



**Request for Qualifications/Proposals**

**To Provide**

**Design and Engineering Services**

**For**

**94 North Street, Canton, GA., 30114**

**RFQ/P# 2023-023**

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

# REQUEST FOR QUALIFICATIONS

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Design and Engineering Services  
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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 interior and exterior repairs and renovations to the property 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. 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.

### **C. CONE OF SILENCE**

No contact or discussion of any kind regarding any aspect of this RFP with any Cherokee County personnel other than those in the Procurement Department. Contacts made with anyone outside the Procurement Department from the posting of this solicitation until approval for award by the Cherokee County Board of Commissioners may result in disqualification of the contacting organization.

### **D. COMMUNICATION VIA BIDNET**

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.

### **E. SUPPLIER ETHICS AND STANDARDS**

Cherokee County holds itself and its business relationships to the highest standards and endeavors to conduct its solicitations and evaluations of proposals impartially. Participants in this RFP process are expected to follow the Supplier Ethics and Standards located on the Vendor Resources section of the Procurement page of the Cherokee County Web Page; [Cherokeega.com](http://Cherokeega.com).

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## II. SELECTION METHOD

### A. PHASE 1 – 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 1.**

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.

### B. PHASE 2 – 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 2.** 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.

### C. PHASE 2 – FINAL SELECTION

Final selection will be determined from final scoring of shortlisted Firms based upon Phase 2 Scoring.

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## III. SELECTION CRITERIA – PHASE 1

### A. SIMILAR PROJECT EXPERIENCE – 50%

Information that reflects your firm's experience on projects completed within the last 5 years that are similar in size, scope and complexity.

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 – 50%

The assigned team's previous experience in developing plans and other associated deliverables for projects similar in size, complexity and nature, including relevant experience, qualifications and evidence of relevant competencies for this project.

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

Provide the last 2 years of the Firm's financials. Information on your company's financial health including Balance Sheet, Income Statement and Cash Flow Statement.

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## IV. SELECTION CRITERIA – PHASE 2

### 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 2 of the evaluation to determine the highest ranked/most qualified:

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 – 35%

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 - 25%

The Selection Committee plans to review the similar projects referenced in Phase 1 and contact the references as needed. If additional information is provided in Phase 2, it will be considered as well as knowledge that any selection committee member has of performance on relevant projects, and performance evaluations.

### D. PRICE SUBMISSION – DELIVERED IN SEALED ENVELOPE DURING THE INTERVIEW

1. Negotiation will occur with the Firm considered as best qualified and will be based on their 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. PHASE 1

### SUBMITTAL INSTRUCTIONS

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions.

This "SUBMITTAL INSTRUCTIONS" page and all the items listed below are required to be completed and included as part of this solicitation:

Please indicate by placing an ☒ in the box next to the items that are included in your submittal.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b><u>Appendix A:</u></b> Information and Addenda Acknowledgement Form                                 |
| <input type="checkbox"/> | <b><u>Appendix B:</u></b> Non-Influence and Non-Collusion Affidavit                                    |
| <input type="checkbox"/> | <b><u>Appendix C:</u></b> E-Verify Affidavit   |
| <input type="checkbox"/> | <b><u>Appendix D:</u></b> References*  |
| <input type="checkbox"/> | <b><u>Appendix E:</u></b> Acceptance of County' Standard Professional Services Agreement**             |
| <input type="checkbox"/> | <b><u>Appendix F:</u></b> Suspension, Debarment and Litigation Affidavit, SAM Registration is required |
| <input type="checkbox"/> | <b><u>Attachment 1:</u></b> ARPA Terms and Conditions and Certifications and Representations           |
| <input type="checkbox"/> | <b><u>Certifications, Licenses or Registrations:</u></b> as required by law and/or as requested        |
| <input type="checkbox"/> | <b><u>Insurance:</u></b> Evidence of/ability to provide Insurance at the limits identified herein,***  |

*This project is funded by the American Rescue Plan Act of 2021 (ARPA). All Phase 1 documents listed above are required to be submitted with complete and accurate information including signatures and notarization where required. Attachment 1 (ARPA Terms & Conditions and Representations) shall be incorporated into the County's standard Professional Services Agreement. Failure to comply with this requirement will be deemed as non-responsive. By signing below indicates that you have read and acknowledge this requirement.*

\_\_\_\_\_  
REPRESENTATIVE'S NAME

\_\_\_\_\_  
REPRESENTATIVE'S SIGNATURE

\_\_\_\_\_  
DATE:

#### 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."

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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.

\* There **WILL** be a mandatory meeting to review the requirements. The meeting will be held at the proposed work site and will include walking the area.

Phase 1	
Issued	April 14, 2023
Mandatory Site Visit*	April 25, 2023 at 10:00 AM
Questions Due	May 2, 2023 by 4:00 PM
Answers Due	May 4, 2023
Statement of Qualifications Due	May 11, 2023 at 10:00 AM
Evaluations Complete	May 18, 2023
Short List w/Agenda Schedule	May 19, 2023
Phase 2	
Finalist Questions Due	May 25, 2023 by 4:00 PM
Answers Due	May 30, 2023
Finalists Proposals Due	June 6, 2023 at 10:00 AM
Interviews / Evaluations	June 20, 2023
Negotiate	June 27, 2023
Anticipated Award Date	July 18, 2023

### NOTES:

**PHASE - 1** actions and deliverables will be transacted via BidNet (Mandatory Site Visit at 94 North Street).

**PHASE - 2** actions and deliverables for the Finalists will be transacted via email at:

[purchasing@cherokeega.com](mailto:purchasing@cherokeega.com)

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## VII. SCOPE OF WORK

Cherokee County wishes to engage an Architectural Company to design and create construction documents for repairs and renovation to the property located at 94 North Street. Required changes will be as follows:

### ADA ISSUES:

- Accessible building entrance
- ADA bathrooms on lowest level

### BUILDING ISSUES:

- Replace roofing and repair damaged ceilings
- 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
- New handrails on main staircase
- Provide drainage system to prevent storm water infiltration
- Provide new HVAC equipment throughout building
- Update existing fire sprinkler equipment and fire alarms etc.
- Remove Hazardous material per enclosed NOVA report
- Install LIFT at podium on 1st level
- Remove and replace existing windows in rear of building
- Sand, stain, and seal wood flooring
- Replace 2nd level flooring with LVT materials
- Renovate and inspect existing elevator



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## DELIVERABLES:

Civil Engineering drawings that address drainage  
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.