



**REQUEST FOR QUALIFICATIONS & PROPOSAL (RFP)
RFP #034-15
THE TENNIS CENTER OF GEORGIA AT BERRY COLLEGE
BUILDING COMMISSIONING SERVICES**

May 15, 2015

The City of Rome, Georgia is requesting qualifications and proposals from firms to provide building systems commissioning services for the Tennis Center of Georgia at Berry College project. The project includes development of an approximate 32-acre site for a community tennis center, including entrance drive, grading, utilities, approximately 50 new tennis courts, clubhouse, restroom building, parking, lighting, fencing, and associated hardscape and landscape. The City of Rome reserves the right to accept, reject, and/or negotiate any or all proposals as determined by them to be in the City's best interest.

Submittals will be received until **2:00 p.m. on June 3, 2015** in the City of Rome Purchasing Department, 601 Broad Street, Rome, Georgia 30161 at which time and place all submittals will be publicly opened and acknowledged.

Interested parties may obtain a copy of the Request for Proposal package by logging on to the City of Rome, Georgia website, www.romefloyd.com or by contacting the City of Rome Purchasing Department at 706-236-4410, Bill Gilliland (bgilliland@romea.us).

CITY OF ROME, GEORGIA
By: William P. Gilliland
Purchasing Director

**Request for Proposal #034-15
Tennis Center of Georgia at Berry College
Commissioning Services**

Section 1 - Introduction

The voters of the City of Rome and Floyd County approved a Special Purpose Local Option Sales Tax (SPLOST), from which a portion of the additional one-cent sales tax to be collected will be used to fund the design and construction of the Tennis Center of Georgia at Berry College described in this RFP.

Section 2 – Project Information

List of Exhibits:

- Exhibit A – Scope of Services
- Exhibit B – Proposal Form
- Exhibit C – Illustrative Site Plan
- Exhibit D – Project Schedule
- Supporting Documents
- Drawings and Specifications may be obtained by contacting: Greene's Blueprinting, 169 S Church St., Canton, GA 30114, (770) 479-3773, greeneprinting@greeneprinting.com Proposing Firms are responsible for obtaining, at their sole cost, copies of Drawings and Specifications for use in responding to this RFP.

Project Construction Scope: The project includes the development of an approximate 32-acre site for a community tennis center, located at 751 Armuchee Connector, Rome, GA 30165 (northeast of Mount Berry Square Mall), including an entrance drive, grading, utilities, approximately 50 new tennis courts, clubhouse, restroom building, parking, lighting, fencing, and associated hardscape and landscape.

Project Schedule: Construction is anticipated to commence in late June 2015 with Substantial Completion of the work in June 2016.

Scope of Commissioning: In general, services shall be provided during design, construction, acceptance, and post-occupancy phases of the project. The building systems to be commissioned include mechanical and electrical systems. Commissioning services are more fully described in the Drawings and Specifications. Proposing firms must carefully review these documents to establish an understanding of the necessary testing and inspection services.

The commissioning firm shall propose the services it believes will be required to support the Owner in completing the project according to the Drawings and Specifications. The proposal shall state a maximum estimated cost for fees and expenses to provide required services, utilizing the Proposal Form provided with this RFP.

**Request for Proposal #034-15
Tennis Center of Georgia at Berry College
Commissioning Services**

Section 3 - Submittal Requirements

The proposing firm shall submit the following items:

- A) One (1) digital copy on compact disc and three (3) hard copies of your submittal, enclosed in a sealed envelope or box, addressed to Mr. Bill Gilliland, Purchasing Director, 601 Broad Street, Rome, Georgia, 30162, and labeled “THE TENNIS CENTER OF GEORGIA AT BERRY COLLEGE – COMMISSIONING SERVICES (RFP No. 34-15)”.
- B) Electronic copy of your proposal booklet via email in PDF format to Owner’s Program Manager: Collins Project Management, attention Tom Lawrence, tlawrence@collinspm.com
- C) Submittals shall be received until **2:00 p.m. on June 3, 2015**.

Please organize your submittal in the following format:

A. Company Overview:

- 1. Cover letter (limited to two pages) summarizing the reasons your firm is best qualified to complete this project. Within the cover letter, include the following: a) proposing firm name and primary contact for this RFP, including telephone number and email address; b) address of company’s headquarters and, if applicable, the address of the branch office designated for this project.
- 2. Indicate number of years have you been in business under the company name stated above. Describe firm ownership structure and provide a brief firm history. Describe significant company changes that are anticipated to occur over the duration of this project.
- 3. List number of permanent employees by professional discipline. If a branch office will be utilized, indicate the employee breakdown by professional discipline for that office.

B. Insurance & Legal Information:

- 1. Provide a certificate of insurance showing current coverage for general liability, excess or umbrella liability, professional liability, and vehicle insurance.
- 2. Has your firm ever defaulted on a contract? If so, explain.
- 3. Within the past five (5) years, has your firm been involved in litigation or arbitration with an owner? If so, describe each instance giving specific detail regarding the reasons for the claim and amount in dispute. Explain how the claim was resolved.

C. Project Team: Provide resumes of the primary team members who will have day-to-day responsibilities on this project.

D. Experience: Provide a description of the five (5) most relevant projects currently underway or completed within the last three (3) years. Include name of project, location, construction start/finish dates, and project owner (with contact name and current phone number). The City of Rome intends to contact the references provided for these projects.

**Request for Proposal #034-15
Tennis Center of Georgia at Berry College
Commissioning Services**

- E. Approach: Describe your firm’s approach to providing commissioning services. What sets your firm apart from others on this project? What unique approach and expertise does your firm bring to this project?
- F. Cost Proposal: Provide a completed cost proposal form, utilizing the form provided with this RFP.
- G. Draft Owner-Consultant Agreement: Provide a copy of the form of agreement that your company proposes for this project.
- H. Other Information: Include supplementary information that you believe is relevant to this project.
- I. Supporting Documents: Print and sign the supporting documents listed below (copies of each are provided as attachments to this RFP).
- Firm’s Declaration
 - Certificate of Non-Discrimination
 - Non-Collusion Affidavit
 - Drug Free Work-Place Certification
 - E-Verify Affidavit
 - SAVE Affidavit
 - Tax Identification and Certification (W-9)
 - As applicable, on your firm’s letterhead, provide the statement: “The firm acknowledges the receipt of Addenda ____ (list each number).”

Please limit your submittal to forty (40) single-sided pages or twenty (20) double-side pages, not counting front and back covers.

**Request for Proposal #034-15
Tennis Center of Georgia at Berry College
Commissioning Services**

Section 4 - Questions and Interpretations

Interpretations: Please do not call City officials, or other members of the project team, for interpretations concerning this Request for Proposal, as oral responses will not be provided. Every inquiry or request for interpretation should be submitted simultaneously via e-mail to Bill Gilliland, bgilliland@romea.us and Tom Lawrence, tlawrence@collinspm.com

Addenda/Questions and Answers: Responses to inquiries and requests for interpretations, or any supplemental instructions, will be provided in an Addendum and posted on the City of Rome Georgia website at www.romefloyd.com. It is the responsibility of all interested parties to visit the stated website frequently during the open proposal period to insure receipt of any new information or questions and answers that may be posted. *Questions must be submitted by 2:00pm on May 25, 2015.*

Section 5 – Selection Process

The Owner reserves the right to select the firm that, in Owner's judgement, will provide the best value for this project. The Owner will review and evaluate the RFP responses, and determine the firm that demonstrates the greatest capabilities and relevant experience, proposes a reasonable cost, and is the most advantageous in fulfilling the Owner's goals for this project. The criteria used to evaluate responses will include, but are not limited to, the following:

- Similar project experience.
- Qualifications of the proposed project team.
- Approach to providing services to meet the Owner's quality goals and schedule.
- References provided from past project clients.
- Cost proposal.