



**Floyd County Board of
Commissioners
Request for Proposal
(RFP No. 20-0319)**

**Architectural Services for the Floyd
County Public Works Department
337 Blacks Bluff Road
Rome, Georgia 30161**

Issue Date: February 14, 2020

**FLOYD COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT
TWELVE EAST 4TH AVENUE, SUITE 106
ROME, GA 30161**

NOTICE TO ARCHITECTURAL FIRMS

**REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES FOR THE
FLOYD COUNTY BOARD OF COMMISSIONERS,
PUBLIC WORKS DEPARTMENT**

Floyd County is requesting proposals from qualified architectural firms to provide architectural design for facility construction at 337 Blacks Bluff Road, Rome, Georgia 30161. Services to include design conceptualization, design documents and contract administration, engineering services for mechanical, electrical, plumbing and inspection services. The property is owned by Floyd County.

**Proposals must be received no later than Thursday, March 19, 2020 at 2:00 p.m.
Late proposals will not be considered.**

If you have any questions concerning this package contact:

Bill Gilliland, Purchasing Director
Floyd County Board of Commissioners
Twelve East 4th Avenue, Suite 106
Rome, Georgia 30161
Phone: (706) 291-5109
gillilandb@floydcountyga.org

Please submit questions in writing to **gillilandb@floydcountyga.org** deadline for questions is **2:00 PM, Thursday, March 12, 2020.**

1. SERVICES OVERVIEW:

Design conceptualization, design documents and contract administration for the construction of a new Public Works Facility. Services also include space planning, design, engineering services for HVAC, electrical, plumbing, construction cost estimating, construction oversight, etc...

2. BACKGROUND:

The Floyd County Public Works compound has several buildings that are outdated or inadequate to support the mission of the county. The property is owned by Floyd County.

The voters of Floyd County in 2017 approved a Special Purpose Local Option Sales Tax (SPLOST) to consolidate the Public Works Main Office, Main Shop and Warehouse into one building that will enhance Public Works capabilities.

In 2019 the Board of Commissioner approved a budget to acquire the services of an architect/engineer for design services.

It is anticipated based on the review of submissions a recommendation will be submitted to the FLOYD COUNTY BOARD OF COMMISSIOINERS at a future regular meeting.

Expenditure of funds for the selected A/E is projected to be available. Funds to support the building construction is expected within the next 2-4 years.

- 1. PURPOSE AND OBJECTIVE:** The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified design firms for Architectural, Engineering Services as outlined in this Request For Proposal.

The County has identified the following objectives from the selected A/E to meet:

- To design a building for Floyd County Public Works Department that will encompass Office Spaces, Fleet Maintenance Shop and Parts Warehouse within a single building.
- To maximize design space utilization and minimize construction and material costs.
- To maximize efficiency of the electrical demand using latest technology such as LED lighting and highly efficient HVAC unit(s) and other areas.
- To recommend what portions of the project the County can perform in the front or back end to reduce costs.
- To meet and collaborate with the Floyd County Project Management Team as needed.
- To provide construction oversight and contract administrative services during all phases of the project.

I. PROCUREMENT PROCESS AND INSTRUCTIONS

The evaluation and selection of the successful architectural firm and the negotiations and procurement of services will proceed as follows:

Submission of Proposals: Architectural firms that wish to participate must submit responses as directed in this architectural response package. Any and all costs related to the preparation submittal and presentation of the response package is the sole responsibility of the responding firm and will not be assumed in whole or in part by Floyd County.

Proposal must be received no later than **Thursday, March 19, 2020 at 2:00 p.m., local time**. Proposals received after this date will not be considered.

An original, five (5) copies and a thumb drive of the firm's response to this Request for Proposals shall be submitted in a sealed box or envelope to:

Floyd County Purchasing Department
Twelve East 4th Avenue
Suite 106
Rome, Georgia 30161
Attn: Bill Gilliland

Proposers shall write on the face of the sealed box or envelope:

“REQUEST FOR PROPOSAL - “ARCHITECTURAL SERVICES –PUBLIC WORKS”

Any inquires regarding the architectural package shall be in writing and addressed to Bill Gilliland at the above address or gillilandb@floydcountyga.org

Contents of Proposals:

Floyd County intends to award a contract for architectural services to the qualified firm whose response, together with any information developed in any follow-up oral interview, provides the greatest value to Floyd County. Firms responding will be evaluated on the basis of information provided in their response (together with any such interview), which response shall, at a minimum, include the following information:

1. Firm name, address, nature of entity (partnership, corporation, joint venture, etc.), and general background.
2. Organization profile including, without limitation, the following:
 - Organization chart
 - A list of your present employees who will oversee this project for Floyd County. For each employee, include his/her resume which includes education, related experience, other pertinent information, and the names, addresses and project contacts for projects on which the individual performed the same, or similar, roles to those proposed for the Public Works Project.
 - Total number of full time employees in the organization broken down by position categories.
3. Provide a summary of five (5) representative jobs of similar scope and cost previously completed by your firm. Provide name of owner, contact person and telephone number, e-mail address approximate contract value, and name of responsible person in your firm. Was each of the projects listed completed on time and within budget?
4. Have you ever been sued or been subjected to arbitration by an owner or a contractor? If so, state the name and address of the party asserting a claim against you, and the nature and outcome of the dispute.
5. Have you ever filed for bankruptcy, been declared insolvent, or otherwise been involved in insolvency proceedings?
6. State your total annual sales for the two most recent years.
7. The successful respondent must provide proof of professional liability in the amount of two (2) million dollars before any work can begin.
8. State a lump sum fee for listed services. Indicate whether you charge a multiple when seeking reimbursement of expenses, and if so, what is it? **Please Note:**

Lump Sum Fee should be submitted in a separate sealed envelope along with the proposal.

9. Provide an estimated schedule of deliverables.
10. Provide a fee schedule for all positions for any additional work that may be requested.
11. Provide any and all additional information which you believe is pertinent to your evaluation by the Architectural Evaluation Team.

II. PROPOSAL REVIEW AND EVALUATION

Floyd County will establish an Architectural Evaluation Team consisting of staff members to review and evaluate the written responses to this request. One or more firms may be selected for further competition and may be required to participate in a detailed oral interview to answer questions from the Architectural Evaluation Team. All persons with major responsibilities for design, management, construction administration or contract negotiations should be present at the interview.

Upon completion of the foregoing process, the Architectural Evaluation Team will rank architectural firms based on the factors below so that negotiations may proceed with the top-ranked firm. Floyd County reserves the right to reject any and all submissions and its decision to do so shall be final.

III. EVALUATION FACTORS

Proposals submitted will be subject to the following evaluation process:

1. All proposals will be evaluated individually on their technical merits prior to examining price.
2. The technical evaluation will consist of a qualitative review of the following factors, each with a 20-point maximum:
 - Abilities and experience of the individuals and/or firms that will be performing the services.
 - Capability to provide services in a timely manner.
 - Past performance in terms of quality work.
 - Certified statement that the offeror is not debarred, suspended or otherwise prohibited by any Federal, State or local agency. Provide the State of Georgia Architectural License number of any team member that will be participating in this project. Provide name, address and Georgia License number of the proposed Civil, Mechanical, Electrical and Plumbing Engineers to be used.
 - Any specialized experience of the firm or past performance at other similar projects.

The offeror is encouraged to submit references, resumes, examples of work or other data that will help the review panel make objective determinations of the above.

IV. ADDITIONAL INFORMATION & REQUIREMENTS

Cost will be a factor, not necessarily the primary factor in this decision.

Minimum Services to be provided per the AIA Document B141 – 1997 Standard Form of Agreement between Owner and Architect. These Contract Administration Service limits are to be included in the base proposal:

- a. Two reviews of shop drawings
- b. Six construction site visits
- c. Two inspections for portions substantially complete
- d. Two inspections for final completion.

The following services shall be included in the proposal:

1. Project Development and Monitoring
2. Civil Design
3. Value Analysis
4. Detailed Cost budgeting
5. On-Site Project Representation
6. Start-up Assistance
7. Provide two (2) complete sets of “as built” drawings

A separate cost should be provided for “on site” project representation services including items 5, 6 and 7. It is expected that the successful firm, beginning at ground breaking, would provide an “on site” visit and a written report of work progress/problems, etc. at least once per week.

A separate complete fee schedule of all services available should be provided in the event that additional services were to be required.

V. PROJECTED SCOPE OF SERVICES

The following projected scope of design services, including structural, mechanical, electrical, plumbing and site location services and meetings providing professional recommendations to the county shall be provided by the A/E:

• PHASE I

Pre-Design Vision: A/E will conduct detailed site visit of the current facility and participate and follow directives conveyed in work sessions in collaboration with Floyd County Project Management Team.

• PHASE II

Conceptual/Schematic Design Phase: Refine space needs and project scope. This phase will involve meetings with the Floyd County Project Management Team for development / refinement of a multi-operational facility.

- **Phase III**

Design Development Phase (Phase III) After approval and acceptance by the County of the end product from Phase II, the A/E will work to create detailed plans for building elevations, material selections, mechanical, plumbing, electrical / control systems and final design. Revisions of the plan may be needed as the project is developed during this stage. The A/E will then prepare a final design plan based on the input received from Floyd County Project Management Team.

- **Phase IV**

Construction Documents (Phase IV) After approval and acceptance of the end product from Phase III by the District, the A/E will be responsible for preparation of the required architectural / engineering drawings and plan documents, e.g. site plan, mechanical, electrical, plumbing, and structural plan.

After final approval of the architectural drawings and plan documents by the County, as well as the Floyd County Board of Commissioners, the A/E will create detailed construction and specification documents for bidding purposes.

The final construction documents shall include as a minimum: Site Plan, Landscaping Plan, Storm water Management Plan, Roof Plan, Drainage Plan, Floor Plan(s), Exterior Elevations, Building Sections, Foundation Plan, Framing Plan(s), Details, Plumbing Isometrics, Door / Window / Room finish / Header / Plumbing / Electrical schedule, HVAC Plans, Electrical & Lighting Plans, Submittal Worksheets and the project manual including specifications in the CSI division format.

- **Phase V**

Bidding & Contract Award

The A/E will assist the Floyd County Purchasing Department in bidding the project to prospective prime contractors. Services will include assisting the CM with the distribution of plans and specifications, assisting with sub-contractor pre-bid meetings, assisting with formulating responses to prospective bidders' questions, issuing addendums (if necessary), attendance at the bid opening, and providing the County with a recommendation for prime contract awards. The A/E may charge plan holders a fee for documents and drawings.

- **Phase VI**

Construction Administration & Project Closeout

The A/E shall be a representative of and shall advise and consult with the County during construction until the final payment to prime contractors is due and during the correction period described in the Contract Documents.

a. Plan Approvals -The A/E is responsible for the procurement of ALL plan approvals from Floyd County Building Inspectors County, and the State of Georgia, Safety & Building Division for the building(s) including, but not limited to, Storm water Management, HVAC, Mechanical, plumbing and/or Fire Protection.

b. Construction Related Services -The A/E will provide on the County's behalf, construction administration and inspection services. At a minimum, services to be provided consist of coordinating regular progress meetings, review of shop drawings, assist Floyd County Project Management Team in floor and finish material selection, undertake construction observation, process certificates for payment to prime contractors, and facilitate preparation of final record drawings, warranty follow-up and project closeout.

c. The A/E, in conjunction with the Floyd County Project Management Team, shall provide updated budgetary cost estimates during each phase of the design process.

d. All documents generated by the A/E including drawings at the conclusion of services become the property of Floyd County Georgia.

2. PAYMENT OF SERVICES

- a. As services are rendered in each phase of the contract by the awarded A/E an invoice will be submitted to the Floyd County Purchasing Department for review and approval.
- b. Payment of said correct invoice shall include;
 1. Date
 2. Invoice Number
 3. Itemized list of services rendered
 4. Total
- c. Payment in the form of a check shall be made with 30 days and mailed to the A/E.



BIDDERS DECLARATION

The bidder understands, agrees and warrants:

- That the bidder has carefully read and fully understands the full scope of the specifications.
- That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **2:00 PM March 19, 2020** but may not be withdrawn after such date and time.
- That Floyd County reserves the right to waive compliance by any applicant with any provision contained in this request whenever the County in its sole discretion believes such waiver is in the County's best interests
- That by submission of this quote the bidder acknowledges that Floyd County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.
- That the accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

BIDDER:

Company Name: _____

Phone: _____

Name Print: _____

Signature: _____

Email: _____

Date: _____



CERTIFICATE OF NON-COLLUSION

By responding to this solicitation, the supplier understands and agrees to the following:

1. That the submitted response constitutes an offer, which when accepted in writing by Floyd County, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and Floyd county; and
2. That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
3. That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
4. That, if awarded a contract, the supplier will deliver goods and or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response, and
5. That the response submitted by the supplier shall be valid and held open for a period of one hundred and twenty (120) days (or such other time period as identified in the solicitation) from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
6. That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
7. That the provisions of the Official Code of Georgia Annotated, Sections 36-91 have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	
Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	
FAX Number:	
Email Address:	
*This table must be completed in its entirety by the supplier.	



CERTIFICATE OF NON-DISCRIMINATION

In connection with the performance of work under this contract, the bidder agrees as follows:

The bidder agrees not to discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, ancestry or disability. The vendor shall take affirmative action to insure that employees are treated without regard to their race, creed, color, sex, national origin, ancestry or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruiting, or recruitment, advertising, lay-off or termination, rates of pay or other compensation and selection for training, including apprenticeship.

In the event of the bidder's non-compliance with this non-discrimination clause, the contract may be canceled or terminated by Floyd County Board of Commissioners. The bidder may be declared, by Floyd County, ineligible for further contracts with Floyd County until satisfactory proof of intent to comply shall be made by the vendor.

The bidder agrees to include this non-discrimination clause in any sub-contracts connected with the performance of this agreement.

BIDDER _____

SIGNATURE _____

TITLE _____



ATTACHMENT

FLOYD COUNTY BOARD OF COMMISSIONERS DRUG-FREE WORKPLACE CERTIFICATE

By signature on this certificate, the Vendor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" have been complied with in full. The Vendor further certifies that:

1. A drug-free workplace will be provided for the Vendor's employees during the performance of the contract; and
2. Each Vendor who hires a sub-Vendor to work in a drug-free workplace shall secure from that sub-Vendor the following written certification: "As part of the subcontracting agreement with (Vendor's name), (sub-Vendor's name) certifies to the Vendor that a drug-free workplace will be provided for the sub-Vendor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24-3(b)(7)."

By signature on this certificate, the Vendor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Vendor: _____

By: _____

Name Printed: _____

Title: _____

Date: _____



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Floyd County Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Address of Contractor

Name of Project

FLOYD COUNTY GEORGIA

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____ in 202__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

(Notary Seal or Stamp Required)



SAVE COMPLIANCE AFFIDAVIT

O.C.G.A § 50-36-1(e) (2) Affidavit

By executing this affidavit under oath, as an applicant for a (n) Contract or Services, as referenced O.C.G.A. C. § 50-36-1, from the City of Rome, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United State citizen.
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.
My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e) (1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

_____ DAY OF _____, 202_____

NOTARY PUBLIC
My Commission Expires:

