

Town of Braselton
Request for Qualifications
Rehabilitation Plan for Braselton Brothers Store Complex

General

The Town of Braselton is issuing this Request for Qualifications (RFQ) to architecture, landscape architecture, engineering and/or planning firms experienced in preparing plans and reports, designing and constructing and evaluating the rehabilitation of historic structures and environments. Responding firms should be technically qualified and licensed to provide services including, but not limited to, building assessments, architectural/landscape design, engineering, project design with cost estimating, bid document preparation and construction supervision.

Background

The Braselton Brothers Store Complex is located in the commercial core of the town's historic district. The Braselton Brothers Store Complex is listed in the National Register of Historic Places. The buildings are currently oriented towards Georgia SR 124 and consist of attached one-story and three story brick buildings with bands of windows and stepped-parapet roofs. The collection of buildings was constructed c. 1902 and includes 35,000 +/- SF of usable commercial space. A concurrent project will result in the relocation of Georgia SR 124. As a result, the project involves the adaptive reconfiguration of entrances to support the road realignment project.

Administration

The RFQ is issued by the Town of Braselton 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 the Community Development Block Grant program guidelines.

All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, and capacity to perform. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on local government construction projects 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, rehabilitation of historic properties for public and private uses and preparation of building reports, studies and plans.

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.
- 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 qualifications followed by a review, ranking, and selection by the Town of Braselton. 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.

Schedule

August 4, 2010	Request for Qualifications Published
September 3, 2010	Qualification statements received (deadline)
September 6, 2010	Vendor List prepared
September 8, 2010	Vendors reviewed and selected by the Town of Braselton

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

Procedures for Submission of Statement of Qualifications

Statements of qualifications must be received at the NEGRC no later than 5:00 p.m. E.S.T., September 3, 2010. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (4 copies) should be sent directly to:

Hasco W. Craver IV, Project Manager
Local Government Services
Northeast Georgia Regional Commission
305 Research Drive
Athens, GA 30605-2795
706 369-5650
hcraver@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 with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ should be emailed to: hcraver@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 qualifications or other related activities.

All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated to all firms responding to this RFQ.

All materials submitted in response to this RFQ will be public documents and subject to the Open Records Act and all other laws and policies of the Town of Braselton, NEGRC, the State of Georgia and the United States of America. All such materials shall remain the property of the NEGRC and will not be returned to the respondent.

All respondents to this RFQ shall hold harmless the NEGRC, the Town of Braselton, 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 NEGRC reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The NEGRC 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 NEGRC and the Town of Braselton shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.

Bill Orr
Mayor,
Town of Braselton