



**CLARKSTON HISTORICAL
PRESERVATION COMMISSION
BOARD
MEETING**

**October 20, 2021, 10:00 AM
ZOOM**

**Meeting ID: 853 6638 6955
Passcode: 645885**

AGENDA

-
- A. CALL TO ORDER**
 - B. DETERMINATION OF A QUORUM**
 - C. APPROVAL OF THE AGENDA**
 - D. APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS**
 - E. APPROVAL OF MEETING MINUTES FROM SEPTEMBER 2021 MEETING**
 - F. OLD BUSINESS**
 - 1. **Discuss Clarkston Historic Preservation Bylaws**
 - 1. **Discuss Existing Study Boundaries for Historic District.**
 - 2. **Discuss Nomination Report (Historic Preservation Ordinance Guide)**
 - G. NEW BUSINESS**
 - 1. **Election of Officers**
 - 2. **Forty Oaks RFQ Package**
 - 3. **Presentation: The History of Clarkston**
 - H. ADJOURNMENT**

City of Clarkston Historic Preservation Commission Bylaws

I. Authority

The Clarkston Historic Preservation Commission (hereinafter referred to as the "preservation commission") has been created pursuant to the Georgia Historic Preservation Act, O.C.G.A. Section 44-10-21, and a local historic preservation ordinance adopted by the City of Clarkston Historic Preservation Commission, and shall be governed by the terms thereof.

II. Membership Vacancies

Should a member die, resign, fail to attend three consecutive regular meetings of the preservation commission (and should there be no adequate excuse for such absence), or move his permanent residence outside of the City of Clarkston/DeKalb County, the Chair shall recommend to the governing authority that a vacancy be declared and that the vacant position be filled for the remainder of that member's unexpired term. An individual appointed to serve the remainder of an unexpired term shall be eligible to be reappointed. Unless disqualified as provided above, members shall serve until their successors are appointed and qualified.

III. Officers

a) Chair - A Chair shall be elected by the members of the commission from among their membership. The Chair shall preside at all meetings and hearings. The Chair shall decide all points of order and procedure, subject to the historic preservation ordinance, these bylaws, and any rules of procedure or guidelines adopted by the preservation commission, unless directed otherwise by a majority of the members in session at the time. The Chair may discuss or vote on any matters before the body.

b) Vice Chair - A vice Chair shall be elected by the members of the preservation commission from among their membership in the same manner as the Chair. The Vice Chair shall serve as acting Chair in the absence of the Chair, or when that officer shall refrain from participation because of a conflict of interest, and shall have the same powers and duties as the Chair when acting in that capacity.

c) Secretary - A Secretary shall be elected by the members of the preservation commission from among their membership in the same manner as the Chair and Vice Chair. The Secretary shall cause a record to be made of each meeting of the preservation commission which shall include, at a minimum, a record of all resolutions, proceedings, and actions of the body. The Secretary shall serve as acting Chair both Chair and Vice Chair are unable to participate due to absence or a conflict of interest and shall have the same powers and duties as the Chair when acting in that capacity.

d) Elections - Officers shall serve one-year terms and shall be eligible for reelection. The preservation commission shall elect its initial officers at the first meeting following their appointment and thereafter in June of each year. If a vacancy should occur in any office, an individual shall be elected from the membership to serve for the remainder of the unexpired term.

IV. Meetings

a) Regular Meetings - Regular meetings of the preservation commission shall be held on the third Wednesday of each month at 10:00 am, at the Clarkston City Hall Annex; provided that meetings may be held at some other convenient place if directed by the Chair in advance of the meeting. If a regularly scheduled meeting occurs on a legal holiday, the Chair may set an alternate day for the meeting.

b) Special Meetings - Special meetings of the preservation commission may be called at any time by the Chair. At least forty-eight hours' notice of the time and place of special meetings shall be given to each member; provided that this requirement may be waived by consent of all the members. The purpose of the special meeting must be stated in the notice.

c) Cancellation of Meetings - Whenever there is no business to be conducted, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four hours prior to the time set for the meeting.

d) Adjourned Meetings - Should the business before the preservation commission not be completed, the Chair may adjourn the same from day to day until the matters before the body are disposed of.

e) Quorum - A quorum shall consist of a majority of the members.

f) Open Meetings - All meetings of the preservation commission shall be open to the public, except where otherwise provided by the Georgia Open Meetings Law. However, members of the public shall not address the preservation commission unless invited to do so by the Chair. A time limit may be set by the preservation commission for the presentations or remarks of non-members.

g) Agenda - The agenda for each meeting shall be prepared by staff at the direction of the Chair. The normal order of business at each meeting shall be: (1) call to order, (2) determination of quorum, (3) approval of the agenda, (4) applications for certificates of appropriateness, approval of minutes of the previous meeting, (5) old business, (6) new business, (7) adjournment.

h) Decisions - Decisions of the preservation commission shall be by a majority of those members present and voting, a quorum being present. Decisions may be made by voice vote unless any member requests a roll call vote.

i) Committees. - The Chair shall appoint any committees found necessary to facilitate business before the preservation commission and shall be an ex-officio member of all committees. With the concurrence of the commission, committees may include residents of the city who are not members of the commission.

V. Staff

The governing authority shall provide technical and clerical assistance as the preservation commission may require, and shall maintain permanent and complete records of the activities of the preservation commission.

VI. Conflict of Interest

A member shall not cast a vote on any issue before the preservation commission which involves the interests of that member or an organization in which that member has an ownership interest or position of control or directly represents. Neither shall a member cast a vote on any matter which could provide direct financial benefit to that member. Whenever a conflict of interest situation arises in the conduct of business the following actions shall be taken:

- a) The individual member shall divulge the existence and reasons for the potential conflict;
- b) The preservation commission shall decide if such a conflict exists.
- c) If it is decided that a conflict exists, the affected member shall refrain from presenting, voting on, or discussing the project, other than answering a direct question.
- d) Should the preservation commission determine that a conflict of interest does not exist, the nature of the alleged conflict and the reason(s) for determining a conflict did not exist shall be entered into the minutes.

VII. Code of Conduct

Each member of the preservation commission shall adhere to the following code of conduct as contained in Section 45-10-3 of the Official Code of Georgia Annotated:

- a) Uphold the Constitution, laws, and regulations of the United States, the State of Georgia, and all governments therein and never be a party to evasion;
- b) Never discriminate by the dispensing of special favors or privileges to anyone, whether or not for remuneration;
- c) Not engage in any business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties;

d) Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit;

e) Expose corruption wherever discovered;

f) Never solicit, accept, or agree to accept gifts, loans, gratuities, discounts, favors, hospitality, or services from any person, association, or corporation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the performance of the member's official duties;

g) Never accept any economic opportunity under circumstances where he knows or should know that there is a substantial possibility that the opportunity is being afforded him with intent to influence his conduct in the performance of his official duties;

h) Never engage in other conduct which is unbecoming to a member or which constitutes a breach of public trust; and

i) Never take any official action with regard to any matter under circumstances in which he knows or should know that he has a direct or indirect monetary interest in the subject matter of such matter or in the outcome of such official action.

VIII. Applications or certificates of appropriateness

a) Requirements. Submission of applications for certificates of appropriateness shall be made at the City Hall Annex/ Planning and Development Department. Applications shall include: No applications shall be considered by the Commission unless they are complete, including all necessary exhibits. Provided, however, that the Commission may consider applications not complying with this paragraph only upon a finding by the Commission, entered in the record, of extraordinary or unusual circumstances which would make compliance with this provision impractical. The Chair, together with Staff, shall determine the completeness of submitted applications one week prior to the meeting. Should an application be determined to be incomplete, the applicant will be contacted by Staff with a request for additional material. In the event that the requested material is not presented by the scheduled meeting, that application shall be withdrawn from the agenda.

b) Deadline for Submission. Applications for certificates of appropriateness shall be submitted 30 days prior to the meeting where it will be reviewed ten (10) business days prior to the meeting. Should this day fall upon a legal holiday applications of certificates of appropriateness shall be due the following day by noon.

c) Public Notice. Public notice of applications for certificates of appropriateness shall be accomplished by advertisement in the local paper and by posting of a sign on the subject property.

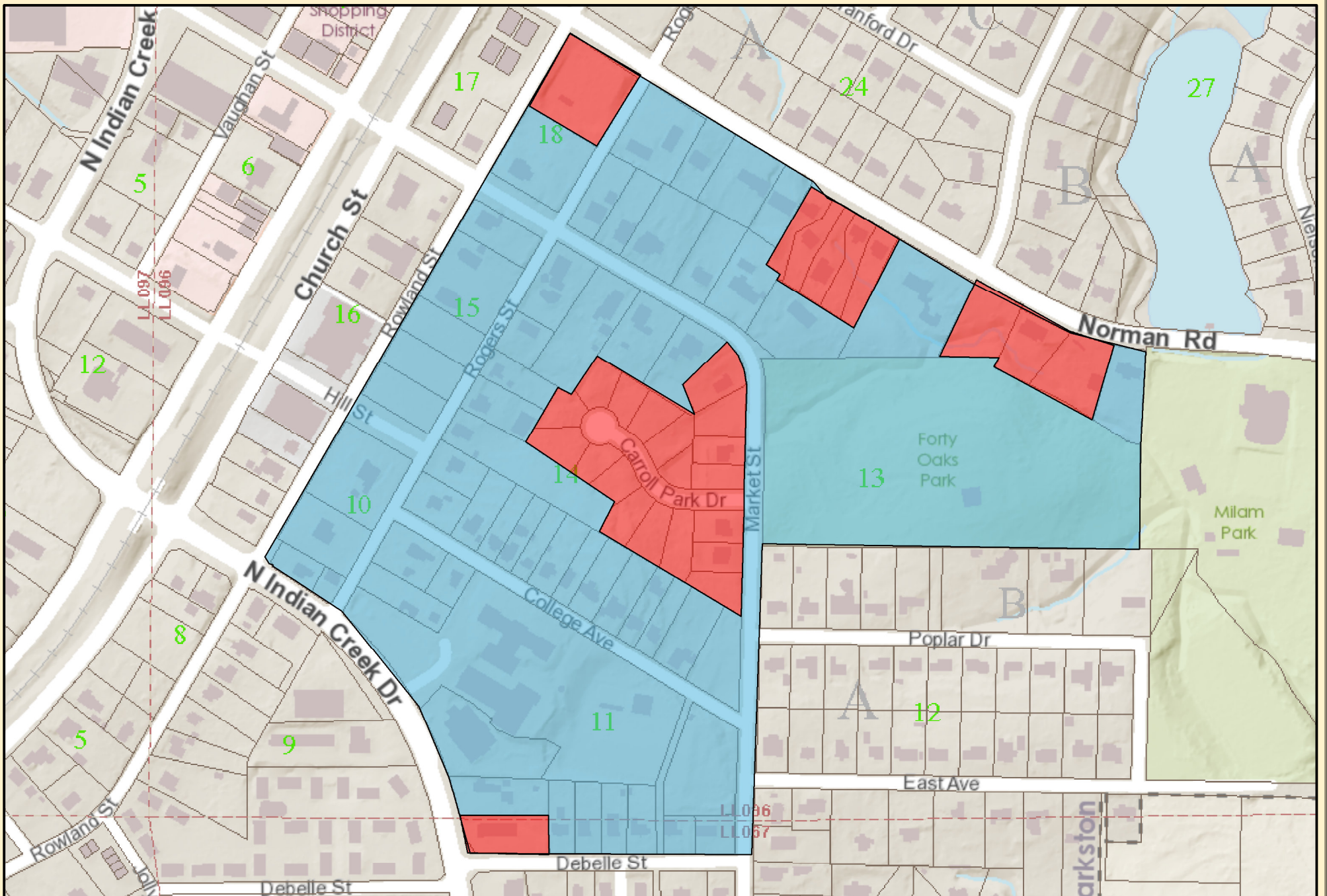
d) Representation. The applicant or a bona fide representative of the applicant shall be present at the meeting or meetings where the application for a certificate of appropriateness is reviewed. In the event that no representative is present for an application, that application shall be considered withdrawn. The CHPC may waive this requirement by consensus of those present at the meeting.

e) Timeliness of the Commission. Action on a certificate of appropriateness must be taken by the Commission within 45 days after the filing of a complete application. This time limit can be extended by mutual agreement between the applicant and the Commission.

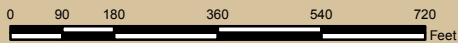
f) Determination of Material Change. Staff shall determine for each application whether the request concerns ordinary maintenance or repair. Staff may seek the opinion of the Chair or Vice Chair in this determination. Such determinations will be reported at the next regularly scheduled meeting of the Historic Preservation Commission.

IX. Amendments

These bylaws may be amended by the affirmative vote of two (2) members of the preservation commission, provided that notice of the intent to amend and the content of the amendment shall have been distributed in writing to each member at least ten (10) days prior to the meeting at which the vote to amend is taken or presented to the members, all members being present, at the regular meeting preceding the meeting at which the vote to amend is taken.



Proposed LHD 1

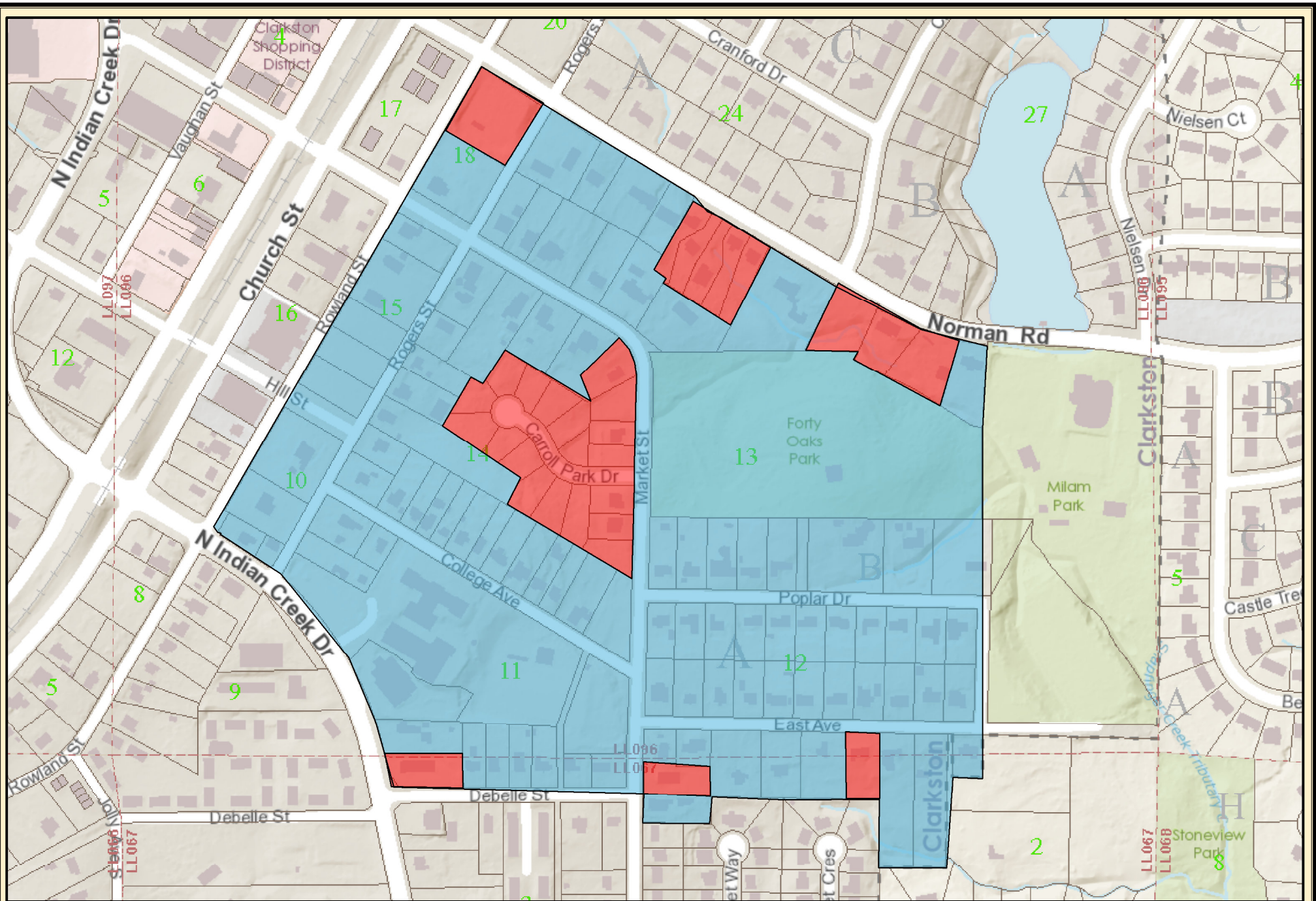


Date Printed: 11/5/2018



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Proposed LHD 2



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Historic Preservation Ordinance Guide

Step 1 - Draft a Historic Preservation Ordinance

Georgia has a [model historic preservation ordinance](#) that any city or county can adopt, based on the provisions in the [Georgia Historic Preservation Act](#) [O.C.G.A. 44-10-20].

Resources:

- [National Register Districts vs. Local districts](#)
- [Legal Basis for Preservation Ordinances](#)
- [Public Relations Tips](#)

Step 2 - City Adopts the Ordinance

Elected officials should advertise and hold public hearings in accordance with local policy for passage of any ordinance. Talk to your city attorney for guidance.

Step 3 - City Appoints Historic Preservation Commission (HPC) Members

Georgia Historic Preservation Commissions (HPCs) must have a minimum of three (3) members. All members must have their primary residence in the municipality for which they are serving as a Commissioner, i.e., they must be able to vote for the elected body that appoints them. Owning property within a historic district is not necessary, nor can it fill the residency requirement. Neither does owning a business within the municipality but living outside of the jurisdiction. If an interested property owner wants to be involved but doesn't meet the residency requirement, they can serve in a non-voting ex-officio capacity or on a subcommittee of the HPC.

Resources:

- [What does an HPC do?](#)
- [Article: Local Government Historic Preservation Commissioners](#)
- [HPC Members Resume Form](#)
- [Article: Historic Preservation Commission Members Attend Training \(2011\)](#)

Step 4 - HPC Adopts Rules of Procedure

Rules of Procedure and Bylaws provide a format and guidance for the operations of the Historic Preservation Commission. The information is gathered from the historic preservation ordinance and written in a way that is easy to understand. It also gives the HPC an opportunity to elaborate on policies in the preservation ordinance. Bylaws and Rules of Procedure do not need to be approved by Mayor and Commission, so these policies can be adapted more easily.

Bylaws often include membership requirements, establish a regular meeting time and place, determine what constitutes a quorum and contain a conflict of interest policy. [Sample HPC Bylaws](#)

Rules of Procedure contain information that the general public needs to know when interacting with the HPC, such as how meetings are conducted, what is needed to include in a Certificate of Appropriateness applications, and how property is designated. [Sample Rules of Procedure](#)

Step 5 - HPC Surveys Historic Resources and Studies Potential Designations

Determining where historic district boundaries should be drawn begins with a survey. A local district survey does not need to be as detailed as required for a National Register of Historic Places nomination. A simple windshield survey meaning what one can glean from driving (or walking!) all the streets in town will suffice. A binder with photographs, addresses and brief descriptions of each property's architectural or historical significance is an acceptable survey method.

You don't know what needs to be protected until you know what you have! Two good sources to learn about historic buildings are [House Types in Georgia](#) and Virginia and Lee McAlester's, *A Field Guide to American Houses*. [ISBN# 0-394-73969-8].

Resources:

- [What is Considered Historic?](#)
- [Sample residential survey form](#)
- [Benefits of Local Historic Districts](#)
- [Good News in Tough Times: Historic Preservation and the Georgia Economy](#)

Step 6 - Determine Boundaries for Designated Properties or Districts

A local historic district is a geographically definable area possessing a significant concentration of sites, buildings, etc. united by past events or aesthetically by plan or physical development. A local historic district can include historic and non-historic buildings.

[How are District Boundary Lines Established?](#)

Step 7 - Develop Nomination Report

Next, the HPC (and sometimes a neighborhood, merchants or historical society) nominates districts and/or individual sites and structures to the local governing body (city council or county commission) for designation. The HPC prepares a Nomination Report on the historic, cultural, architectural, or aesthetic significance of the designation. The Nomination Report should be submitted to the Historic Preservation Division* for comments and suggestions at least 30 days before the designation occurs.

The Nomination Report includes:

- Statement of the Significance of the property/district
- Physical description of the proposed boundaries
- Map showing Boundaries and Classification of Properties
- Representative Photographs.

The research done for the Nomination Report is the information that should be presented at the public hearing (see next step).

* Send Nomination Reports by Certified Mail (so that you have a record of it being sent) to:

Allison Asbrock
DNR Historic Preservation Division
2610 GA Hwy 155, SW
Stockbridge, GA 30281

Resources:

- [Sample Nomination Report, Wrens GA \(minus map and photographs\)](#)
- [Educate the Public: 5 Myths About Property Ownership](#)

Step 8 - Draft Designation Ordinance

Within fifteen (15) days following the public hearing, the HPC prepares a Designation Ordinance for local elected officials to review and vote on. The local elected body may vote to designate the historic property/historic district as it is recommended, they may amend the boundaries, or they may reject the proposal entirely.

The Designation Ordinance should include:

- A listing of all designated properties, and all property owners must be named;
- Individual properties must be described, or, in the case of a district, the boundaries of the district must be described.
- Designated property must be shown on the official zoning map or tax map.
- Language stating that a Certificate of Appropriateness (COA) must be obtained before a material change in appearance occurs.

Within 30 days following the adoption of the Designation Ordinance, the owners and occupants must receive written notification of the designation and the notice should tell them that a COA must be obtained from the HPC prior to any material change in appearance. This is a good time to educate owners about the application procedure and the design guidelines the commission will be using.

Resources:

- [Model Designation Ordinance](#)
- [Sample Designation Ordinance, McDonough GA](#)

Step 9 - Draft Design Guidelines

Design guidelines are an illustrated manual which the HP commission uses to interpret the preservation standards in the ordinance. Guidelines guide the applicants work and the commissions decisions.

Design guidelines can also be an effective public relations tool. By providing property owners with clear, accurate information about the care and maintenance of their old building and how to achieve compatibility for infill construction, design guidelines can show your commission to be the supportive preservation partner it is.

Want to ensure that new structures fit in along Main Street and your historic neighborhoods? Make sure that new construction is "FRESH" with this guide!

[FRESH - Determining Compatibility for New Structures in a Historic District](#)

If your HP commission is ready to start design review, you need design guidelines.

Here are some examples:

- [The Secretary of the Interiors Standards & Guidelines](#)
- [Consultants Directory](#)

Step 10 - Hold Public Hearings and Designate Property/District

A public hearing should be scheduled for comments on the recommended historic property or historic district designations. Following the public hearing, the local governing body may adopt the ordinance designating historic property as it is recommended, they may amend the ordinance, or reject the proposal entirely.

Instead of just thinking of the public hearing process as a hoop to jump through, take the opportunity to energize your community about its historic past! Show interesting old photographs and flattering new shots of the properties to be designated, serve refreshments, hand out brochures and fact sheets, etc., in addition to making your presentation and answering questions. Also, consider holding two public hearings, as there will undoubtedly be questions that come up that you can't answer right away but should address.

Requirements for a public hearing:

- Notice of Hearing must be published three times in the local newspaper.
- Written notice must be mailed to all owners and occupants within proposed district ([Sample Hearing Notice](#))
- Notices must be published or mailed 10-20 days before the hearing.

[Educate the Public: Frequently Asked Questions about local historic districts](#)

Step 11 - Residents Apply for Certificates of Appropriateness before making exterior alterations.

Once a designation occurs, the preservation commission begins its authorized function as a design review board. That is, the commission holds regularly scheduled public meetings to review and approve applications for Certificate of Appropriateness (COAs) to protect the visual characteristics that contribute to the historic significance of your community. A COA is simply a document stating that the proposed work is appropriate for the historic district and meets criteria in the local ordinance and design guidelines. A COA is required before making a material change in appearance to a property and before a building permit can be issued. Work completed without a Certificate of Appropriateness can lead to fines, permit delays and the reversal of any unapproved alterations.

A completed application is submitted to the Historic Preservation Commission. Property owners usually attend the commissions regularly scheduled public meeting to present their work proposal and answer any questions the commission or other citizens in the community may have about it. The commission discusses the project, measures it against criteria in the preservation ordinance and the districts design guidelines, and then votes on the proposal. If approved, the applicant receives the Certificate of Appropriateness in the mail. If denied, the HPC will state why (in writing) and the applicant has an opportunity to make changes to the proposal and re-submit it. For a particularly complex construction project, the citizen commission or board may consult with the State Historic Preservation Office, but its review and decision is completely independent of the state.

Contact your Historic Preservation Commission for specific information about what work requires a Certificate of Appropriateness, how the design review process works, and to obtain an application for proposed exterior work.

- [Sample COA application, Madison GA](#)



REQUEST FOR QUALIFICATIONS (RFQ) AND PROPOSALS

ARCHITECTURAL DESIGN SERVICES

FOR

FORTY OAKS NATURE PRESERVE FARM HOUSE

3790 MARKET STREET



Issue Date: July 6th, 2021

Submission Deadline: August 11th, 2021; 3:00 P.M.

SECTION 1. GENERAL INFORMATION

A. Introduction and Background

The City of Clarkston, Georgia (“City”) is soliciting Statements of Qualifications and Proposals from architectural design firms with a strong record in historical preservation architecture and adaptive reuse of historic structures for modern uses.

The City intends to contract for Architectural and Professional Design Services for the historic renovation and rehabilitation of a city-owned farmhouse located within the Forty Oaks Nature Preserve; 3790 Market Street.

Phase I of this project is for Architectural Design Teams with relevant experience and qualifications to submit a Statement of Qualifications from the lead architectural firm and all associated sub-consultants. The City’s Evaluation Committee; consisting of the City Historic Preservation Commission, City Manager and City Engineer, will identify and recommend to City Council and Mayor a list of short-listed teams (s). This RFQ proposal is for PH I services only.

Funding for Phase I will come exclusively from the City of Clarkston.

Phase II will involve City Council and Mayor approving a final list of short-listed firms. These short-listed firms will receive requirements for submission of technical and fee proposals. Submission requirements will be issued only to the short-listed firm (s). The City Evaluation Team will assess the short-listed firm proposals followed by negotiations of scope, fee and contract terms with most qualified Architectural Design Team. The qualifications-based selection process will be generally applied in identifying the highest and ranked and most qualified firm.

In addition to the city’s technical requirements for Phase II, the city will prepare a narrative on the City’s approach for the physical renovation and rehabilitation of the Forty Oaks Nature Preserve Farmhouse. Although not completely defined at this juncture, the City anticipates that the renovations to the farm house will either a hard bid with a general contractor (GC) utilizing the 100% construction drawings prepared by the Architectural Design Team, or, alternately, the GC pricing proposals will be based at the 50% stage of Architectural design/development plans with the city selected GC working with the architect through final construction drawings and the GC’s final price based on these 100% drawings.

B. Project Details

The structure, located at 3790 Market Street (formerly McClendon Ave), is a two-story stick-built residential home built in the early 1950’s by Mr. & Mrs. Sutton. The farm

house is on 10.88 acres of forested land currently known as the Forty Oaks Nature Preserve. DeKalb County purchased the property and structure from Hazel Sutton in 1972. The structure was repurposed by the County as a recreation department field office and subsequently utilized by Global Growers, a non-profit agency. The land and structure was quit-claimed to the City of Clarkston in May of 2018. The structure has been unoccupied since May 2018.

The structure's approximate exterior dimensions are as follows:

- Building Footprint: 48 ft. x 34 ft.
- Front Porch: 10 ft. x 44 ft.-6 inches
- Side Porch: 4 ft-7 inches x 6 ft.-10 inches

Refer to Exhibit A for exterior photographs of the farm house.

The City is not aware of any prior exterior or interior renovation work although there appears to be a relatively recent upgrade to the HVAC system.

The City has made available the following contracted work to assist the architectural consulting teams in developing a response to the RFQ and ultimately a work scope and fee for the services identified herein for the short-listed firms. The documentation available is as follows:

- Limited topographic survey of the grounds surrounding the structure; refer to Exhibit B
- Asbestos and lead survey of the structure; refer to Exhibit C

Future plans for the structure have yet to be determined. One possible renovation scenario would include office space for public and private uses, including a conference room. No overnight living spaces are anticipated. Kitchen will remain but without a stove.

Although likely not to impact the structure renovation tasks, proposers shall note that the city is currently in the planning phase for the installation of a non-potable irrigation well to the rear of the property.

The City also intends to have an outdoor storage building constructed for use by the city Public Works staff. The approximate footprint of the structure will be 300 SF. The selected firm will include this structure in its work scope and fee and will provide guidance on the location of this storage facility, its location and design. The design shall reflect the main structures historical architectural character.

The existing specimen trees that are located within the perimeter of the structure shall remain intact and protected during construction. A landscape plan for plantings adjacent to the structure will be included in the city's technical submission requirements.

The Committee will also require the Architectural Consulting Team to perform any additional environmental testing and assessment as necessary to ensure the safe occupancy of the renovated structure.

Limited civil site services are anticipated within the scope of work. No parking or access changes are anticipated with this scope of work.

Septic system currently services the structure. Sanitary sewer connection is not anticipated with this project scope.

Regardless of the uses, the historic character of the structure shall remain intact upon completion of the renovation/rehabilitation work tasks.

The City is researching the availability of historic preservation funding for the construction phase of the project. The city anticipates requesting the short-listed firms to include a list of potential grants to fund the construction tasks.

City research of the structure found documentation from DeKalb History Center Archives that reflects this structure as “historic”. Refer to Exhibit D.

C. Schedule for Short-List Firm Selection

The projected schedule for selection of short-listed firm(s) for this project is as follows:

ACTION	DATE
Issue RFQ	July 6 th , 2021
Non-Mandatory Pre-Bid Conference & Site Walkthrough	July 16 th , 2021; 10:00 AM
Deadline for Proposers to Submit Questions	July 26 th , 2021; 5:00 PM
City Deadline to Post Responses to Consulting Team’s Questions	August 2 nd , 2021; 5:00 PM
RFQ Submittal Deadline	August 11 th , 2021; 3:00 PM
Review of RFQ’s by Architectural Review Committee....	August 12 th – 18 th , 2021
Submit Short-Listed firm Recommendation to City Council Work Session	August 31 st , 2021
City Council/Mayor Identifies Short-Listed Firms.....	September 7 th , 2021
Short-Listed Firms Notified.....	September 8 th , 2021
City Staff Provides Submission Requirements to Short-Listed Firm(s)	September 9 th , 2021
Short-Listed Firm(s) Interviews with Evaluation Committee	September 20 th – 22 nd , 2021
Committee Recommendation to City Council Work Session of Most Qualified Architectural Consulting Team	September 28 th , 2021
City Council/Mayor Selects Firm to Begin Contract Negotiations	October 6 th , 2021
City Staff Begins Fee and Scope Negotiations with the Most Qualified Architectural Consulting Team.....	October 7 th , 2021
Selected Firm Issued a NTP.....	October 15 th , 2021

D. Submittal Requirements

The City will receive RFQ's until 3:00 P.M., August 11th, 2021 at City of Clarkston Annex, 1055 Rowland Street, Clarkston, GA 30021; ATTN: Dan Defnall, Finance Director. RFQ proposals will not be publically opened. A non-mandatory walk-through of the house will be held on-site July 16th, 2021 at 10:00 AM. All potential firms interested in submitting a RFQ and Proposal are strongly encouraged to attend.

The RFQ package is available on the City of Clarkston web site; www.clarkstonga.gov. All questions regarding the Request for Qualifications shall be made via email to the City Project Engineer; Larry Kaiser, PE, Project Manager at kaiser@co-infra-services.com. The deadline to submit questions is no later than 5:00 PM; July 26th, 2021. The City will post all "Response to Questions and/or Addenda", if applicable, on the city web site; www.clarkstonga.gov by no later than 5:00 PM, August 2nd, 2021. It is incumbent that those submitting questions follow-up with the Project Engineer to ensure that questions were received.

Verbal communications between the City Project Engineer and any member of the Architectural Consulting Team shall be considered unofficial and the City nor the Architectural Review Committee shall have no responsibility to verify any information that is not contained in the RFQ Proposal document or future addenda.

Communication (verbal or electronic) with any member of City Council, Mayor or Architectural Review Committee may result in the Teams disqualification from submitting qualification proposals.

All RFQ proposals must be presented in a sealed opaque package with the following language clearly marked on the outside of the package:

**CITY OF CLARKSTON
RFQ FOR ARCHITECTURAL DESIGN SERVICES
FORTY OAKS NATURE PRESERVE FARM HOUSE
RFQ PROPOSAL SUBMITTAL DEADLINE: August 11th, 201 – 3:00 PM
RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,
Clarkston, GA 30021
ATTN: Dan Defnall; Finance Director**

One (1) original RFQ proposal, five (5) hard copies and one digital copy in PDF format saved to a USB flash drive to be included in the submittal package.

Electronic and facsimile submittals will not be accepted.

SECTION 2. PROPOSAL REQUIREMENTS

The short-listed firm (s) must be a responsible historic preservation consultant or team of consultants with the necessary breadth, experience, and resources to undertake and successfully complete this project. The architectural consultant or consultant team should have expertise in providing various methodologies and analysis to provide renovation designs that retain the historical character of the structure while enabling the structure to meet its intended purpose. Structural, MEP and/or Civil/Environmental engineering consultants may be needed to provide assessments, recommendations and cost estimates depending on future city uses.

In order for the Evaluation Committee to adequately compare and evaluate qualifications and approach, all documentation must be submitted in accordance with the format detailed below. The total number of pages (one-sided) shall be no greater than 100 pages with a minimum font size of 12. RFQ proposals shall be PDF's of 8.5" x 11" documents. The Committee will allow a limited number of foldable 11" x 14" documents if necessary. All pages shall be numbered.

OTHER THAN THE FEE SCHEDULE OF ALL PARTIES/STAFF PROPOSED TO BE ASSIGNED TO THE PROJECT, NO DETAILED PRICING TO BE INCLUDED IN THIS RFQ PHASE.

A. Transmittal Letter

The letter shall be a maximum of one page and one-sided. The following shall be included in the letter; lead firm and all proposed subconsultants, primary (lead) contact person and contact person's phone number (cell) and email, primary business address of where the work will be performed, the state in which the lead firm's professional license is located and the signature of at least one authorized company officer. The letter shall also include a statement of the firm's willingness and commitment to provide the proposed services if selected.

Table of Contents required. One page maximum. Table of Contents should follow the RFQ format below.

B. Introduction

Provide a synopsis of the lead firm's background, history and services to be provided if selected (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope and requirements. The background and history of the sub-consultants may be included if the lead firm deems it of value for RFQ presentation purposes.

C. Project Approach

Given the information provided in this RFQ package, briefly describe the teams proposed methodology, techniques, assessment and procedures that will be presented in the Technical Submission deliverable if short-listed. The Evaluation Committee does not expect a detailed analysis in this RFQ proposal phase. The Committee does expect that sufficient information is provided to clearly understand the Consulting Teams understanding and approach.

D. Proposal Team and Qualifications

List up to three (3) projects which demonstrate the skills and experience with historical preservation/rehabilitation on publically owned historic projects; preferably stick-built houses. Provide project name, location, owner, nature of firm's responsibility, the contract amount and project duration (design schematics to construction completion).

Provide resumes, references (minimum of 3 from the lead firm) and contact information (emails and phone numbers) and organizational chart of the consulting team.

E. Staff Availability to Perform Work

Provide schedule and manpower details of current projects and projects anticipated to be online within 12 months of the entire Consulting Team. Discuss the Consulting Team's ability and/or flexibility, if selected, to commence with work within 30 days of being issued the Notice-to-Proceed.

F. Fee Schedule

The Fee Schedule of the Architectural Team lead and all proposed sub-consultants shall be included in the submittal. At this RFQ phase, fee schedules are to be provided for informational purposes only. **No detailed pricing proposals are to be submitted.**

G. DBE Requirements

If short-listed, the City will require documentation that a minimum of 14% of the total contract amount be assigned to State of Georgia recognized Qualified Disadvantaged Business Enterprise (DBE) and/or Woman Business Enterprise (WBE) firms.

H. Addendum-Response to Questions

All Addendum and/or “Response to Questions” must be acknowledged by each firm when the Technical Proposal is submitted. This acknowledgment shall be in the form of submitting the actual city’s responses and/or addendum. Refer to Exhibit D.

SECTION 3. BASIS FOR SHORT-LIST SELECTION

A. Evaluation Committee

The Evaluation Committee, which consists of the City’s Historic Preservation Commission, Collaborative Infrastructure Services (City Engineer) and City Manager, will review and evaluate the submitted RFQ proposal based on the following criteria:

1. Adherence to Required Proposal Format
2. Inclusion of all Forms and Documents Requiring Signature/Acceptance
3. Understanding of the Project Goals
4. Project Approach
5. Experience and Knowledge of the Consulting Team Members including publically owned structures as identified in Section 2. D. above.
6. Current Workload and teams ability/flexibility to commence with work in October
7. Intangibles (at the discretion of the committee)

The Evaluation Committee will prepare recommended short-listed firm (s) to City Council and Mayor based upon the above criteria.

The City Council and Mayor will render a final decision on the list of short-listed firm (s) to receive technical submission requirements for purposes of soliciting technical and fee proposals.

The Selection Committee nor City Council has a pre-determined number of firms to be short-listed.

B. The Consulting Architectural Team proposing needs to demonstrate, at a minimum, knowledge and experience in:

1. Historic Architecture (specifically related to the structure type at Forty Oaks)
2. Experience with Publically Accessible Structures
3. Professional Restoration Standards
4. Experience with similar size and scope for publically owned structures

C. Fee Schedule

The Fee Schedule of the Architectural Team lead and all proposed sub-consultants shall be included in the submittal. At this RFQ phase, fee schedules are provided for informational purposes only.

SECTION 4: NON-MANDATORY PRE-BID MEETING & WALKTHROUGH

The City will host a non-mandatory pre-submittal meeting and walkthrough for interested firms at 10:00 AM on July 16th 2021. The pre-bid meeting will be held at the City of Clarkston Annex Building; 1055 Rowland Street, Clarkston, GA 30021. Following the meeting, a site walkthrough will be held at the farm house; 3790 Market Street. (Forty Oaks Nature Preserve).

The City strongly encourages attendance at the pre-bid conference and walkthrough to visually assess the building structure and condition and understand the project scope.

Please contact the Project Engineer for access to the farm house before or after the pre-bid and site walkthrough event on July 16th, 2021.

SECTION 5 – PROJECT DOCUMENTATION EXHIBITS

Refer to the Following Exhibits A thru D

EXHIBIT A

EXTERIOR PHOTOGRAPHS

















King Man
770-922-9456

King Man
770-922-9456



King Kan
770 922 9456

NO
TRESPASSING

Charleston International Airport
A Division of Charleston County
1000 Airport Blvd., Charleston, SC 29405
Charleston International Airport
Charleston, SC 29405
803.733.1234
www.charlestonairport.com



Clarkston International Garden
A project of Global Growers Network, a nonprofit organization based in Detroit, Canada.

What We Do:
Global Growers Network is a nonprofit organization based in Detroit, Canada. We are dedicated to providing fresh, healthy food to the community. We do this by growing and distributing fresh produce to food banks and community gardens. We also provide training and support to community gardeners.

How We Do It:
Global Growers Network is a nonprofit organization based in Detroit, Canada. We are dedicated to providing fresh, healthy food to the community. We do this by growing and distributing fresh produce to food banks and community gardens. We also provide training and support to community gardeners.

Get Involved:
1. Volunteer
2. Donate
3. Grow
4. Share

Global Growers Network
@globalgrowers



King Man
770 632 9456

EXHIBIT B

TOPOGRAPHIC SURVEY

EXHIBIT C

ENVIRONMENTAL TEST RESULTS

- * Report of Lead-Based Paint Assessment**
- * Asbestos Survey**

(refer to city RFQ posting to download reports)

EXHIBIT D

Subject Files : Architecture

Scroll the list to see what we have available in the archives on historic homes and properties in DeKalb. We don't have information on every home in DeKalb or Decatur. We have plat maps for districts 15, 16, and 18 from various eras that MAY show your house. Email us to get more information. In the meantime, check out these websites and flyers to get information on YOUR property:

[City of Decatur](#)

[DeKalb County Tax Commissioner](#)

[House History research](#)

[Researching Your House](#)



General

[Georgia Historic Landscape Initiative](#)

[Historic Preservation](#)

[Log Cabins](#)

[Miscellaneous](#)

[Ranch houses](#)

[Single Family Residential Development in DeKalb County, 1945-1970](#)

[1960s suburban architecture – DeKalb](#)

Firms

[Ivey and Crook](#)

[Logan and Williams](#)

[Mastin and Associates](#)

[Robert and Company](#)

[Walker and Chase](#)



Blair – Rutland Building

Briarcliff – Normandy Apartments

Brownings Courthouse

Callaway Grocery

Cora Beck Hampton Schoolhouse

Decatur City Hall

Decatur Depot

Decatur Waterworks

DeKalb Building

DeKalb County Jail Houses

Emory Woods Apartments

Galloway Livery Stable

Hotel Candler

Houston Chapel

New Courthouse- 556 N McDonough St, Decatur

Old Courthouse, now DeKalb History Center – Images (see also [Photographs](#), Box 13)

Old Courthouse renovation 1820s – 1965

Old Courthouse renovation 1966-1988

Old Courthouse 1989

Old Courthouse – History

Old Courthouse – Lawn, Trees, Objects

Post offices

Pythagoras Lodge No. 41, Masonic Temples

R.F. Sams Farm

Ridley Howard House-Clairemont and Scott Blvd.

United States Post Office, Decatur GA

Historic Districts (see also [Communities and Neighborhoods](#))

Arabia Mountain





Glenwood Road Historic Corridor

Kirkwood

Longview-Huntley Hills (Chamblee) ([Oversized Map](#))

M.A.K. (McDonough, Adams, Kings)

Old Decatur

Ponce de Leon Court

University Park-Emory Highlands- Emory Estates

Historic Homes

129 Church Street

152 Superior Avenue, Decatur: "Tucked-In" historic garden

226 East Lake Drive (see also our [YouTube channel](#), "*Tudor Revival and East Lake*")

311, 313, 314 S Fourth Ave

417 East College Ave

422/424 West Ponce de Leon- The Marlay House since 2008; previously Ya-Ya's and The Angel

604 Clairemont Ave

619, 623, 627 Sycamore St

636, 703 Sycamore St

724 East Lake Dr

822 Lullwater Road, "Driving Miss Daisy" home

1115 Lullwater Road

1192 McLendon Ave., Maj. Moreland house

1260 McLendon Ave., Kuhn estate

1848 N. Decatur Road

Adair house- 1341 S Ponce de Leon Ave, Atlanta

Alston house, or Meadow Nook- 2420 Alston Dr

Ansley, William Smith house- 349 S Candler St, Decatur

Argo-Tilson-Bixler home

Atlanta's White House- Briarcliff Rd



Biffle Cabin (1 of 2)

Biffle Cabin (2 of 2)

Billups, Lanier Cabin

Bond family house- 1226 Rock Chapel Rd., Lithonia

Boxwood, also Rainwater Estate, or Dogwood Terrace- 794 Springdale Rd

"Briarcliff" – Asa Candler home

Burdine House- 627 Sycamore St

Callan Castle- Inman Park

Callanwolde Mansion- 850 Briarcliff Rd

Candler, Bishop Warren A. home

Candler-McKinney-Clarke home- 146 South Candler Street or 146 Candler Rd

Candler's Kirk Road farm

Cheek-Spruill house- Chamblee-Dunwoody Road

Davidson Cottage- Lithonia

Death House- Sycamore Street, Decatur

Donaldson-Bannister house and cemetery- 4831 Chamblee- Dunwoody Rd

Edwards-Malone home- 6886 Main Street, Lithonia

Evans-Williams home- Hairston Way, Stone Mountain

Everhart – 6 Clairmont Avenue

Farmer, Neville and Helen (Lustron house)- 513 Drexel Avenue

Fischer-Hurt house- 4146 Chamblee-Dunwoody

"Forty Oaks"- McClendon St, Clarkston



Gentry, William T. house- East Lake

Glenwoods- 1632 Ponce de Leon Ave, Atlanta

Going, Mr and Mrs Commodore- Johnson Ferry and Peachtree-Dunwoody

Goodwin, Solomon house- 3931 Peachtree Road

"Great Oaks" - Lithonia

Halliburton Hall- Clarkston

Harwell cabin- 326 Hill St, Decatur

Hester house- 4130 E Ponce de Leon Avenue, Clarkston



Houston home- 418 Church St, Decatur

Houston Mill house- Atlanta

Houston Mill house – Atlanta; From the Carr Collection

Housworth homeplace- Lithonia

Jackson (Tom) house- Candler Road

Johnson home- Howard Ave, Decatur

Kemp-Castle house

Lindig cabin- Lithonia

Loyd homeplace

Lullwater farm, estate- 1483 Clifton Road

Lumpkin-Compton-Broome house- Decatur

Lyon Farm

Lyon House

Mann, J.W. house- 1918 Dresden Drive, Chamblee

Marble house- 119 North McDonough Street, Decatur

Marble Palace- 1428 Ponce de Leon Ave, Atlanta

Mary Gay House (1 of 2)

Mary Gay House (2 of 2)

McPherson cabin

Mebane house- Spalding Dr, Dunwoody

Milledge house- Decatur

Moore's Plantation- South DeKalb

Morris house- Clarkston

Morris house- East Lake Road

Murphey Candler house- 158 S Candler Street

"Paradiso", 1695 Ponce de Leon Ave

Pearce house- 125 Madison Ave., Decatur

Perrin house- Clarkston

"Pinebloom"- 1585 S Ponce de Leon Ave, Atlanta

Pines, Russel and Nellie (Lustron house)- 2081 Sylvania Drive



Ragsdale house- Arabia Mountain

"Rainbow Terrace"- 1610 Ponce de Leon

Red Cross house- Sycamore, Decatur

Rest Haven- 940 Springdale Rd

Sage house

Sams, Sr., Hansford home- Candler Rd, Decatur

Scott-Cooper house- Sycamore, Decatur

Seminary- 6886 Main Street, Lithonia

Sheppard home

Smith-Benning house- 520 Oakdale Road

Spivey log cabin- 4069 Norman Rd, Stone Mountain

Steele-Cobb house- 2632 Fox Hills Dr, Decatur

Steward-Rowland-DeJarnatt house- Barry St, Decatur

Stillwood Plantation- Briarcliff Road

Stonehaven- Stone Mountain

Stonehenge- 1410 Ponce de Leon

Sutherland house

Swanton House (1 of 3)

Swanton House (2 of 3)

Swanton House (3 of 3)

Swanton House, gifts

Thomas-Barber cabin

Thompson cabin

Thornton house- Stone Mountain

Towers-Fowler-Thompson house- Stone Mountain

T.R.R. Cobb house

Tullie Smith house

Villa MiraFlores- 1214 Villa Drive, Atlanta

Williams House- Clarkston

"Wistaria Hall"



SECTION 6 – CITY REQUIRED FORMS

Refer to the Following Exhibits E thru K

EXHIBIT E
ACKNOWLEDGEMENT FORM
ADDENDUM

Addendum Nos.	Date of Addendum Issuance	Title of Addendum

RESPONSE TO QUESTIONS

Response to Questions Nos.	Date of Response to Questions	Title of Response to Questions

Lead Architectural Design Firm acknowledges receipt of the above Addenda and Response to Questions:

Signed, sealed, and dated this _____ day of _____, 20_____

Firm _____
 _____ (Seal)

Firm Mailing Address:

Company Name

Signature: _____

Print Name: _____

Title: _____

EXHIBIT F

CONFLICT OF INTEREST CERTIFICATION FORM

I, _____, as the legal representative of _____, do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that _____ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that _____ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal fee schedule, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that _____ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, _____ shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Clarkston, Georgia at the time the Contract is executed. In addition, _____ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, _____ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Clarkston government employee, any member of the City of Clarkston City Council or consultant under contract with the city to provide Project Engineering Services on this project from _____ as a corporate entity or employee of _____.

Name: _____

Title: _____

Date: _____

EXHIBIT G

City of Clarkston, Georgia

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract the City of Clarkston, contractor will secure from such contractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Clarkston at the time the subcontractor(s) is retained to provide the service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent

COMPANY

Date

Title of Authorized Office or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____ 20____

Notary Public

My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration

EXHIBIT H

City of Clarkston, Georgia

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Clarkston has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91

EEV/ Basic Pilot Program* User Identification Number

Date _____

BY: Authorized Officer or Agent COMPANY
 (Subcontractor Name)

Title of Authorized Office or Agent of Subcontractor

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE
_____ DAY OF _____ 20__

Notary Public
My Commission Expires:

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Rule Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

EXHIBIT I

ACCEPTANCE FORM

Sealed RFQ proposals, plainly marked as follows:

***CITY OF CLARKSTON
RFQ FOR ARCHITECTURAL DESIGN SERVICES
FORTY OAKS NATURE PRESERVE FARM HOUSE***

***RFQ PROPOSAL SUBMITTAL DEADLINE: August 11th, 201 – 3:00 PM
RFQ PROPOSAL SUBMITTAL LOCATION: 1055 Rowland Street; City Annex,
Clarkston, GA 30021
ATTN: Dan Defnall; Finance Director***

that are received after the submittal deadline will not be accepted and will not be returned to the proposer. The selection of short-listed firms will occur with an Evaluation Committee. The Committee will forward the short-listed firms to City Council for a final decision. City Council will provide a final decision on the short-listed firms and proceed to direct the City Manager and City Engineer to commence with soliciting work scope and fee proposals from the short-listed firms. The process for identifying the most qualified Architectural Consulting Team will be primarily based on Qualification-Based Selection (QBS).

The number of short-listed firms has not pre-determined. That decision will occur with the Evaluation Committee.

In compliance with this Request for Qualifications (RFQ) document and all Exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFQ.

Cited above and submit this signed RFQ proposal which includes this completed and signed page and other data as required by the RFQ. It is understood that this proposal and the scope of services in the final technical proposal submittal, may be modified, as agreed to by both parties, in subsequent negotiations with the selected short-listed Consulting Team.

NAME AND ADDRESS OF FIRM:

DATE: _____

By: _____
(signature)

(print)

Title: _____

Phone: _____

EIN # : _____

EXHIBIT J

DISCLOSURE FORM

This form is for disclosure of campaign contributions and family member relations with City of Clarkston officials/employees or Owner's City Engineer (Collaborative Infrastructure Service employees).

Please complete this form and return as part of your bid package when it is

submitted. Name of Bidder _____

Name and the official position of the City of Clarkston Official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

List the dollar amount/value and description of each campaign contribution made over the past three (3) years by the Applicant to the named City of Clarkston Official.

Amount/Value

Description

Please list any family member that is currently (or has been employed within the last 9 months) by the City of Clarkston and your relation:

EXHIBIT K
INSURANCE CERTIFICATES

Provide copies of the Lead Architectural Firm's E&O and General Liability Insurance Certificates