



## Super Town of Albion Revitalization Team

[www.albionstarteam.org](http://www.albionstarteam.org)

A member of OCRA's Downtown Affiliate Network,  
associated with Indiana Main Street

## REQUEST FOR PROPOSAL

**Date:** July 16, 2025

**What:** Request for information proposals (RFP) to complete repairs on community gazebo

**Where:** County-owned gazebo is located on the courthouse lawn in the Courthouse Square Historic District, 101 N Orange Street, Albion, Indiana

### INTRODUCTION to this RFP

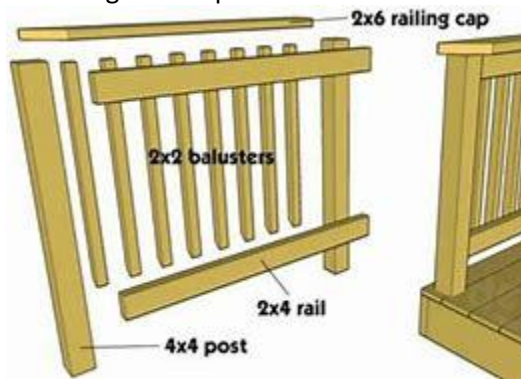
This is an exploratory solicitation by the Courthouse Square Preservation Society, doing business as Albion STAR Team, a 501c3 non-profit, charitable organization. The purpose is to seek out construction estimates, including all necessary materials and labor, to complete specified repairs on the wood-framed gazebo of sentimental and historic significance in the Albion community. Based on estimates, if the Albion STAR Team is interested in contracting for services, the contractor(s) selected will be required to be licensed and insured. Estimates may include alternative suggestions with pricing to accomplish the same overall objectives.



## 1. Description of Project

The structure referred to as the “gazebo” is believed to have been originally constructed in the 1980s, placed on the courthouse lawn as a gift to Noble County in celebration of its 150<sup>th</sup> Anniversary. In recent years, the original lattice panels placed around the top of the gazebo walls were removed, leaving some bits and pieces of lumber. No funding to maintain the structure is provided by Noble County, so the Albion STAR Team is leading its rehabilitation with limited funds available (\$8,000-10,000 on hand) for repairs. To begin the process, we are seeking estimates for the following scope of work:

- Keeping main upright structures and supports in place, however if critical structural repairs are deemed necessary, note the same in estimate.
- Remove all interior seating benches and supporting structures.
- Remove any partially attached, no longer functional, pieces of lumber and hardware (nails, screws, etc.) from upright posts (these were placed previously to hold lattice panels that have since been removed.)
- Remove railings and any rail or seating framing supports.
- Remove existing wood shakes roof and metal.
- Repair/replace wood roof structure as needed.
- Remove and dispose of all items recovered during demolition.
- Install new railings. Example:



- Replacement structure design elements may vary, but must include a top, horizontal surface wide enough to accommodate a beverage.
- Sketch, clear description and/or images of proposed design should be included in estimate.
- Install new interior bench seating. Replacement benches should be wider – or effectively “deeper” - than what is currently in place. (See Figure 4 in item 6.)
- Install new roof.
  - The new roof will not be a wood shakes design.
  - Roof estimate may reflect the installation of a metal roof, traditional shingled roof, and/or any recommended decorative elements (such as copper color trims, etc.)
  - Sketch, clear description, and/or images of proposed replacement roof should be included in estimate.

## 2. Objectives

The Albion STAR Team is leading this project to extend the life of the existing structure, to honor the history of it and the philanthropists and historians involved in erecting and preserving it, and to enhance the beauty of the courthouse square. A new dedication plaque and updated landscaping will be installed upon completion of renovations. Any discounted or In-Kind services provided should be clearly noted within proposals and contracts, to be recognized upon completion. Receipts will be issued and are deductible to the extent allowed by law.

### 3. Submission of Proposals

Written proposals may be submitted by email or US mail to:

**Albion STAR Team**

**c/o Lori Gagen, President**

**PO Box 11**

**Albion, IN 46701**

**Email:** [albionstarteam@gmail.com](mailto:albionstarteam@gmail.com)

**Phone/Text:** 260-564-4556

### 4. Proposal Deadline

The Albion STAR Team seeks to secure a contract for this project in time for completion of the work before the end of 2025. To this end, we are seeking to receive proposals by **no later than September 1, 2025.**

### 5. Form of Submission

There are no formal requirements for the form of submissions, however all responses should include, at a minimum:

- Contact name
- Company/Contractor name & address
- Phone number
- Email address
- Estimate for work described in line-item detail for each bullet point outlined.
- Estimated start and completion dates, if contracted to perform work proposed.
- Any comments or other information we should know.

Copy(s) of any proposals received may be distributed to members of the Albion STAR Team for review.

Any questions can be directed to Lori Gagen, President, at (260) 564-4556 or [albionstarteam@gmail.com](mailto:albionstarteam@gmail.com).

### 6. Reference images (July 10, 2025):



**Figure 1 Gazebo, Noble County Courthouse Square – Albion, Indiana.**





Figure 2 Footer under each wall section measures 6' wide; 10 sections (including opening shown.)



Figure 3 Floor repairs are not included in scope of project.





Figure 4 Seating supports; seats are narrow in depth and wider bench seats would be preferred.



Figure 5 Roof does not currently have any decking; wood shakes are installed. Decorative “copper” metal caps cover the edges where they meet.





Figure 6 "Leftover" various wood pieces and hardware (screws, etc.) need to be removed, as seen in photo. These were previously used to hold lattice panels. Alternative, decorative options will be considered if proposed.