



REQUEST FOR PROPOSAL

Architectural and Engineering Services

I. INTRODUCTION

Jennifer Scott, Braselton Town Manager, located at 4982 Highway 53, Braselton GA 30517, on behalf of the Braselton Downtown Development Authority (BDDA), is soliciting bids/Proposals from Architect/Engineer (A & E) teams to evaluate and prepare rehabilitation plans for the building located at 115 Harrison Street, Braselton, GA, 30517 (Project Site).

II. PROJECT DESCRIPTION

The BDDA is looking for evaluations of the following building components with recommendations for repairs, replacement or rehabilitation of each component. Please note that all work will be completed with building occupied by current tenant and the building is a Contributing Structure to the Braselton National Register District and SHPO standards and the Historic Building Code are applicable:

- Foundation
- Plumbing
- Electrical
- HVAC
- Mold remediation
- Floor/Wall repairs
- Insulation
- Accessible restrooms and entrance

III. PREPARATION OF PROPOSALS

Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

Name and location of project.

Name and address of bidder.

Addressed to Jennifer Scott

Submit proposal in triplicate. (Oral or telephone modifications will not be considered.)

IV. SCOPE OF WORK

Scope of Services and Responsibilities to be defined as per Standard AIA Owner/Architect Agreement B-141 are as follows:

Structural Engineering, (inspections, reports and recommendations).

Design Development

Construction Documents

Construction Administration

V. FORM OF PROPOSAL

Proposals must consist of the following information in the order indicated below:

Cover letter stating interest in project with signature of duly authorized principal.

Technical qualifications.

Experience with similar projects involving renovations to historic buildings

Cost of services breakdown in accordance with Section IV Scope of Services.

VI. ACCEPTANCE OR REJECTION OF PROPOSAL:

The Owner reserves the right to reject any and/or all Proposals when such rejection is in the interest of Owner to reject Proposal of Bidder who has not met the prerequisites of the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of Bidder who is not, in the opinion of the Owner, in a position to perform the contract. Owner also reserves the right to waive any information and technicalities in bidding. Award will be recommended to firm that has the best combination of cost and experience.

VII. GENERAL INFORMATION

Bid Proposals will be received at the offices of Jennifer Scott, Town Manager, 4982 Highway 53, Braselton GA 30517, until 2 PM on April 23, 2019. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened privately. No phone calls will be taken. You can email questions to jscott@braselton.net.