

PIERCE COUNTY BOARD OF COMMISSIONERS



REQUEST FOR QUALIFICATIONS (RFQ)

FOR ARCHITECTURAL SERVICES

For Master Plan for Pierce County Parks

and Recreation

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES
FOR DESIGN OF MASTER PLAN FOR
RECREATION SERVICES**

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PIERCE COUNTY BOARD OF COMMISSIONERS RECREATION DEPT
NOTICE OF REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

Request for Qualifications (RFQ) for Architectural Services for the design of a Master Plan for the Pierce County Recreation services are to be addressed to Pierce County Board of Commissioners, ATTN: Mamie Jackson, 312 Nichols Street, Suite 5, Blackshear, GA 31516 and will be received on or before February 17, 2017, at 10:00 AM.

A COPY OF THE RFQ PACKAGE IN ITS ENTIRETY, INCLUDING SCOPE OF WORK IS AVAILABLE FOR DOWNLOAD AT www.pc.pcgeorgia.com

Pierce County Board of Commissioners reserves the right to refuse and reject any or all qualifications and to waive any or all formalities or technicalities or to accept the firm(s) who Pierce County in its sole discretion determines to be most qualified, and hold the qualification for a period of up to 60 days without taking action. Qualifications submitted past the deadline date and time will not be accepted. **RFQ's not submitted in the proper form may be rejected.**

PIERCE COUNTY BOARD OF COMMISSIONERS RECREATION DEPT
REQUEST FOR ARCHITECTURAL SERVICES

PURPOSE OF RFQ

Pierce County Board of Commissioners invites the submittal of responses to this Request for Qualifications (RFQ) from qualified firm(s) interested in providing architectural services in connection with the design of a Master Plan for the Pierce County Recreation Services.

LOCATIONS

Pierce County is seeking to have someone evaluate the properties of its Parks and Recreation Department and develop a master plan to utilize the existing facilities and property and create a more modern and efficient use of the resources we have available to us. The locations are:

- Ware Street – 4 baseball fields, 4 t-ball fields, 2 batting boxes, 3 outdoor basketball courts, press box/concession stand/office
- Main Street – football field, concession stand
- College Avenue – gymnasium and concession area
- College Ave – walking track and large field
- Hwy 121 S – public river boat ramp access
- Yeomans Street – 22 acre field

OBJECTIVES

Pierce County proposes to retain a highly qualified, capable firm(s) to act as the Architect during the planning of the projects. The firm(s) who participate in this RFQ process are sometimes referred to as “Respondents” and “Architects”. Pierce County will give prime consideration to the Architect with significant, current experience in the development, design, renovation, and construction, of similar buildings and projects. Pierce County reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

SCOPE OF WORK

1. The selected Architect(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate. Upon the initial selection of a Respondent based upon qualifications, with which negotiations will proceed, a more detailed Scope of Work will be developed. Pierce County anticipates a contract which will include schematic design, production of computer generated renderings, and cost estimations for each project; however, Pierce County reserves the right to include additional project elements in the initial or subsequent professional services agreements as Pierce County may (in its sole discretion) deem appropriate. The selected Architect will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural

PIERCE COUNTY BOARD OF COMMISSIONERS RECREATION DEPT

engineering as appropriate for the Scope of Work negotiated. The Architect is also required to identify and select the appropriate sub-consultants; however, Pierce County reserves the right to approve proposed sub-consultants that will be associated with each project.

PROJECT FUNDING

Funding for the work described herein will be provided by Pierce County SPLOST.

SELECTION PROCESS

Selection of firm(s) will follow the proposal-interview process.

From a review of the statements of qualification received, Pierce County intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection for the projects. Pierce County will notify firms of the date and time of the interview. Pierce County reserves the right to make a selection based solely on statements of qualifications received. Pierce County may request that presentations be made to a review committee and the Pierce County Board of Commissioners at a Board meeting.

The selected respondent will then negotiate with Pierce County on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with the second most-qualified respondent until a mutually agreed contract can be negotiated.

EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Qualifications of Firm
Qualifications of firm, specifically as they relate to this Project.
- B. Firms Experience on Similar Projects
Related project experience of the firm(s) and the individuals who would be assigned to this Project.
- C. Available Resources to Complete Project
This criterion would include the analytical, design tools, personnel, resources or methodologies commonly used by the firm that may be applicable to the project categories.
- D. Responsiveness to the RFQ
This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.
- E. Professional References
Provide names and contact information for professional references.

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

A. **No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of Pierce County for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with members of Pierce County, which are outside of the establish process should not be initiated.

B. **All Information True** – By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, may be excluded.

C. **Interviews** – After the initial evaluation of the statements of qualifications, Respondents will be notified of their status in the selection process. Respondents who are “short-listed” should expect and anticipate subsequent interviews which will most likely focus not only on the Respondent’s approach, but on an appraisal of the persons who would be directly involved in the Project. “Short listed” respondents may be asked to make a presentation to a review committee.

D. **Inquires** – Please refrain from contacting Pierce County staff to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.

E. **Cost of Responses** – Pierce County will not be responsible for the costs incurred by anyone in the submittal of responses.

F. **Contract Negotiations** – This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by Pierce County, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

G. **No Obligation** – Pierce County reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in Pierce County’s best interest; or cancel the entire process.

H. **Professional Liability Insurance** – The Respondent shall have the appropriate liability insurance written by an insurer authorized to transact insurance in the State of Georgia.

SUBMITTAL INSTRUCTIONS

Sealed submittals are required. An original and 6 copies of the responses are to be delivered to Mamie Jackson, Purchasing Agent by February 17, 2017 at 10:00 AM. All submittals must be labeled: *Architectural Master Plan for Pierce County Parks and Recreation*

**PIERCE COUNTY BOARD OF COMMISSIONERS
RFQ ARCHITECTURAL SERVICES
ATTN: MAMIE JACKSON
312 NICHOLS ST, STE 5
BLACKSHEAR, GA 31516**

To enable Pierce County to efficiently evaluate the responses, it is important that the Respondents follow the required format in preparing their responses. Responses that do not conform to the prescribed format may not be evaluated.

Pages shall be no larger than letter size (8 ½” by 11”) or, if folded to that dimension, twice letter size (11” by 17”) each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required.

PLEASE CLEARLY MARK “CONFIDENTIAL/PROPRIETARY” ANY INFORMATION THAT YOU SEEK TO PROTECT FROM PUBLIC DISCLOSURE UNDER THE GEORGIA PUBLIC INFORMATION ACT AND SUBMIT SUCH INFORMATION IN A SEPARATELY MARKED ENVELOPE. PIERCE COUNTY CANNOT ASSURE ANY RESPONDENT THAT INFORMATION THAT IS MARKED CONFIDENTIAL/PROPRIETARY WILL REMAIN PRIVATE, HOWEVER, IN THE EVENT OF A REQUEST FOR SUCH INFORMATION UNDER THE PUBLIC INFORMATION ACT, PIERCE COUNTY WILL TIMELY NOTIFY YOU IN WRITING OF THE REQUEST AND YOU WILL BE AFFORDED THE RIGHT TO SUBMIT BRIEFING TO THE GEORGIA ATTORNEY GENERAL.

CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project.

A table of contents should be next, followed by dividers separating each of the following sections:

• **Divider #1: Firm Information**

- a. Firm name, addresses, and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Year’s firm has been in business.
- d. Name of principals in firm.
- e. Primary contact.
- f. Organizational description.
- g. Description of firm’s philosophy.

• **Divider #2: General Company History/Qualifications**

- a. A brief history of the Architect and the services routinely provided in-house on Recreation or other government related facilities.
- b. An organization chart that explains team member responsibilities.
- c. Name of the Project Team Leader in charge of projects.
- d. Documentation that the firms on the Architect's team (architects and engineers) are registered in the State of Georgia.

• **Divider #3: Financial and Legal Status**

- a. Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.
- b. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- c. List all litigation against or involving the firm or its agents or employees with respect to any work performed.
- d. All insurance coverage that the firm has which would be applicable to the work.

• **Divider #4: Experience and References**

- a. Discussion of Architect's experience in working with government Agencies.
- b. List of representative governmental projects, whether ongoing or completed, including references. Please begin with projects in Georgia. For each, please provide:
 - i. Project name and location
 - ii. Year completed
 - iii. Short description of project
 - iv. Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
 - v. Cost of Construction for project
 - vi. Names, addresses and telephone numbers of general contractor and engineer
 - vii. Design and construction cost and whether or not it was completed on time
- c. List of all projects currently under contract

• **Divider #5: Management and Organizational Approach**

On two pages or less, please describe your management and organization approach to the projects. The following should be addressed within this description:

- a. Describe your firm's understanding of the projects.
- b. Describe how the firm will organize to perform the services.
- c. Description of Architect's approach to code analysis and jurisdictional approvals.