARY.” The raised basement is smooth limestone with deeply recessed horizontal joints. The basement level has rectangular window openings with limestone jack arches with deep voussoirs. A wide belt course separates the basement from the first story. Similar to the basement level, the first story is limestone with deeply recessed horizontal joints. This story has rounded arch window openings. A two-story rear ell projects from the north elevation and contains the main stacks. At the northwest corner is a three-story addition. The second story is smooth-faced limestone with large rectangular window openings and decorated limestone surrounds. There are pilasters with Ionic capitals at each corner of the building and at the east and west elevations. A large, decorative entablature with laurel wreaths and dentils. A parapet wall surrounds the roofline.

The north elevation of the rear ell is painted brick and is much less ornate than the street facing elevations. Two simple string courses create an entablature between the first and

second stories. A simple belt course runs between the first story and raised basement. A brick chimney is at the center of the elevation.

The 1916 addition is a brick and steel structure. The south elevation is limestone and separated into the same three horizontal zoning as the main building. The entrance vestibule at the first story is smooth-faced limestone. Festoons and cornice brackets ornament the entrance. Above the doorway is inscribed "PUBLIC MUSEUM." The west and south walls of the addition are painted brick and are unadorned. The window openings have painted concrete sills.

Alterations

The St. Joseph Public Library retains the character-defining features that communicate its significance as a public library. The original building mass was altered in 1916 with the construction of the three-story museum. Removal of the original window sashes is one of the most significant alterations. No changes were made to the window openings, and the aluminum replacement windows mimic the historic window configuration and design. Another significant alteration was the cleaning and repair of the exterior masonry in 1979. The cleaning process and the materials used have caused damage and deterioration to the historic masonry. The property retains the size, massing, and details of design, workmanship, and materials necessary to convey the civic activities historically associated with the facility.

Condition

Only the St. Joseph Public Library currently occupies the building. The St. Joseph Public School Board, which had occupied the building since its construction, recently moved into a new location in the city. The building contains offices on the first and third floors while the first floor contains the highly ornate library. The exterior is in poor condition and interior is in good condition.

It is recommended that the rehabilitation of the building adhere to the Secretary of the Interior's Standards for Rehabilitation. The Standards state that historic fabric must be retained. If it is deteriorated or damaged beyond repair, it may be replaced in kind or with a compatible material. The rehabilitation must fall on the side of preservation. If significant historic fabric must be removed to achieve hazardous material abatement, it will be important to balance the loss by retaining or restoring other historic material or features.

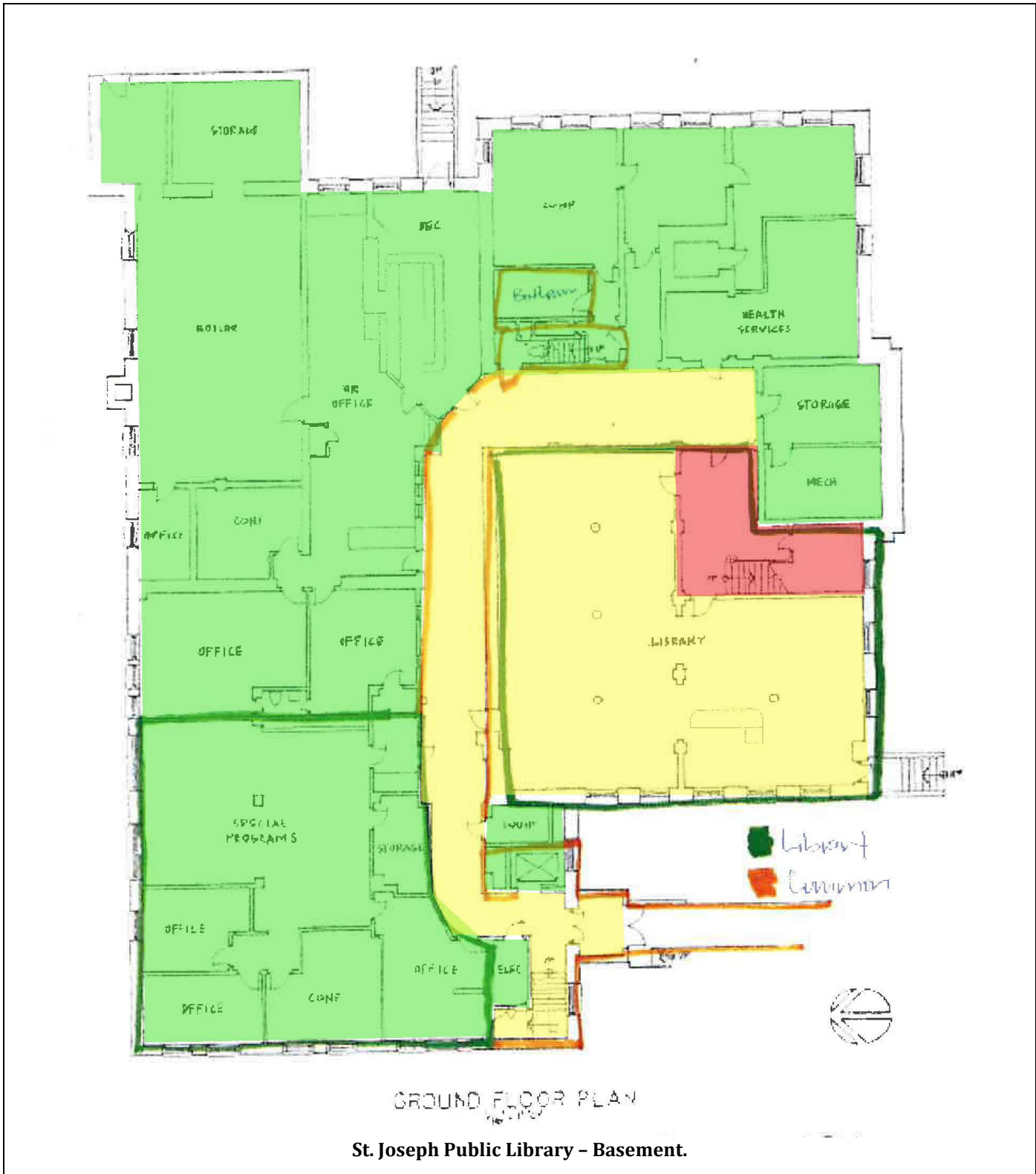
PRESERVATION TREATMENT ZONE MAPS

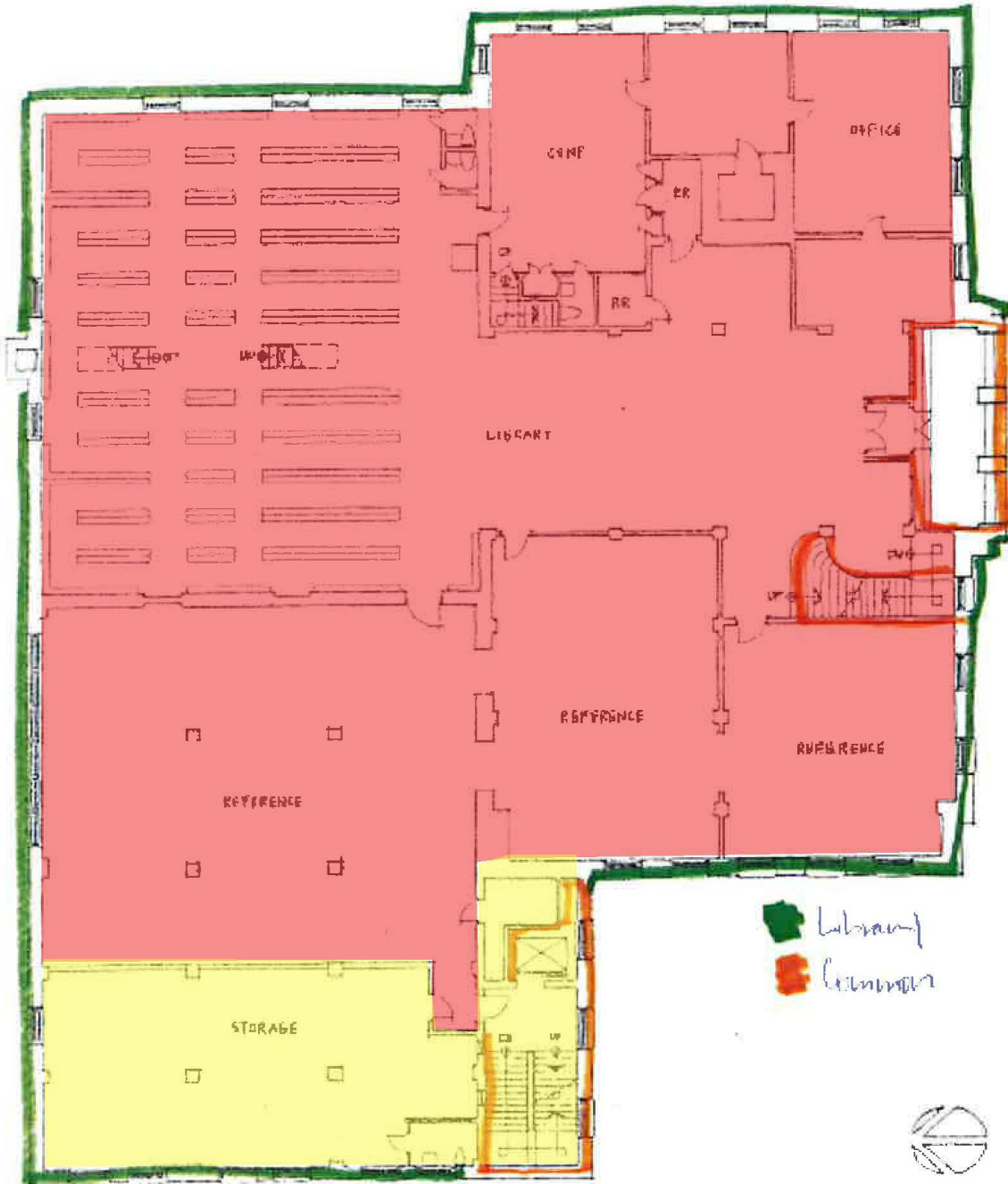
Treatment zones for the interior of the building have been identified to help guide design decisions. The zones are based on the Secretary of the Interior's Standards for Rehabilitation. The zones are color coded red, yellow and green. Architectural significance is hierarchically arranged from the most visible, public areas to the least visible and utilitarian spaces.

Red-Preservation Zone – Highly visible and publicly accessible areas such as the exterior of the building can tolerate the least amount of change. These areas are colored red. The historic library on the first floor, the rotunda on the second floor, and the main stairway are red preservation zones.

Yellow-Rehabilitation Zone – spaces that are less prominent, such as former commercial and office spaces and open spaces that retain historic fabric are not as significant and can tolerate more change. These areas are colored yellow. The office surrounding the second story rotunda and the former museum is the basement fall within the yellow renovation zone.

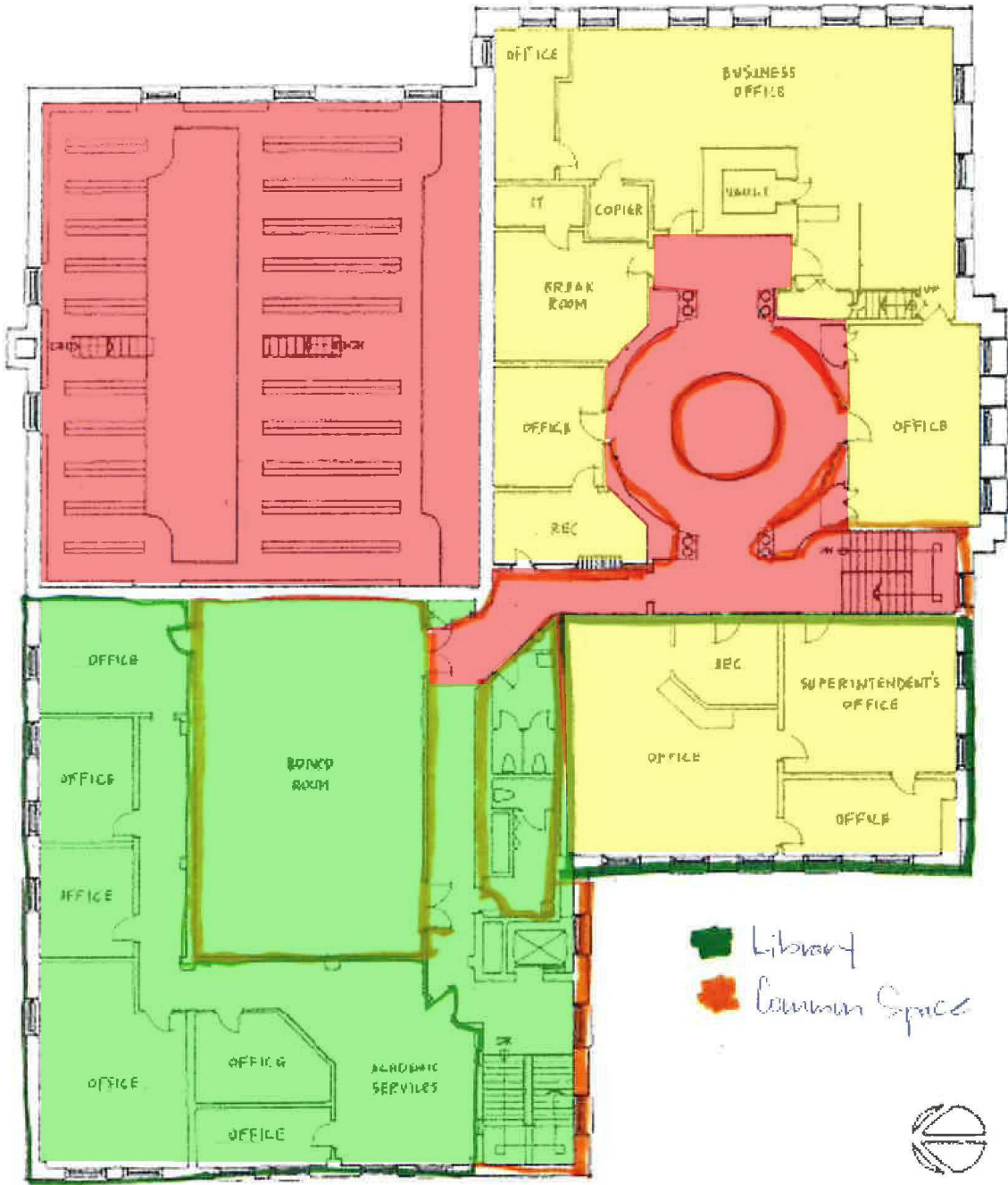
Green-Renovation Zone – spaces that are least prominent and significant, such utilitarian spaces, areas that are non-historic, or that have no historic integrity. Historic finishes, such as wood and tile floors, finished walls and ceilings, decorative trim, historic doors and transoms should be retained and repaired and incorporated into primary spaces. A majority of the basement falls within the green renovation zone.





FIRST FLOOR PLAN
 1/2" = 1'-0"
Joseph Public Library - First Floor.

St.



SECOND FLOOR PLAN

St. Joseph Public Library - Second Floor.

Character defining features of the building and significant historic fabric include:

Exterior

- Limestone and brick walls
- Window and entrance openings.
- Red clay tile roof.
- Dome.
- Exterior pole lights at entrance.
- Details, such as window hoods, string and belt courses, and marble clad entry, tablets at entry, street names engraved at southeast corner of building.

Interior

- Plaster finished walls and ceilings.
- Terrazzo and wood flooring.
- Stone wainscotting, stairs, pilasters and columns
- Office spaces on the first and second floor.
- Stained glass in opening between first and second floor
- Steel book stacks.
- Trim work, doors, and door hardware.
- Interior vestibule at main entrance.
- Interior of dome.

EXTERIOR

Roof

The original building and its rear ell are capped with a hipped roof topped with a flat deck. Historically, a balustraded parapet wall existed at the west, south, and east elevations of the roof. The balustrades were removed, likely during the 1979 exterior renovation, and infilled with brick. Along the roofline of the parapet wall of the main building is a flat deck. The pitched roof is sheathed in red clay tile. The deck portions are covered in rolled asphalt. Extending from the roof of the main building is a dome. The dome steel framed dome is supported by a drum covered in copper with oculi containing louvered vents. Between the ribs is glazing and the dome is crown with a copper pinnacle. Two large ventilators project from the roof deck to the east and west of the dome. The 1916 addition is capped with a flat roof covered with rolled asphalt. A low brick parapet wall surrounds the east, south and west elevations of the 1916 addition roof. Mechanical equipment is located on the roof of the addition.

Copper gutters are located on the east and north elevations of the rear ell with copper downspouts running down the north elevation. A non-historic metal gutter and downspout exist on the north elevation of the 1916 addition. The valleys of the hipped roof of the main building are covered in galvanized metal allowing water runoff towards the gutters on the rear ell.



The roof and dome of the library with the roof of the 1916 addition in the foreground.



Detail of clay tiles on the rear ell with metal replacing missing tiles.

Recommendations

- The existing undamaged tile can be removed and retained. Missing or damaged tile can be replaced with new clay tile matching the color and dimension of the historic tile. Once the decking is examined and repaired, the historic tile can be reattached to the roof with new tile.
- The areas with rolled asphalt, such as the decks on the main building and the 1916 addition, can be removed and replaced. Asphalt shingles and rolled asphalt roof of the coal house can be retained or replaced. Flashing should not extend over parapets or copings.
- The historic copper downspouts on the rear ell of the main building should be repaired and retained. New drainage (downspouts, gutters) can replace the existing drainage on the 1916 addition where it currently exists. Metal should be prefinished or painted. Profiles of gutters and downspouts should complement the building's historic character and not be oversized.
- Mechanical equipment should be limited to the roof of the 1916 addition.
- The dome must be retained. The finishes, such as the cooper covered drum, should be retained. If replaced, the new material must match the historic.
- The parapet wall on the original library building is heavily deteriorated. Large portions of the brick and limestone parapet walls were replaced with an unknown material that has heavily deteriorated over time. Failing portions of the parapet wall can be removed and reconstructed of precast stone Glass Fiber Reinforced Concrete (GFRC). The replacement features must match the historic elements in design, color, and texture. Any repair or replacement of stone must follow the recommendations provided by the National Park Service in Preservation Brief 42: The Maintenance, Repair and Replacement of Historic Cast Stone.

Wall Cladding

The brick and steel building is clad in limestone on each elevation of the original library building. The vestibule of the main library is clad in marble. The elevations of the public right of ways are highly ornate. The north elevation of the rear ell is covered in painted brick.

The 1916 addition is a brick and steel structure. The south elevation is clad in limestone and separated into the same three horizontal zone as the main building. The west and south walls of the addition are covered with painted brick and are unadorned. The window openings have painted concrete sills.

In 1979, the limestone exterior was aggressively pressure washed and repointed. Once cleaned, the exterior was coated with Hydrocide, a color tinted emulsified asphalt. This treatment has created significant deterioration to the masonry. Especially, the south and east elevation, the entry stairs, and parapet wall. The stone is delaminating in several locations and paint is beginning to peel. The brick clad elevations are in fair condition, but staining has occurred, and several painted concrete sills are deteriorating.

Recommendations

- The building can be cleaned with water pressure at 300psi or less. Abrasives, such as sandblasting or walnut shells should not be used as it would damage the historic masonry. Cleaning should follow the guidance detailed in *Preservation Brief 1: Assessing Cleaning and Water-Repellent Treatments for Historic Masonry Buildings*.
- Any masonry repointing and repair must follow the recommendation provided by the National Park Service in *Preservation Brief 2: Repointing Historic Mortar Joints in Historic Masonry Buildings*. New mortar must match the historic mortar in composition, color, texture, and joint profile.
- The brick elevations can be repainted.
- Failing portions of the parapet wall can be removed and reconstructed of precast stone Glass Fiber Reinforced Concrete (GFRC). The replacement features must match the historic elements in design, color, and texture. Any repair or replacement of stone must follow the recommendations provided by the National Park Service in *Preservation Brief 42: The Maintenance, Repair and Replacement of Historic Cast Stone*.

More investigation is needed to find the best treatment for the deteriorating masonry. Field testing should be conducted by an experienced historic masonry cleaning company, such as Prosoco, to evaluate potential cleaning, removal, and repair methods for this particular situation.



Detail of masonry deterioration at entry stair.



Detail of the deterioration of the cornice on the south elevation.

Doorways

There are five entrances into the St. Joseph Public Library.

- The main entrance within the marble clad vestibule historically contained three entrances with pair wood doors with single half lites capped with a rounded arch transom window. In 1953, the entrances flanking the central doorway were removed and infilled with aluminum framed single lite windows. The historic wood doors were retained in the central entrance.
- A second entrance is located at the southeast corner of the south elevation of the raised basement. The entrance has a non-historic full lite aluminum frame door. The entrance is accessed by a flight of stairs with panted concrete cheek walls.
- Two entrances are located on the east elevation.
 - One is a non-historic doorway through the raised basement of the rear ell. A non-historic full lite aluminum frame door capped with a non-historic transom fills the doorway. A concrete ramp with cheek walls leads to the entrance. The ramp is covered with a non-historic awning.
 - The second entrance is a non-historic entrance leading to a non-historic mechanical room entrance. The entrance has a non-historic metal slab door.

Recommendations

- Generally, historic doorways should be retained. Historic doors must be retained or replaced to match if deteriorated beyond repair. Historic doors do not need to be functional; they may be fixed closed if not needed.
- Existing pedestrian doorways and doors, whether historic or not, may be retained if desired. If non-historic doors are replaced, new doors should match the configuration of the existing historic doors. Non-historic doors should complement the building's historic character. In historic doorways, doors with glazing in the upper half and recessed panels in the lower half would be appropriate. In non-historic doorways a more generic historic type doorway would be appropriate.
- New doors and transoms may be wood or aluminum. If aluminum, it must have a baked/painted finish such as Kynar. Anodized finish will not be approved. Clear low-e insulated glass may be used (Vitro Solarban 60 Clear, Guardian SN 68, and Cardinal 270/272 are regularly approved).
- Dimensioned drawings of proposed replacement doors showing elevation, vertical/horizontal section, and placement within the opening must be submitted for review.
- New doorways may be created in limited locations to accommodate the layout of the new design/program. New doorways should be located on secondary elevations as much as possible. New doors should be simple and utilitarian in style to complement the building's historic character.
- The non-historic exterior stairway and ramps on the south and east elevations can remain as-is or be removed and replaced if desired. the materials/style must complement the building's historic character. The existing handrails can remain in place. If new handrails are desired, they should be simple in design.

- The existing awnings above the south entrance may be retained or replaced. If they are replaced, new awnings should be similar in style and materials.



Windows

The fenestration at the St. Joseph Public library consists of non-historic aluminum one-over-one double sash windows. No changes were made to the window openings. The first-floor windows of the west, south, and east elevations of the original building and the south elevation of the 1916 addition are rounded arch opening filled with non-historic single lite aluminum frame transom windows. The second-floor elevation windows are single lite aluminum frame transoms. The rear ell of the original building has rounded arch single lite aluminum frame fixed windows. A large window exists on the first floor of the north elevation of the 1916 addition. This historic window opening was part of the expanded reading room of the library. The opening is filled is a large non-historic aluminum frame fixed window separated into eighteen lites.

Recommendations

- No historic windows exist on the building. Historic images show most windows have the same design and configuration as the existing replacement windows. New windows must be one-over-one hung windows to match historic. Non-historic replacement windows may be retained if desired since they are an existing condition.

- Wood, aluminum-clad wood, aluminum, or fiberglass/composite would be acceptable materials for replacement windows. Vinyl is not appropriate and would not be approved. Windows must have frame and sash dimensions and profiles typical of a traditional hung window with simulated putty bevels, offset upper and lower sashes, and panning that replicates a historic brick mold and blind stop profile. If aluminum is used, it must have a baked/painted finish such as Kynar. Clear low-e insulated glass may be used. Vitro Solarban 60 Clear, Guardian SN 68, and Cardinal 270/272 are regularly approved.



Signage

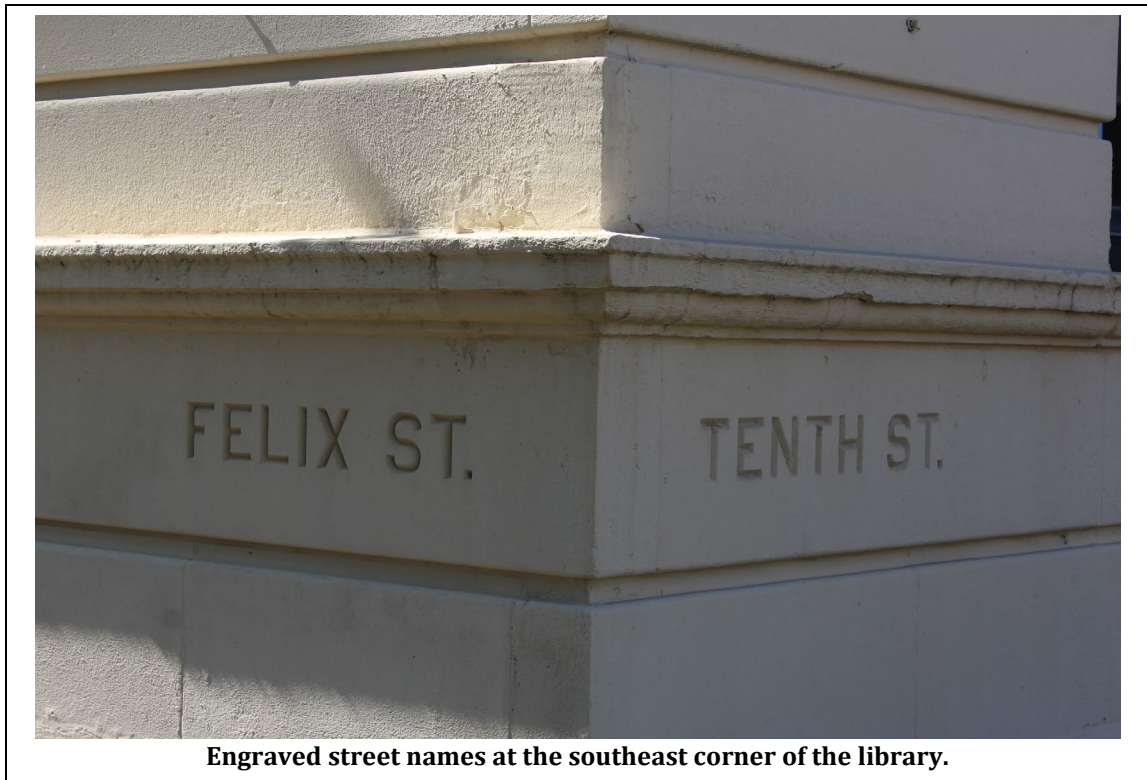
Historic signage is extremely limited at the library. Two large, inscribed marble tablets exist on the west and east elevations of the entry vestibule. Raised letters within the entablature of the pediment entry above the second-floor windows read, "FREE PUBLIC LIBRARY." A relief of a laurel wreath surrounding a lamp is topped with the word "EDUCATION." At the southeast corner within the belt course is engraved "FELIX ST." on the south elevation and "TENTH ST." on the east elevation. Above the entrance of the 1916 addition is engraved "PUBLIC MUSEUM." The non-historic awning over the basement entrance on the east elevation reads, "ST. JOSEPH SCHOOL DISTRICT" and "HUMAN RESOURCES."

Recommendations

- The non-historic signage on the awning can remain or be removed, if desired.
- The library had very limited signage typical of civic buildings. New exterior signage should be limited. A simple blade sign or hanging signs may be added to the exterior. A monument sign would also be acceptable. New signage should not be internally illuminated. It should be attached through the mortar joints rather than brick.
- The existing historic signage must be retained.



Existing signage on the south elevation.



Engraved street names at the southeast corner of the library.

INTERIOR

First Floor

The main floor containing the library is highly ornate and retains significant integrity. The main entrance on the south elevation opens into a small historic wood vestibule with paired doors matching the exterior doors. The main lobby has terrazzo floors and an ornamental plaster beamed ceiling. Tennessee marble wainscoting lines the finished plaster walls. Columns and pilasters of Scagliola, imitating Sienna marble, with Ionic capitals line the interior walls. Highly ornate unpainted oak trim surrounds windows and doors. Oak panel doors with historic hardware exist throughout the first floor. A ventilation well punctuates the ceiling of the entrance lobby. In 1906, the well was enclosed with a large stained glass window to stop hot air from rising into the second floor. The window is lit from above. A circulation desk clad in Tennessee marble is situated at the north end of the lobby before entering the stacks in the rear ell.

The rear ell is a two-story open volume containing steel frame stacks for the library's collection of books. The first floor has a low pile carpet. The second floor of the stacks has a floor of opaque structural glass. Decorative steel brackets adorn the steel framing. A steel stairway with brass handrails exists in the middle of the stacks to access the second level. A non-historic lift is adjacent to the stairway. A steel railing with brass handrail is located at the south end of the second floor of the stacks. A beamed plaster ceiling covered the space. Historically, a skylight that was removed in the 1950s existed in the ceiling. Beneath the

stacks and adjacent to the circulation desk is a historic phone booth constructed of stained oak.

Offices and a bathroom are located east of the lobby. The offices are highly finished with stained oak trim, picture rails, plaster walls with marble baseboards, historic panel doors with historic hardware, and flat plaster ceilings with decorative plaster cornices. The floors have low pile carpet. The doorways have historic transom windows.

West of the lobby is a reading room and reference room. In 1916, the reading room was expanded to the north. The original reading room has triparted wood windows facing the lobby. The historic windows are composed of a single lite fixed window topped with a single lite transom. Stained oak trim surrounds the windows. The reading room and reference room are highly decorative with ornamental plaster beam ceilings, Scagliola pilasters with Ionic capitals, wood picture and chair rails, and a marble baseboard. The floors are carpeted. The reading room and reference room are connected by a large opening enclosed with a non-historic folding partition. The 1916 addition to the reading room is a large open volume like the rear ell containing the stacks. The space is not as highly ornate as the original library. However, a decorative plaster beam ceiling, stained oak trim, plaster columns with capitals, exist in the space. The floor is carpeted.

A storage room is situated west of the reading room in the 1916 addition. The storage room has historic double panel doors with a large single lite transom. The walls are finished plaster. The floor is carpeted and the ceiling is covered with a suspended ceiling with acoustic tiles.

Second Floor

The second floor is dominated by the structural steel dome with glazing. The rotunda has a terrazzo floor with a ventilation well enclosed with a stained-glass window. A painted wood balustrade surrounds the well. The drum of the dome is finished plaster punctuated by oculi. The ribs of the dome are also finished plaster. The walls of the rotunda have Tennessee marble wainscoting with columns and pilasters with Ionic columns. Offices formerly occupied by the St. Joseph Public School Board surround the rotunda. The historic doors leading to the offices have a large circular panel and a transom.

The offices surrounding the rotunda were modified but still retain a high level of integrity. The space has non-historic carpet and suspended ceilings. The ceilings intersect the windows. The historic flat plaster ceilings and ornamental plaster are extant above the suspended ceiling. Walls are flat plaster with historic stained oak trim, baseboards, and paneled wood wainscoting.

A historic hall runs west from the rotunda to the 1916 addition. The terrazzo floor continues down the corridor. A suspended ceiling covers the historic ceiling. The corridor has historic openings with historic doors and trim as well as several new openings with non-historic metal jambs and doors.

The rooms on the second floor of the 1916 addition were modified. Several rooms were truncated and reconfigured. The space has non-historic partition walls and suspended ceilings along with some historic features, such as wood trim and wood doors. The floors are carpeted.

Basement

The basement historically contained a museum and subsequently the children's library. It also contains utilitarian spaces for the mechanical systems of the library. The lobby at the south end of the basement has historic ceramic tile floors and a finished plaster ceiling. A corridor east of the lobby runs north and turns west. The ceramic tile floors continue down the corridor. The corridor has a suspended ceiling with acoustic tiles in a metal frame. The children's library is the most ornate room in the basement. The concrete structure creates a simple beamed ceiling. The floor is carpet. The walls are finished plaster with decorative cornices and pilasters with simple capitals. Steel columns with capitals support the structure above. Stained oak trim exists throughout the room. Paired windows, similar to the tripartite windows in the first floor reading room, face the lobby. Two entrances toward the lobby have panel doors with a single half lite and transoms.

Non-historic partition walls subdivide and partition the remaining rooms lining the corridor. Non-historic doors and windows punctuate the walls. The perimeter walls of the basement are finished plaster with historic stained oak trim. Historic doors in various locations in the basement have original hardware. The ceilings within the offices are suspended with acoustic tiles in a metal frame. The ceilings intersect the windows. The flat plaster ceiling exists above the suspended ceilings. Utilitarian areas containing mechanical equipment are at the northeast corner of the basement. These areas have exposed brick walls painted white, exposed concrete floors, and exposed concrete ceiling structure.

Recommendations

- Historic fabric on the first floor should be retained. Specifically, the marble wainscoting, terrazzo floors, ornamental plaster work, stained oak trim, doors, and transoms, columns and pilasters, stained glass, steel stacks, vestibule, and the phone booth. The stained finish should not be painted. Non-historic finishes in the office areas, such as drop ceilings and carpet, may be removed. If historic flooring is discovered under the non-historic finishes, it will ideally be retained and remain exposed.
- Historic fabric on the second floor should be retained. Specifically, the marble wainscoting, terrazzo floors, ornamental plaster work, stained oak trim, doors, transoms, columns and pilasters, balustrade in the rotunda, and historic lights. Non-historic finishes in the office areas, such as drop ceilings and carpet, may be removed. If historic flooring is discovered under the non-historic finishes, it will ideally be retained and remain exposed.
- Throughout the building, significant character-defining features and materials, such as the finished plaster walls and ceiling, wood doors and trim, and the terrazzo and wood floors, must be retained in primary public spaces such as new lobbies, amenity

spaces, corridors, and in new offices. Any non-historic materials and finishes may be removed from walls, ceilings, and floors.

- The spaces in the basement and second floor may be configured as needed to accommodate new layouts. If partition walls must intersect windows, the partition must abut a mullion and be no wider than the mullion.
- Ceilings and walls should remain finished with painted plaster and gypboard. Dropped ceilings (ACT grid or gypboard) may be appropriate in some secondary spaces. Ceilings should not drop down below the window heads. If they do, they should be held back at least three feet from windows.
- Since floors were likely wood in secondary spaces on the second floor, wood should be used in offices.
 - If historic wood floors are deteriorated beyond repair or not able to be exposed, new hardwood or engineered wood matching the dimensions, grain pattern, and color of the historic flooring should be installed in the primary spaces (public spaces, corridors, living spaces in units). Faux-wood LVP is generally not acceptable.
 - Carpet and tile may be used in secondary spaces such as bathrooms or back-of-house spaces.
- New finishes should be complementary to the period of significance and the building's historic character.
 - New partitions can be drywall and could feature some decorative embellishments such as paper, if desired.
 - New trim (base, door casing) should be simple and differentiated from any historic trim in the building. Painted wood with a simple squared profile would be appropriate.
 - Doors within new designed spaces should have a simple configuration. One or two panel doors would be appropriate.



Library lobby on the first floor.



Historic stacks in the rear ell of the library.



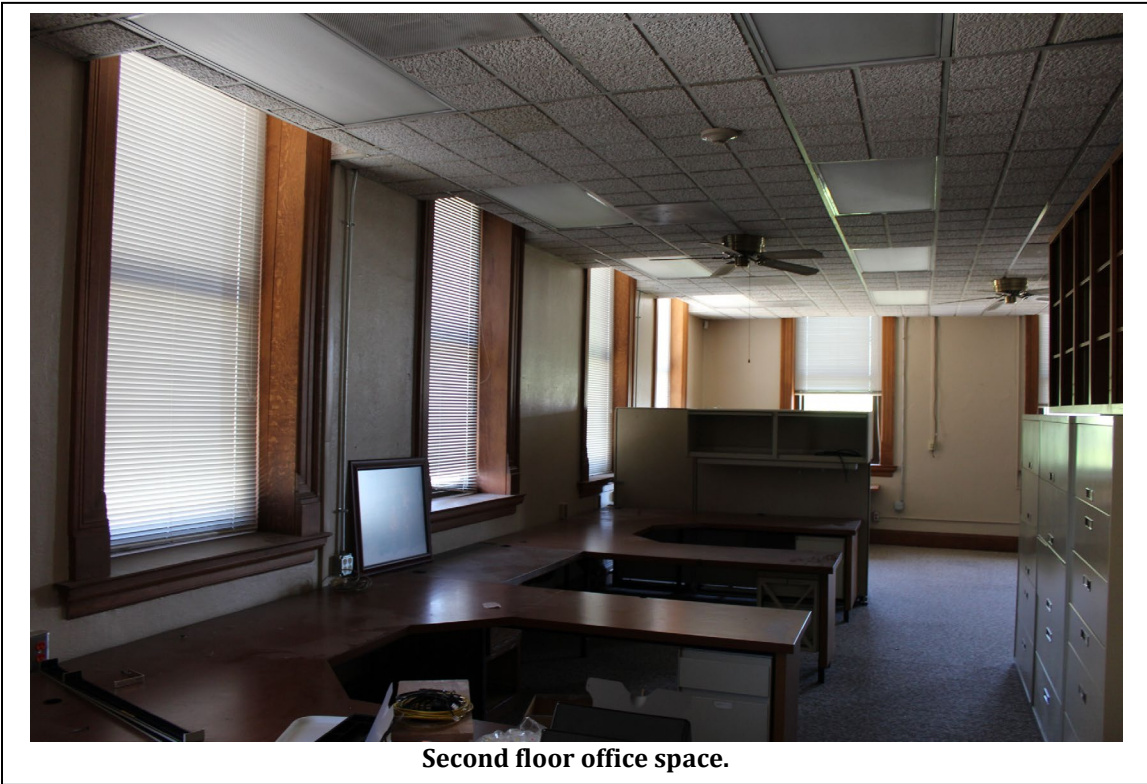
Circulation desk and library lobby.



Reading room west of the library lobby.



Second floor rotunda.



Second floor office space.



Children's Library in the basement.

Stairs/Elevators

There are five stairs, one elevator, and one lift in the library. The main stairway at the lobby runs the full height of the building. The ornate stairs have a steel railing with a wood handrail. The stairs are Tennessee marble. The stairway is open and finished in plaster with Tennessee marble wainscotting. A second stairway running the full height of the building is in the 1916 addition. The stairway is composed of steel stringers, treads, and risers. The treads are covered in non-historic rubber material. The handrails are steel with simple pickets and a wood handrail. The stairway has finished and enclosed by non-historic panel doors. A third stair runs from the basement to the first floor in the original building. Similar to the 1916 addition, this stair has steel stringers, treads, and risers. Carpet covers the treads. Simple metal pipe handrails are attached to the wall. The last two stairs access the second story of the stacks in the rear ell. The metal stairs have decorative metal railings with brass handrails.

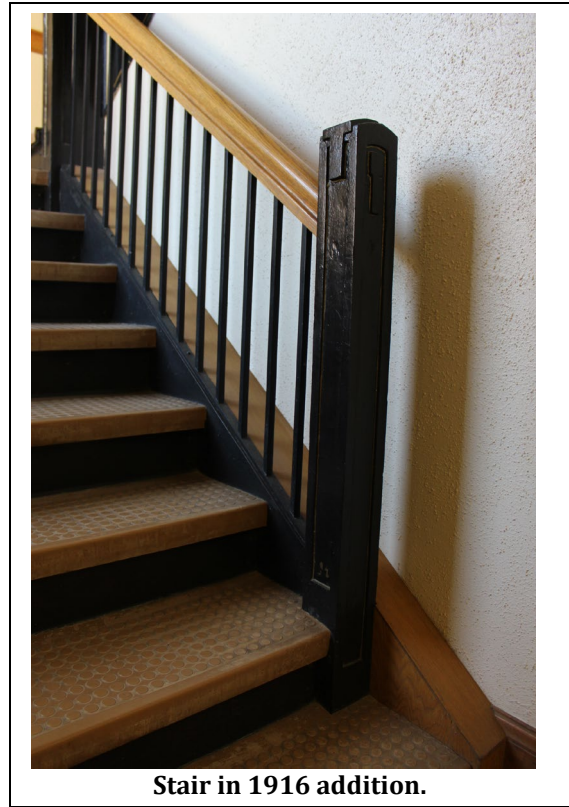
The elevator in the 1916 addition was added to the building in 1956. The elevator runs the full height of the building. The doors, interior, controls, and indicator lights are non-historic. A non-historic lift allows access to the second floor of the stacks in the rear ell of the building. On the second floor of the stacks, the lift is surrounded by a decorative metal railing with a brass handrail.

Recommendations

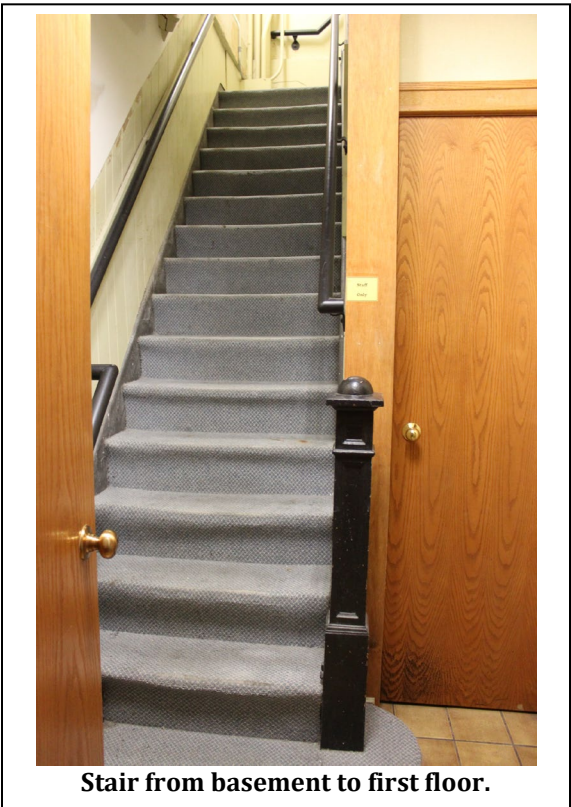
- The existing stairs should remain. The non-historic materials covering the treads may be removed if desired. The tread finishes under the non-historic materials can remain exposed or covered with a material that more closely matches the character of the building.
- Historic stair railings should be retained. If modifications are required to meet code, supplement the existing railing with new materials.
- The existing elevator and lift can be removed and replaced if desired. A new code-compliant elevator may be installed as necessary to accommodate the new program/layout. They should be sensitively located to minimize disruption to historic fabric; any overruns above the roofline should not be readily visible from the ground.



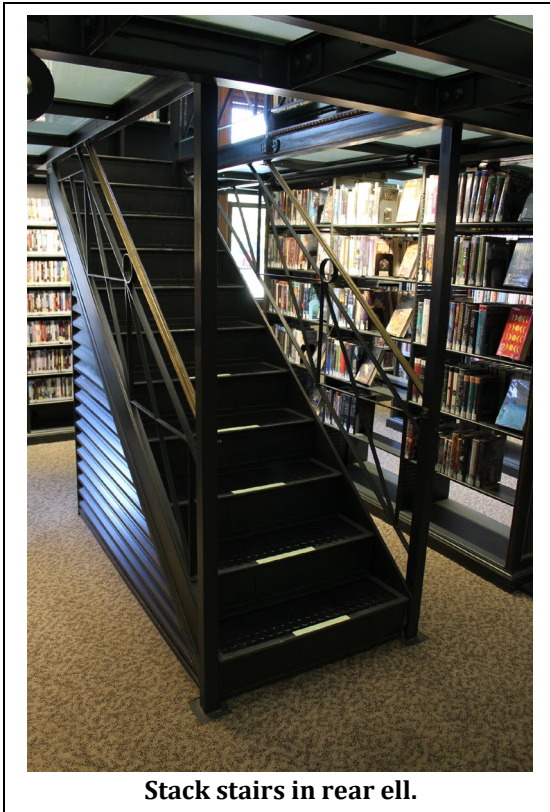
Historic main stair looking towards the first floor.



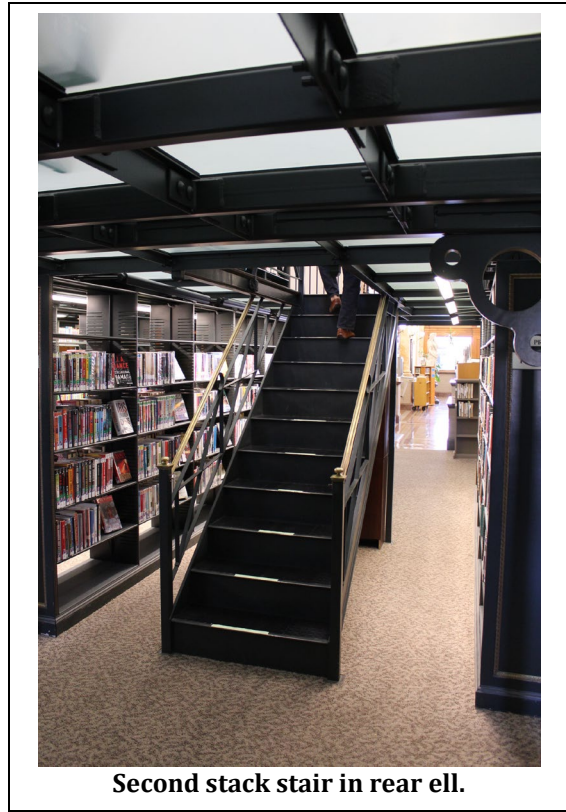
Stair in 1916 addition.



Stair from basement to first floor.



Stack stairs in rear ell.



Second stack stair in rear ell.

MEP

Mechanical systems are concealed above ceilings, within walls, and in soffits. Exposed duct work only exists in the children's library in the basement.

Recommendations

- New MEP systems and equipment can be added but must be concealed within walls or ceilings.
- New ducts should not block windows or doors.
- Exposed duct work, electrical conduit, and plumbing pipes must be painted to match ceilings and walls in areas where it cannot be hidden or soffitted, such as the children's library in the basement.
- All ductwork, conduit, and piping must be held tight to the ceilings. MEP in historic office space should ideally be concealed in walls or above ceilings.
- Rooftop equipment should be held back from the edges of the roof, so it is not visible from the ground.

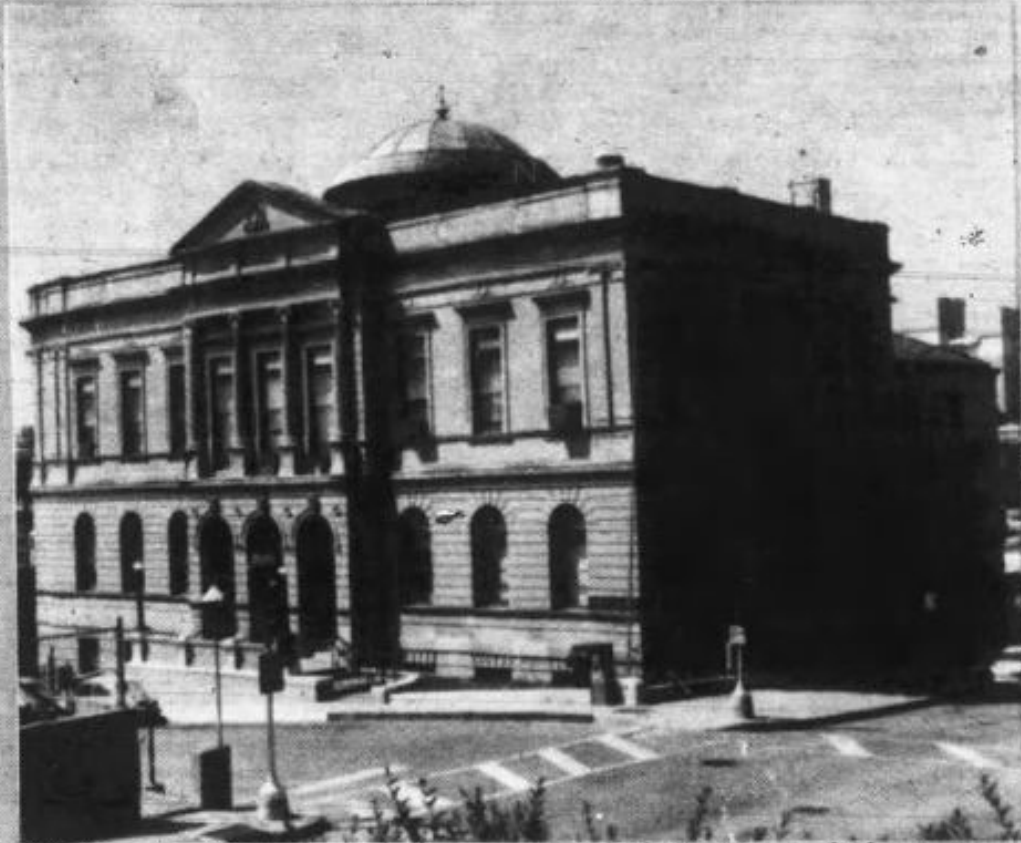


Library circa 1903.



Interior of first floor circa 1903

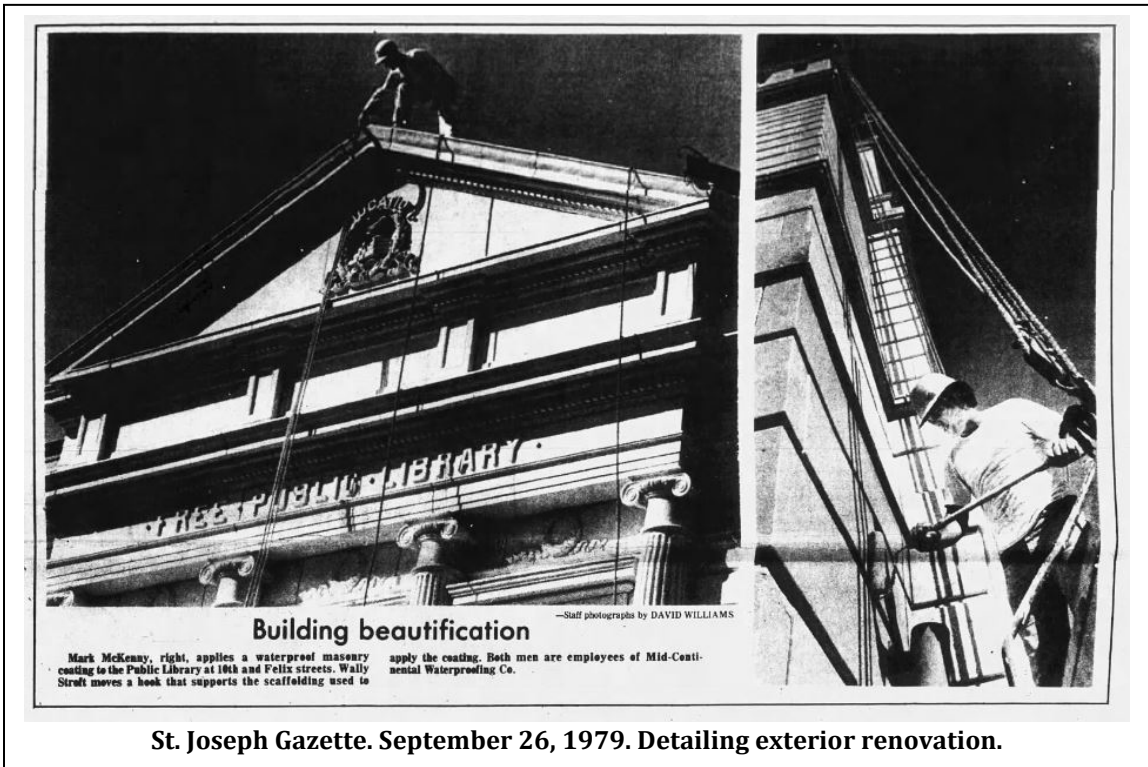
DISTRICT OFFICES HAVE NEW FACE LIFT



The Library/Board of Education Building will be undergoing a complete face-lifting within the next four years. Exterior renovation has been completed. This included restoring of deteriorating sandstone, two coats of color-coating and water-proofing, and grinding out old mortar joints and repointing.

Other plans include complete interior remodeling and installation of an elevator. Federal funds have been acquired for the elevator installation. Federal law requires equal accessibility for the handicapped. Other interior remodeling will be accomplished through joint effort with the Public Library Board and staff. The project will be completed over a 2-3 year period, with funds being limited by other budget requirements for maintenance.

St. Joseph News Press. December 1, 1979.



St. Joseph Gazette. September 26, 1979. Detailing exterior renovation.