



**City of Jasper**  
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**City of Jasper**  
**Request for Proposals for Architectural Services**  
**RFP 2022-07**

**Addendum No. 2**  
**June 20, 2022**

***1. We have been unable to locate any information on what is required for a Preliminary Architectural Report (PAR) for the Appalachian Regional Commission. Is there a summary of the items that must be included?***

The City recently used the following guidelines from the Appalachian Regional Commission for a different project where DCA/ARC funding was being pursued:

**Executive Summary**

- Brief description of Project Area needs, Conclusions, and Recommendations

**Introduction**

- Purpose and Scope
- Authorization
- Previous Studies

**Background**

- Project Area conditions including description of needs to be addressed
- Description of existing facilities, if any, including existing floor plan with all dimensions and descriptive labels for all rooms
- Projections of future needs

**Evaluation of Alternatives**

- Descriptions of alternative solutions considered (new construction, renovation, additions to existing structures), including cost estimates for each alternative
- Site selection criteria
- Location relative to population served
- Adequacy of infrastructure (access, water, fire protection, sanitary sewer, storm drainage)
- Soil conditions, and topographic constraints
- Assessment of impacts on existing residents & property owners, if any

**Description of Proposed Project**

- Identification of applicable federal, state, and local design standards
- Preliminary Site Plan showing proposed ingress – egress, vehicle circulation on-site, drop-off area, regular parking and accessible parking, service access (dumpster location with truck access, mechanical room access), extensions of utilities (water, sanitary, electric, telephone), access road improvements, emergency vehicle access