

## **THE FAIRVIEW-E.S. BROWN HERITAGE CORPORATION**

# **REQUEST FOR PROPOSALS FOR THE PREPARATION OF A FAIRVIEW SCHOOL MASTER PLAN**

Date of RFQ Released – November 7, 2020

### **General**

The Fairview-E.S. Brown Heritage Corporation is seeking Proposals from interested and qualified historic preservation firms to prepare a master plan for the historic Fairview School located in Cave Spring, Georgia. Responding firms should be qualified to prepare a master plan that meets the standards outlined in the Georgia Historic Preservation Division’s “Master Planning Guidelines for Historic Sites”. The successful consultant may include a single firm or team of firms with the necessary experience and knowledge to provide the expertise to achieve the scope of services described in this RFP.

### **Scope of Work**

Intentions are to contract, within a year from the date of this notice, a reputable preservation firm to prepare a Fairview School Master Plan for the site. The proposal of the selected respondent will be used in the preparation of a grant application for Appalachian Regional Commission (ARC) funding with the budget provided by the respondent being incorporated into the grant application. If awarded funding, the selected firm would be expected to prepare a Historic Site Master Plan that will provide the guidance for the use, management, and protection of the property in its historic context. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative, and other related

services. The plan must adhere to the *Secretary of the Interior's Standards for Archaeology and Historic Preservation*, which include standards and guidelines for preservation planning, archaeology, and appropriate treatment of historic properties (including buildings, structures, and landscapes). Finally, the consultant firm or team selected for the project must include professionals who meet the Secretary of the Interior's Professional Qualifications Standards in the appropriate field (history, architectural history, historic architecture, archaeology).

Opened in 1924, the historic Fairview / E.S. Brown School served African-American children in Cave Spring and southern Floyd County and was recently listed on the National Register of Historic Places. A preservation plan has been developed for the school property that provides information on stabilization and restoration of the site's buildings and landscapes. At this time, a master plan is needed to help determine how to best develop the site to serve as an educational destination for students, local residents, and tourists.

## **PROPOSAL FORMAT**

All proposing consultants shall submit an original and four copies of their qualifications that include the following information and documents in this order:

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### Qualifications

- A brief history and overview of the firm and its general areas of practice. If a firm has multiple office locations, please identify the office location from which this project will be undertaken. Please include the number of years the company has been in existence, and the firm's specific experience with Federally Assisted Projects.
- Firm's experience with preparing preservation and/or masterplans for historic properties. List contact names and contact information for each reference.
- Resumés of key personnel that will be working on the Fairview Master Plan for The Fairview-E.S. Brown Heritage Corporation, if selected, including their qualifications.
- Listing of consultant team members (if any) that are not part of the firm but will be a part of this project and their relevant experience.

### Scope and Methodology

- Methodology and approach for preservation planning services.
- Scope and level of service proposed (must include discussion of proposed deliverables).
- Timeline for each milestone and deliverables.
- Organizational chart which identifies the project manager, key team leaders, support personnel, and

reporting structure.

#### Ability to Complete the Project

- Statement of current workload and availability for this project.
- Statement of the company's financial strength to perform the project.
- Statement concerning any previous projects that the firm was unable to complete, unable to complete in a timely manner, or unable to complete as budgeted in the last ten years.
- Statement of any previous, existing, or pending litigation of the company.

#### Budget and Fees

- Proposed budget to complete each item in the scope of work.
- Fee schedule reflecting typical hourly rates for team members.

#### Additional

- Proof that the firm is authorized to do business in the State of Georgia. Firm MUST have all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.
- In an Appendix, please provide any other pertinent information you believe will assist the Fairview-E.S. Brown Heritage Corporation in assessing the capability of your firm to undertake the project (i.e. letters of recommendation, certifications or awards, etc.). Please limit to no more than an additional 5 pages.

### **EVALUATION CRITERIA**

The Fairview-E.S. Brown Heritage Corporation shall at its sole discretion select the most qualified firm(s), based on the best -evaluation of the following criteria:

- Relevance and amount of previous experience providing preservation planning services for similar projects.
- Relevance and amount of previous experience with Federally Assisted Projects (extra consideration will be given for experience with the Appalachian Regional Commission (ARC) in the state of Georgia).
- Methodology and approach.
- Scope and level of services.
- Demonstrated capacity to complete assignments and manage complex projects.

- Cost effectiveness of proposed remuneration schedule.

## **GENERAL TERMS AND CONDITIONS**

There are no expressed or implied obligations for the Fairview-E.S. Brown Heritage Corporation to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFQ.

The Fairview-E.S. Brown Heritage Corporation reserves the right to request clarifications regarding information submitted as well as request additional information from one or more companies submitting qualifications.

The Fairview-E.S. Brown Heritage Corporation reserves the right to reject any or all proposals, extend the deadline for submission of proposals, call for new proposals, waive any informalities in a proposal, or award a contract to the next most qualified company if the selected company does not execute a contract within 30 days after notification of the award. The Fairview-E.S. Brown Heritage Corporation reserves the right to accept, reject and/or negotiate any and all proposals or parts of proposals.

Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong exclusively to The Fairview-E.S. Brown Heritage Corporation.

The contract between the Fairview-E.S. Brown Heritage Corporation and the successful proposing firm will be on the form approved by the Fairview-E.S. Brown Heritage Corporation.

This RFQ and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.

By submitting their proposal, responding companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

By submitting their proposal, responding companies certifies that it has fully read and understands this RFQ and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of its obligation to enter into a contract and to completely perform the contract in strict accordance with this RFQ.

Any proposal submitted shall constitute an irrevocable offer for a period of 120 calendar days.

## **ASSIGNMENT**

The successful firm shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval of the Fairview-E.S. Brown Heritage Corporation.

## **INQUIRIES ABOUT THIS RFQ**

All inquiries and questions regarding this RFQ shall be in writing with the subject line: “RFQ for Fairview-Brown Master Plan” and directed to:

Artagus Newell, Planning Director  
[info@fairviewbrown.org](mailto:info@fairviewbrown.org)

The deadline for submission of any questions shall be sent **Monday, November 30th, 2020 at 3:00 p.m.** and no questions shall be answered until after the deadline has elapsed. Do not call or email any member of the Fairview-E.S. Brown Heritage Corporation seeking answers to questions. If a person or entity violates the prohibition against calling or emailing with questions, the Fairview-E.S. Brown Heritage Corporation reserves the right to immediately remove said person or entity from consideration. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFQ prior to the submittal deadline.

## **PROPOSAL SUBMITTAL**

Proposals are due no later than 3:00 p.m. on Monday, December 7th, 2020. An original and four (4) copies of the proposal must be enclosed in a sealed envelope clearly marked, “Proposal for Fairview School Master Plan.” All proposals must be delivered to **Fairview-E.S. Brown Heritage Corporation; Attn: Artagus Newell, Planning Director, 3 Central Plaza Box 147 Rome, GA 30161** or by email to: [info@fairviewbrown.org](mailto:info@fairviewbrown.org), and must include the subject line of “RFQ for Fairview-Brown Master Plan” by the deadline date and time. Any proposals received after the deadline date and time will be returned unopened. Incomplete proposals may not be considered if the omissions are determined to be significant.

## **OTHER INFORMATION**

Once a firm is selected for the project and fee negotiated, that fee will be included in the application’s budget. Although fund obligations cannot be made before the official award of the grant, a contract with the selected firm will be executed upon release of funds by ARC after the grant award.

The Appalachian Regional Commission (ARC) is a regional economic development agency that represents a partnership of federal, state, and local government. Established by an act of Congress in 1965, ARC is composed of the governors of the 13 Appalachian states and a federal co-chair, who is appointed by the president. The Appalachian Regional Commission (ARC) program in Georgia is administered by the Georgia Department of Community Affairs (DCA). All project elements must conform with ARC requirements.

The Fairview-E.S. Brown Heritage Corporation also abides by the following laws as they pertain to Federally Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title 1; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

