



**CITY OF BLUE RIDGE MAYOR AND COUNCIL**

**REQUEST FOR QUALIFICATIONS**

**FOR AN**

**ARCHITECT FAMILIAR WITH**

**GEORGIA APPALACHIAN REGIONAL**

**COMMISSION GRANTS**

**DATE RFQ RELEASED – APRIL 11, 2018**

## **PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (RFQ)**

The purpose of this RFQ is to hire an architect who has (1) substantial experience with the process involved from start to finish in Georgia Appalachian Regional Commission (“ARC”) projects (or other substantially similar projects conducted with other Regional Commissions located with the State of Georgia), including but not limited to, monitoring and ensuring said architect fully complies with all state and federal regulations applicable to such projects; (2) to assist the City in preparing a 2018 ARC pre and full application for the Georgia ARC and if the grant is funded, provide architectural services. The Georgia ARC is an agency that provides financial assistance to entities that support their 5 goals: (a) Economic Opportunities, (b) Ready Workforce, (c) Critical Infrastructure, (d) Natural and Cultural Assets, and (e) Leadership and Community Capacity. The \$600,000 ARC application is for a Welcome Center and Restroom Facility in the City of Blue Ridge’s downtown area (“Project”).

## **SCOPE OF WORK**

Therefore, the City of Blue Ridge is soliciting for qualifications from Georgia registered architects to perform the following services:

### **Grant Application Development**

- Meetings with the owner, users, and other interested parties to gather information to update our existing floor plan from a prior application.
- Produce a preliminary architectural report by July 6, 2018 which is to be submitted with the ARC application on or about July 13, 2018. The preliminary report should include at a minimum the following:
  - Description of the targeted area or Project site (topography, existing environmental conditions and possible problems).
  - Listing of permitting agencies that may be involved.
  - Proposed budget with a general cost breakdown. Firm estimates are vital since these estimates will establish the project’s budget.
  - Basic floor plan.
  - Realistic implementation schedule of Project beginning with the grant award date (use October 1, 2018) through project completion. Include milestones with the timetable.
  - Breakdown of architectural services and their costs (i.e. design, surveys, inspections, administrations, etc.).
  - Description of the Project and discussion of possible alternatives to the proposed Project.
  - Description of possible construction concerns.
  - Provide other applicable recommendations
  - Operating and maintenance concerns.
  - Signature, seal, and professional registration number of the architect preparing the report.
  - Monitor and ensuring compliance with all state and federal regulations applicable to the Project.

### **Construction Design and Construction Administration Services, if the grant is funded**

If the grant is awarded (awards will be known during September of 2018 WHAT IS EXACT DATE?), the architect is expected to perform the following services including but not limited to:

- Promptly proceed with the schematic design and design development phases.
- Develop construction documents in accordance with the schedule as stated in the grant application. All construction documents must comply with the requirements of disability law and energy codes
- Prepare specification and drawings suitable for bidding.
- Submit plans for approval by the state and local fire marshals, DCA, and other appropriate agencies.
- Assist in the bid opening and participate in the preconstruction conferences.

## **SCOPE OF WORK**

## **Construction Design and Construction Administration Services, if the grant is funded**

- Perform construction management to involve periodic inspections to determine compliance with specifications and to confirm the value of stored materials and work completed in regard to pay requests.
- No varying from the stated schedule.
- Ensure construction costs do not exceed the budget amount.
- Work with the owner to make changes, if necessary, to bring the project within a budget acceptable to the City of Blue Ridge.

Monitor and ensuring compliance with all state and federal regulations applicable to the Project.

## **PROPOSAL FORMAT**

All proposing Georgia registered architects shall submit an original and two copies of their qualifications that include the following information and documents in this order:

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### Qualifications

- Brief history of the firm, location of relevant offices, number of years the company has been in existence, and the company's specific experience from start to finish in Georgia Appalachian Regional Commission ("ARC") projects (or other substantially similar projects conducted with other Regional Commissions located with the State of Georgia), including but not limited to, monitoring and ensuring full compliance with all state and federal regulations applicable to such projects. During the scoring process the City of Blue Ridge will weigh experience with this type of experience heavily.
- Resumes of key personnel that will be working on the project, their ARC experience, and experience with building renovations of the type being proposed.
- Listing of consultant team members that are not part of the company that will be a part of this project and their relevant experience.
- At least five references from counties or cities that the company has recently (five years) completed similar ARC building renovation projects and the project's outcomes. List contact names and contact information for each reference.
- Methodology and approach to designing and administering the project.
- Fees to be charged for the grant pre and full application development.
- Percentage Fee to be charged should the City be awarded the grant.
- Statement of current workload and availability for this project.
- Statement of the company's financial strength to perform the project. Statement of any previous, existing, or pending litigation of the company.

## **GENERAL TERMS AND CONDITIONS**

- Proof that the company is an authorized corporation and is authorized to do business in the State of Georgia.
- There are no expressed or implied obligations for the City of Blue Ridge to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFQ.

- The city reserves the right to request clarifications regarding information submitted as well as request additional information from one or more companies submitting qualifications.

## **GENERAL TERMS AND CONDITIONS**

- By submitting qualifications, a company certifies that it has fully read and understood this RFQ and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this RFQ.
- Any proposal submitted shall constitute an irrevocable offer for a period of 120 calendar days.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong exclusively to the City of Blue Ridge and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
- The City reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, or to award a contract to the next most qualified company if the selected company does not execute a contract within 30 days after notification of the award. The City reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Council to be in the best interest of citizens of the City of BlueRidge.
- The contract between the City and the successful proposing company will be on the form approved by the City.
- This RFQ and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing companies certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any City of Blue Ridge employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- The proposing companies specifically certify that submitting their qualifications that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/ or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

## **INSURANCES**

The successful proposer agrees to maintain in full force at all times during the contract term the following insurances:

- Workers' compensation insurance, if required by state law.
- General Liability insurance in the amount of at least \$1,000,000 for each occurrence.
- Automobile Liability insurance in the amount of at least \$1,000,000 for each occurrence.
- Professional Liability insurance.
- Errors and Omission insurance.

Before the commencement of any work under the contract, the successful proposer agrees to furnish to the City of Blue Ridge certificates of insurance to prove that such insurance has been procured and is in force. All certificates of insurance shall contain a provision that coverage under the policies will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the City of Blue Ridge. The insurance policies shall name the City of Blue Ridge as an additional insured.

## **ASSIGNMENT**

The successful proposer shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval of the City of Blue Ridge.

## **INQUIRIES ABOUT THIS RFQ**

All inquiries and questions regarding this RFQ shall be in writing and directed to:

Kelsey Ledford, City Clerk\_  
[kledford@cityofblueridgega.gov](mailto:kledford@cityofblueridgega.gov)

The deadline for submission of any questions shall be Friday, May 4, 2018 at 5:00 p.m. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFQ prior to the submittal deadline. All addendums will be posted on the city's web site, [www.cityofblueridgega.gov](http://www.cityofblueridgega.gov)

## **QUALIFICATIONS SUBMITTAL DEADLINE**

Qualifications are due no later than 2:00 p.m. on Friday, May 11, 2018. An original and eight (8) copies of the proposal must be enclosed in a sealed envelope clearly marked, "Qualifications for Appalachian Regional Commission Grant Architect." All proposals must be delivered to the City of Blue Ridge City Hall Attn: Kelsey Ledford, City Clerk, 480 West First Street, Blue Ridge, Georgia 30513 by the deadline date and time. A representative of the City of Blue Ridge government will publicly read the names of the companies submitting qualifications at 2:05 p.m. on Friday, May 11, 2018. Any proposals received after the deadline date and time will be returned unopened. Incomplete proposals may not be considered if the omissions are determined to be significant.

## **OTHER INFORMATION**

Once an architect is selected for the project and a design and construction administration fee negotiated, that fee will be included in the application's budget. Although fund obligations cannot be made before the official award of the grant, a contract with the selected architect will be executed upon release of funds by DCA after the grant award.