



Judge S. Price Gilbert Memorial Library

**REQUEST FOR
QUALIFICATIONS & PROPOSAL**
Architectural/ Engineering Services

Georgia Institute of Technology
a unit of the University System of Georgia

June 8, 2009

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A. Introduction

The purpose of this document is to provide architectural and engineering firms information and instruction to propose a technical proposal and fee proposal for the condition assessment of the condition of the Price Gilbert Library building, located at 704 Cherry Street NW, on the campus of Georgia Tech in Atlanta, Georgia.

B. Building/ Project Information

The Price Gilbert Library (PGL), built in 1953, is a post war International Style building. An historic structures report as defined by the *U.S. Secretary of the Interior's Standards for Rehabilitation* and the guidelines of the State of Georgia for historic stewardship IS NOT included in this scope of work. The structure encloses 100,000 SF and comprises five floors, a mechanical penthouse and a mechanical room in basement. The design was by the architectural firm of Bush-Brown, Gailey and Heffernan. Harold Bush-Brown also served as the Director of the Department of Architecture, and is known for many works on the Georgia Tech campus including the Bush-Brown Architecture Building. The ownership of the building is the Board of Regents of the University System of Georgia.

In the course of fifty five years, improvements and changes to the building were completed. In 1968, the Dorothy M. Crosland Tower was constructed on the east flank and joined with a bridge connector. Other modifications included modern study areas on the First and recently the Second Floor (under construction 2009). The facility will continue to operate as a university library, meeting space, and GT event venue.

The G. Wayne Clough Undergraduate Learning Commons (CULC) will be constructed and connect to the west wall. Restrooms on all levels will ultimately need to be remodeled, and the building will need to be brought in compliance with ADA. Preliminary planning has been done by the Institute regarding the replacement of HVAC; programming within the Price Gilbert Library as a part of the CULC is documented .

The objective of this project will be the development of a Condition Assessment Report that will facilitate the design of a connection with the CULC. The Condition Assessment Report will also facilitate restoration/rehabilitation of significant features, materials, and spaces within the building, along with planned

remodeling work. The completed Condition Assessment Report shall be used as a five-year master plan for prioritizing, planning and funding work. The Georgia Tech Office of Design and Construction will oversee this project as the **Owner**. The Board of Regents short form professional services agreement along with an acceptable fee proposal letter describing a schedule of services and deliverables will form the contract.

C. Condition Assessment Parameters

The following is a list of the major parameters for the Condition Assessment:

1. Provide recommendations that are respectful of the existing architecture and can be readily approved by the Georgia Historic Preservation Division (“HPD”) and/or the Atlanta Urban Design Commission (“AUD”).
2. Provide recommendations that accommodate the Institute’s programmatic intentions, complies with current code requirements, with the GT Office of Facilities design guide, and with accessibility requirements.
3. Recommendations should be sensitive to rehabilitation cost, energy-efficiency, and long term maintenance and operational costs. The selected firm should have LEED certified design professionals on staff.
4. Report recommendations should address the need to support current and future technological requirements.

D. Project Schedule

The project will begin once the selected A/E firm is under contract, with an anticipated start date for the assessment work by no later than July 16, 2009. A 75% draft and a final draft of the condition assessment report will be required prior to the final report. The Institute is requesting a rapid turn-around of the report and thus the proposed schedule will be an important consideration for proposal evaluation. A schedule indicating a date for final deliverables is an important requirement of this proposal.

E. Scope of Services

The condition assessment report will provide a detailed overview of the current condition of the Price Gilbert Library. It will provide an assessment of the level of material deterioration and will provide necessary information for the Institute to prioritize work needed on the structure. The report will evaluate the age and condition of each major building element and include the following:

1. Historic Background and Context – Provide a brief narrative history of the Price Gilbert Library, its construction, and changes that happened over time.
2. Identify Character Defining Features – All character defining features should be identified and described to explain the significance of the feature and how each relates to the structure as a whole.
3. Identifying Features Including Condition – All structural components, building envelope, and interior finish materials must be identified and assessed. The condition of each feature should be described and photographed as appropriate. The component or feature should be assigned a rating of good, fair, or poor based upon the current condition at the time of the survey.
4. Recommended Treatment – A recommended treatment of repair for deteriorated materials should be included. All recommended treatment for identified character defining features and materials must be in conformance with the *U.S. Secretary of the Interior’s Standards for Rehabilitation*.

5. Prioritized Maintenance Concerns – The professional evaluation of each item on the checklist will be used to produce a prioritized list of maintenance concerns. The list will be used by the Institute to guide the expenditure of limited funds on essential maintenance, restoration, and remodeling activities.
6. Measured Drawings – Prepare measured as-built drawings (plans and elevations) of the existing facility and immediate site features (HC ramps, stairs, etc.). Drawing shall be prepared using computer-aided drafting and shall be delivered in an AutoCAD compatible format. Please note the list of resources that will be provided below, including a digital copy the original drawings (circa 1953).
7. ADA Compliance – Identify ADA code deficiencies with recommended solutions. The assessment is to include an evaluation of access to all floors, including meeting areas and support spaces, and the existing elevator.
8. Budgeting /Cost Management Services – Develop and recommend a preliminary budget / cost estimate for building rehabilitation and restoration scopes of work, as recommended in the report.
9. Mechanical, Electrical, and Plumbing, Fire Protection and Communication Systems: Provide a full evaluation of existing MEP systems and include recommendations for maintenance, repair, or replacement.
10. Urgent Repair & Maintenance Work – The PGL will remain operational conducting during the period of the condition assessment. If so required, roof repairs, and other urgent work may be under way. The selected assessment team will be apprised of this work as necessary.
11. Site Visits - As required to complete the work. Entry to the PGL requires valid Georgia Tech Buzz Card identification.
12. Meetings and Presentations – Meetings are not anticipated to exceed an initial site visit, two meetings to update on status, and a final meeting to present major findings.
13. All project work shall meet the *U.S. Secretary of the Interior's Standards for Rehabilitation*.

The following information will be available for use by the selected architect:

1. Full access to the site and building, unless a pre-scheduled event is in progress.
2. Hazardous materials assessment report.
3. Digital scanned files of the construction drawings from 1953
4. Limited construction drawings from renovation / restoration work.

F. Condition Assessment Report Requirements

1. Ten hard copies of the 75% reports shall be submitted to the Institute.
2. Ten hard copies of the final condition assessment will be delivered to the Institute. Three copies of the electronic portable document format (PDF) copy of the report shall also be provided on CD-Rom.
3. The final condition assessment report shall be in a bound format, and no larger than 8 ½ x 11 in size.
4. Measured drawings should be submitted on CD-Rom and also included in the bound report. Provide (3) CD-Rom copies of all drawings in an AutoCAD compatible format, and also in PDF format.

G. Proposal Instructions and Conditions:

Responses to this RFP are due by 2:00 p.m. on Thursday, June 25, 2009. A pre-proposal information meeting will be held Tuesday, June 16 at 10:00 am at the Price Gilbert Library. The assembly will begin in the rotunda of the main entrance. It is expected that the entire selection process, optional site visits, phone interviews, and final selection of the A/E firm will be completed by Tuesday, June 30, 2009.

1. Proposing teams shall direct questions via e-mail to the Georgia Tech Office of Facilities, attn: Brad Satterfield, Campus Architect (brad.satterfield@facilities.gatech.edu). Responses to all questions and requests for information will be compiled and answered in the form of a written addendum.
2. Proposers' costs incurred in responding to this Request for Qualifications / Proposals are theirs alone and Georgia Tech accepts no liability for any such costs.
3. Responses to this RFP with Fee Proposals in a separate sealed envelope shall be submitted to:
Attn. J. Bradley Satterfield, AUA AIA
Room 324/ Design and Construction
Georgia Tech Institute of Technology
955 Fowler Street, N.W.
Atlanta, GA 30331-0410

The fee proposal and technical proposal submitted to the Georgia Tech Institute of Technology shall consist of at least, but is not limited to, the following elements:

1. A lump sum not-to-exceed fee, inclusive of all costs (including all reimbursable expenses) for the entire scope of services outlined in this RFQ/RFP. This should be submitted in a sealed envelope separate from the technical proposal.
2. The RFP package must include (5) hard copies of the technical proposal and one fee proposal envelope.
3. Technical proposals are limited to 20 pages, printed on one side only.
4. Name of principal member/officer of the firm responsible for administering the contract.
5. Names of key personnel that will be assigned to work on the project. For each person listed, provide a description of previous applicable experience in areas of historic building preservation, condition assessment, certificates held, professional licensure, etc. as appropriate.
6. Description of past projects completed by the firm that are of a related nature, and specifically include historic preservation, adaptive reuse, condition assessment of historic buildings, and similar components typically encountered in a project of this type.
7. Names, addresses and telephone numbers of at least three clients on projects similar in scope. These clients will be used as a point of contact for references. The use of GIT as a previous client / reference is not applicable.
8. List of all sub-consultants including addresses, qualifications, areas of responsibility, experience, professional certifications, and licensing as appropriate. An MEP engineer is a required subconsultant on the project.
9. Project schedule and proposed date for final deliverables.

End of RFQ/RFP