

**REQUEST FOR PROPOSALS
ARCHITECTURAL/CONSULTING SERVICES**

INTRODUCTION

The City of Forsyth, is seeking proposals for historic preservation planning services for the completion of architectural design guidelines for its proposed local downtown historic district. The district is roughly bounded by Chambers Street, Indian Springs Drive, West King Street and East Adams Street, please see attached map.

Funding for this project shall be in part through a Georgia Historic Preservation Division-funded historic preservation grant, which will require the design guidelines 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 customized architectural design guidelines for the proposed City of Forsyth Downtown Historic District.
- B. Sealed proposals will be received by a representative of the city, Janice L. Hall, City Clerk by hand delivery and/or certified mail no later than: Monday, August 4, 2008 at 5:00pm.
- C. Mail proposals to: Janice L. Hall, City Clerk
 26 North Jackson Street
 P.O. Box 1447
 Forsyth, GA 31029
 Tel: (478) 994-5649

1.02 QUALIFICATIONS:

- Historic preservation, rehabilitation, and/or related experience are required by the owner.
- Demonstrated ability in a project and/or projects similar in nature is required by the owner.
- The City of Forsyth recently adopted corridor overlay zones along major entrance corridors into the city. There is some overlap between one of the corridor overlays and the proposed historic district. Candidates should have demonstrable experience in dealing with both corridor overlay zoning and local historic districts and the interrelationship between both.

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. Evidence of required licenses, permits, and professional qualifications, as applicable. Indicate any liability coverage your firm has and the amount of coverage.
- C. 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.
- D. 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: 5:00 pm
- B. Date: Monday, August 4, 2008
- C. Submit 6 copies of proposals for review by Selection Committee.

1.04 **DEFINITION OF PARTIES INVOLVED:**

- A. OWNER: City of Forsyth
- B. OWNER'S REPRESENTATIVE: Janice L. Hall, City Clerk

II. SCOPE OF WORK:

The project will consist of work as follows:

- A. The consultant will be expected to produce customized architectural design guidelines that are tailored specifically to the City of Forsyth's proposed Downtown Historic District that include extensive photographs and drawing examples and will allow for the insertion of future additional pages.
- B. The guidelines will be comprehensive in nature and shall address all historic building elements such as roof and materials, windows, doors, etc. The guidelines shall also include information on appropriate signage, new additions, and infill construction.
- C. The guidelines will address the relationship between the proposed Downtown Historic District and the adopted Corridor Overlay Zones.
- D. The consultant will be expected to work closely with the Forsyth Historic Preservation Commission in the development of the guidelines.
- E. The consultant will facilitate, at minimum, two (2) public meetings during the development of the guidelines. One (1) meeting to be held at the commencement of the project and one (1) meeting will be held upon project completion to make a formal presentment of the final product to members of the public, mayor and city council, and the HPC.
- F. The consultant will provide twelve (12) printed copies and two (2) computer diskette/CDs of the design guidelines to allow for revisions and posting on the city'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 as such others of the Secretary of the Interior's Standards and Guidelines as may apply.

Responses are to be returned to the City where an initial evaluation of the proposals will be completed by the City in cooperation with the Forsyth Historic Preservation 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.

V. CONTRACT PERIOD:

The contract will commence on the day it is signed by the client and end on August 15, 2009.

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 requirements.
- C. All surveys and subsurface investigation shall be arranged by the consultant with the approval of the owner.
- D. The consultant shall review and coordinate with the owner through all phases of the project and otherwise as necessary.

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 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. The owner reserves the right to waive any informality in proposals when such waiver is in the interest of the owner. Alternates shall be accepted by the owner as the budget permits and as may be in the best interest of the owner. Qualifications will be evaluated in terms of project approach, quality of work, experience,

Bid opening and selection will take place on Tuesday, August 5, 2008 at 2:00pm at the Forsyth Welcome Center. The successful respondent will be notified by telephone on or about August 8, 2008 and also notified by written notice. It is expected that the selected firm be able to meet with project leaders within three weeks of notification.

The agreement will only be entered into with reasonable candidates found to be satisfactory by the owner, qualified by experience and in a financial position to do the work specified. The owner reserves 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.

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 August 15, 2009.

X. CONCLUSION:

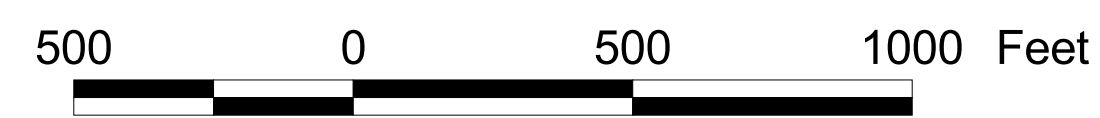
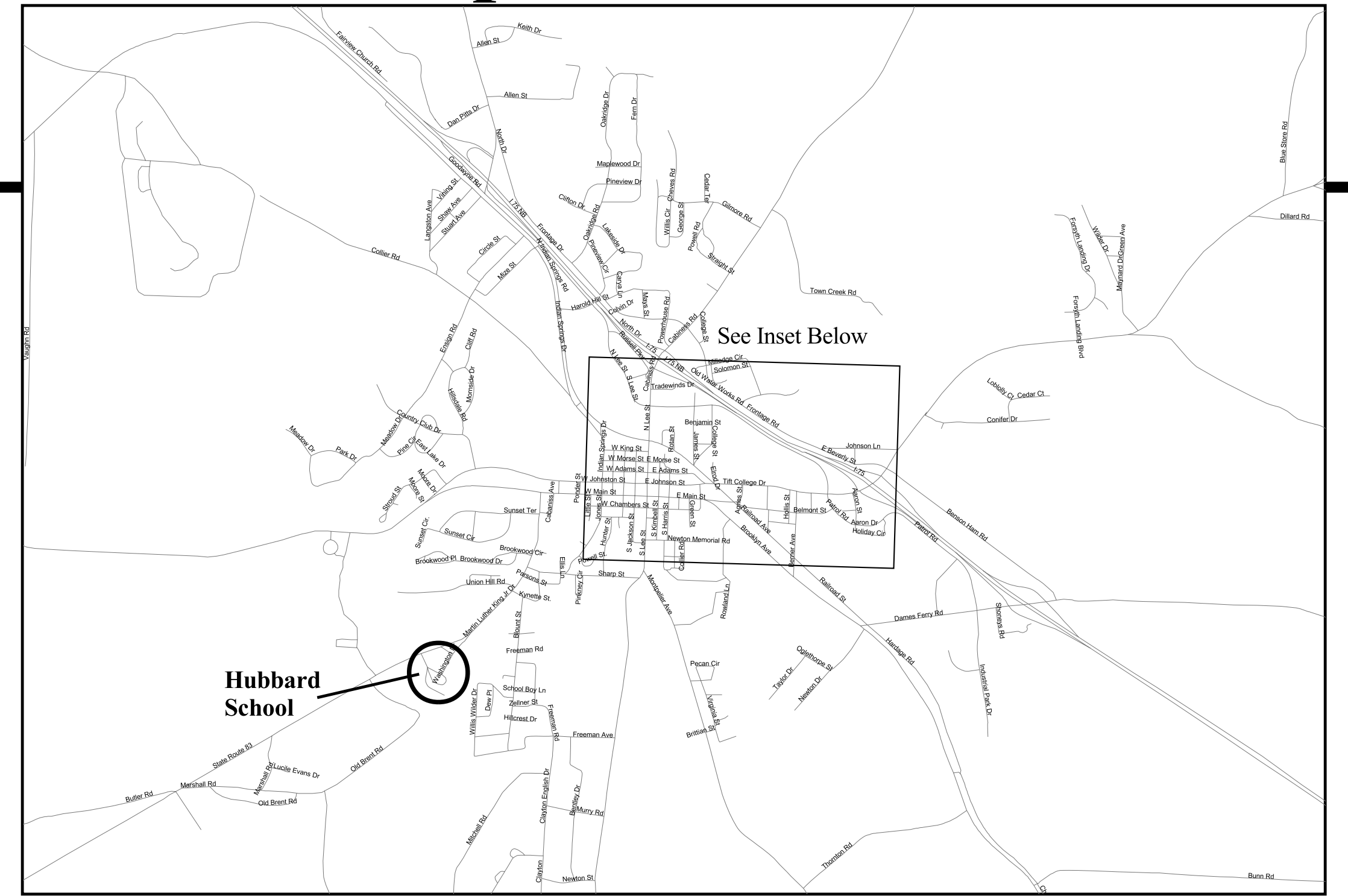
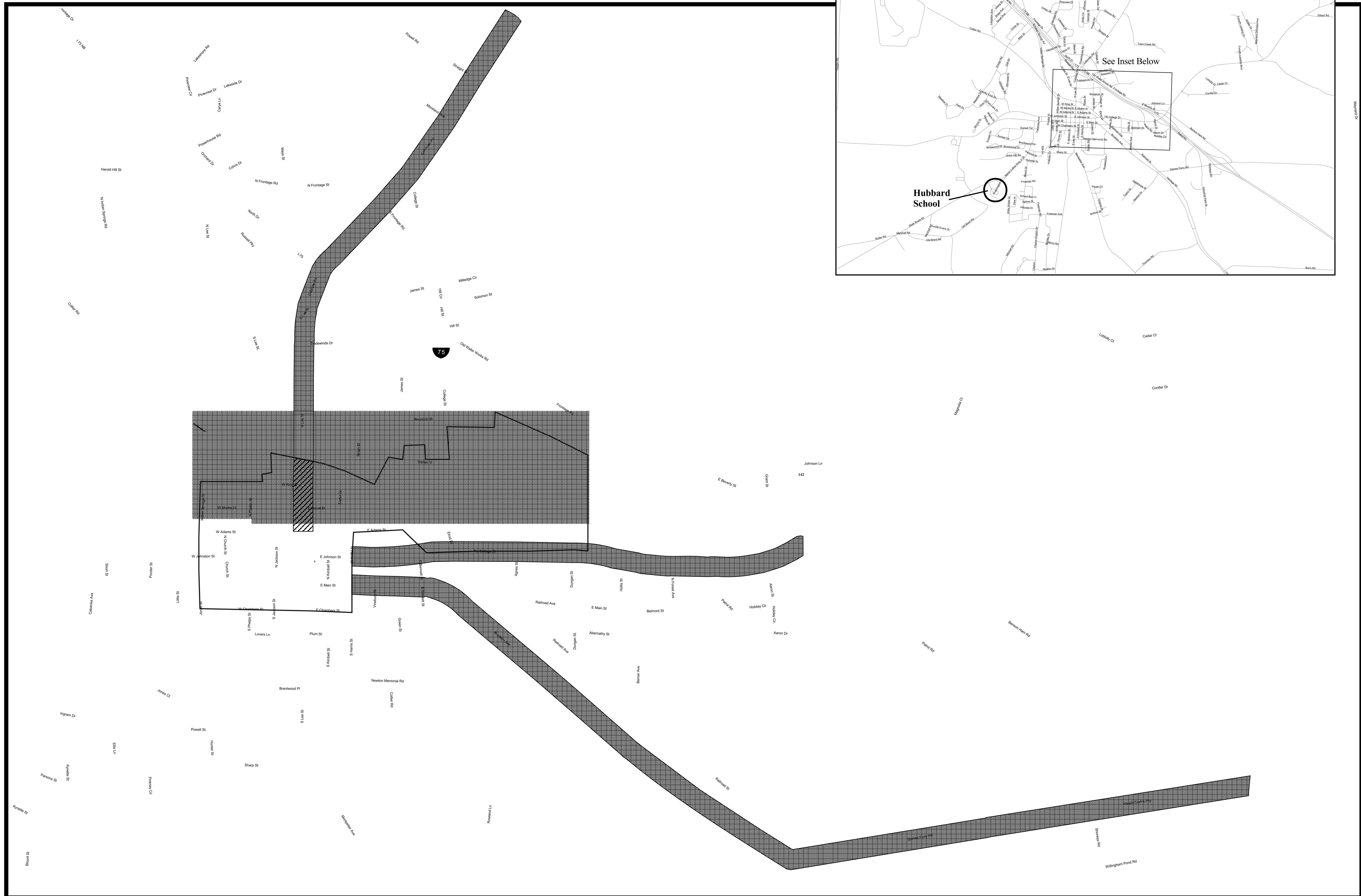
- A. Prior to contract negotiations, any questions concerning site limitations or program requirements shall be discussed with the owner.
- B. The scope of work and project emphasis shall be reviewed prior to the start of the project work.
- C. The proposals of this program are open to discussion and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

LEGAL NOTICE

The City of Forsyth is seeking proposals for historic preservation planning services for the completion of customized architectural design guidelines for the proposed Forsyth Downtown Historic District. Proposal information may be obtained from the owner's representative, Janice L. Hall, City Clerk, City of Forsyth, 26 N. Jackson Street P.O. Box 1447, Forsyth, GA 31029, Tel: (478)994-5649. The owner's representative will receive proposals until Monday, August 4, 2008, 5:00 pm. Mailed proposals must be received by certified mail. Consultants will be pre-qualified based on experience in historic preservation projects of a similar nature and/or previous projects funded all or in part by state historic preservation funds. Funding for this project is in part by a grant from the Georgia Department of Natural Resources, Historic Preservation Division and the City of Forsyth.

Corridor Overlay Zones and Proposed Downtown Historic District Map

City of Forsyth



- Forsyth Downtown Historic District Boundary
- Parcels
- City Boundary
- Corridor Overlay and Downtown Historic District
- Corridor Overlay Zones

National Register Historic District

Parcel data provided to the RDC - outside source

