

Request for Proposals
The Old Clarkesville Cemetery Master Plan for Restoration,
Preservation and Reclamation
Clarkesville, Georgia
April 17, 2017

1. Project Overview

The City of Clarkesville, Georgia is requesting written proposals from qualified firms and/or individuals in the field of cemetery restoration, preservation, reclamation and education to develop a master plan for The Old Clarkesville Cemetery.

Located near downtown The Old Clarkesville Cemetery was established in 1831. This 0.95 acre cemetery is a historical focal point of Clarkesville and the surrounding area. Many of Clarkesville's founders, along with Revolutionary and Civil War Soldiers are buried in the cemetery.

Time, weather and other factors have taken their toll on this site. Many of the retaining walls and coping that define the family lots are in need of repair. Monuments and statuary are a major concern as is erosion and drainage. Procedural identification of existing grave sites is another important issue for the City of Clarkesville and many of its citizens. Education and landscaping are other areas of interest.

The objective of this project is to create a detailed master plan for the restoration and preservation of the cemetery, a plan that is visionary, inclusive and, most importantly, implementable.

2. Proposal Submittal Instructions

Those interested in participating in this process must submit five (4) copies of their proposal to the City of Clarkesville's Project Management department by 12 p.m. on Tuesday, May 16 2017. An officer of the firm who has authority to bind the firm to the proposal must sign any proposal. The proposal should be delivered to:

City of Clarkesville Project Management Department
Attention: Tim Durham
Re: Master Plan
P.O. Box 21
Clarkesville, Georgia 30523

All questions regarding this proposal should be directed to:

Tim Durham
Project Management Director
City of Clarkesville
P. O. Box 21
Clarkesville, Georgia 30523
(706) 754-4216 -Office
tdurham@clarkesvillega.com

3. Terms and Conditions

The proposal determined by the City of Clarkesville to best meet the needs of this request will be awarded a contract for the project.

The City of Clarkesville, Georgia reserves the right to accept or reject the proposals and may consider modifications to the same prior to the award of a contract.

The City of Clarkesville is not liable for the cost incurred in the preparation of this proposal.

4. Mandatory Requirements

The Consultant's proposal should include the following components for Price Categories:

- A. A geographic and physical inventory of the cemetery's present and future needs.
- B. Analyses of existing planning efforts to avoid duplication, prevent conflicts, and focus on specific needs. The plan should consider the present and future efforts of the City of Clarkesville and other groups with interests in the cemetery.
- C. Adequate public meetings (minimum of three) and workshops as well as stakeholder meetings throughout the planning process to maximize buy-in from the community.
- D. Include a plan for generating future revenues and public participation.
- E. An analysis of the strengths, weaknesses, opportunities and limitations or restrictions of proposed preservation and restoration projects. The analysis should show the impact of existing Historic Preservation Division Office guidelines in relation to the City's codes and policies. Make clear the City's obligations, and provide clear instructions.

- F. Master plan recommendations should reflect on traditional design and consider opportunity for integrating newer concepts keeping in mind the cemetery the desire to be listed on the National Register of Historic Places.
- G. In-depth preservation and restoration strategies (walls, monuments, coping and steps).
- H. A well defined procedure for the reclamation of unused gravesites.
- I. A detailed plan for erosion control, landscaping, arboreal analysis, ground cover, drainage, walls, stairways, etc.
- J. Analysis of the usefulness of signage and public education and parking.
- K. Plan should be categorized by the nature of importance.
- L. A final document, to include five bound copies, one unbound copy, and one digital copy.

5. Proposing firm's credentials and approach to the development of the plan.

- A. History and experience of the firm – Describe the firm's history , the qualifications of the principals and specific expertise in this area. This should include a list of similar projects of your design, preferably projects that have been implemented.
- B. Approach to the project – How will you fulfill the responsibilities outlined in the RFP?
- C. Time schedule – Provide a schedule for completion of the work outlined above.
- D. Budget – Provide a firm cost for the deliverables. Be specific and include a suggested payment schedule.
- E. Project personnel – Provide names, resumes and experience of persons who will be working on the project including listing of similar projects on which they have worked. Describe the budget of each job and your role in each job. Were the jobs completed in budget and on time?
- F. References – Provide references of recent jobs of a similar nature.

6. Evaluation and Selection Process

Proposals will be evaluated by the City of Clarkesville's Management staff, which may include, but not limited to, the Project Management Director, Main Street Manager and the City Manager. After a selection is made the proposal will be submitted to the City Council for approval.

The evaluation and selection process should take no longer than 60 days from receipt of proposals. All parties will be notified as to whether or not they have been selected as Consultant for the project.

7. Opportunity for Site Visit

Individuals or firms wishing to tour the site with management staff and cemetery commission can do so on Thursday, May 4 2017 at 10 a.m. This will be an opportunity for those interested in responding to the RFP to ask questions and gain feedback from those who have knowledge relating to the cemetery.