

**City of Elberton**  
**Request for Qualifications**  
**Architectural Design Services for the Redevelopment of 23 Public Square, Elberton**

**General**

The City of Elberton is issuing this Request for Qualifications (RFQ) to architecture firms experienced in project concept-planning, development of architectural plans, 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 a Preliminary Architectural Report and further design services if a Community Development Block Grant Redevelopment Fund, or other Federal or State funding, is awarded.

**Background**

The City of Elberton is considering applying for the Community Development Block Grant Redevelopment Fund to assist with the rehabilitation of 23 Public Square, Elberton GA. The building has served many commercial functions over the years, including a law office, barber shop, and pharmacy. The building is believed to be the oldest building on the square, with an estimated construction date of 1890. The building measures 6,840 square feet. The City would like to redevelop the property to potentially include first floor retail and future second floor housing. Due to the building's age and prominence in downtown Elberton, preservation standards and guidelines need to be considered in the plan. The plan will need to include façade improvements and interior renovations and upgrades.

**Administration**

The RFQ is issued by City of Elberton 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, the Common Rule Selection Process, and HUD administered regulations. 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, federally 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. History of firm and resources
- B. CDBG/EIP/RDF experience, including other DCA grant programs
- C. Key personnel/qualifications
- D. Current workload
- E. Scope and level of service proposed
- F. Experience with similar projects and list of references
- G. Fees and/or Percentages (if any) associated with the Preliminary Architectural Report (PAR) for the application, and Design and Construction Management Services, if the project is funded. The draft PAR would be needed no later than May 15, 2020.
- H. Errors and Omissions Insurance
- I. Statement of Qualifications Form
- J. Section 3 Certification Form (*Only Submit with your Qualifications if you are claiming Section 3 Status.*)

**Selection Process**

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



### Schedule

February 12, 2020 Request for Qualifications Published

March 16, 2020 Qualifications received by 5:00 p.m. (deadline)

March 17, 2020 Vendor List prepared

April 6, 2020 Vendors reviewed and selected by the City of Elberton

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

### Procedures for Submission of Statement of Qualifications

All interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their qualifications. Statements of qualifications must be received by the NEGRC no later than 5:00 p.m. E.S.T., March 16, 2020. 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:

Mr. Mark Beatty, Planner  
Northeast Georgia Regional Commission  
305 Research Drive  
Athens, GA 30605-2795  
706 369-5650  
[mbeatty@negrc.org](mailto:mbeatty@negrc.org)

The statement of qualifications 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, if applicable, with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ should be emailed to: [mbeatty@negrc.org](mailto:mbeatty@negrc.org). Questions and answers will also be published on [www.negrc.org](http://www.negrc.org).

### Miscellaneous Provisions

- A. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.
- B. The City of Elberton also abides by the following laws as they pertain to HUD Assisted Projects: *Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*
- C. Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
- D. 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 RFQ before the stated deadline.
- E. All materials submitted in connection with this RFQ 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.
- F. All respondents to this RFQ 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 RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. 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 RFQ. 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 RFQ 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 RFQ or otherwise.

