

NOTICE

THE CITY OF THOMASTON IS SEEKING PROPOSALS FROM A QUALIFIED FIRM TO PROVIDE ARCHITECTURAL SERVICES RELATED TO BUT NOT LIMITED TO THE PLANNING, DESIGNING, BIDDING, AND CONSTRUCTION OVERSIGHT PHASES OF VARIOUS PROJECTS DEEMED TO BE IN THE BEST INTEREST OF THE CITY.

THE CITY OF THOMASTON PROPOSALS WILL BE ACCEPTED AT THE CITY MANAGER'S OFFICE, 106 EAST LEE STREET, THOMASTON, GEORGIA 30286, MONDAY THROUGH FRIDAY, 8:00 a.m. TO 5:00 p.m. PROPOSALS WILL BE ACCEPTED UP TO AND NO LATER THAN 3:00 p.m., THURSDAY, DECEMBER 6, 2018.

PROPOSALS SPECIFICATIONS ARE AVAILABLE ON REQUEST BY CONTACTING GAIL HAMMOCK AT 706-647-4242

THE CITY OF THOMASTON RESERVES THE RIGHT TO ACCEPT, REJECT, AND/OR MODIFY ANY AND ALL PROPOSALS OR REQUIREMENTS.

I. GENERAL INFORMATION

The City of Thomaston is seeking proposals from a qualified firm to provide architectural services related to but not limited to the planning, designing, bidding, and construction oversight phases of various projects deemed to be in the best interest of the City. Proposals will be accepted at the City Manager's Office, 106 East Lee Street, Thomaston, Georgia 30286, Monday through Friday, 8:00 a.m. to 5:00 p.m. Proposals will be accepted up to and no later than 3:00 PM, Thursday, December 6, 2018.

A. Project Goal:

The City's intent is to retain an architectural firm with the qualifications and staff resources necessary to perform planning, designing, bidding, and construction oversight phases of various projects deemed to be in the best interest of the City. The successful firm will provide services for City of Thomaston as outlined in Section II. Scope of Work. The City is looking for a firm with the capability to also provide added value services including, but not limited, to structural engineering, security consultation, technology consultation, interior design, landscape architecture, asset management, etc.

Immediate anticipated projects include:

1. Provide Need Assessment and Concept/Design Development with cost estimation for options related to the fire and police department building utilization and options to relocate into other publically owned buildings or construct expansions/new buildings for departmental use.
2. Provide landscape architectural services for concept plan with cost estimate for downtown planted beds and other public areas.
3. Assist in the preparation of probable construction costs for various small to medium scope facilities improvement projects for internal budget requests.
4. Perform assessments of several public buildings and public spaces and provide asset management plan for repair/replacement/maintenance costs and schedules for city planning and budgeting purposes.

B. Submission of Proposals

Please prepare and submit seven (7) original copies of the proposal. Completed proposals should be placed in one package sealed and clearly marked "RFP for Architectural Services". Within said package, proposing firm shall include the RFP in report format.

Questions concerning this proposal/RFQ shall be directed to the Project Manager listed below and should be in writing form via email. Questions will be received until end of business on December 3, 2018.

Proposals received after the submittal date and time will be considered late and will not be accepted. Any late proposals will be returned unopened to the firm. Responses will be evaluated objectively based on the firm's responses to the RFP.

The City will not pay costs incurred in the proposal preparation including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the proposal shall be borne by the proposing firm.

The proposer shall demonstrate substantial experience in undertaking and completing the type of work required. Questions about this project should be directed to:

Project Manager: Mr. Trey Gavin, City Engineer

Contact Email: trey.gavin@esgengineering.com

A Mandatory Pre-Proposal Meeting is scheduled for Tuesday, November 27 at the City Manager's Office at 2:00 PM.

Contact with any City of Thomaston employee without prior approval by the Project Manager may be considered as grounds for refusal of proposal acceptance and/or rejection of submitted proposals. Any employee of a firm or sub-consultant to a firm submitting a proposal who contacts (via email or orally) a member of City Council regarding this RFP after the issuance date of this document or before a contract is signed with a firm, will be considered as grounds for the firm and/or its sub-consultants will be terminated as a potential consultant on this project.

II. SCOPE OF WORK

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful firm and as such should be modified and augmented, based upon the experience of the firm, as necessary to complete the project:

General:

The architectural firm being selected through this Request for Proposal process will enter into an agreement with the City of Thomaston to provide architectural services related to projects at various stages of development. The level of service requested will vary based on the scope of any given project.

Based on the requirements of the City of Thomaston the selected firm shall provide architectural services meeting all standards and codes used in design for basic services as required on projects as follows:

1. Pre-Design Evaluation
2. Cost Estimating / Condition Survey and Report
3. Schematic Design
4. Design Development
5. Contract Documents
6. Bidding/Award
7. Construction Administration
8. Resident Project Representation (RPR)
9. Commissioning

The Architect could participate in the following activities as desired by the City of Thomaston:

1. Review existing drawings, plans, and actual conditions, and advise the City on issues of concern in regard to design, equipment selection, material selection, cost estimation as well as cost (life-cycle) analysis.
2. Provide schematic and design development, bid documents, and a detailed cost estimate at each phase, which may include:
3. Attend coordination meetings
4. Provide progress prints/cost estimates (labor and materials) at appropriate intervals
5. Include elevations of exposed mechanical or electrical units, and/or three-dimensional renderings (as requested)
6. Provide architectural design drawings which shall include all components and accessories
7. Assist in the bidding phases:
8. Attend pre-bid and pre-construction meetings
9. Answer questions/clarifications during bidding
10. Review and evaluate submittals and claims for extra costs.
11. Inspect the construction site and actively participate in on-site construction meetings. Advise the City regarding interpretations of contract documents and payments to contractors.
12. Conduct and assist the City for substantial completion by preparing a punch list and conducting a final inspection.

Agreements:

The City's intent is to retain an architectural firm with the qualifications and staff resources necessary to perform the services outlined in this document for a minimum of two years.

Payment for services is anticipated to be based on lump sum basis to be negotiated after award or on the basis of an approved hourly rate schedule. The magnitude of services will vary by project. The City may request a fee proposal prior to commencing any approved project. The City may utilize a professional services agreement outlining mutual promises prior to commencing any approved project.

The City will reserve the right to approve additional architectural firms for projects as it deems necessary.

III. GENERAL REQUIREMENTS

1. The Architect's firm, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
2. The work contemplated is professional in nature. It is understood that the Architect, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Georgia, and shall be governed by the professional ethics of said professions in its relationship to the City of Thomaston.
It is understood that all reports, information, or data prepared or assembled by the Architect shall be confidential in nature and shall not be made available to any individual or organization, except the City of Thomaston, without the prior written approval of the City of Thomaston.
3. The Architect shall be financially solvent. The City reserves the right to request information to determine solvency.
4. The Architect shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

IV. SUBMISSIONS

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements as listed here:

1. Company Overview and Qualification
 - a. Name, address, telephone number, and email address of each participating firm and any subcontracting firm.

- b. Name and addresses of each firm's principal officers
- c. A description of each firm's technical capabilities and areas of expertise
- d. A description of the firm's ability to provide the service level as outlined in Section II- Scope of Work
- e. A description of the firm's experience in sustainable design to reduce non-renewable resource consumption, minimize waste, and create healthy, productive environments
- f. A description of similar projects completed by the firm within the state of Georgia and for a similar city to Thomaston. Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference
- g. A description of how the project will be managed; who will do the work and the role the various members of a multi-disciplinary consortium will play in the design process. Include a summary of the firm's understanding and experience in coordinating projects with regulatory and other governmental agencies.
- h. Provide rate structure for all key roles within the firm for those that will be providing services to the city. Also, provide pricing methodology for lump sum fees for studies and design/CM related services.
- i. A description of additional services offered including, but not limited to, structural engineering, security consultation, technology consultation, interior design etc.

V. SELECTION PROCESS

City staff will select an architectural firm utilizing a Quality Based Selection (QBS) process. Critical factors in this selection will include responsiveness of the proposal to this Request for Proposal (RFP); description of approach to the services, relevant project experience, qualifications of the responding firms and principal assigned staff; readiness to undertake the required services; ability to execute an acceptable written contract; client references; rate structure and price scoping strategy. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The City reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

Interviews may be conducted in-person with one or more responsible entities that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or via e-mail.

Private Employer Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1. Please check only one:

(A) _____ On January 1st of the below - signed year, the individual, firm, or corporation employs **more than ten (10) employees.**

*** If you select Section 1 (A), please fill out Section 2 and then execute below.

(B) _____ On January 1st of the below – signed year, the individual, firm, or corporation **employs ten (10) or fewer employees.**

*** If you select Section 1(B), please skip Section 2 and execute below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

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

Executed on _____, _____, 20____

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 _____ 20____

NOTARY PUBLIC

My Commission Expires: _____