

CITY OF PELHAM
REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

Statements of qualifications and proposals are being requested from architectural, engineering, and construction firms with a strong record in successfully assisting local governments with the implementation of the Emergency Supplemental Historic Preservation Fund (ESHPPF) grant program. Responding firms should be technically qualified and licensed in the State of Georgia to provide these services.

Plans are to contract for architectural preliminary design services required for the implementation of an Emergency Supplemental Historic Preservation Fund (ESHPPF) project, as detailed in "Exhibit A - Scope of Work". The purpose of the project is to address mold remediation and reconstruction of the City of Pelham's Carnegie Library located at 133 Hand Avenue, Pelham, GA 31779.

The information which should be submitted for our evaluation is as follows:

- 1) History of firm and resources
- 2) Key personnel/qualifications
- 3) Current workload
- 4) Scope and level of service proposed
- 5) Experience with similar projects and list of references
- 6) Errors and Omissions Insurance
- 7) Statement of Qualifications Form
- 8) Unique Entity Identifier (UEI) number, if available

All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. The Recipient agrees to comply with all applicable regulations, laws, policies, guidelines and requirements of the grant program, including those outlined in the Historic Preservation Fund Grant Manual, OMB regulations in 2CFR200, National Register Programs Guidelines, the *Secretary of the Interior's Standards for Archaeology and Historic Preservation*, and any special conditions or regulations relating to the application, acceptance and use of Federal funds for a federally assisted project.

City of Pelham also abides by the following laws as they pertain to National Park Service (NPS) Assisted Projects: Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1968; and in accordance with Title V of that Act; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968 and the Build America Buy America Act (BABAA).

Interested parties should request copies of the Statement of Qualifications Form prior to preparing and submitting their proposal. Proposals should be received no later than **4:00 PM on Monday, August 25, 2025**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions, Statement of Qualifications, and proposal packages should be submitted to the name and address listed below:

Christian Drake
City of Pelham
108 Hand Avenue W
Pelham, GA 31779
(229) 294-7900
cdrake@cityofpelhamga.org



EXHIBIT A

SCOPE OF WORK

SECRETARY OF THE INTERIOR'S STANDARDS:

Development project work shall be carried out in conformance with the Secretary of Interior's Standards for Archaeology and Historic Preservation which can be found at [Archeology and Historic Preservation; Secretary of the Interior's Standards and Guidelines \(nps.gov\)](https://www.nps.gov/tps/standards/rehabilitation.htm)

Development project work shall conform more specifically with the Secretary of Interior's Standards for Rehabilitation, which can be found at

<https://www.nps.gov/tps/standards/rehabilitation.htm>.

PROJECT NEED AND DESCRIPTION OF DAMAGES:

Hurricane Michael's high winds caused damage to the new roof and allowed water to penetrate the protective barriers of the historic Pelham Library. A possibly incomplete and clogged drainage system at that time was not able to remove and direct water away from the building when Michael hit or subsequently. Part of the original roof cornice/gutter system is not in the correct place. Parts of the cornice, a decorative device, whose main function is to conceal the original gutter system as it wraps around the building and disperses water down copper drains to the ground is not where it should be to work effectively in this capacity.

The moisture from Michael and that from subsequent rains and storms have contributed to the dangerous mold and mildew that has infected the historic plaster walls of this venerable institution causing decay and rot at many points. This hazardous biological growth will potentially cause the condemnation of this building.

There are also damages to the foundation of the library, caused by the damaged drainage system.

SCOPE OF WORK:

Foundation, roof, exterior siding, windows, exterior doors, stairs, plaster, interior doors, interior trim, flooring, electrical and plumbing systems, kitchen, bathroom, additions, electrical/plumbing/HVAC.

Roof repair work will include:

1. Removal of all damaged shingles, underlayment, and sheathing
 - a. The roof does not need a full replacement. Only portions of the roof has missing shingles.
 - b. A small section of the roof (including shingles, sheathing, and gutter) was damaged on March 26, 2024, after a tree fell onto a section of the roof during a severe wind event. The City of Pelham has attested that the tree was likely weakened during Hurricane Michael, as many others were in the area.
2. Full repair of all damaged rafters and structural elements
3. Replace damaged sections of the cornice/gutter system with in-kind materials that matches the appearance, size, and proportions of the existing material.
 - a. Most of the cornice/gutter damage took place on March 26, 2024, after a tree fell onto a section of the roof during a severe wind event. The City of Pelham has attested that the tree was likely weakened during Hurricane Michael, as many others were in the area.

4. Replacement of asphalt shingles with compatible materials
5. Repair damaged sections of the gutter system with in-kind materials that match the appearance, size, and proportions of the existing gutters.
 - a. The damage is primarily along the modern addition to the building and on the downspouts
6. Repaint sections of the dentil molding that have lost their painted finish
7. Balustrade reconstruction on northern elevation
 - a. The City has expressed interest in reconstructing the balustrade that used to exist along the north section of the roof. The balustrade was not extant at the time of Hurricane Michael.

All work will conform with the Secretary of the Interior's Standards for Archeology and Historic Preservation and Preservation Brief 4: Roofing for Historic Buildings, and Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings.

Foundation work will include:

1. Remove damaged bricks from crawl space
2. Repair water-damaged historic brick masonry
 - a. The most significant damage is in the northeast corner of the structure, where an 8' x 16" section of masonry wall missing. This section will be replaced with in-kind materials.
3. Replace insect-damaged joists.
 - a. This damage is concentrated in the northeast corner of the building.
 - b. A Historic Structure Report from Spring 2024 noted that moisture levels in the foundation were within safe levels (6% - 8%). The report also noted that no insects were observed during their inspection.
4. Replace water damaged plywood underneath the south side first floor bathroom in the addition.
5. Replace the staples holding the insulation to the joists.
 - a. This damage is underneath the addition.

Exterior work will include:

1. Repointing damaged mortar joints
 - a. Determine exact composition of mortar to ensure new mortar matches the original
 - b. Test mortar on inconspicuous places on the building to ensure compatibility with existing mortar
2. Strip and refinish the double front exterior doors
3. Repaint the exterior wood features

All work will conform with the Secretary of the Interior's Standards for Archeology and Historic Preservation and Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings, Preservation Brief 10: Exterior Paint Problems on Historic Woodwork, and

Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings.

Interior work will include:

- 1. Mold remediation:**
 - a. Remove all contents from the building. Books can be store offsite until cleanup is complete. Non-porous items should be cleaned with mild detergent solution and HEPA vacuums to remove any light mold growth.
 - b. Operate HEPA-filtered fan units in the building at a minimum of four air exchanges per hour.
 - c. Ensure relative humidity in the building is 50% or below.
 - d. Remove damaged carpeting, plaster, drywall, ceiling materials, and door and window frames.
 - i. As possible, these materials should be replaced with like materials that match the originals.
 - ii. Character-defining features of the building, such as the tin ceiling, should be preserved.
 - e. Use mild detergent solution to clean and remove any mold growth on building surfaces. Lightly sand or abrade the affected areas if necessary.
 - f. Remove dust and debris from the building with HEPA vacuums.
 - g. Clean all HVAC ductwork, plenums, and registers.
 - h. Wipe down all surfaces in the building with mild detergent solution.
 - i. Re-clean all surfaces in the building with HEPA vacuums.
 - j. Allow HEPA-filtered fan until in the building to operate for at least 48 hours until a clearance assessment can be conducted.
- 2. Remove and replace rotted wood on east staircase with in-kind material that matches the appearance, size, and proportions of the existing material.**
 - a. Only materials that are too rotted to be salvaged should be replaced. Otherwise, original materials should be kept and repaired.
- 3. Repair flooring in south side bathroom and in the area near the second story emergency exit door in-kind material that matches the appearance, size, and proportions of the existing material.**
 - a. Replace missing tile in bathroom with compatible material.
 - b. Replace water damaged flooring on second story with compatible material.
 - i. Only materials that are too rotted to be salvaged should be replaced. Otherwise, original materials should be kept and repaired.
- 4. Repair water damaged plaster.**
 - a. Plaster damage is present throughout the building.
- 5. Replace rotted areas of the beadboard ceiling with like material**
 - a. This damage is concentrated in the middle of the eastern room and along the west wall in the kitchen. Both of these rooms are on the second story.
 - b. Only materials that are too rotted to be salvaged should be replaced. Otherwise, original materials should be kept and repaired.

6. Replace water damaged areas of the drywall ceiling in the building's addition.
7. Refinish the second story wood floors.

All work will conform with the Secretary of the Interior's Standards for Archeology and Historic Preservation, Preservation Brief 39: Holding the Line: Controlling Unwanted Moisture in Historic Buildings, and Preservation Brief 21: Repairing Historic Flat Plaster – Walls and Ceilings, and Preservation Brief 18: Rehabilitating Interiors in Historic Buildings – Identifying Character-Defining Elements.

Window repair work will include:

1. Stabilize and repair rotted window framing, sashes, and sills, if possible. For windows deteriorated beyond repair, remove rotted window framing, sashes, sills and replace with in-kind material that matches the appearance, size, and proportions of the existing windows.
 - a. According to the grantee's Historic Structure Report (HSR) from Spring 2024, seven windows will require significant reconstruction.
2. Replace glass in select windows
 - a. According to the HSR, 11 windows in the building require new panes of glass.
3. Apply new glazing/putty to all windows and repaint all windows
4. Seven windows have copper hoods above them.
 - a. Repairs are required on one hood to reattach its cap flashing to the mortar.
 - b. Another copper hood has a small section where the cornice and corbel seam has fractured. This will be repaired.

All work will conform with the Secretary of the Interior's Standards for Archeology and Historic Preservation and Preservation Brief 9: Repair of Historic Wooden Windows, and Preservation Brief 47: Maintaining the Exterior of Small and Medium Size Historic Buildings..

Electrical/Plumbing/HVAC repair work will include:

1. The grantee's HSR reported that the buildings' electrical and plumbing systems were overall in good condition. It noted a few areas of unclosed junction boxes and unsecured and unidentified wiring.
 - a. For safety reasons, these junction boxes will be closed, and the unsecured wiring will be secured and determined if it is live.
2. The HSR noted that six of the building's seven HVAC units are likely at the end of their service life. It also noted that one unit has a condensation leak and deteriorated insulation and two other units are missing insulation on their coolant lines.
 - a. The condensation leak will be repaired and the insulation will be replaced.
 - b. The six HVAC units will be replaced.

All work will conform with the Secretary of the Interior's Standards for Archeology and Historic Preservation and Preservation Brief 24: Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches.