



GORDON COUNTY BOARD OF COMMISSIONERS

REQUEST FOR QUALIFICATIONS

FOR AN

ARCHITECT FAMILIAR WITH

COMMUNITY DEVELOPMENT BLOCK GRANT

APPLICATIONS

DATE RFQ RELEASED – July 13, 2013

PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (RFQ)

The purpose of this RFP is to hire an experienced CDBG architect to assist the county in preparing a 2014 CDBG application for the George Chambers Resource Center and if the grant is funded, provide architectural services. George Chambers Resource Center is a social service agency that provides services to persons with Developmental Disabilities in Gordon County, Georgia. The \$500,000 CDBG application is for expanding the facility to allow for an increase in services.

SCOPE OF WORK

Therefore, the Gordon County Board of Commissioners is soliciting for qualifications from Georgia registered architects to perform the following services:

Grant Application Development

- Meet with the owner, users, and other interested parties to gather information to produce a basic floor plan.
- Produce a preliminary architectural report by March 1, 2014 which is to be submitted with the CDBG application on or about April 1, 2014. The preliminary report should include at a minimum the following:
 - Description of the targeted area or project site (topography, existing environmental conditions and possible problems).
 - Listing of permitting agencies that may be involved.
 - Proposed budget with a general cost breakdown. Good estimates are vital since these estimates will establish the project's budget.
 - Basic floor plan.
 - Realistic implementation schedule beginning with the grant award date (use October 1, 2014) through project completion. Include milestones with the timetable.
 - Breakdown of architectural services and their costs (i.e. design, surveys, inspections, administrations, etc.).
 - Description of the project and discussion of possible alternatives to the proposed project.
 - Description of possible construction concerns.
 - Recommendations
 - Operating and maintenance concerns.
 - Signature, seal, and professional registration number of the architect preparing the report.

Construction Design and Construction Administration Services, if the grant is funded

If the grant is awarded (awards will be known during September 2014), the architect is expected to perform the following services including but not limited to:

- Promptly proceed with the schematic design and design development phases.
- Develop construction documents in accordance with the schedule as stated in the grant application. All construction documents must comply with the requirements of disability law and energy codes
- Prepare specification and drawings suitable for bidding.
- Submit plans for approval by the state and local fire marshals, DCA, and other appropriate agencies.
- Assist in the bid opening and participate in the preconstruction conferences.

SCOPE OF WORK

Construction Design and Construction Administration Services, if the grant is funded

- Perform construction management to involve periodic inspections to determine compliance with specifications and to confirm the value of stored materials and work completed in regard to pay requests.
- Make every effort to meet the stated schedule.
- Ensure construction costs do not exceed the budget amount.
- Work with the owner to make changes, if necessary, to bring the project within budget.

PROPOSAL FORMAT

All proposing Georgia registered architects shall submit an original and two copies of their qualifications that include the following information and documents in this order:

Cover

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Qualifications

- Brief history of the firm, location of relevant offices, number of years the company has been in existence, and the company's specific experience with CDBG projects.
- Resumes of key personnel that will be working on the project, their CDBG experience, and experience with building renovations of the type being proposed.
- Listing of consultant team members that are not part of the company that will be a part of this project and their relevant experience.
- At least five references from counties or cities that the company has recently (five years) completed similar CDBG building renovation projects and the project's outcomes. List contact names and contact information for each reference.
- Methodology and approach to designing and administering the project.
- Fees to be charged for the grant application development.
- Statement of current workload and availability for this project.
- Statement of the company's financial strength to perform the project.
- Statement of any previous, existing, or pending litigation of the company.
- Proof that the company is an authorized corporation and is authorized to do business in the State of Georgia.

GENERAL TERMS AND CONDITIONS

- There are no expressed or implied obligations for Gordon County to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFQ.
- The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more companies submitting qualifications.

GENERAL TERMS AND CONDITIONS

- By submitting qualifications, a company certifies that it has fully read and understood this RFQ and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this RFQ.
- Any proposal submitted shall constitute an irrevocable offer for a period of 120 calendar days.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
- The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, or to award a contract to the next most qualified company if the selected company does not execute a contract within 30 days after notification of the award. The Gordon County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.
- The contract between Gordon County and the successful proposing company will be on the form approved by the county.
- This RFQ and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing companies certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- The proposing companies specifically certify that submitting their qualifications that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

INSURANCES

The successful proposer agrees to maintain in full force at all times during the contract term the following insurances:

- Workers' compensation insurance, if required by state law.
- General Liability insurance in the amount of at least \$1,000,000 for each occurrence.
- Automobile Liability insurance in the amount of at least \$1,000,000 for each occurrence.
- Professional Liability insurance.
- Errors and Omission insurance.

Before the commencement of any work under the contract, the successful proposer agrees to furnish to Gordon County certificates of insurance to prove that such insurance has been procured and is in force. All certificates of insurance shall contain a provision that coverage under the policies will not be cancelled or allowed to expire until at least 30 days prior written notice has been given to Gordon County. The insurance policies shall name the Gordon County Board of Commissioners as an additional insured.

ASSIGNMENT

The successful proposer shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval of Gordon County.

INQUIRIES ABOUT THIS RFQ

All inquiries and questions regarding this RFQ shall be in writing and directed to:

Martin Vaughn – Purchasing Director
mvaughn@gordoncounty.org

The deadline for submission of any questions shall be Wednesday, July 24, 2013 at 5:00 p.m. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFQ prior to the submittal deadline. All addendums will be posted on the county's web site, www.gordoncounty.org

QUALIFICATIONS SUBMITTAL DEADLINE

Qualifications are due no later than 2:00 p.m. on Wednesday, July 31, 2013. An original and eight (8) copies of the proposal must be enclosed in a sealed envelope clearly marked, "Qualifications for Community Development Block Architect." All proposals must be delivered to the Gordon County Administration Building, 201 N. Wall Street, Calhoun, Georgia, 30701 by the deadline date and time. A representative of Gordon County government will publicly read the names of the companies submitting qualifications at 2:05 p.m. on Wednesday, July 31, 2013 Any proposals received after the deadline date and time will be returned unopened. Incomplete proposals may not be considered if the omissions are determined to be significant.

OTHER INFORMATION

Once an architect is selected for the project and a design and construction administration fee negotiated, that fee will be included in the application's budget. Although fund obligations cannot be made before the official award of the grant, a contract with the selected architect will be executed upon release of funds by DCA after the grant award. The architect selected at for the grant application development stage is assured of being awarded the contract for the final design of the project.