Request for Proposal

For

Design/Build Services

**City of Senoia**

**City Hall Expansion**

City of Senoia, GA

Harold Simmons, City Manager

P.O. Box 310

80 Main Street

Senoia, Georgia 30276**DESCRIPTION**

The City is soliciting Request for Proposals (hereinafter referred as RFP) to perform the design and construction services for the addition of public restrooms and office space to the current city hall facility. The selected contractor would provide planning, design, construction, and utility services to the City of Senoia. Submitting firms must demonstrate they have experience in similar development projects.

The project would be to design and construct the relocation of existing utilities, AC Unit, New Men’s Restroom with one toilet, two urinals, and two hand wash sinks; women’s restroom with three toilets, two hand wash sinks; a family ADA compliant restroom with a toilet and one hand wash sink; and the addition of a 10’-11” x 16’-6” office space.

SCOPE OF WORK

The selected firm will be responsible for all services needed to complete the project. Basic services shall include all necessary shop drawings, structural, electrical, utility services, and other professional services necessary for the design, permitting and construction for the project. Project specific activities to be provided include preparation of a design program, construction documents preparation, cost estimating, coordination of design with affected utilities and public jurisdictions, including the City of Senoia, and construction of the project.

**The Construction of this project will be completed in two phases.**

**Phase One: Relocation of existing utilities and AC Unit that may interfere with the addition of; a new Men’s restroom with one toilet, two urinals, and two hand wash sinks; women’s restroom with three toilets, two hand wash sinks; a unisex ADA compliant restroom with a toilet and one hand wash sink, demolition of existing curb and gutter and new installation of ADA required concrete access ramp. Demolition of an existing bathroom on the interior of building to be remodeled as office space to include any necessary electrical changes and the addition of proper communication lines.**

**Phase Two: The addition of a 10’-11” x 16’-6” office space. To include foundation, roof and access to connect into existing building.**

Approximate design and construction includes:

1. Clearing and Grading (rough and final);
2. Utility Relocations;
   1. Possible Gas service line/ Gas Meter
   2. Possible secondary electric lines and ac units/ lines
3. Erosion Control, Staking and layout;
4. Water/Sewer connections (City to provide source);
5. Foundations, Structures, Roofs;
6. Plumbing and fixtures equipped with flush valve toilets and floor drains with trap primers;
7. Lighting and Power needs, AC /Heating
8. Any and all necessary finishing items and fixtures;
9. Fill dirt as needed, Grassing / Ground stabilization;
10. All necessary permits

These items are estimates only; the firm will be expected to closely examine the project for Job task and requirements to complete the project.

**GENERAL INSTRUCTIONS**

1. The qualification package and 1 copy (2 total) should be submitted in a sealed envelope, clearly marked "Senoia City Hall Project" on its face, to:

Curtis Hindman, City Project Administrator

P.O. Box 310

80 Main Street

Senoia, GA 30276

2. **Proposals must be received at the above address no later than 11:00 a.m. on May 3, 2021 to be considered.**

3. Proposals should contain at least the following items:

a. Summary of your understanding of the project and your approach to it.

b. Experience of sub-contractors/consultants. Include an annotated list of related work completed or in progress.

c. Summary of the qualifications of all key personnel assigned to this project.

d. Include three references (with addresses and telephone numbers).

e. Estimated Time Schedule based upon the Scope of Work outlined above.

f. Certificate of Professional Liability Insurance coverage indicating limits of coverage and Bond limits

g. Contact information including mailing address, phone number, email, and fax number.

h. Lump-sum proposal for the design/construction of the project.

i. Changes to project, unforeseen cost overruns, and/or change orders must be presented in writing to City Manager for approval prior to commencement.

4. Qualifications must be typed or printed in ink. No changes or corrections will be allowed after qualification packages are opened.

5. It is anticipated that many firms may not have the entire range of skills and experience necessary to perform the entire Scope of the Work envisioned under this RFP. Therefore qualifications submitted by joint ventures, lead consultants with specialty sub-contractors and other forms of professional association created to execute the work will be accepted. In every case, however, the relationships of the parties, primary responsibilities for elements of the project deliverables and project management must be made clear in its qualification package.

6. Proposers are expected to carefully examine the scope of work and delivery schedule in the RFP prior to submission. Each proposer shall examine these documents carefully; and, no later than seven calendar days prior to the date for receipt of qualifications, shall make an email request to Curtis Hindman, City Project Administrator [chindman@senoia.com](mailto:chindman@senoia.com) for interpretations or corrections of any ambiguity, inconsistency or error which may be discovered. All interpretations or corrections will be issued as addenda and will be sent to all proposers. No addenda will be issued during a period beginning 48 hours before opening of qualification packages.

Please be aware all inquiries of a technical nature regarding this RFP shall be made through the City Project Administrator who will serve as the point of contact.

7. The qualification package must contain a manual signature of an authorized representative of the firm on the cover sheet for proposal.

8. Proposals received prior to the time of opening will be secured unopened. The City Manager opening the Proposals will do so on or after the specified time. Proposals received after the scheduled receipt time will not be accepted and will be marked "LATE".

9. Questions concerning the required submittals and procedures should be addressed to Curtis Hindman, City Project Administrator, at (770) 328-3681 or by email to chindman@senoia.com.

10. Insurance must be written by a licensed Georgia agent or a company licensed to write insurance in the State of Georgia.

11. REJECTION OF PROPOSALS:  The City of Senoia reserves the right to reject any and/or all proposals, in whole or in part.  The successful proposer will have fourteen (14) days from the date of award of the proposal to submit an executed contract, bonds and insurance certificate with the City.

12. FORM OF AGREEMENT: The selected contractor shall provide a contract for design and construction of the project.

13. RFP REQUIREMENTS SUPREMACY: This RFP must be attached to the agreement/contract as exhibit one, and must be recognized and adhered to as the basis of all contract obligations. Any deviations from the RFP requirements in other sections of the contract will be superseded by the requirements noted in this Request for Proposals.

1. ANTICIPATED SCHEDULE:

RFP issued: April 1, 2021

RFP opening: May 3, 2021

Contract approved May 10, 2021

Design and Construction begins: June 1, 2021

Completion of the project: September 30, 2021

15. MAINTENANCE OF RECORDS: The design / construction firm will be required to maintain, for a period of three years, documentation for all charges against the City of Senoia, and these records will be subject to audit and should be made available to the City of Senoia or its agent for that purpose upon reasonable notice during normal business hours.

16. PAYMENTS: Payments under the Contract shall be made upon submittal of monthly invoices after performance of that portion of the services which each payment represents. Invoices are due to City Manager Harold Simmons [hsimmons@senoia.com](mailto:hsimmons@senoia.com) by noon upon the first of each month (Email submittals are permitted, with original to follow by mail, courier, etc.). Payment will be issued after review and approval by the City. The final payment shall be made upon final approval of the completed work by the City of Senoia and acceptance of the final report/recommendation of acceptance.

17. SELECTION PROCESS: Proposals will be evaluated by City Staff and/or a selection committee. Firms (or teams of firms) with the top submittals may be asked to make formal presentations to the selection committee.

All submittals will be tabulated and results sent to all firms. Firms selected for personal appearances will be notified by telephone regarding the time and date of their interviews. A contract will be awarded based on these evaluations/interviews. However, any or all qualification packages may be rejected if it is deemed to be in the best interests of the City of Senoia.

18. EVALUATION CRITERIA: The following criteria, as a minimum, will be used to evaluate qualifications:

* Lump sum cost;
* Nature and quality of previously completed and related work;
* Consultant understanding of the project;
* Qualifications of personnel – with emphasis on lead/contact person;
* Commitment to complete work on a timely basis; and,
* Intangible factors.

Equal opportunity: The City of Senoia is an equal opportunity employer and will select a consultant without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex, or national origin.

19. ACCEPTANCE OF QUALIFICATION PACKAGES: The City reserves and holds the following rights and options:

* To reject any and all firms submittals;
* To re-advertise if deemed necessary;
* To interview candidates prior to making a selection;
* To issue subsequent Requests for Proposals; and,
* To not negotiate or contract for the services.

No reimbursement will be made by the City of Senoia for any costs incurred prior to a formal notice to proceed should a contract award result from this solicitation.

End of Request