

**REQUEST FOR PROPOSALS**  
**SOUTHERN RAILROAD DEPOT RESTORATION, LAVONIA, GEORGIA**

**INTRODUCTION**

The Lavonia Downtown Development Authority (DDA) in partnership with the City of Lavonia and the Georgia Mountains Regional Commission is seeking proposals for construction services to complete the exterior restoration of the Southern Railroad Depot located on East Main Street in downtown Lavonia, Georgia.

Funding for this project shall be in part through an Appalachian Regional Commission grant, which will require the restoration plan to in compliance with recognized historic preservation guidelines, Lavonia's Historic Preservation Ordinance 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 for restoration services for the historic Southern Railroad Depot in Lavonia, Georgia.
- B. Seal proposals will be received by the representative of the City, Gary Fesperman, Lavonia City Manager by hand delivery and/or certified mail no later than: Tuesday, December 1, 2009 at 12:00 p.m.
- C. All proposals will be reviewed by the City of Lavonia's Preservation Planning and Community Design Consultant, Chip Wright of the Georgia Mountains Regional Commission.
- D. Mail proposals to:      Mr. David Fesperman, City Manager  
   City of Lavonia  
   P.O. Box 564  
   Lavonia, Georgia 30553  
   RE: Depot Restoration

**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 sub-contractors 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.

**1.02 PROPOSALS:**

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

- A. Location time: 12:00 p.m.
- B. Date: Tuesday, December 1, 2009
- C. Submit four (4) copies of proposals for review by Selection Committee.

**1.03 DEFINITION OF PARTIES INVOLVED:**

- A. Owner:
- B. Operator: City of Lavonia
- C. Owner and Operator's Representatives: Gary Fesperman, Lavonia City Manager and Chip Wright, Georgia Mountains Regional Commission

**II. SCOPE OF WORK:**

The project will consist of work as follows:

- A. The contractor and his/her associates and sub-contractors will be required to complete a preservation construction workshop on a date specified by the Operator and/or Operator Representatives once the contract has been awarded.
- B. The contractor and his/her associates and sub-contractors shall comply to the existing rehabilitation plan and the Secretary of Interior's Standards for the Restoration of Historic Buildings.
- C. Recommendations for proposed work based upon an existing conditions analysis and preservation objectives developed by the Preservation Planning & Community Design Consultant, Georgia Mountains Regional Commission.
- D. ROOF: Remove sections of the historic terra cotta tile matrix in order to repair existing roof leaks and/or structural damage due to previous water leakages and/or vehicular impacts. The removal and replacement of historic roof tiles should be in compliance with industry standards. Removal of existing gutters and downspouts will be required.

- E. Removal of existing decking material from the freight platform and replace with either 3 X 6 GPT lumber or tongue and groove TENDURA® all weather planking system. Joists and support piers should be repaired as needed.
- F. Install railing system along the outer edge of the restored freight platform in accordance to the preservation plan.
- G. Install ADA compliant handicap ramp in the northeastern corner of the freight platform as outlined in the Rehabilitation Plan.
- H. Removal of old paint from all exterior surfaces of the building, including walls, windows sashes, window panes, doors, and architectural features using approved methods (stripped, sanding, scraping). **The use of power sanders is not permitted on this project.** All repairs to exterior cladding, windows, doors and architectural features should be carried out using “in-kind” materials or materials approved by the Preservation Planner.
- I. Restore doorway into telegraph bay on west façade in a fashion that is in accordance with the Secretary of the Interior’s Standards. Reproductions should be made based on historical documentation as approved by the Preservation Planner.
- J. Restore historic 3-window arrangement to the south façade. Reproductions should be made based on historical documentation as approved by the Preservation Planner.
- K. Repaint the exterior of the depot and all architectural elements using traditional techniques. **The use of power sprayers is not permitted on this project.** Paint application and colors shall be in accordance with the Rehabilitation Plan.
- L. Pour a six-inch concrete slab along the southwest side of the building from the end of the freight platform to a point that intersects with the existing sidewalk located on the south façade (see plan). The slab should not be installed to a height that will restrict air flow at the base of the building. Brick masonry steps should be constructed at all doorways to meet current code requirements.

### 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 or, 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. CONTRACT PERIOD:**

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

**V. GENERAL REQUIREMENTS:**

- A. Where applicable, the final product shall comply with all standards 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 and operator.
- C. All surveys and sub-surface requirements shall be arranged by the contractor with the approval of the owner, operator, and/or specified representatives.
- D. The contractor shall review and coordinate with the owner, operator, and/or specified representatives through all phases of the project and otherwise as necessary.
- E. All candidates are encouraged to visit the project site prior to submitting proposals.

**VI. CONTRACT AWARD:**

**SCHEDULE**

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

The contract will be awarded by the 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 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 2:00 p.m. at City Hall; 12221 Augusta Road, Lavonia, 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 operator and designated operator representatives, qualified by experience and in a

financial position to do the work specified. The operator 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 and operator.

**VII. PROJECT GRANT REQUIREMENTS:**

All work must be in compliance with the Appalachian Regional Commission and meet or exceed the Secretary of the Interior's Standards. Funds for the contract are funded in part by the ARC and in part by the operator and must meet all requirements and time frames.

**VIII. 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 with 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.

**IX. CONCLUSION:**

- A. Prior to contract negotiations, any questions concerning site limitations or program requirements shall be discussed with the operator or designated operator representatives.
- 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 assessments and information may permit or require.