



TEMPLE RECREATION DEPARTMENT

City of Temple, GA
Temple Recreation Department

Request for Proposals

Temple Museum Renovations and Improvements

Phase I

RFP # 2024-0305.02

Proposal Due Date:
Friday, April 26, 2024, at 2 pm.

Request for Proposals

Temple Museum Renovations and Improvements

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General Information

The City of Temple, GA (hereafter referred to as “The City”) is requesting proposals for phased renovation and improvements to the museum. The museum is located at 589 Sage Street, Temple, Georgia 30179 at the Temple Museum. The City plans to select a contractor based on qualifications and cost. The City may select a contractor for one or multiple projects. The intent is that the City will use the same contractor for multiple projects over multiple years.

A list of the planned projects is as follows:

Phase I – Green Space

- a. Constructing a deck with pergola and storage room at the back of the property
- b. Reconfigure at least 1 bathroom in the museum to be ADA accessible (including toilet and sink), with outdoor entry accessible from the rear of the building
- c. Install privacy fence along east side of the property
- d. Remove kudzu on the fence along the west side of the property
- e. Install (or renovate existing) shed with storage closet
- f. Install 2nd driveway and entrance/exit to Sage Street
- g. Install a parking lot

Phase II – Museum Renovation

- h. Reconfigure all doorways in the museum to be at least 5’ wide
- i. Kitchen renovations (replace flooring, refinish cabinets, new stove and oven, new countertops, update electrical)
- j. Paint all interior walls
- k. Replace sheetrock on ceilings
- l. Replace all windows
- m. Replace all interior and exterior doors
- n. Construct two (2) ADA ramps for entrance into the museum
- o. Replace circuit breaker

Phase III – Walking Trail Extension

- p. Install walking trail between deck and railroad

Elements of Proposals:

1. History of Company - Provide information on how long the company has been in operation, the location of offices, and the company’s leadership and representatives.

2. Previous Projects – Provide information on the roles your company and current employee's provided for the projects. Please discuss the schedule for the previous projects. Provide location and photos of the projects.
3. References – Provide the name, phone number and email address for at least 10 previous projects.
4. Provide list of projects completed in 2022 and 2023.
5. Provide information on licensing, insurance, bonding and certifications
6. Complete the City of Temple Vendor Information Packet, if not currently an approved vendor. The packet is available on the City's website under the Community Tab, in the Forms, Permits, and Applications section (www.templega.us/forms).
7. Provide information on any lawsuits that have been filed against the company (whether under the present name or a previous name).
8. Provide an itemized estimated cost and description of work to be done for the select project phases listed below (concept drawings or sketches are desired but not required):

Phase I – Green Space

- a. Constructing a deck with pergola and storage room at the back of the property
- b. Reconfigure at least 1 bathroom in the museum to be ADA accessible (including toilet and sink), with outdoor entry accessible from the rear of the building
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Phase II – Museum Renovation

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Phase III – Walking Trail Extension

- p. Install a walking trail between the deck and the railroad

All design and work must meet or exceed federal, state, and local laws, ordinances, and requirements. Any available discounts for prompt payment, government or cooperative purchasing, etc., must be noted and reflected in the bid figures and not entered as separate pricing on the proposal form. **Final costs and scope will be agreed upon before a contract is entered into.**

Pre-Proposal Meeting:

There will be one pre-proposal meeting. This meeting is scheduled for 2:00 pm, Thursday, March 21, 2024, at the Temple Museum, 589 Sage Street, Temple, GA. Attendance at this meeting is optional.

Please place **TEMPLE MUSEUM RENOVATIONS AND IMPROVEMENTS RFP # 2024-0305.02** in the SUBJECT of all emails and/or written correspondence. All emailed dialog regarding this project is subject to discussion by all prospective companies. Questions should be emailed to Ingrid McKinley (imckinley@templega.us). The final date for questions is April 9, 2024, at 2 pm.

RFP Procedure

Tentative Project Schedule

A tentative timeline is set forth below. This timeline is subject to change by the City, at the City's sole discretion, as events and conditions warrant.

• Proposal Release Date	March 5, 2024
• Pre-Proposal Meeting	March 21, 2024
• Questions & Site Visit Requests Completed by	April 9, 2024
• Written Proposals Due	April 26, 2024
• Formal Acceptance/Award of Proposal by City (to include signatures of contracts and work to commence on formal approval)	May 7, 2024
• Project Completion Date	July 31, 2024

Method of Submission

Proposers must submit one (1) original Proposal and one (1) copy. Envelopes used in submitting Proposals must be clearly marked, "**PROPOSAL: TEMPLE MUSEUM RENOVATIONS AND IMPROVEMENTS RFP # 2024-0305.02**" and be mailed or hand-delivered to:

Kristin Etheredge, City Clerk
City of Temple, Georgia
240 Carrollton Street
P.O. Box 160
Temple, Georgia 30179

Proposals received after the time and date listed above will not be considered.

- The City will not be responsible for any expenses in the preparation and/or presentation of the proposals and oral interviews, if any; and for the disclosure of any information or material received in connection with the solicitation, whether by negligence or otherwise.
- The City reserves the right to request additional information, if necessary, or to request an interview with contractor(s), or to reject any and all proposals with or without cause, and waive any irregularities or infirmities in the proposals submitted. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any

and all businesses submitting proposals. In the event that all proposals are rejected, the City reserves the right to re-solicit proposals.

- The City reserves the right to reject any and/or all proposals and waive all minor technicalities, informalities, and irregularities. The City reserves the right to accept the bid, which at the judgment of The City, is in their best interest.
- Responding contractors may withdraw their proposals at any time prior to the final filing date and time, as indicated on the cover page of this RFP, by written notification signed by an authorized agent of the business. The proposal may thereafter be resubmitted, but only up to the final filing date and time.
- The responding contractor assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after proposals are opened because of a contractor's failure to be knowledgeable about all the requirements of this RFP. By submitting a proposal in response to the RFP, the contractor represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.
- Documents and information submitted in response to the RFP shall become property of the City of Temple and generally shall be available to the general public as required by applicable law, including the Georgia Open Records Act.

General Terms and Conditions

Insurance

The City of Temple has certain insurance requirements that must be met. The contractor will be responsible for purchasing and maintain at its sole expense the required insurance coverage. The selected contractor shall give the City thirty (30) days written notice by the insurance company before each policy is substantially changed or cancelled.

Evaluation Process

- Qualifications based on references and similar projects
- Cost of project

The Project Completion deadline is July 31, 2024.