February 6, 2009

Re: Request for Proposal – Architectural and Engineering Services
Historic Preservation & Restoration

Location: Clark Atlanta University
Trevor Arnett Hall
223 James P. Brawley Dr.
Atlanta, GA 30314

UGL Equis has been retained to assist Clark Atlanta University in the selection of historical Architectural partners to provide all services required for the interior planning, design, documentation and full scope architectural services. Respondents are requested to confirm and accept the defined services herein in their response to this request. The order of priority to Clark Atlanta University is a scheduled commencement in January 2010. Therefore, the architect selected will be required to comply with a project schedule targeting summer 2010 occupancy.

In addition to architectural services, Clark Atlanta University requests respondents to provide information and fee structure for mechanical and engineering services associated with the interior architectural planning and design. For respondents that do not have in-house engineering functions, Clark Atlanta University requests that you identify, partner and collaborate with a firm you have done projects with in the past and would normally recommend for an assignment such as this. In association with your own Architectural response, the engineering partner should provide general corporate information; project team and alliance structure information and confirmation of the scope of services outlined herein.

Please review the enclosed information and forward one (1) electronic copy and three (3) printed and bound copies of your proposal to the writer of this request no later than Noon, Friday January 15th, 2010. Please understand all items described herein will be made a part of the contract. If there are any modifications to the Request for Proposal as stated herein they must be clarified with the writer prior to award.
Should you have any questions, please forward them before Friday January 8th. Replies will be distributed to all recipients of this document.

We look forward to receiving your response. Should you have any questions, please feel free to contact, myself directly at 404-663-3299.

Sincerely,

Jeffrey Abramsky
Sr. Vice President

Enclosure

cc: Michael Lacour, Clark Atlanta University
Understanding and Background

The restored building structure will house the Art Gallery, Admissions, Registrar, the campus post office, print shop, and other administrative and academic functions, thus it will continue to be a hub for CAU even as the building approaches a century in age. Note that the restoration will be such a way as to minimize disruption delicately balancing the need to complete the restoration on the fastest possible schedule that protects quality and preserves the historic fabric.

The following is the original scope of proposed restoration. Funds in the amount of $400,000 have been secured for the first phase of work. Based on the following priorities the selected historical architect will prepare a detailed scope of work and cost estimate based on the proposed budget.

The initial scope of work and class-C cost estimate will be reviewed and approved by Clark Atlanta University and the funding agency before formal architectural plans are developed.

The highest priority items are those that will stabilize the building envelope. It is critical to the long-term preservation of this campus landmark that it’s important exterior character defining features be preserved, both for their own sake as well as for the role they play in keeping the building weather tight.

- **Priority 1:** Exterior restoration including,
  - Roof repair and replacement
  - Cupola repair and repainting
  - Cornice repair and repainting
  - Window restoration
  - Entrance restoration and security upgrades
- **Priority 2:** Evaluation of accessibility and potential upgrades
- **Priority 3:** Building systems and potential systems upgrade
- **Priority 4:** Rehabilitation of Admissions and Registration spaces, with potential expansion into the adjacent stacks area
- **Priority 5:** Rehabilitation of the basement restrooms

The follow are the issues disclosed as part of the initial application for funding

**Roof:**

*Issue:*
The roof of the original building is a sloped slate roof with copper flashings. There are also several additions with flat built-up roofing. The slate roof areas are original construction, dating to 1931. The flat roof areas have been in place for approximately 20 years. There have been ongoing issues with roof leaks. The roof currently exhibits numerous broken and loose slates and flashings. Localized leaks in valleys, especially at the juncture of the main roof slope and a copper-clad barrel vaulted dormer, are a recurring problem.

*Proposed Action:*
Slate Roofs: Remove existing slates and salvage intact slates for reinstallation. Remove existing flashings. Inspect roof deck and replace or repair as necessary to obtain a long-lived product. Install new copper flashings. Install new copper standing seam roofing on the barrel vault dormer. Reinstall salvaged slates, supplemented with new slates of the same material and color as the historic. Reline internal gutters and replace the rain leaders to match the historic condition.

Built-up Roofs: Remove existing roofing. Inspect roof deck and replace or repair as necessary to obtain a long-lived product. Add tapered insulation if required to increase the slope to a minimum of \( \frac{1}{4} \)" per foot. Install two plys of modified bitumen and a flood coat. Install crushed white marble ballast to achieve a high SRI (reflectivity) rating for enhanced energy performance. Test drainage for rain leaders to confirm that subgrade pipes are still function adequately.

**Cupola:**

**Issue:**
The sheet metal clad cupola forms a focal point of the roofline of the original building. The cupola requires repair and repainting to prevent future deterioration.

**Proposed Action:**
Carefully inspect cupola to verify the extent of damaged material. Remove sheet metal cladding from the sides and base of the cupola. Repair any damage to the framing. Install new waterproofing to these surfaces and reinstall the sheet metal cladding. At the rest of the cupola repair all open joints and deteriorated metal. Repaint all surfaces.

**Brick and Stone Masonry:**

**Issue:**
The exterior walls of the building are brick masonry with limestone detailing. There is a semi-circular portico at the front entrance. The first floor of the front façade is detailed with engaged limestone pilasters and a limestone cornice. At the sides and rear of the building there are a limestone water table and a limestone coping on the additions. Although overall in good condition, the masonry requires localized repairs. In several areas, failing internal gutters and roof leaders have allowed moisture to penetrate the walls, severely eroding the mortar. At the limestone watertable and copings, the mortar has completely eroded away. There are also areas of previous repairs with non-matching mortars that should be corrected.

**Proposed Action:**
After addressing the source of the moisture at the roof and gutters, perform a repointing of mortar joints in water damaged areas. Repoint all joints at limestone portico, coping and watertable. Perform limited repointing throughout the facades. Existing mortar shall be analyzed to formulate repair mortar that matches existing in composition and color. Perform limited masonry repair, if required. Clean all masonry surfaces.

**Windows:**

**Issue:**
The building retains its historic windows. Most windows have large wood double hung sash with twelve-over-twelve true divided lights. At the front façade on the second floor, monumental triple hung wood sash light the space that historically served as the library’s reading room. Much of the historic glazing remains. The addition has wood sash that pivot from the top on the second and third floor and steel windows that pivot from the bottom at the basement. The windows are in fair condition but require
attention to prevent deterioration that could lead to their replacement. Glazing compound is failing on numerous windows. There is localized deterioration of wood sash members.

**Proposed Action:**

**Cornice:**

**Issue:**
The 1931 building has a painted wood cornice with dentil molding at the roofline. The cornice is generally in good condition but requires localized repairs and maintenance to prevent deterioration. There is localized wood decay at locations where rain leaders penetrate the cornice.

**Proposed Action:**
Inspect the cornice for localized wood decay. Repair deteriorated wood. Replacement wood shall match the species of existing wood. Repaint the entire cornice, using a paint color guided by paint analysis.

**Entrances:**

**Issue:**
The front entrance was a double door with sidelights and fanlight transom. The sidelights and fanlight are intact but the doors have been replaced with modern aluminum doors. Also at two side entrances, the historic doors have been replaced with modern aluminum entranceways. The hardware at all entrances requires a security upgrade to allow monitoring through the campus’s central monitoring system.

**Proposed Action:**
Conduct research to determine the historic appearance of the entrances. Restore the entrances to their historic appearance, while bearing in mind the issue of accessibility and security. Replace hardware and add security system components such as cameras and electronic latches, in a manner sensitive to the historic appearance while providing the necessary level of security.

**Accessibility:**

**Issue:**
Like all buildings of its age, Trevor Arnett Hall was built before accessibility was an important consideration. While the building has a compliant ramp to access a side entrance, the entire building should be reviewed to verify that a truly accessible path exists.

**Proposed Action:**
Conduct a building-wide accessibility review. Correct deficiencies identified through the review in a manner sensitive to the building’s character-defining features.

**Interior Rehabilitation for Admissions and Registration:**

**Issue:**
The ground floor spaces in the historic library building serve as offices for Admissions and Registration. These spaces are not adequately serving the needs of these functions. A need for private offices has caused the partitioning of the large open historic spaces and created a labyrinth that does not impart
the public image desired by these departments. Space for students to gather with their parents is currently lacking.

Proposed Action:
Rehabilitate these spaces to better serve the needs of Admissions and Registration, while preserving the materials, features and character of these historic spaces. Possibly utilize the adjacent abandoned stack space to house private offices, allowing the large space to be as open as possible.

Interior Rehabilitation of Basement Floor Restrooms:
Issue:
The basement floor restrooms still retain many of their 1931 materials and features. However, they do not meet the need of serviceable restrooms for this floor of the building and are not accessible.

Proposed Action:
Rehabilitate the restrooms to serve today’s needs while preserving many of the historic materials and features. Replace fixtures and upgrade all aspects of these spaces to meet accessibility requirements.

Building Systems:
Issue:
The building currently has central HVAC, fire protection and fire alarm systems. However space reconfigurations that have occurred through the years have impacted the functionality of some aspects of systems. There are spaces that are now served by window air conditioning units because the space reconfigurations have blocked distribution from the central HVAC system. It is not known if these reconfigured spaces are fully sprinkled and adequately served by the fire alarm system.

Proposed Action:
Perform a building-wide systems evaluation to identify the condition of all existing systems, identify areas not adequately served by the systems and recommend modifications to existing systems or replacement of existing system as needed to bring the building up to a fully centrally served facility.

General Requirements of your proposal

Your proposal should reflect a careful review of and thorough understanding of the project requirements as detailed in this request for proposal, including a thorough understanding of the Secretary of the Interior’s Standards for the Treatment of Historic Properties. Your proposal should include the following:

1. **Services:** Confirmation of compliance with the services as outlined in this document. Include any qualifications, etc.

2. **Fees:** Please present your proposed fees as follows in accordance with the forms provided in the following:
   1. Interior Architectural Design and Documentation
   2. Mechanical, Electrical, Plumbing and Fire Protection Engineering and Documentation

3. **Personnel:** An identification of specific personnel in your firm who will be
involved in this project. Provide resumes and experience for each person.

4. **References:** A representative list of at least five (5) clients/references we may contact regarding your efforts in similar projects.

5. **Miscellaneous:** Please provide information on your firm’s history, background, philosophy, etc., and any other information you believe would be helpful in our decision.

6. It is anticipated that certain additional consultants will be added by ownership to participate in the project. The engineer will be required to coordinate his work with such other consultants and provide drawings as required.

7. It is anticipated that this is a full services job with no additional services incurred or special lighting or other design features.

**Construction Documents and Administration**

I. Preparation of complete set of construction documents developed from Clark Atlanta University approved set of scope documents to be prepared on reproducible media. Each sheet shall be provided to Clark Atlanta University for review at 50% and 90% completion stages. One (1) paper Print and one (1) electronic copy of each sheet shall be provided to General Contractors for their use and reproduction, as directed by UGL Equis and Clark Atlanta University after corrections required by Clark Atlanta University are made to the original plans or other documentation.

II. The construction documents will be sufficient to allow for complete and accurate pricing and construction of the intended space. Documents shall be complete, thorough, well coordinated between consultants, engineers, etc.

III. The architectural firm shall be responsible for preparing the mechanical, electrical, plumbing and life safety engineering construction documents.

IV. The firm will provide timely interpretations of the construction documents to the selected mechanical, electrical, plumbing and structural engineers and such other consultants or design-build contractors which Clark Atlanta University may choose to become involved in the preparation of the following plans.

1. Any modifications to the structural system of the building.

2. The layout and equipment specifications for HVAC distribution, except that the space-planning firm shall show the locations of air diffusers and exhaust grilles on this reflected ceiling plan, based upon the fixture layout provided by the HVAC engineer or Clark Atlanta University.
3. The electrical power circuitry plans: low voltage circuitry plans for life-safety, security, paging and communication system.

4. Plumbing or piping diagram.

5. Fire protection plans, except that the space-planning firm shall show the location of each sprinkler head on its reflected ceiling plan, based upon a layout provided by the mechanical engineer.

6. The specification of any telephone or data equipment. This includes the cluster configuration for Voice/Data jacks.

V. Prior to the completion of the Construction Documents, at approximately 75% completion, the Architectural firm shall prepare a permit set of documents showing all required information necessary to obtain a building permit in the designated locality.

VI. Arrange for and conduct a pre-construction conference with Clark Atlanta University, other consultants and the general contractor to mutually agree upon the administration process and to further review critical areas of interface and the impact of long-lead products. Attend general contractor bid review meetings as requested.

VII. Be made available to provide interpretation and clarification to contract documents and respond to field construction issues as necessary.

VIII. Review and approve required shop drawings, samples, product information as required to facilitate completion of the project. No review period shall take more than five (5) business days for any single submission.

IX. Visit and tour the project premises during construction to monitor the progress of the work. Verify locations of work as requested by Clark Atlanta University or general contractor. Generally, verify that the work is proceeding in accordance with the contract documents. Prepare periodic field reports as necessary. The site visits shall take place a minimum of once a week.

X. Prepare and issue addenda requests for pricing, change orders, etc., as requested by Clark Atlanta University.

**Engineering Project Services**

I. General

1. Meet with UGL Equis, Clark Atlanta University, and Architect to review status of existing systems and recommendations for further progress.

2. Review base building systems and capacities and reconcile with proposed requirements. Your firm must perform all necessary on site due diligence as warranted to produce a correct
set of documents that reflect the design in relationship to the existing systems. You will be required to pursue the accuracy of the as-built documents as part of your scope.

General Provisions

I. Clark Atlanta University shall reimburse the Architectural/Engineering firm for the following expenses, which may be incurred, from time to time by the firm’s employees or consultants during the course of performing the services outlined in this RFP. Payments for reimbursable expenses are in addition to the fees for basic services.

1. Allowable reimbursable expenses:
   a. Expense of printing, reproductions, delivery service and handling of drawings, specifications and other documents, except for the printing of documents to be used by the firm's employees or consultants or for documents that must be revised to correct inconsistencies or omissions on previous plans.
   b. Expense of photographic reproduction techniques and presentation materials.
   c. If authorized in advance by the Clark Atlanta University, expenses of overtime work requiring higher than regular salary or wage rates. Provide rates in your proposal.
   d. Expense of renderings, models and mock-ups requested and approved in writing by Clark Atlanta University.

II. The architectural firm will exercise prudence when incurring reimbursable expenses so as not to burden Clark Atlanta University with unnecessary costs.

III. Invoices for reimbursable expenses shall be submitted to Clark Atlanta University along with receipt, tickets or other evidence that validates the expenses.

IV. The Architectural/Engineering firm will be required to attend all necessary (as determined by Clark Atlanta University) meetings to successfully perform the duties described herein, including weekly or bi-monthly construction meetings, coordination meetings, etc.

V. No reimbursable costs in excess of $500.00 shall be expended without Clark Atlanta University’s prior approval.
Proposal, Fee and Hourly Rates

I. Your proposal should reflect a careful review of and thorough understanding of the project requirements as detailed in this request for proposal. Your proposal should include the following:

1. Services: Confirmation of compliance with the services as outlined in this document. Include and highlight any qualifications, changes, exceptions, etc.

2. Fees: Present your proposed fees as identified in the following schedule on an actual and cost per rentable square foot basis.

3. Additional Services: Please complete the identified Additional Services fees shown in the following schedule and provide detail of any other that you anticipate might apply to Clark Atlanta University’s requirements but are not included herein.

4. Provide mark-up rates for engaging outside engineers and or other consultants if requested by Clark Atlanta University and not directly contracted with Clark Atlanta University.

5. Personnel: An identification of specific personnel in your firm who will be involved in this project and an hourly rate schedule which apply in the event of additional services.

6. References: A representative list of at least five (5) Clients/references we may contact regarding your efforts in similar projects.

7. Miscellaneous: Please provide information on your firm’s history, background, philosophy, etc., and any other information you believe would be helpful in our decision.

II. It is anticipated that certain additional consultants will be added by ownership to participate in the project. The Architect/Engineer will be required to coordinate his work with such other consultants and provide drawings as required.
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<tr>
<th>Service Description</th>
<th>Total Cost</th>
<th>Cost Per Square Foot</th>
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### Hourly Rate Schedule

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<th>Rate Schedule</th>
<th>Qty of Personnel on Project</th>
<th>Hourly Rate</th>
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<td>Principal in Charge</td>
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### Expenses

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<th>Expenses</th>
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**Notice**

This RFP does not commit UGL Equis or Clark Atlanta University to award and does not, nor is it intended to, grant any rights hereunder. This RFP and the process it describes are proprietary to UGL Equis and Clark Atlanta University and are for the sole and exclusive benefit of Clark Atlanta University. Any response, including written documents and verbal communication by any proposer to this RFP, will become the property of UGL Equis and Clark Atlanta University. Neither UGL Equis nor Clark Atlanta University is liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFP.