



Fayette
COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountyga.gov

April 25, 2017

Subject: Request for Proposals #1301-P: Design & Specifications for Fire Station 4

Gentlemen/Ladies:

Fayette County, Georgia is seeking proposals from professional firms to provide architectural, engineering, and interior design of a fire station, in accordance with the specifications and information contained herein. All required information shall be included with your proposal.

A Pre-proposal Conference will be held at 10:00a.m., Friday, May 12, 2017 at Fayette County Administrative Complex, 140 Stonewall Ave., West, Suite 100 in Fayetteville, GA 30214. This will be the opportunity to voice all questions, concerns and comments about this Request for Proposals, and have them addressed.

All questions and inquiries concerning this request for proposals or the specifications shall be addressed in writing to Trina Barwicks, Contract Administrator of Purchasing, in writing to, email address: tbarwicks@fayettecountyga.gov or fax to (770) 719-5515, Monday through Friday excluding holidays from 8:00 a.m. to 5:00 p.m. The telephone number is (770) 305-5420. Any deviations from this procedure for questions or information pertaining to this request for proposal may result in your proposal being rejected.

All prices shall be F.O.B. Destination, Fayette County. Be sure to include the **proposal number** and **reference** along with your company's name and address on the **sealed** envelope in which the proposal is returned.

PROPOSAL MUST BE SUBMITTED TO:
FAYETTE COUNTY PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, SUITE 204
FAYETTEVILLE, GEORGIA 30214
PROPOSAL #1301-P
**REFERENCE: DESIGN & SPECIFICATIONS FOR FIRE
STATION 4**

Proposals will be received at the above address until 3:00pm, Tuesday, May 23, 2017 in the Purchasing Department, Suite 204. Proposals will be opened at approximately 3:00pm, Tuesday, May 23, 2017 and the names of the companies that responded will be read. Proposals must be signed to be considered. Late proposals will not be considered. Faxed/Emailed proposals will not be considered.

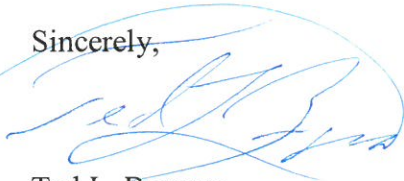
If this request for proposal is downloaded from our web site, it is the responsibility of the individual or company that downloads this request for proposal to continue to check the Fayette County web site for any addenda that might come out for this request for proposal and are posted on the Fayette County web site. Fayette County shall not be responsible for any information that any individual or company fails to get in an addendum that is posted on the Fayette County web site but is not downloaded. However, if the Fayette County Purchasing Department mails the request for proposal to a company or individual, we will keep a record of who we mailed that request for proposal to and all addenda for that request for proposal will also be mailed to those companies or individuals.

Note: The name of the companies that respond to this request for proposals will be posted on the Fayette County website within 3 business days after the proposal opening.

There is no set time for an award to be made, as the proposals have to be evaluated. If an award is not made within 60 days of the proposal opening, an update will be posted on the Fayette County website.

If this proposal is awarded; once everything has been received by the successful company and the award is completed, that information will be posted on the Fayette County website. Please keep this procedure in mind.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

Attachment

GENERAL TERMS AND CONDITIONS
RFP #1301-P: DESIGN & SPECIFICATIONS FOR FIRE STATION 4

1. **Definitions:** The term "contractor" as used herein and elsewhere in these Terms and Conditions shall be used synonymously with the term "successful offeror." The term "county" shall mean Fayette County, Georgia.
2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the county. The offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
 - a. The offeror's company name,
 - b. The Request For Proposals (RFP) number, which can be found in the cover letter to the request for proposals document or on the web site, and
 - c. The "reference" which identifies the proposal, which can be found in the cover letter or the web site.

Mail or deliver one (1) unbound original proposal (paperclip or binder clip acceptable, no staples), signed in ink by a company official authorized to make a legal and binding offer, and copies on three (3) flash drives, to:

Fayette County Government
Purchasing Department
140 Stonewall Avenue West, Suite 204
Fayetteville, GA 30214

Attention: Contracts Administrator

4. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the county.
5. **Open Offer:** The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening unless this time-frame is specifically excepted to in your offer.
6. **Corrections or Withdrawals:** The offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing.

The county reserves the right to waive any defect or irregularity in any proposal received.

In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

7. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
8. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
9. **References:** Offerors shall submit with proposals a list of three (3) jobs the offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
10. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

11. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the county. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award. The county reserves the right to obtain clarification or additional information from any firm regarding its proposal. The county reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the owners. The county further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.
12. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
13. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the county that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the county, the county may reject the offer.

14. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.
15. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
16. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
17. **Indemnification:** The contractor shall defend, indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful offeror, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such injury or damages.
18. **Non-Assignment:** Assignment of any contract resulting from this request for proposal will not be authorized.
19. **Insurance:** The contractor shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
 - **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
 - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
 - **Worker's Compensation:** Workers Compensation as required by Georgia statute.
 - **Professional Liability (Errors and Omissions) Insurance:** \$2,000,000 limit per claim and aggregate.

Before a contract is executed with the successful offeror, the successful offeror shall provide Certificates of Insurance for all required coverage. The successful offeror can provide the Certificate of Insurance after award of the contract, but must be provided prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia
140 Stonewall Avenue West
Fayetteville, GA 30214

20. **Termination for Cause:** The County may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.

21. **Termination for Convenience:** The county may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.
22. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
23. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.

**Fayette County, Georgia
Checklist of Required Documents**

*(Be Sure to Return This Checklist with your proposal and
the Required Documents in the order listed below)*

PROPOSALS #1301-P: DESIGN & SPECIFICATIONS FOR FIRE STATION 4

Company information – on the form provided _____

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

List of exceptions, if any – on the form provided _____

References – on the form provided _____

COMPANY NAME: _____

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 Fayette 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

PROPOSALS #1301-P: DESIGN & SPECIFICATIONS FOR FIRE STATION 4

Name of Project

FAYETTE COUNTY, GEORGIA

Name of Public Employer

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

Executed on _____, _____, 2017 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 _____, 2017.

NOTARY PUBLIC

My Commission Expires:

RFP #1301-P: DESIGN & SPECIFICATIONS FOR FIRE STATION 4

DESIGN AND SPECIFICATIONS FOR A FIRE STATION

INTRODUCTION & BACKGROUND

The Fayette County Purchasing Department is requesting proposals from professional firms to provide architectural, engineering, and interior design of a fire station. This station will replace the existing station located at 175 Johnson Ave located in Fayetteville, Georgia. Fayette County will supply a base floor plan for the firm to use as a guide for development of the overall project.

In response to the need to provide an updated facility meeting current building, fire and life safety codes, Fayette County is seeking a firm to assist in the replacement of the current station which was built in the late 1970's. The new station will be approximately 12,000 square feet, with living quarters and 3 drive-through bays. The Department owns approximately a 10 acre site on McElroy Road for the project. The Department desires to occupy a new building no later than 18 months from beginning of construction.

This fire station should be designed for a 50 year life expectancy, to be energy efficient, meet modern building design and construction standards, and blend into the architecture of the surroundings of Fayette County.

The expectation is for the firm to consider combinations of materials, brick, block and stone, to meet design factors and appeal to this growing area.

Construction types should be discussed as options for achieving these guidelines as well as for long term building use and as a consideration of cost. Pre-engineered buildings vs. ordinary site built construction should guide this discussion.

SCOPE OF WORK

The anticipated scope of work includes, but is not limited to:

Building elevations from four directions showing locations of window and door openings, roof design, lighting fixtures, construction material changes etc.

Design of all building structural, electrical, data, mechanical and plumbing systems.

Provide all drawings, specifications, and proposal documents necessary for completing the bid process, development and construction of this project, estimated construction time frame from groundbreaking to completion, and an estimated construction cost.

Boundary and topography survey work through civil engineering site plans, grading/drainage plan, erosion control plans, utilities plan, the design of any retention/detention basins and associated structures including stormwater management as necessary to complete project.

Base plan including geotechnical analysis of site with regard to soil bearing capacity, location of rock and/or unsuitable base materials and a Phase 1 environmental site assessment.

Provision of all necessary hydrology studies.

Design of a balanced grading plan with the provision of cut and fill calculations; location of existing utilities.

Design for the provision of all water (including fire services lines and hydrants,) telephone, electric, data communication, and gas service to the building.

Design landscape planting and irrigation system.

Design of vehicular and apparatus travel paths and parking.

Design pedestrian circulation system and walkways.

Design of exterior security, parking and pedestrian system lighting.

Preparation of estimated budget for completion of project.

Attend pre-bid conferences as required.

The anticipated construction administration services to include:

The successful A/E shall provide the Invitation for Bids documents to include, but not limited to, construction documents consisting of plan drawings and complete construction specifications indicating in sufficient detail the pertinent information required to receive viable bids from contractors.

A/E shall prepare details necessary to accurately depict the various aspects of the project and project requirements.

A/E shall incorporate Fayette County standard bidding documents, as supplied by the Purchasing Department.

A/E shall attend a Pre-bid Conference. Present a brief overview of the project and prepare response to questions from potential bidders.

Acquisition of geotechnical, Title 17 testing services as needed, seismic testing for use in the design of the foundations / footings / building.

Administration of a construction testing firm able to perform special inspections, material testing and geotechnical services as required by the building code and architectural requirements in the construction to ensure the quality of said construction project. Qualifying firm must: a) Hold a valid Certificate of Authorization with the state of GA indicating that they are approved to provide engineering consulting services; b) Employ a GA licensed professional engineer, who has at least 10 years of experience in the field of geotechnical engineering, as a fulltime employee to the firm; c) Provide 3 references as evidence of a record of successful projects over the past 5 years.; d) Maintain at least \$2 million professional liability insurance: and, e) meet the requirements of ASTM E329.

Conduct regular on-site inspections as required.

Attend construction meetings and provide observation of contractor's operations and work to determine compliance with plans and specifications, quality of workmanship.

Provide progress reports to Fayette County at least every two weeks until final acceptance of work.

Provide shop drawings and review other necessary general contractor's submissions; process payment applications, lien wavers, permit acquisition, occupancy certificates, warranty packages.

Provide revised plans to compensate for construction problems which arise due to insufficiency of information on the construction documents.

Work with contractors and make recommendations to Fayette County to resolve conflicts and problems that may arise during the course of the project.

Evaluate all requests for changes in the project, exclusive of design services, and if necessary recommend supplemental agreements.

Participate in the punch list and final inspections for compliance with the construction contracts.

All architectural design phases, selection of surfaces, and interior layout for this project will be subject to approval by Fayette County.

The successful firm shall be briefed by a Fayette County representative prior to project initiation and shall be expected to prepare minor architectural changes based upon a review of plans for each design phase.

Design of the project will conform to two separate design phases which include schematic design development, and contract document stages as required by Fayette County.

At the end of the design phase of the project Fayette County will expect a package of deliverables which will include: a color rendering of the project; a 17" x 24" color photo of the rendering; the negative used to produce the photograph; four (4) complete sets of the project blueprints, a building specification document suitable to copy for the bid process and any other supporting documents.

At the end of the project three complete sets of warranties and operating instructions of all systems and equipment installed in the facility, two sets of as built plans of the project with blue line indication of all changes and modification to the original Construction Document plan of the project.

The successful firm shall follow all requirements and guidelines as set by the Georgia State minimum standard codes with Georgia amendments and the National Fire Protection Association.

PROPOSAL RESPONSE REQUIREMENTS

Firms who submit proposals must include the following information, preferable in the order shown:

1. **Cover Page:** Include the Request for Proposals number (#1301-P) and title (*Design & Specifications for Fire Station #4*). Also include your firm's name, address, telephone number, fax number, and e-mail address.

2. **Table of Contents**

3. **Required Documents:** Company Information Page, Contractors Affidavit and signed addenda, if any. Provide contact name, mailing address, telephone number, facsimile number and email address for the primary consultant and all subcontractors. Identify the primary contact for procurement process and the proposed project manager.
4. **Understanding & Approach:** State your understanding of the services required by this RFP, and explain how your firm can add value to this project. Describe cost control methods you use, and how you establish cost estimates. Demonstrate your knowledge of local building codes by listing similar work in Fayette County and surrounding areas. List the steps in your standard change order procedure. Describe problems you have encountered on similar projects, and explain what you did to resolve the problems, and what you would do differently to avoid such problems on future projects. Include other information you believe would help to demonstrate your firm's abilities and qualifications for this project.
5. **Firm's Experience & Expertise:** State the age of your firm. Describe the range of services offered. Explain any specialization or unique capabilities of your firm, which may include for example, technical innovation, cost effectiveness, community outreach, or other capabilities in which you excel.

Demonstrate the firm's experience and qualifications by listing up to six relevant projects that were similar to the work addressed by this RFP, especially direct experience with design and construction administration for fire stations and public safety facilities. Include the entity's name and a contact person's name, phone number, and email address for each. Projects within the last five years are preferred, but projects completed over five years ago may be considered if relevant.

Describe and give examples of how your firm supervises and insures quality workmanship and conformity to all contract documents. What process and/or procedure do you use to keep the owner informed as to the status of the project? Illustrate, using examples, how diligent you are in seeing that punch list items are completed in a timely manner. Depict how you assist the Owner in obtaining corrective measures, when necessary, during the warranty period.

Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your firm in the last five (5) years. List any actions taken by any regulatory agency against the Architect, agents, or employees.

6. **Project Team:** Include an organization chart for the proposed Project Team in your response. Briefly outline the responsibilities of each Team Member. Identify the main person of contact for the county and any relevant projects this team member has been a part of as listed in the Scope of Services. List any firms or individuals you anticipate to provide engineering, landscaping, interior design, lighting design, or other required services, as applicable. Indicate the office location where each member will work for this project, if not the firm's main address. Incorporate a resume for each key Team Member that identifies their education, training, experience, licensing, and other qualification.
7. **Project Schedule:** Include a project schedule with your proposal. Identify critical dates, and discuss how you control the schedule. Provide examples of demonstrated success in

staying on schedule with similar projects. Give information on your current workload, and how you would accommodate this project.

8. **References:** Supply a minimum of three references, to be submitted on the form provided in the request for proposals.
9. **Rates, Fees, & Other Prices:** Include a price proposal sheet that contains, in a clear format and in detail, your total not-to-exceed price. Show proposed hourly rates, non-hourly rates, and any other components of your billing structure for the work described in this request for proposals. All costs must be included. Also list payment terms.

If the responding architectural firm anticipates that services will be required to complete the work which will involve consulting services not outlined in the Scope of Work, the Fee Proposal should describe these items in a distinct line item. The responding architectural firm shall describe completely any expected reimbursable expenses and provide rates and/or per diem fees if applicable.

PROPOSAL EVALUATION

An Evaluation Committee will evaluate and score proposals. Points earned for technical merit will comprise 70% of your evaluation score. Criteria for technical merit are, in priority order, as follows:

<u>Criteria</u>	<u>Maximum Points</u>
1. Understanding and approach	30
2. Firm's expertise & experience	25
3. Project Team	20
4. Project Schedule	15
5. Quality of the written proposal	10

Evaluation of Criteria 1 – 4 will be based primarily on information provided as stated in the *Proposal Response Requirements* section above. Criterion #5 (quality of the written proposal) will consider such factors as effectiveness of communication, relevance of information provided, overall layout, or other factors as may be appropriate.

Pricing

The remaining 30% of your score will be determined by your proposed prices, as compared to other responding companies.

Presentations

The county may, at its discretion, choose one or more of the best-scoring firms to make in-person presentations. If more than one company makes a presentation, the Evaluation Committee will evaluate and score the presentations, and adjust evaluation score totals accordingly. Up to 50 points may be added to the Technical Merit portion of scores for short-listed firms who make presentations.

REFERENCES

PROPOSALS #1301-P: DESIGN & SPECIFICATIONS FOR FIRE STATION 4

Please list three (3) references of current or very recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

REFERENCE ONE

Government/Company Name _____

City & State _____

Contact Person and Title _____

Phone _____ Email _____

Approx. Date & Scope of Work _____

REFERENCE TWO

Government/Company Name _____

City & State _____

Contact Person and Title _____

Phone _____ Email _____

Approx. Date & Scope of Work _____

REFERENCE THREE

Government/Company Name _____

City & State _____

Contact Person and Title _____

Phone _____ Email _____

Approx. Date & Scope of Work _____

COMPANY NAME _____

COMPANY INFORMATION
PROPOSALS #1301-P: DESIGN & SPECIFICATIONS FOR FIRE STATION 4

Company _____

Physical Address Of Business _____

Mailing Address (If Different) _____

Authorized Representative _____
(Print or Type)

Authorized Representative _____
(Signature)

Title _____

Email Address: _____

Company Telephone Number: _____ Fax Number: _____

Project Contact Person Name: _____

Office Number: _____ **Cellular Number:** _____

Email Address: _____