**Request for Qualifications (RFQ)**

**Professional Design and Construction Administration Services For: New Senoia City Hall and Police Department**

**RFQ 2022**

**September 30, 2022 \_\_\_\_\_\_\_\_\_ Schedule of Events**

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| --- | --- |
| **Event** | **Date** |
| Publication of Request For Qualifications | October 3, 2022 –  October 28, 2022 |
| Pre-bid non-mandatory meeting | October 17, 2022 |
| Last day for questions | October 17, 2022 |
| Last day for addendum | October 24, 2022 |
| Qualifications due | November 7, 2022 |
| Shortlist issued | November 21, 2022 |
| City Staff Review | November 28, 2022- December 23, 2022  TBD |
| Interviews Begin | January , 2023 |
| Anticipated City Council vote | TBD |

RFQ City of Senoia point of contact information:

Curtis Hindman

City Project Manager

[chindman@senoia.com](mailto:chindman@senoia.com)

678-877-7533

1. **PURPOSE**

This is City of Senoia’s (City) Request for Qualifications (RFQ) from qualified companies for professional services for design, cost estimating, and construction administration for a New City Hall Facility & Police Department (Project). This property location is 140 Pylant St.

The successful design team (Consultant) responsibilities will include, but not limited to:

* + Programming phase to determine layout of proposed buildings
  + Conceptual designs
  + Incorporation of the City’s Sustainability requirements
  + Construction Project Management (CPM) coordination including working with the CPM to ensure the project design is within the defined budget.
  + Development of Construction plans through the design process included in the attachment
  + Development of Project Manual
  + All Permit approvals necessary for the design and construction of the new buildings.
  + Bidding Assistance
  + Construction administration
  + Move in ready building by \_\_January 2027\_\_\_\_\_\_
  + Closeout

A CPM construction company will be selected in January, 2023. The Consultant will be expected to work closely with the selected CMAR Company. The Consultant’s experience working with the CPM delivery method is required within the response to this RFQ. The consultant shall work closely with and be mutually responsible for producing a design that is within the established construction budget.

1. **GENERAL INFORMATION**

All communication regarding this RFQ is restricted to the point of contact listed on this page. Only questions submitted by email in the following format will be accepted. There will be no verbal questions or responses. No other staff or officials are to be contacted regarding this RFQ; doing so may result in disqualification.

Subject line: Senoia New City Hall & Police Department RFQ 2022

Message to include concisely written language, appropriate attachments (if needed), and proposing Consultant’s contact information including phone number. All questions must reference specific section and page number of the RFQ.

Attendance at the pre-bid meeting is highly encouraged but not mandatory.

Qualifications shall be provided in sealed envelopes; late submittals will not be accepted. Qualifications to be provided as follows:

Format: Five (5) paper copies & One (1) multipage PDF To:

Senoia City Hall

80 Main Street

Senoia Georgia 30276 Attention: Harold Simmons & Curtis Hindman

Senoia Capital Improvements Program RFQ 2019-CH05; New City Hall / Police Department Proposals

1. **PROPOSAL FORMAT**

Interested Consultants shall prepare their responses according to the RFQ format by section. The City reserves the right to reject any RFQ not submitted within the required time frame; reject any incomplete RFQ submitted; contact references whether listed in the response or not; require further information; and/or require interviews with any responding Consultant. All costs related to the preparation, submittal, and/or presentation of this RFQ are the responsibility of the Consultant and will not be assumed in full or in part by the City. Issuance of this RFQ does not constitute a commitment on the part of the City to award a contract pursuant to this RFQ. City further reserves the right to make changes to this RFQ at any time by issuance of written addendum or clarifications.

A one-page letter of transmittal signed by an authorized agent of the Consultant acknowledging and accepting the RFQ terms, conditions, and an executed Conflict of Interest Statement shall accompany the proposal.

Provide the following qualifications and information:

1. **Consultant(s) Information:**
   1. Name, address, and telephone number
   2. Primary contact person(s) information
   3. Total number of local full-time employees
2. **Experience & Approach:**
   1. Background experience particularly with municipal and police buildings completed within the last five (5) years (5 pages maximum). Provide an overview of those projects, include size, construction cost, total fee, time to complete design services, scope of design services, time to construct facility, special features, actual to estimated cost comparison, number of change orders, any awards received, etcetera. For each project, provide an owner reference email.
   2. Organization chart; designate key members such as but not limited to: project manager, architect, civil, estimator, etcetera (1 page of 11”x17” maximum).
   3. Identify the lead and include a resume (1 page max).
   4. Experience of other key team members and proposed roles; include examples of other similar projects (3 pages maximum).
   5. Outline of approach; clearly define your process for managing the design process as described by the attached document including managing the schedule and budget for the project. Include your proposed approach for programming with the City’s input, new build vs. renovation and development of floor plans for review by the City. Include your approach to coordination with the CMAR and any examples of similar projects (10 pages maximum).
   6. Proposed schedule for the project (1 page of 11”x17” maximum). This shall include when the CMAR shall be brought on board. Once the CMAR is selected, the Design Consultant and CMAR shall work together to develop a project schedule that meets the duration requirements.
   7. Include references for any similar projects. References shall include name, correct email address, and telephone number.
   8. Other relevant information can be included in an appendix (no page limit).
3. **Availability**
   1. Provide the availability of the firm and key staff and the time anticipated each will dedicate to the project. Provide the distance from your office to the City and your management of responsiveness to the City.
4. **Financial Stability**
   1. Year established
   2. Billings for the last three (including the current) fiscal years
   3. Listing and description of all litigation history since and including 2011
   4. Most recent year’s audited income statement and balance sheet
5. **Fee and Technical Proposal in a separately sealed envelope**
   1. Conceptual design services and benefit cost analysis
   2. Design services (Preliminary through conformed Construction Documents)
   3. Construction phase services
   4. Bidding assistance
   5. Closeout and warranty services
6. **EVALUATION INFORMATION**

A selection committee will determine the Consultant believed to be the most qualified. Interviews may be conducted with the top ranked Consultants on the shortlist. The selection committee will submit a recommendation to the City following the interviews (if held).

The selection committee will use the following merit-based rating system:

1. Staffing – Evaluation of Project key member’s qualifications and experience [20 points].
2. Experience/Performance – Review of past performance on similar projects and client references [40 points].
3. Approach – Evaluation of overall understanding of the Project scope; this should include a preliminary Project Schedule by task and milestones that will be used to complete the design process. Provide in detail the services your firm will be providing. [25 points].
4. Availability – Evaluation of work load, schedule and office location(s) [5 points].
5. Financial Stability – Evaluation of overall financial position [10 points].

If held, the interviews up to twenty (20) additional points will be awarded based on interviews.

Only the fee proposal of the most qualified Consultant will be opened to begin negotiations. Should the City and Consultant not be able to agree to terms, the City will move to the next qualified Consultant. Upon negotiation of an agreement, the selected Consultant will be submitted

to the City of Senoia Mayor and City Council for approval.

1. **SCOPE OF SERVICES**

It is anticipated that the Agreement between the City and the Consultant will contain the following Consultant scope of work.

1. Programming/Concept Phase
   1. At a minimum two (2) options for build. These options are to be creative, efficient, and include a cost benefit analysis. Neither preliminary floor plans nor building specifics have been determined.
2. Design Phase
   1. Design phase schedule in cooperation with the CMAR based on the guidelines in the project process attachment will be developed to be approved by the City. The schedule shall include time to allow review of plans by the City and pricing by the CMAR.
   2. Obtain all permit approvals required for the proper design and construction of the project.
3. Project construction plans and specifications.
4. Provide the scope of work required and the locations of borings needed for a geotechnical investigation.
5. Design to meet current energy codes as well as the City’s Sustainability requirements.
6. The Consultant shall engage the services of the following but not limited to design professionals as required: Land Surveyor, Structural Engineer, Mechanical, Electrical, Plumbing, Fire Protection, Security, Low Voltage, Landscape Architect, Civil Engineer etcetera. These sub consultants shall be identified in the response to the RFQ.
7. The total cost of all improvements may not exceed the construction budget of $20M for the Project. The Consultant, working in conjunction with the CMAR, will provide recommendations throughout the Project development. The City reserves the right to revise the construction budget as deemed appropriate and in the City’s best interest.
8. The Consultant shall provide cost benefit analysis or return on investment analysis of the design as needed to make decisions related to budget options. Examples of cost benefit analysis or return on investment analysis include, but are not limited to: LED lighting vs. conventional lighting; gas vs. electric heat, hot water and cooking appliances; and upgrades to more energy efficient HVAC systems and equipment. Other analysis may be required.
9. CMAR Procurement Phase Services
   1. Input and review of documentation for bidding
   2. Attend Pre-Bid meeting
   3. Provide responses to questions and/or inquiries
   4. Provide at least one (1) representative for the selection committee
10. Construction Phase Services
    1. Anticipated to be approximately 365 calendar days
    2. Response(s) to Request for Information(s)
    3. Review and approval of submittal packages
    4. Attend up to two (2) Owner/Architect/Contractor meetings per month
    5. Perform monthly inspections
    6. Certify contractor monthly applications for payment based on installed work
    7. Participate in final inspection and furnish detailed punch list(s)
11. Project Close-Out/Warranty Phase
    1. Project closeout and warranty documentation
    2. As-built construction plans and storm water hydrology based on survey to be provided by the CMAR. These plans shall be submitted to and approved by the City.
    3. As-built construction plans two (2) full size prints, one (1) half size, and one (1) PDF based on revisions issued during construction and the CMAR’s redlined drawings.
12. **OWNER QUESTIONS**

The City reserves the right to ask any or all Consultants to clarify any portion of their qualifications after submission. Such information is only for clarification and in no way changes the Consultant’s qualifications as originally submitted.

1. **EQUAL OPPORTUNITY**

The City prohibits discrimination based on race, color, gender, religious affiliation, national origin, or disability in connection with employment of any person, or the award of any contract with the Corporation. The City will provide equal opportunities with regard to race, color, gender, religious affiliation, national origin, or disability, by requiring that any bank doing business with the Corporation provide equal opportunity to persons and businesses employed by, or contracting with the supplier of products and services to the Corporation.

1. **ACCESS TO PUBLIC RECORDS ACT NOTICE**

Each Consultant should give specific attention to the identification of those portions of the RFQ that it considers confidential, proprietary commercial information or trade secrets, and provide justification as to why such materials, upon request, should not be disclosed.

ATTACHMENTS:

* 1. Site Plan
  2. Project Process
  3. Design considerations
  4. Contractor E-verify affidavit and W-9 Form

