



Request for Qualifications

To Provide

Design and Engineering Services

For

Arts Center Renovation

RFQ/P-2023-001

**Cherokee County
1130 Bluffs Parkway
Canton, Georgia 30114**

REQUEST FOR QUALIFICATIONS

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I. General Project Information

A. Overview

The Cherokee County Board of Commissioners Purchasing Department is soliciting Statement of Qualifications (SOQs) from qualified firm(s) or organization(s) to provide Design and Engineering Services and create construction documents for exterior repairs and renovations for the Arts Center Building located at 94 North Street, Canton, GA., 30114.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed on page 8. Firms that respond to this RFQ, and are determined by Cherokee County to be sufficiently qualified, may be deemed eligible, and invited to offer a technical approach and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. Cherokee County reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of Cherokee County.

B. Limitation of Project Communication

From the advertisement date of this solicitation until successful respondents are selected and the award is made official and announced, firms are not allowed to communicate about this solicitation or scope with any staff or elected official of Cherokee County except for the submission of questions via BidNet Direct prior to the Question Deadline or with the contact designated in BidNet. For violation of this provision, Cherokee County reserves the right to reject the submittal of the offending respondent.

C. Cherokee County Standard Solicitation T&Cs & Forms

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

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II. Selection Method

A. Method of Communication

All general communication of relevant information regarding this solicitation will be made via BidNet Direct. All firms are responsible for checking BidNet Direct on a regular basis for updates, clarifications, and announcements. Cherokee County reserves the right to communicate via electronic-mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

B. Phase I - Selection of Finalists

Based on the Statements of Qualifications submitted in response to this RFQ, the Selection Committee will review each submittal per the criteria listed in **Section III. Selection Criteria for Phase I.**

The Selection Committee will discuss the top submittals and the final rankings of the top submittals will be determined. From the final rankings of the top submittals, the Selection Committee will identify a minimum of three (3) firms which will be shortlisted.

C. Phase II – Selection of Finalists

Shortlisted Firms will receive notification and final instructions from Cherokee County. Cherokee County will request a response from the shortlisted Firms covering the topics in **Section IV. Selection Criteria – Phase II.** All members of the Selection Committee will review the responses (and will attend the presentation/interview if so chosen). Timing of Finalist selection is in **Section VI. Schedule of Events.**

Cherokee County reserves the right to request a presentation/interview on any project as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects.

D. Phase II - Final Selection

Final selection will be determined from final scoring of shortlisted Firms based upon Phase II Scoring.

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III. Selection Criteria – Phase I

A. Similar Project Experience – 50%

1. Provide five examples of related projects of similar scope along with customer contact names, titles, contact information for each project and address safety features of the design(s) and any unique features of the project(s) that are relevant to this project.
2. Provide original budget and final cost, original schedule and actual completion timing.
3. Provide business background; years in business, type of business (incorporated, partnership, etc.), size of business (number of employees, locations, etc.), recent financial condition (gross sales, general profitability), listing of principles, design awards won for similar projects, provide CV's for key functional roles managed internally and describe firms unique value proposition as it relates to this project.

B. Experience and Qualifications of Personnel – 40%

1. Project Manager - Provide information pertaining to the project manager, including but not limited to:
 - a. Education.
 - b. Registration (if necessary and applicable).
 - c. Relevant engineering experience.
 - d. Relevant project management experience for projects of similar complexity, size, scope, and function.
2. Experience as a Team
 - a. Provide the proposed project team, provide project roles and responsibilities and provide relevant experience Including professional references and contact information for the project lead and key principle responsible for the project.
 - b. Also provide the percentage of time for each that will be dedicated to this project.
 - c. The experience of this team working together.

C. Adequate Financial Capacity – 10%

1. Provide the last 2 years of the Firm's financials

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IV. Selection Criteria – Phase II

A. Technical Approach – 40%

The Selection Committee will evaluate the shortlisted firms (Finalists) on their Technical Approach, which shall account for a total of forty (40%) percent. The Selection Committee shall utilize the following additional criteria for scoring Phase II of the evaluation to determine the highest ranked/most qualified (**NOTE: Scores from Phase I will be carried forward and combined with the scores from the Phase II to determine the final ranking of Finalists**):

1. Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.
2. Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.
3. Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.

B. Work Plan & Schedule – 30%

1. Provide a work-plan and schedule of events supporting the requirements defined in the scope of work.
 - a. Each task shall define the objective, the input required and the output product.
 - b. Each task shall assign proposed responsibility for performing the work, who's input is necessary and who will approve the work.
 - c. Each task shall contain dates for the initiation of the tasks and the planned completion.
 - d. The critical path shall be identified.
 - e. All assumptions will be identified
 - f. Provide potential constraints and concerns that need to be addressed in developing this structure and how future needs will be considered to maximize site potential.

C. Past Performance – 30%

The Selection Committee may consider information provided via references for relevant projects, knowledge any selection committee member has of performance on relevant projects, and performance evaluations. The Selection Committee will consider all factors in their totality and score from 0 to 10 when arriving at a final score for the Past Performance.

D. Price – Delivered in Sealed Envelope

1. Negotiated based on submission. Failure to reach an agreement will result in negotiating with the next highest scoring Firm.
2. Price should include the total cost of the services up through the design through the completion of the building and required documentation. Consultant shall submit pricing as a lump sum fee with breakdown of all major tasks.

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V. Submittal Instructions

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items **(only items indicated with an “X” in the corresponding boxes are required for this solicitation)**:

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ E-Verify Affidavit (Appendix C)
- ☒ References* (Appendix D)
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E)
 - ☒ Professional Services Agreement A E (Sample Provided)
 - ☐ Construction Services Agreement (Sample Provided)
 - ☐ Other:
- ☒ Suspension, Debarment and Litigation Affidavit (Appendix F)
- ☒ SAM registration is required (Appendix F)
- ☐ Contractor's License Certification (Appendix G)
- ☐ Bonds Requirements **if the price bid > \$100K**
 - ☐ Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - ☐ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein,***
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested
- ☒ Pricing on Proposer's Company Letterhead
- ☐ Pricing on included pricing sheet / bid form
- ☒ ARPA Terms and Conditions and Certifications and Representations (Attachment)
- ☐ Contractor's Qualifications Statement (Appendix J)
- ☐ Added Terms to Construction Service Agreement (Attachment)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☒ Any other requirements as requested under the scope of work

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

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VI. Schedule of Events

The following Schedule of Events represents Cherokee County's best estimate of the Schedule that will be followed. All times indicated are prevailing times in Canton, Georgia. Cherokee County reserves the right to adjust the Schedule as Cherokee County deems necessary.

Phase I	
Issued	February 14, 2023
Mandatory Site Visit*	February 21, 2023 at 10:00 AM
Questions Due	February 24, 2023 by 4:00 PM
Answers Due	March 1, 2023
Statement of Qualifications Due	March 7, 2023 at 10:00 AM
Evaluations Complete	March 15, 2023
Short List	March 17, 2023
Phase II	
Finalist Questions Due	March 22, 2023 by 4:00 PM
Answers Due	March 27, 2023
Finalists Proposals Due	April 3, 2023 at 10:00 AM
Evaluations Complete	April 11, 2023
Interviews	4/17/2023 - 04/18/2023
Negotiate	April 20, 2023
Anticipated Award Date	May 2, 2023

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VII. Scope of Services

Required changes will be as follows:

ADA Issues:

- Accessible Parking spaces for building
- Accessible building entrance

Building Issues:

- Replacing roofing
- Replace fire exit stairs and provide pathway to parking area
- Repair entrance stairs and provide handrails to meet code
- Brick and mortar repairs over the exterior of building
- Brick chimney needs tuckpointing
- Prevent any further water intrusions through roof
- Provide drainage system to prevent storm water infiltration

Deliverables:

Civil Engineering
Site and Utility Plan
Grading Plan
Storm water Plan
Erosion Control Plan
Civil Narrative

- Architectural Design:
Building Code & Life Safety Plan
Building Shell Floor Plan
Roof Plan & Details
Exterior Building Elevations
Building Section & One Typical Wall Section Details
Three-Dimensional Concept Drawing (One)
Architectural Narrative

Funding

- The Project will be funded by the American Rescue Plan Act (ARPA).
- The construction budget is estimated to be approximately \$1M.

Note: The Architect shall be accountable to meet all obligations with regards to quality and accuracy of documentation and production support.