



**THE CITY OF OXFORD, GEORGIA  
REQUEST FOR PROPOSALS**

**107 W. Clark Street – Yarbrough House – Rehabilitation or Relocation**

## **Section 1. Summary of Request**

**Purpose** - The City of Oxford is accepting proposals to rehabilitate or relocate a residential structure located at 107 West Clark Street in the City of Oxford, Georgia. The structure is colloquially known as “The Yarbrough House.” The structure has some historical significance, being one of the older homes still standing in the city limits. The home was built in the late 1800s and retains some architectural details consistent with the era of its construction, although some modifications have been made over time to the structure by various owners.

In lieu of relocating the structure from the property, the City of Oxford will consider proposals to rehabilitate the structure with the purpose of making it a viable commercial or community venue. The property the structure is on is part of the Oxford Town Center Zoning District. The City of Oxford Downtown Development Authority is actively pursuing a planned work and play project within the Town Center Zoning District. Rehabilitation of the structure must align with the goals of this project. These plans are available upon request.

Relocation of the structure must be completed at no cost to the City of Oxford. If the City of Oxford accepts a proposal for rehabilitation of the structure, the City may agree to absorb some percentage of the costs of rehabilitation in exchange for a long-term lease with the proprietor(s) of the resulting commercial or community venue.

### **Timeline:**

Rehabilitation – The timeline to complete rehabilitation of the structure may vary depending on the nature of the activities proposed. If a proposal for rehabilitation is accepted, the City of Oxford will negotiate with the approved proposer to reach a mutually acceptable date for completion, which will be documented in a binding contract.

Relocation – If a proposal is submitted for the relocation of the structure, the relocation must be completed within six months of acceptance of the proposal, including the time required to obtain all necessary permits and to acquire all necessary equipment.

## **Section 2. Scope of Work**

The Scope of Work for rehabilitation of the structure shall include but is not limited to the following:

- Complete a description of the planned use of the structure, including anticipated customer/patron volume, an analysis of the benefits the planned use will provide to the community, and the estimated time expected to complete the rehabilitation.

The Scope of Work for relocation of the structure shall include but is not limited to the following:

- Obtain all permits necessary to complete relocation of the structure.
- Coordinate, oversee and conduct relocation of all parts of the structure from the property.

### **Section 3. Standard Terms and Conditions**

When preparing a proposal for submission in response to this RFP, proposers should be aware of the following terms and conditions which have been established by the City of Oxford:

- This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals. The City of Oxford reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
- The City of Oxford reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City.
- The successful proposer shall be required through a contract to provide a one-year warranty for the labor and material provided for the work and insurance and bonds as required by the City of Oxford.
- The City of Oxford assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
- The following criteria will be used to evaluate all proposals:
  - The proposer's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Oxford.
  - The reputation, experience, and efficiency of the proposer.
  - The ability of the proposer to provide quality services within time and funding constraints. However, cost is not a mandatory evaluation criterion.
  - The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the purpose of the project; and provide in a clear and concise format the requested information.
  - Such other factors as the City determines are relevant to consideration of the best interests of the City.

- The proposal must align with the charter and ordinances of the City of Oxford, which can be viewed at: [https://library.municode.com/ga/oxford/codes/code\\_of\\_ordinances](https://library.municode.com/ga/oxford/codes/code_of_ordinances). Of particular importance is Section 4(B) of the Municipal Charter of the City of Oxford, which prohibits the sale of alcohol in any form within the city limits of Oxford. Other ventures which will not be considered are:
  - Adult entertainment
  - Cigarette, vaping, or other smoking or nicotine products
  - Any products or services which are known to cause harm to the environment
  - Any products or services which violate City of Oxford ordinances, or State or Federal laws, rules and regulations

The City of Oxford reserves the right to prohibit other activities not expressly listed above.

#### **Section 4. Required Submittals**

- Provide the name, address, and email address of the proposer. If an entity, provide the legal name of the entity and the names of the entity's principal(s) to provide the services.
- Provide a review of your qualifications and briefly explain how you plan to complete the required tasks.
- Provide references for your work and examples of similar projects completed.
- Provide an itemized cost estimate for each element in the Scope of Work listing that is relevant to the proposal (relocation or rehabilitation).
- Provide a detailed estimate of the costs to complete the project if a rehabilitation is proposed and funds are being sought from the City of Oxford.

Please note, the due date for your proposal is: 4:00 PM on December 2, 2022. Proposals may be dropped off at City Hall or addressed to:

Marcia Brooks, City Clerk  
City of Oxford  
110 W. Clark St.  
Oxford, GA 30054

Thank you, we look forward to reviewing your proposal.

## DISCLOSURE STATEMENT

Vendor must disclose any possible conflict of interest with the City of Oxford including, but not limited to, any relationship with any City of Oxford elected official or employee. Your response must disclose if a known relationship exists between any principal of your firm and any City of Oxford elected official or employee. If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a contract as a result of your response. This form must be completed and returned in order for your proposal to be eligible for consideration.

NO KNOWN RELATIONSHIPS EXIST

RELATIONSHIP EXISTS (Please explain relationship)

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I CERTIFY THAT:

1. I, as an individual proper, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein is accurate and true as of the date; and
  
2. I or my organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

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Printed or Typed Name

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Title

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Signature

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Date