



REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES

RFQ-2018-CE-001

CONCEPT STUDY
WHITFIELD COUNTY ADMINISTRATION BUILDING

Whitfield County BOC
301 W. Crawford ST
Dalton, Georgia 30720

Issue Date: February 1, 2018

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Whitfield County, Georgia

Publish Date: February 1, 2018

Submission Deadline: March 1, 2018

A. INTRODUCTION

The Whitfield County BOC is seeking proposals from qualified architectural/engineering firms (the “Architect”) to develop a Feasibility Study for a new Whitfield County Administration Building, a Level One SPLOST project planned for the 2019 Whitfield County SPLOST. Whitfield County seeks consulting services from architecture firms relating to concept development and budgeting for a new administration building. The county desires to have a general concept of the configuration, size, and budget for the project in order to properly craft an Intergovernmental Agreement with the municipalities in the county in order to properly budget for the 2019 SPLOST. The 2019 SPLOST, if approved, would commence collections in July of 2019 and the administration building would be constructed in the 2020-2021 timeframe. This RFQ does not include a contract for actual full architectural design of and construction oversight for the facility, although the selected firm would likely be in a strong position to win that work.

The purpose of this RFQ is to solicit meaningful information so that the Commission may select a qualified architectural/engineering firm. The Commission urges all interested firms to carefully review the requirements of this RFQ. Written qualification submittals containing the requested information will serve as the primary basis for final selection. All proposals will be reviewed by an RFQ committee and recommendations from this committee will be made to the Whitfield County BOC for final award. The Whitfield County BOC reserves the right to select a firm based on the responses to this RFQ and responses to interviews at their discretion.

This RFQ establishes the general specifications for the professional services needed and provides prospective firms with sufficient information to enable them to provide an acceptable response to this RFQ. Questions and inquiries regarding this RFQ must be in writing and submitted no later than February 15, 2018, at 2:00 P.M., EST to the following email: architectrfq@whitfieldcountyga.com. Answers will be provided as written addendum to this RFQ, issued by email and posted to the Whitfield County website. Answers will be issued as soon as possible, but no later than 5:00 P.M., February 19, 2018.

The Commission shall not be responsible for the costs incurred by any proposer or potential proposer in their preparation of the proposal or for any visits to the Property. All such costs are the responsibility of the proposer.

B. BACKGROUND

The Whitfield County Board of Commissioners (BOC) utilizes two former church buildings to house their administrative staff, meeting chambers, various court functions, and long-term record storage. These buildings are known as Admin Building No. 1 (301 W. Crawford St, Dalton, GA 30720) and Admin Building No. 2 (214 W. King St., Dalton, GA 30720).

The Whitfield County Courthouse, built in 1960, received an extensive addition and renovation in 2006. As part of the scope of that project, the old Courthouse building was retained and received only an exterior facelift to match the new addition to the building, which is much bigger than the old section. Now, twelve years later, the old section of the Courthouse needs attention in the areas of HVAC, fire protection, roofing, and potentially plumbing, electrical, and some interior finishes. The Courthouse is located at 205 N. Selvidge St., Dalton, GA 30720. The old section is on the south end of the building. (see attached site map)

The County faces a number of issues with these buildings, including:

- Admin Building No. 1
 - Space is limited and poorly utilized
 - Aging building will see maintenance costs rise in future years
 - Does not provide space for some functions that need to be there
- Admin Building No. 2
 - Not handicap accessible
 - Extensive plumbing issues, to the extent that some bathrooms closed
 - Serious groundwater issues in the basement, which houses long-term record storage
 - HVAC units are old and building is poorly insulated
 - Security is difficult to achieve
 - Space utilization and functionality are poor
 - Few modifications can be made without upgrading plumbing, electrical, fire protection, and accessibility to meet current codes
- Courthouse
 - Old HVAC units and control system need to be replaced
 - Old, leaky roof causes moisture problems in building
 - Fire protection needs to be addressed
 - Possibly needs some accessibility upgrades
 - Needs some interior finish/lighting upgrades

C. GOAL

The overall goal of the Study is to provide the Whitfield County BOC with the most viable option to develop an Administration Building to house all County administrative offices, to accommodate growth in the County to a population of 150,000 (104,000 currently), and to alleviate the problems existing in the old section of the Courthouse. Preferably, the Complex will remain in downtown Dalton, Georgia but the Board is willing to consider other options as well.

The BOC has decided to demolish Admin Building No. 2 if this project moves to the construction phase. The BOC currently has no plans to occupy Admin Building No. 1 upon completion of this project.

Two of the primary options the BOC is considering are:

- Demolish Admin 2. Build a new administrative building on the same site. Make necessary renovations to the old section of the Courthouse.
- Demolish the old section of the Courthouse and Admin 2. Build one building to house functions from all three currently-utilized buildings on an expanded footprint at the site of the old section of the Courthouse. The new building would be connected to the main (new) part of the Courthouse, as the old section is now.

As stated above, other options will be considered if both of these options prove to be infeasible.

D. SCOPE OF SERVICES

1. Analyze the old section of the Courthouse building to determine highest and best use.
2. Analyze the current Admin Building No. 1 to determine highest and best use.
3. Develop a written Space Program to document space needs for all functions currently housed in the three buildings (to be approved by the BOC) and allow for population growth to 150,000.
4. Develop options for renovation, demolition, expansion, and/or new construction to present at a Work Session with the Commissioners.
5. Provide a final report with plans, elevations, site plans, and cost data for the most viable option(s). While these plans do not have to be fully ready for construction, they must be advanced enough to provide an accurate cost estimate for SPLOST budgeting purposes. We cannot stress enough the importance of the cost data. As this is a Tier 1 SPLOST project, any budget shortfall during construction would have to be made up out of the General Fund, which would be unacceptable.

E. INSTRUCTIONS FOR PROPOSERS

1. General. The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements, format, and content of proposals so that proposals are complete, contain all essential information, and can be evaluated fairly.

2. Submission and Content of Proposals. All proposals must be received in the office of the Commission no later than 2:00 P.M., EST on March 1, 2018, (the "Submission Date") at the following address and marked on the outside as follows:

Whitfield County BOC
Attn: Brian McBrayer, Finance Department
RFQ-2018-CE-001
301 W. Crawford Street
Dalton, GA 30720

Proposals shall be submitted in original and four (4) complete copies, prepared in the format and detail as outlined below. Please include an electronic copy saved on a flash drive. All material must be submitted in an 8" x 11" format. Emailed proposals will not be accepted. All proposals will be valid for ninety (90) days. A proposer may select any mode of delivery; however, the risk of non-delivery shall remain with the proposer.

The qualifications statement shall be divided into tabbed sections and, at a minimum, contain the following:

- (a) **Introduction Letter:** Include a letter of introduction including the firm's name, address, telephone number, and email address. Provide the name, title, address, and telephone number of the official firm contact. This individual should be available by telephone or email to provide clarifications to questions. Provide a brief firm history, and provide the location of the firm office that will be responsible for this project. Provide the legal status and Federal Tax ID number of firm.
- (b) **Outline Methodology to accomplish the Study:** Provide a methodology to describe the firm's approach to the project and a proposed plan of action to complete the Study within a reasonable time frame.
- (c) **Statement of Experience and Qualifications:** Provide a brief profile of the proposer's principal staff to be employed for the Study. Describe the experience of the individuals, through summary resumes, responsible for this effort with a list of similar project experience that they have completed. Provide the years of experience for the professionals and staff member to be providing services. Describe previous projects for which the proposer has developed a comprehensive study for similar facilities. List any consultants and describe their role. Provide an outline of the proposer's current workload and how that workload will affect the timely completion of this project.
- (d) **Supporting Materials:** Provide materials that the proposer deems useful in further helping the Commission determine the firm's experience and qualifications, specific to this type of project.

- (e) **References:** Provide a reference list of five (5) clients for whom the proposer has developed a comparable study. Of the five references at least two government project references are required. Include name, address, telephone number, email address, contact person, and project name. Additionally, for each reference listed, submit a brief summary of the scope of services provided.
 - (f) **Disputes and complications:** Provide a history of disputes and complications your firm has been involved with relating to any projects it has worked on. Disclose and clearly state whether the firm was terminated from or for any reason has ever failed to complete a project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed. Disclose information and provide explanation regarding any contracts involving your firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and disclose any penalties or damages assessed. Disclose any past (within last 10 years) or current litigation, arbitration, mediation, etc. which the firm are or were involved.
 - (g) **Pricing:** Submit the hourly rates you would propose for the principal and all other levels of billable employee. Submit any other general conditions or billing practices.
 - (h) **E-Verify:** Proposed bidders must comply with all the provisions of the “Georgia Security and Immigration Compliance Act” of 2007 and Georgia Code 13-10-91 and 50-36-1. A completed E-verify form must be submitted before any response can be considered.
 - (i) **Insurance Requirements:** Provide a statement regarding the firm’s understanding and ability to comply with required insurance requirements as outlined in this document (Section I). Include copies of your current insurance certificates.
 - (j) **Acknowledgement of Receipt of Addenda:** The county will endeavor to provide copies of addenda to all potential proposers to whom this RFQ has been delivered. However, it is the responsibility of each proposer to inquire as to the existence and content of addenda as the same shall become part of the RFQ and all proposers will be bound thereby. The proposer shall include a statement of acknowledgement of all addenda to the RFQ. Proposer’s failure to acknowledge an addendum may result in rejection of the proposal.
3. **Retention of Proposal.** All proposals are the property of the Commission and shall be retained by the Commission. Proposals shall not be returned to the proposer.

4. Discretion of the Commission; Cancellation and Waiver. The Commission reserves the right to cancel or terminate this RFQ in should or in part, or to reject, in whole or in part, any and all proposals received in response to this RFQ, upon their determination that such cancellation or rejection is in the best interest of Whitfield County. The Commission further reserves the right to waive any informalities in any proposals received. The determination of the criteria and process whereby proposals are evaluated, and the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFQ shall be at the sole and absolute discretion of the Whitfield County Commission.

F. SELECTION PROCESS

It is anticipated that a short list of firms will be selected for interviews which may be by telephone. The winning firm will be chosen by an RFQ committee based on the proposal contents, possible interviews, qualifications of personnel, prior experience of the firm for the type of work proposed, proposed methodology, references, and pricing.

G. SELECTION & PROJECT TIMELINE

- Publish RFQ.....February 1, 2018
- Submit questions in writing..... February 15, 2018 by 2:00 PM
- Issue answers to questions.....February 19, 2018 by 5:00 PM
- Deadline for RFQ proposal submission..... March 1, 2018 by 2:00 PM
- Interviews if required.....Week of March 5, 2018
- Selection Notification..... March 12, 2018
- Contract Award..... April 9, 2018
- Anticipated deadline for concept plan and budget.....July 15, 2018

H. CONTRACT AWARD

The Commission expects to enter into contract negotiations with the top ranked proposer during which time the Commission and the proposer will resolve any necessary issues that need to be addressed prior to entering into the Architect Agreement. Upon successful completion of such negotiations and discussions, the Commission and the selected Architect shall enter into the Architect Agreement. If, in the sole judgment of the Commission, these negotiations are not successful, the Commission reserves the right to enter into negotiations with other proposers, proceeding in the order of their initial ranking.

I. **INSURANCE REQUIREMENTS**

The successful firm agrees to maintain in full force at all times during the contract term the following insurances. Provide documentation of the following:

- Workers Compensation Insurance - \$1,000,000
- General Liability Insurance in the amount of at least 1,000,000 per occurrence
- Automobile Liability insurance in the amount of at least \$1,000,000 for each occurrence
- Professional Liability insurance in an amount that correlates to the amount of this agreement and nature of work required
- Errors and Omissions Insurance in an amount that correlates to the amount of this agreement and nature of work required

All such insurance policies shall provide that they not be canceled without (30) days prior written notice to the Whitfield County BOC, Attention: Kent Benson, 301 W. Crawford St, Dalton, GA 30720. Whitfield County shall be named as additional insured under the insurance policies upon contract award.

