

**REQUEST FOR PROPOSALS
ARCHITECTURAL/CONSULTING SERVICES**

INTRODUCTION

The Crawford County Board of Commissioners, in partnership with the Crawford County Historical Society, is seeking proposals for historic preservation planning services to complete a Preservation Plan for the National Register listed Crawford County Courthouse.

Funding for this project shall be in part through a Georgia Historic Preservation Division-funded historic preservation grant, which will require the Preservation Plan to be in compliance with state historic preservation guidelines and adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties.

I. INVITATION TO SUBMIT PROPOSALS:

1.01 INVITATION TO SUBMIT PROPOSALS:

- A. Qualified consultants are invited to submit a proposal to provide a Preservation Plan for the historic Crawford County Courthouse.
- B. Sealed proposals will be received by a representative of the County, Kristina A. Harpst, Middle Georgia Regional Commission by hand delivery and/or certified mail no later than: Tuesday, December 1, 2009 at 12:00pm.
- C. Mail proposals to: Kristina A. Harpst, AICP
Historic Preservation Planner
Middle Georgia Regional Commission
175 Emery Highway, Suite C
Macon, Georgia 31217
Tel: (478)751-6160

1.02 QUALIFICATIONS:

Historic preservation, rehabilitation, and/or related experience are required by the owner and operator. Demonstrated ability in a project and/or projects similar in nature is required by the owner and operator.

Candidates submitting proposals should be certain to provide the following information in their proposals:

- A. List of completed similar projects, including project name, location, nature of work, date completed, project cost, owner's name and owner's representative's name, address, phone number and other contact information.
- B. List of consultants used in similar projects and list of projects in which joint venture was maintained through project completion.
- C. Evidence of required licenses, permits, and professional qualifications, as applicable. Indicate any liability coverage your firm has and the amount of coverage.
- D. Organizational history, including years in business and resumes of all partners, associates, or consultants employed in your firm who will be working on this project.
- E. Listing of trade or other references you feel are important.

1.03 **PROPOSALS:**

Proposals will be received by certified mail or hand delivery until:

- A. Local time: 12:00 pm
- B. Date: Tuesday, December 1, 2009
- C. Submit 6 copies of proposals for review by Selection Committee.

1.04 **DEFINITION OF PARTIES INVOLVED:**

- A. OWNER: Crawford County
- B. OPERATOR: Crawford County Historical Society
- C. OWNER'S and OPERATOR'S REPRESENTATIVE: Kristina A. Harpst, Middle Georgia Regional Commission

II. **SCOPE OF WORK:**

The project will consist of work as follows:

- A. The consultant will be expected to produce a Preservation Plan document in close accordance with the guidelines provided in *Preservation Plan Guidelines for Historic Properties* that incorporates the following research and documentation, as applicable.
- B. Identification and evaluation of the property's historic features and existing conditions and maintenance requirements.
- C. Recommendations for proposed work based on the existing conditions analysis and preservation objectives.
- D. Measured drawings of existing conditions and proposed alterations based on preservation objectives and anticipated adaptive use of the property.
- E. The consultant will be expected to work closely with the Crawford County Historical Society in the development of the Preservation Plan.
- F. The consultant will provide thirteen (13) printed copies and three (3) computer diskette/CDs of the design guidelines to allow for revisions and posting on the County's website.
- G. The project shall be conducted according to the Secretary of the Interior's Standards and Guidelines for Identification, Evaluation, Historical Documentation, Architectural and Engineering Documentation and such others as applicable.

Responses are to be returned to the Middle Georgia Regional Commission where an initial evaluation of the proposals will be completed by the Crawford County Historical Society in cooperation with the Middle Georgia Regional Commission, and then forwarded to the Georgia Department of Natural Resources Historic Preservation Division for final review and approval.

III. **CIVIL RIGHTS COMPLIANCE:**

The contractor will assure that the project is administered in conformance with the Civil Rights Act of 1964, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended. Title VI of the Civil Rights Act of 1964 states that no person will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 prohibits, by reason of handicap, exclusion from participation in, denied the benefits of, or

subjected to discrimination under any program or activity receiving Federal financial assistance. Every contractor is required to submit an Assurance of Compliance form. No contract may be executed without an Assurance of Compliance on file.

IV. RIGHTS TO DATA AND COPYRIGHTS:

- A. The term "subject data" used herein includes writings, technical reports, sound recordings, magnetic recordings, computer programs, computerized data basis, pictorial reproductions, plans, drawings, specifications, graphical representations, and works of any similar nature (whether or not copyrighted), which are (1) submitted with a proposal or (2) specified to be delivered under a project contract or (3) developed or produced and paid for in whole or in part by contract funds. The terms do not include financial reports, cost analysis, and other information incidental to contract administration.
- B. Except as may otherwise be provided in the grant agreement, publication, films, or similar materials as described above that are developed directly or indirectly from a program, project, or activity supported by the contract funds, becomes the property of the owner and operator.

V. CONTRACT PERIOD:

The contract will commence on the day it is signed by the client and end on October 15, 2010.

VI. GENERAL REQUIREMENTS:

- A. Where applicable, the final product shall comply with all standard construction design standards, and local, state and federal codes, permits, rules and regulations.
- B. Preparation of design development information, submittals, bid and other documents shall comply with the owner's and operator's requirements.
- C. All surveys and subsurface investigation shall be arranged by the consultant with the approval of the owner and operator.
- D. The consultant shall review and coordinate with the owner and operator through all phases of the project and otherwise as necessary.
- E. All candidates are encouraged to visit the site of the project prior to submitting proposals.

VII. CONTRACT AWARD:

SCHEDULE

Procedures for selection of an individual/firm will be in accordance with locally developed procurement requirements and then forwarded to the Historic Preservation Division for review and approval.

The contract will be awarded by the owner and operator as soon as possible to the best-qualified candidate. A selection committee will select candidate based on experience with historic preservation related work, experience with projects adhering to the Secretary of the Interior's Standards, and projects, which have been funded all or in part by State preservation grants, as part of a ranking criteria. Capacity to perform, cost of services, and past performance on other projects may also be assessed in terms of timeliness, completing within budget, and other factors.

Bid opening and selection will take place on Tuesday, December 1, 2009 at 2:00pm at City Hall; 123 E. Agency Street, Roberta, Georgia. The successful respondent will be notified by telephone on or about Friday, December 11, 2009 and also notified by written notice. It is expected that the selected firm be able to meet with project leaders during the first full week of January 2010.

The agreement will only be entered into with reasonable candidates found to be satisfactory by the owner and operator, qualified by experience and in a financial position to do the work specified. The owner and operator reserve the right to waive informalities in any proposal, make the award in whole or in part, re-advertise or reject any or all proposals when such action is in the best interest of the owner and operator.

VIII. PROJECT GRANT REQUIREMENTS:

All work must be in compliance with the Georgia Department of Natural Resources, Historic Preservation Division and meet or exceed the Secretary of the Interior's Standards. Funds for the contract are funded in part by Historic Preservation funds from the Georgia Department of Natural Resources, Historic Preservation Division and must meet all requirements and time frames.

IX. TIME OF COMPLETION:

The work to be performed under this contract shall be commenced within ten (10) calendar days after receipt of notice to proceed, shall be substantially completed within the number of calendar days noted on the selected candidates proposal as accepted, and shall be finally completed within fourteen (14) calendar days after the date of substantial completion. The grant requires that the work under this contract be completed no later than October 15, 2010.

X. CONCLUSION:

- A. Prior to contract negotiations, any questions concerning site limitations or program requirements shall be discussed with the owner and operator.
- B. The scope of work and project emphasis shall be reviewed prior to the start of the project work.
- C. The proposals of this program are open to discussion and adjustment as code requirements, regulating authorities, proposed budget, and additional investigation and information may permit or require.