

**City of Forsyth**  
**Request for Proposals for Facilities Condition Assessments of Alderman Hall and the Forsyth**  
**Convention and Visitors Bureau**  
**August 26, 2024**

**Background**

The City of Forsyth is seeking proposals from qualified firms to provide the city with a facilities condition assessment for Alderman Hall located at 68 N Lee Street and the Convention and Visitors Bureau located at 20 N Jackson Street. The assessment will concentrate on identifying existing deficiencies, especially as it relates structural soundness, and the costs to repair them and make specific recommendations for immediate repairs related to health and safety.

**Scope**

The selected individual or firm will provide a full reporting of the status of the buildings and cost estimates. These must be prepared in close communication with the City of Forsyth. The City of Forsyth expects an emphasis on cost control under this project. The contact for the project is Will Campbell, Project Manager, who can be reached at (478) 663-0765 or by e-mail at [wcampbell@cityofforsyth.com](mailto:wcampbell@cityofforsyth.com).

The following services must be provided at a minimum:

1. Identify all major maintenance, repair, and replacement requirements.
2. Perform a thorough visual inspection of all architectural, civil/structural, mechanical, electrical, fire, plumbing, and sewer components/systems of each facility.
3. Identify and immediately report to the City's point of contact components or situations that are considered urgent (endangering life and/property).
4. The facility condition assessment will focus on the following elements:
  - a. Substructure – foundations
  - b. Building Envelope – exterior siding, exterior doors, windows
  - c. Interior Construction – walls, doors, flooring, visible structural components, ceilings and ceiling systems
  - d. Interior Finishes – flooring, wall coverings, ceiling tiles
  - e. Plumbing Systems
  - f. Building Electrical Service and Distribution
5. For each building, provide recommendations and cost estimates for all repairs.

**Schedule and Submittal Instructions**

Responses to this solicitation are due no later than **5:00 pm on September 9, 2024**.

Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.

Sealed responses are due to **Will Campbell, Project Manager, City of Forsyth; 23 E Main St, Forsyth, Georgia 31029**. All proposals must be sealed and should be clearly labeled **"FORSYTH FACILITIES CONDITION ASSESSMENT."** A digital copy of the proposal should be provided as well.

## **Contents of Submission**

Responses are to be returned to the City of Forsyth City Hall where an initial evaluation of the proposals will be completed.

Respondents are requested to include letterhead pages immediately behind the cover letter that briefly, directly, and exactly answers the following evaluation criteria questions:

1. Transmittal information, including the firm's name, address, telephone number, email address and lead contact person.
2. Your individual or firm's experience, particularly with projects like this one. Please refer to specific pages in the proposal that answer each category of experience. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects.
3. Your individual or firm's prior experience with the City of Forsyth. Please refer to specific pages in the proposal that answer each category of experience.
4. At a minimum, the individual or firm's proposal should also provide the following information:
  - a. A brief history of the individual or firm and principal personnel including resumes of the principals.
  - b. The length of time the individual or firm has been providing the specific kind of assessment services requested herein.
  - c. The name(s) and professional experience of the individual or firm's key personnel who will be assigned to this project. Firm must also state how much direct experience the personnel assigned to this project has had with similar projects.
  - d. Cost schedules for general services, in addition to cost schedules for additional services.
  - e. Fees for reimbursable expenses, if applicable.
  - f. The individual or firm must provide a sample professional services contract.
  - g. A written release authorizing all investigations necessary.

## **Selection**

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements. A review team will evaluate the proposals and recommend to the City Council the top firm based the criteria below. All proposals will be evaluated in terms of experience (20 percent), cost for assessment to be performed (30 percent), capacity to complete the project in a timely manner (30 percent), and project approach (20 percent). Past performance on other projects may be assessed in terms of timeliness, completing within budget, and other factors.

## **Disclaimer**

The City of Forsyth reserves the right to accept or reject any or all proposals. The City of Forsyth is an Equal Opportunity Employer.