

City of Oxford
Request for Proposals
Design Services for the Yarbrough House, Oxford

General

The City of Oxford is issuing this Request for Proposals (RFP) to architecture firms experienced in project concept-planning, development of architectural plans, landscape architecture, and developing construction and bid documents. Responding firms should be technically qualified and licensed to provide these services and experienced in the preparation of plans for redevelopment and multi-use projects. Services provided will include preparation of design plans and construction documents.

Background

The Yarbrough House is located in Oxford in Newton County, near the Emory at Oxford campus. The building was previously a residence before being purchased by the City. The estimated construction date is 1850. The building measures 1,362 square feet. Due to the building's age and prominence in Oxford, preservation standards and guidelines need to be considered in the plan. The plan will need to include exterior upgrades in keeping with historic standards, interior renovations, necessary upgrades to include HVAC and electrical systems, and a complete landscape design for the .068 acre lot.

Administration

The RFP is issued by City of Oxford with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

Evaluation

Procedures for selection of an individual or firm will be in accordance with local government requirements and the Common Rule Selection Process. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects, multi-use planning, and design also will be reviewed for project timeliness, completing work within budget, quality of work and other factors such as knowledge of community. Local government experiences and qualifications desired include, but are not limited to, preparation of architectural plans for rehabilitation projects, downtown housing, historic preservation projects, multi-use projects, publically funded projects, building assessment, and estimations of plan implementation costs. Experience in adaptive-use of downtown buildings is also desirable.

Information Required

The statement of qualifications shall contain the following:

- A. A general description of the firm, including any firms to be included as subcontractors. The lead firm must be clearly identified.
- B. Names, qualifications, locations, and availability of principal staff whom would be assigned to the project.
- C. Fee schedules (hourly) for key personnel and reimbursable expenses. A lump sum amount to complete the "Preliminary Architectural Report" as well as costs for full project design.
- D. Capabilities of the firm or firms to carry out the proposed work.
- E. Recent experience of the firm with similar projects involving all aspects of the project.
- F. References directly related to the requirements of this project.
- G. A brief description of the firm's general approach to the proposed project and a tentative schedule.
- H. Any other information that the vendor wishes to submit for consideration.

Selection Process

The procedure being followed is a request for proposals followed by a review, ranking, and selection by the City of Oxford. An invitation to conduct the project will be issued to the selected firm and all RFP respondents will be notified of selection or non-selection at the appropriate time.

Schedule

April 24, 2019 Request for Qualifications Published

May 28, 2019 Qualifications received (deadline)

May 29, 2019 Vendor List prepared

June 19, 2019 Vendors reviewed and selected by the City of Oxford

This schedule is approximate. All items except the receipt date for proposals statements will be subject to change at the discretion of the City of Oxford and/or the NEGRC.

Procedures for Submission of Statement of Proposals

Statements of qualifications must be received at the NEGRC no later than 5:00 p.m. E.S.T., May 24, 2019. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (4 hard copies) should be sent directly to:

Ms. Jordan Shoemaker
Project Specialist
Northeast Georgia Regional Commission
305 Research Drive
Athens, GA 30605-2795
706 369-5650
jshoemaker@negrc.org

The statement of proposals must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors with the authority to submit a statement of proposals from their respective firms.

General questions regarding this RFP should be emailed to:jshoemaker@negrc.org. Questions and answers will also be published on www.negrc.org.

Miscellaneous Provisions

Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the statement of proposals or other related activities.

All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFP before the stated deadline.

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America, and subject to the open records policies of the Northeast Georgia Regional Commission. All such materials shall remain the property of the Northeast Georgia Regional Commission and will not be returned to the respondent.

All respondents to this RFP shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFQP. The issuance of this RFP constitutes only an invitation to present proposals. The Northeast Georgia Regional Commission reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Northeast Georgia Regional Commission also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFP or otherwise.

Jerry Roseberry, Mayor