

**City of Nicholson
Request for Proposals
Master Plan for the Redevelopment of Benton Elementary School**

General

The City of Nicholson is issuing this Request for Proposals (RFP) to architecture, planning, and/or landscape architecture firms experienced in project concept-planning, development of master 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 master plans for redevelopment and multi-use projects.

Background

The former Benton Elementary School is located in Nicholson in Jackson County, on Highway 441. The school was decommissioned in 2017 and was deeded to the City in 2018. The building measures 54,813 square feet on 15.85 acres and is in excellent condition. The former school features individual classroom pods, a lunchroom, administrative offices, a separate historic two-room home economics building, gym, baseball field, and playground. The City would like to redevelop the property to potentially include City offices, Boys and Girls Club/daycare facilities, small business offices, and community uses. Portions of the school are historic and preservation principles need to be considered in the plan. The plan will need to include strategic planning for the building, not limited to phased development, recommended potential uses, and overall programming. The plan also needs to include façade improvements, interior renovations and upgrades, landscaping, and parking lot configuration.

Administration

The RFP is issued by City of Nicholson 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 and the Common Rule Selection Process.

All Statements of Proposals 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 strategic planning, 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 master plans for large-scale, rehabilitation projects, historic preservation projects, multi-use projects, facilitation of public input sessions, and estimations of plan implementation costs. Experience in adaptive-use of school buildings is also desirable.

Information Required

The statement of proposals 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. A lump sum amount to complete the “Master Plan.”
- 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 proposals followed by a review, ranking, and selection by the City of Nicholson. An invitation to conduct the project will be issued to the selected firm and all RFP respondents will be notified of selection or non-selection at the appropriate time.

Schedule

January 30, 2018	Request for Proposals Published
March 1, 2018	Qualification statements received (deadline)
March 5, 2018	Vendor List prepared
April 1, 2018	Vendors reviewed and selected by the City of Nicholson

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

Procedures for Submission of Statement of Proposals

Statements of proposals must be received at the NEGRC no later than 5:00 p.m. E.S.T., March 1, 2018. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of proposals (4 hard copies) should be sent directly to:

Ms. Jordan Shoemaker
 Project Specialist
 Northeast Georgia Regional Commission
 305 Research Drive
 Athens, GA 30605-2795
 706 369-5650
 jshoemaker@negrc.org

The statement of proposals 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 proposals from their respective firms.

General questions regarding this RFP should be emailed to: jshoemaker@negrc.org. Questions and answers will also be published on www.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 proposals or other related activities.

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 RFP before the stated deadline.

All materials submitted in connection with this RFP 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.

All respondents to this RFP 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 RFP. The issuance of this RFP constitutes only an invitation to present proposals. 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 RFP. 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 RFP 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 RFP or otherwise.

Jan Webster, Mayor
 City of Nicholson