

Request for Proposals
The Eastview Cemetery Enhancement Project
Americus, Georgia
RFP NUMBER 2020-002



Proposal Release Date: July 13, 2020

Proposal Due Date: July 30, 2020

1. Project Overview

The City of Americus, Georgia is requesting written proposals from qualified firms and/or individuals in the field of cemetery restoration, preservation, and reclamation, enhancements, to Eastview Cemetery.

Located in close proximity to downtown Americus, Eastview Cemetery was built in 1834. Historically, it is believed that at one time persons who were not allowed to be buried in nearby Andersonville, were buried here, as evidence by the large section of the cemetery where several unmarked graves have been discovered. The cemetery also contains an infant burial area and several entrances.

Time, weather and other factors have taken their toll on this site. Many of the retaining walls and coping that define the family lots need repair. Erosion and drainage are of concern. Procedural identification of existing grave sites is a concern for the City of Americus and many of our citizens. Education and landscaping are other areas of interest.

The objective of this enhancement project is to create an environment where the cemetery is aesthetically pleasing, graves are marked where possible, the entry ways are updated, restoration and preservation of the cemetery, implementation of enhancements within a measurable time frame.

2. Proposal Submittal Instructions

Those interested in participating in this process must submit five (5) copies of their proposal to the City of Americus's City Clerk by 2 p.m. on Thursday, July 30, 2020. 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 Americus, City Clerk
Attention: Paula Martin
Re: Eastview Cemetery Enhancement Project
101 W. Lamar Street Americus, Georgia 31709

All questions regarding this proposal should be directed to:

Keffery McCuller
Grounds & Maintenance Superintendent of
the City of Americus
229 Railroad St.
Americus, Georgia 31709
229-942-5281 -Office
kmcculler@americusga.gov

3. Terms and Conditions

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

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

4. Mandatory Requirements

The proposal should include the following components for Price Categories:

1. Entry Way Enhancements to include fencing options
2. Grave markers
3. Landscaping
4. Enhanced signage to include wayfinding
5. Design & implementation plan to include visual diagrams of proposed enhancements in CAD or other architectural drawing software
6. Resurfacing Parking area with striping
7. Committal Service Shelter
8. Itemized Cost with ala cart options
9. A detailed plan for erosion control, landscaping, arboreal analysis, ground cover, drainage, walls, stairways, etc.
10. Analysis of the usefulness of signage and public education and parking.
11. Plan should be categorized by the nature of importance.

12. A final document, to include five (5) 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/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 a committee, which may include, but not limited to, the City Manager, Grounds & Maintenance Superintendent, & the Tourism Director. 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 for the project.

7. Opportunity for Site Visit

Individuals or firms wishing to tour the site with management staff can do so on Wednesday, July 22, 2020 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 enhancement project.