



GORDON COUNTY BOARD OF COMMISSIONERS

REQUEST FOR QUALIFICATIONS

FOR

ARCHITECTURAL SERVICES

Contact Information:

Gordon County
Attn: Purchasing Director
201 North Wall Street
Calhoun, Georgia 30701
mvaughn@gordoncounty.org

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PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (RFQ)

The purpose of this RFQ is to hire an architectural firm to work with the County on a complex renovation project for the County Courthouse and Courthouse Annex. Therefore, the Gordon County Board of Commissioners is soliciting for qualifications from architectural firms that have significant experience in complex renovations particularly courthouses and experience in other governmental projects.

BACKGROUND INFORMATION

In 2012 Gordon County passed a SPLOST to fund renovation of the Courthouse and Courthouse Annex. The estimated remaining budget for this project is \$11,750,000.00

INITIAL SCOPE OF WORK

- Prepare an estimated project budget for needed infrastructure upgrades – HVAC, electrical, plumbing and sewer, telecommunications, energy saving improvements and necessary building code requirements.
- The architect will be expected to assist the owner by recommending studies and contractors or engineers to conduct necessary studies of the existing facilities to determine budget estimates for the cost of hazardous material removal or mitigation as well as infrastructure upgrades as stated in the previous sentence.
- Consult with departments and elected officials occupying the facilities and to their needs. In addition apply best practices for courthouse design and operations acquired through previous experience(s) working on similar projects.
- Prepare a design for renovations and improvements to the facilities.
- Assist county in creating a Request for Qualification document for potential General Contractors.
- Assist county staff in evaluating all request for qualifications – General Contractors.
- Prepare bid specifications and documents suitable for bidding.
- Assist county staff in evaluating all construction bids received.
- Assist county staff in negotiating a contract with the successful construction bidder.
- Conduct a value-engineering exercise with the successful construction bidder before construction begins.
- Supervise the construction on a frequent basis, approve all pay requests, and change orders.

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TENTATIVE RFQ TIMELINE

Issue RFQ	Jan. 27, 2017
Inquiry Deadline	Feb. 15, 2017 at 5:00 p.m.
Submission Deadline	March 1, 2017 at 2:00 p.m.
Evaluation and Ranking of Submitted RFQs	March 1 – March 10, 2017
Presentations of the Top Ranked Firms	March 14, 2017
Board Consideration of the Top Ranked Firm	March 21, 2017
Contract Negotiations with the Top Ranked Firm	March 22 – April 4, 2017
Board Considers Contract Award	April 4, 2017

INQUIRIES ABOUT THIS RFQ

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

Martin Vaughn, Gordon County Purchasing Director
mvaughn@gordoncounty.org

The deadline for submission of any questions shall be February 15, 2017 at 5:00 p.m. All questions and answers will be combined into a formal written addendum to the RFQ and posted on the county's web site and accessed by all interested parties prior to the submittal deadline.

QUALIFICATION SUBMITTAL DEADLINE

Qualifications are due no later than 2:00 p.m. on **Wednesday, March 1, 2017**. An original and 9 copies of the qualifications must be enclosed in a sealed envelope clearly marked, "Qualifications for Architectural Services". All proposals must be delivered to the Gordon County Administrator's Office, 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 firms submitting qualifications at 2:05 p.m. on Wednesday, March 1, 2017. Any qualifications received after the deadline date and time will be returned unopened. Incomplete qualifications may not be considered if the omissions are determined to be significant.

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METHODOLGY FOR SELECTION

An evaluation team consisting of the one or two County Commissioners, County Administrator, Purchasing Director, Building Inspector, and Buildings & Grounds Director will evaluate all submitted qualifications and rank them. The top three or four ranked firms will be invited to Gordon County to personally present their qualifications to the evaluation team. This meeting will provide an opportunity for the proposing firms to clarify and elaborate on their qualifications. This meeting will be a fact finding and explanation session only and does not contemplate or authorize negotiations.

After the presentations, a top firm will be selected and presented to the Board of County Commissioners. If the Board approves the top ranked firm, negotiations of a contract will begin. If negotiations with the top ranked firm are not successful, those negotiations will be terminated and negotiations with the second ranked firm will begin.

The following will be used in ranking qualified submittals:

- Company's experience and success in renovation of similar facilities
- Company's experience with other governmental projects
- Qualification and experience of the key personnel that will be involved in this project
- Overall response quality
- Reference results
- Financial strengths, litigation, and ability to obtain the stated insurances to complete this project
- Gordon County's experience the company (if any)

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PROPOSAL FORMAT

All proposing firms shall submit an original and ten copies of their qualifications that include the following information and documents in this order. **The Sections in bold and underlined below will be tabbed with the named categories. Failure to follow the prescribed order is reason for rejection your submittal.**

Cover

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Executive Summary

History - Brief history of the firm, location of relevant offices, number of years the company has been in the architectural design business.

References - 1 – In the following order for each referenced project (minimum 3):

- i) Project description – **must be a complex renovation project**
- ii) Names and references (must list company/owner, contact name, phone and e-mail of contact)
- iii) Project timeframe (both initial and final), for each project
- iv) Project budget (initial and final)
- v) Location of project
- vi) Photos (if any)
- vii) Key staff members that worked on the project (for each project member provide the following – was the staff member working for your firm during the referenced project and is the staff member currently working for your firm)

References - 2 – In the following order for each referenced project:

- i) Project description – **must be a governmental project other than the one above**
- ii) Names and references (must list company/owner, contact name, phone and e-mail of contact)
- iii) Project timeframe (both initial and final), for each project
- iv) Project budget (initial and final)
- v) Location of project
- vi) Photos (if any)
- vii) Key staff members that worked on the project (for each project member provide the following – was the staff member working for your firm during the referenced project and is the staff member currently working for your firm)

Resumes - of key personnel that will be assigned to this project include their experience with similar projects, length of service in your firm, how long have they been in their current position

Other Members - Listing of any consultant team members that are not part of the firm that will be a part of this project and their relevant experience.

Methodology - approach to designing and renovating facilities. This section shall include discussions of how technology can be incorporated into the design for cost savings

Method - Discussion of proposed construction delivery methods (i.e Design/Bid/Build vs. Design/Build vs. CM at Risk, vs., Design/Qualify/Bid/Build, etc.)

Administration - Your approach to construction administration.

Workload - Statement of current workload and availability for this project.

Financial - Statement of the firm's financial strength to perform this project.

Litigation - Statement of any previous, existing, or pending litigation related to a project performed by the firm.. Additionally, a statement of any previous, existing, or pending arbitration related to a project performed by the firm.

Authorized - Proof that the firm is an authorized corporation and is authorized to do business in the State of Georgia.

Insurance - The successful proposer agrees to maintain in full force at all times during the contract term the following insurances. Provide documentation for this requirement>

- Worker compensation insurance- \$1,000,000.00
- 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.

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GENERAL TERMS AND CONDITIONS

The successful vendor shall submit the following items within ten calendar days of written notification from the county of the firms selection:

- Proof the Vendor is an authorized corporation and is authorized to do business in the State of Georgia.
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) – E-Verify Form
- Written certification that the Vendor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).
- Workman’s Compensation Insurance documentation of at least \$1,000,000
- Liability Insurance documentation of at least \$1,000,000

- 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.

- By submitting qualifications, a company certifies that it has fully read and understood this RFQ, has reviewed the attached documents, 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 45 calendar days.

- Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ 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 proposal, or to award a contract to the next most qualified company if the selected company does not execute a contract in a reasonable timeframe 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 proposals 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.
- The proposing parties specifically certify in submitting their proposals 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.

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OTHER RELEVANT INFORMATION

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.

- County staff is favoring Design/Qualify/Bid/Build method of construction delivery with the architect supervising the construction on behalf of the county on a frequent basis, approving pay requests, and change orders. However, county staff will entertain alternate construction delivery methods, if proven to be beneficial to Gordon County.
- The county's building inspector will issue local building permits and inspect the facilities for building code compliance.
- Gordon County is located in Northwest Georgia on I-75 Exit 312 approximately 60 miles northwest of Atlanta and 45 miles south of Chattanooga, TN.