

**BERRYVILLE TOWN COUNCIL COMMUNITY IMPROVEMENTS COMMITTEE
MEETING AGENDA
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Meeting Room A/B
Regular Meeting
June 26, 2017
7:00 pm**

Item **Attachment**

1. **Call To Order** Donna McDonald, Chair

2. **Approval of Agenda**

3. **Discussion** Livery Stable 1

4. **Discussion** Water Tank Signage

5. **Closed Session** No Closed Session Scheduled

6. **Other**

7. **Adjourn**

↑ Denotes an item on where a motion for action is included in the packet

Attachment 1

**Town of Berryville
Request for Proposals
Evaluation of Livery Stable
at 23 East Main Street, Berryville, VA**

Overview and Purpose

The Town of Berryville owns a 19th century livery stable situate on East Main Street in Downtown Berryville. The livery stable, which is a two-story structure approximately 40' x 25' in size, is attached to a brick structure that was constructed in the mid-1930's for use as a fire station and town office.

In 2009, former fire station and town office was renovated for use as an art gallery and business incubator space.

The Town has not developed a plan for adaptive reuse of the livery stable but wants the structure evaluated to determine what steps must be taken to stabilize it while the Town determines how best to use the resource.

Scope of Services

Consultant will provide a structural report to document the current condition of the livery stable. The delivered report must address the following items:

Survey of existing conditions

An examination of the livery stable is necessary to document and assess the material condition of its construction and design. This step will also identify and evaluate the structure's condition including:

- Exterior materials
- Interior materials
- Structural systems

Measured drawings {acceptable scale? acceptable format?} will be generated and be made part of the report.

An archaeological assessment is not required, but the consultant may engage in subterranean exploration, as needed, to assess existing conditions. Such subterranean exploration must be approved in advance by the Town.

Treatment Plan

The consultant will provide a treatment plan that identifies any work that is needed to stabilize the livery stable. The treatment plan will include a detailed description of needed work, prioritization of work, and cost estimates for identified work.

{Consultant Qualifications?}

{Report stamped by structural engineer etc.>}

{Performance Standards Specific deliverables}

{Evaluation Criteria}

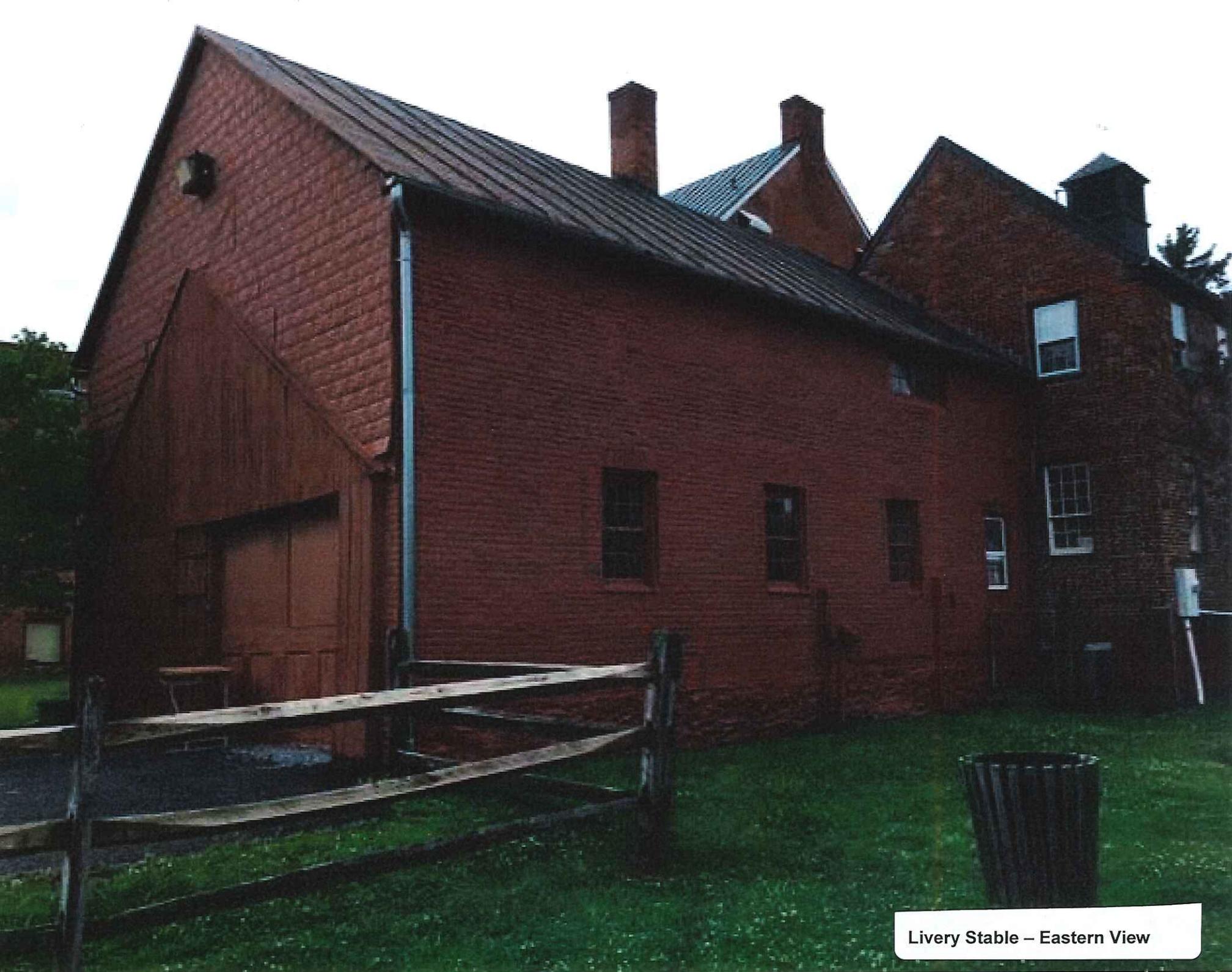
Indemnifications for site visit}

RFP schedule

Issue RFP	July 26, 2017	
Pre-submission Meeting / Site Visit	August 7, 2017	10:00 am
Deadline for Questions and Requests for Additional Information	August 14, 2017	2:00 pm
Deadline for Town Responses	August 21, 2017	2:00 pm
Submission Deadline	September 5, 2017	2:00 pm
Consultant Interviews (if needed)	Week of September 17, 2017	
Award Date	October 11, 2017	2:00 pm

Post award schedule

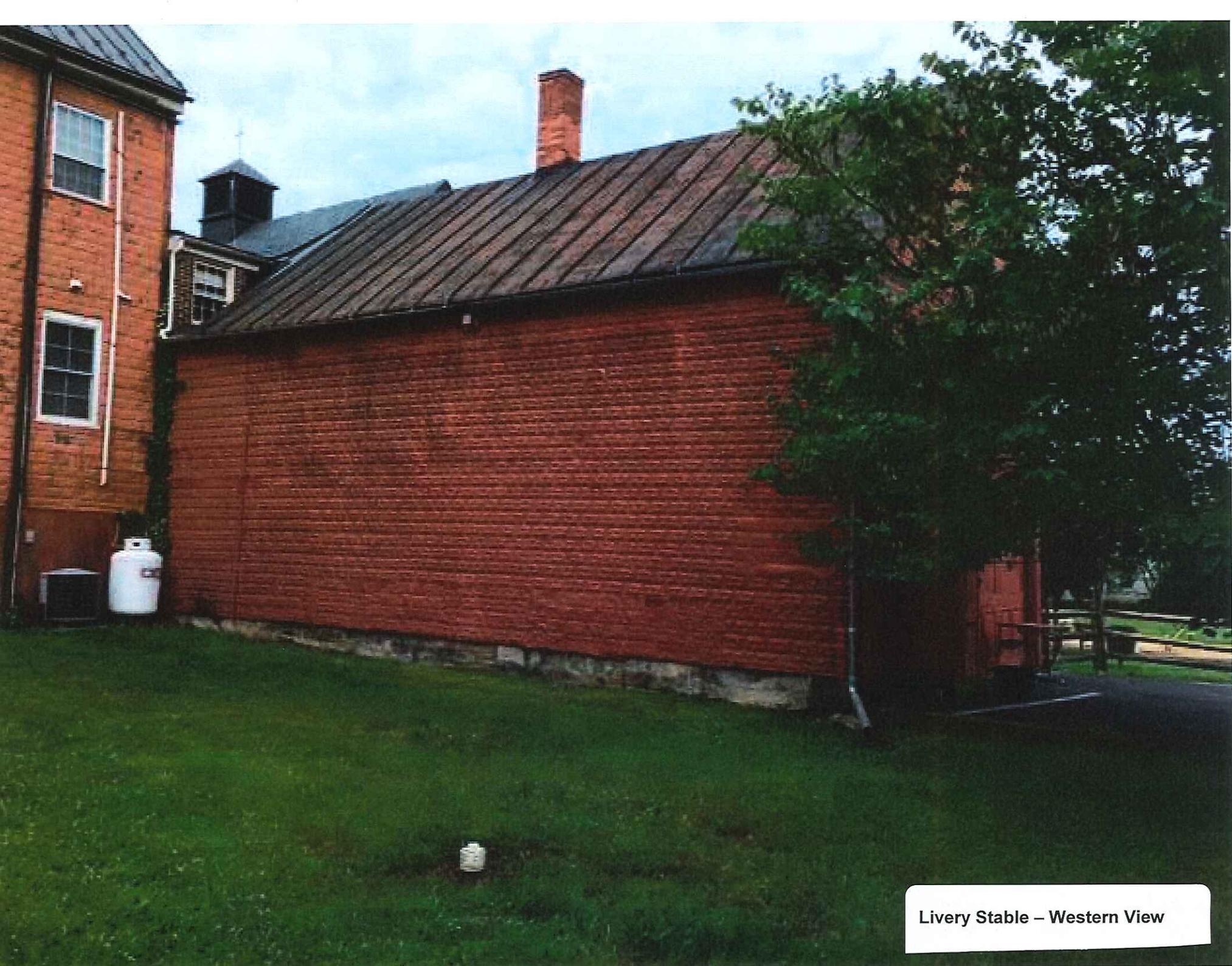
Kick off meeting	October 18, 2017	4:00 pm
Consultant on-site by	October 25, 2017	
Draft report to Town	December 6, 2017	4:00 pm
Exit Conference	December 14, 2017	4:00 pm
Final report to Town	January 5, 2018	



Livery Stable – Eastern View



Livery Stable – Southern View



Livery Stable – Western View