

City of Hoschton
Request for Proposal (RFP)



***REQUEST FOR PROPOSAL FOR ARCHITECTURAL DESIGN AND
RELATED SERVICES FOR NEW CITY HALL***

Issued February 2021

PROPOSALS DUE BY: 2:00 P.M., March 9, 2021

**At
City of Hoschton
Attn: Gary Fesperman
City Administrator
79 City Square
Hoschton, Georgia 30548
(706) 654-3034**

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Introduction

The City of Hoschton (City) will be accepting proposals from experienced and qualified Architectural, Planning, and Design Consultants. The purpose of this Request for Proposals (RFP) is to select a consultant to develop a new City Hall Concept Plan followed by Construction Drawings. The selected firm will also be responsible for bid phase services and periodic construction review services. The existing Hoschton City Hall is located at 79 City Square, Hoschton Georgia and the City will soon outgrow these facilities. The City owns property adjacent to the existing City Hall where the new facility will be located. A Site survey is attached as Exhibit 1. It is the intent of the City to contract for complete Architectural design said planning and design services from a qualified consulting firm that can deliver the complete services through planning, design and the construction phase.

Background

The City of Hoschton is experiencing unprecedented growth at present and it has become apparent that additional staffing and City Hall space will be required in order to properly deliver the various community services for the existing and future citizens of the City of Hoschton. Hoschton officials and staff have completed a needs assessment and have developed a general scope of the new facility as follows:

- New Construction, approximately 8,100 square feet one story, Pre-Engineered Steel Structure to consist of three demising wall separating three tenant spaces: City Hall, meeting space and restaurant
- City Hall to consist of approximately 10 office spaces, meeting room with raised ceiling; ten-foot ceilings throughout; lobby, permitting office, 4 ADA restrooms, records room.
- The completed facility is to resemble three separate and distinct storefronts that blend with the 1880's appearance of the existing buildings at City square.

Scope of Services

The Project will need to encompass all of the following areas.

- Concept Plan – Based on the City’s assessment, the selected consultant will assess all current space needs based on current and projected future needs. Consultant will capture needs during staff meetings. After the needs assessment, the consultant will translate the needs into programmable space and let this dictate the final design.
- Final Design Drawings and Bid Specifications -Upon completion of and approval of the final concept drawing, the consultant will proceed with the development of final plans, specifications and bid documents. The consultant will review the plans with the City at the 30%, 60% and 90% stages. The Consultant’s services shall include Architectural, Structural, Electrical and Mechanical disciplines for a complete project manual. The Consultant will obtain all necessary permits for the proposed project. Locally issued permits shall be at no cost to the consultant.
- Bid Phase Management-Following completion and permitting of final plans, the consultant will assist the owner during the bid phase including assistance in the advertising for bids on the various websites; answering questions and clarifying issues during the bid phase and attending the bid opening. The Consultant will also perform a due diligence review of bidding contractors, prepare a certified bid tabulation and make a recommendation of contract award. Following the award of the construction contract, the consultant will prepare contract documents and schedule a preconstruction conference.
- Construction Review Services-The selected consultant will provide periodic reviews of the construction work as progress is made and shall review and approve as appropriate, the Contractor’s monthly progress payment requests.
- Final Completion and Certification-The selected consultant will perform the reasonable and customary services in proper certification of completion of the project and furnishing all appropriate close out documents.

Qualifications/Submission

Proposers shall include the following information:

- A. COVER LETTER & MEMORANDA
Provide the following information:

- An introductory cover letter to the City expressing interest in the project and requesting an evaluation of the submitted qualifications based upon the Scope of Services for the proposed project.
- Identification of all proposed sub-consultants including description of the work to be performed by the prime firm and each sub-consultant firm proposed for the Project.
- Indicate the location of the office from which the work will be performed.
- Acknowledgement of any and all addenda.
- A signed statement by an officer of the firm attesting that all information in the proposal is true and correct.

B. CONTRACT TERMINATION CIRCUMSTANCES

Provide a response to the following question: Has your firm ever been terminated from a contract?

If Consultant has been terminated from a contract, describe the facts and circumstances in detail, on a separate sheet.

C. TECHNICAL CONTENT

The technical content of the Proposal shall include the following:

Qualifications, Related Experience, and References

This section of the Proposal should establish the ability of the proposed team to satisfactorily perform the required work by reasons of experience in performing work of the same or similar nature; demonstrated experience working with local agencies and cities directly involved in this project; staffing capability; workload; record of meeting schedules on similar projects; and supportive client references. Specifically:

- Provide a brief profile of the firm, including the types of services offered; the year founded; form of the organization (corporation, partnership, sole proprietorship); number, size, and location of offices; number of employees.
- Provide a general description of the firm's current financial condition; identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede ability to complete the project.
- Describe the firm's experience in performing work of a similar nature to that solicited in this RFP, and the participation in such work by the key personnel proposed for assignment to this project. Highlight the firm's and key personnel's experience with needs assessment, site selection, design, & cost estimation or related projects of similar complexity completed within the last 5 years by key members of the proposed project team.
- A brief description of the project team, key staff and subconsultants, and discussion of relevance of their experience as it relates to this project.

- Provide a minimum of three (3) references who now reside in City Hall or similar facilities planned and designed by the firm and can discuss the firm and project team's qualifications to deliver the project Scope of Services. The references shall be knowledgeable and able to discuss the qualifications of the firm and project team correlating with the work.
- Provide a list of past joint work by the Consultant or and each sub-consultant, if applicable. The list should clearly identify the project and provide a summary of the roles and responsibilities of each party.

Proposed Team, Staffing and Project Organization

This section of the Proposal should discuss and identify key personnel, qualifications and assignments, specifically:

- Include a project organization chart that clearly delineates communication/reporting relationships among the project staff, including any subconsultants.
- Identify key personnel proposed to perform the work in the specified tasks and include major areas of subcontract work. Include the person's name, current location, proposed position for this project, proposed project assignment, level of commitment to that assignment, availability for that assignment, and how long each person has been with their respective firms.
- Furnish brief resumes [not more than four (4) pages each, or two (2) sheet front and back if double-sided] for the proposed Project Manager and other key personnel shown on the project organization chart. Resumes should be provided for only key personnel substantially involved in the project (performing more than 10% of the billable work or. Individual's project experience should highlight and discuss the individuals experience on projects of similar nature as this Project, and correlating experience with proposed role on Project. Project experience should correlate with the experience discussed above. Provide education, experience and applicable professional credentials of project staff. Identify key personnel who are specially licensed or certified to work on the Project. Include a copy of all applicable professional licensure or certification relevant to this project for project team personnel as an attachment (this does not count towards page count limit). Do not include extraneous certifications, those not relevant to this project scope.
- Provide education, experience and applicable professional credentials of project staff.
- Include a statement that key personnel will be available to the extent proposed for the duration of possible projects, acknowledging that no person designated as "key" to the project shall be removed or replaced without the prior written notice to the City.

Work Plan

A work plan should be included with the scope of work outlining the timeline for the project elements.

Deliverables

Please submit Consultant's notice of intent to participate in the RFP and any questions regarding this RFP in writing to Gary Fesperman, City Administrator cityadmin@cityofhoschton.com by the deadline. Answers to all questions will be posted on the City's Website. Please note that question will only be accepted via email.

Proposals submittal shall include a cover letter detailing the consultant's qualifications and: One (1) original unbound, four (4) bound copies and one (1) electronic copy via CD or USB drive of the proposal will be required.

All Proposals are to be submitted in a sealed package, clearly marked with "Proposal for Architectural Services for New City Hall". Consultant will not include the cost estimate in the bound proposal document but shall submit a copy of the cost estimate in a sealed envelope separate from the Proposal, but attached, clearly marked with Name of Proposer, Project Name, and "Sealed Cost Proposal". **PROPOSALS ARE DUE BY 2:00 PM ON TUESDAY, MARCH 9, 2021**

Send To:

City of Hoschton
Attn: Mr. Gary Fesperman, City Administrator
79 City Square
Hoschton, Georgia 30548

The City reserves the right to accept or reject late proposals at its sole discretion.

The City does not recognize the U.S. Postal Service, or any other organization, as its agent for the purposes of accepting Proposals. All Proposals received after the deadline may be rejected and returned unopened. No extensions will be granted.

HOURLY RATES

A copy of the Consultant's proposed hourly rates shall be included with each submittal.

Rate

Schedules must indicate that they are valid for the term of the agreement or must provide an escalation factor that applies for the term of agreement. The hourly rate schedule is to be included in the body of the proposal.

FEE PROPOSAL/REQUIREMENTS

The proposal is not to include a fee proposal. **The fee proposal shall be submitted in a separate sealed envelope.**

The consultant's fee proposal shall contain the following:

1. The fee proposal shall be submitted for the consultant services outlined in the proposed scope of work. The basis of payment for the services provided under this agreement shall be on an hourly not-to-exceed fee basis.
2. The consultant shall submit a breakdown of the anticipated costs based on tasks outlined in the Work Plan. Indicate the anticipated number of staff hours and hourly rates. Include all anticipated materials and equipment costs that will be necessary in completing each task.

3. Fee proposals shall also be broken out to clearly identify the tasks described in the proposed Scope of Work.
4. Fee proposals should include a category for, and itemize, anticipated reimbursable expenses separate from professional expenses.

ACCEPTANCE OF PROPOSALS

The City reserves the right to accept or reject any and all qualifications/proposals, or any item or part thereof, or to waive any informalities or irregularities in the proposals. The City reserves the right to withdraw or cancel this RFP at any time without prior notice and the City makes no representation that any contract will be awarded to any firm responding to this RFP. The City reserves the right to re-issue a new RFP for the same or similar services. The City reserves the right to postpone proposal openings for its own convenience. Qualifications/proposals received by the City are public information and must be made available to any person upon request. Submitted proposals are not to be copyrighted.

CONSULTANT SELECTION

The primary objective of the City is to select a qualified firm to perform necessary services for the City at a fair and reasonable fee. To that end, the City has established the following criteria for the selection process:

Rejections:

All Proposals will be reviewed to determine conformance with the RFP requirements. Any Proposals that the City deems incomplete, conditional, or non-responsive to the requirements of the RFP may be rejected. As was stated above, the City reserves the right to reject any and all Proposals as well.

- The selection process shall be fair, open, and competitive.
- The selection of the consultant firm preferred for this project will be based on clearly stated objectives.
- Selection of consultants/firms preferred for this project shall be based upon demonstrated competence, professional qualifications, experience, and capabilities to perform the required services.

Scoring Criteria:

- Understanding the Project and project approach (25 pts)
 - Work Plan (20 pts)
 - Responsiveness to the RFP (15 pts)
 - Experience and qualifications of the firm, project manager, key personnel, and sub-consultant's qualifications on similar projects:
 - a) Experience of the firm (10 pts)
 - b) Experience of the project manager (10 pts)
 - c) Experience of key personnel (10 pts)
 - d) Experience of sub-consultants (10 pts)
 - e) Information obtained from references (0 pts – can be used to deduct points)
- TOTAL 100 points

Upon review of the Proposals, the City may, but is not required to, invite several firms to an interview at the City of Hoschton, 79 City Square, Hoschton, Georgia 30548. The City reserves the right not to conduct interviews and negotiate a Professional Services Agreement for consulting architectural services with the consultant with the highest ranked proposal.

NEGOTIATIONS AND ENGAGEMENT

The opportunity to negotiate a Professional Services Agreement for Architectural services for this project may be awarded to the consultant who is deemed the most responsible and responsive to the RFP, demonstrates the greatest technical qualifications, experience and skill to complete this project in conformance with intent of the RFP, and is in the opinion of the City, the most advantageous and suitable to meet the specific needs for this project. The City reserves the right to reject any and all proposals and to negotiate with any responsible, responsive firm. The City is under no obligation to issue contracts for the subject services. It is contemplated that the Agreement shall be completed utilizing AIA Document B101™, Standard Form of Agreement between Owner and Architect or other such document as may be approved by the City's Attorney.

The final agreement and Scope of Services will be negotiated. When the highest ranked consultant is identified, the sealed cost estimate will be opened and negotiations will begin with said consultant.

In the event that contract negotiations are unsuccessful with the consultant submitting the highest-ranked proposal, the City reserves the right to reject the highest-ranked proposal and move to negotiate with the consultant submitting the next highest-ranked proposal. This process may continue until a negotiated contract is agreed to by both parties to the satisfaction of the City.

CONFLICT OF INTEREST

The selected consultant will be able to participate in future projects to the extent that no direct conflict of interest exists at the time. The determination of a conflict of interest, direct or incidental, shall be at the sole discretion of the City.

Exhibit 1: City Hall Site Survey

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... TOTAL AREA 0.41 ACRES ...

A TOPCON GTS-29 TOTAL STATION was used to obtain the linear and angular measurements used in the preparation of this plat.
 The field data upon which this plat is based has a closure precision of one foot in 21,689 feet and an angular error of $\frac{1}{2}$ per angle point and was adjusted using the compass rule.
 This survey has been calculated for closure and is found to be accurate within one foot in 211,800 feet.

CERTIFICATE OF APPROVAL.
 PURSUANT TO THE ZONING ORDINANCE, SUBDIVISION AND LAND DEVELOPMENT ORDINANCE, AND ALL REQUIREMENTS OF APPROVAL OF THE CITY OF HOSCHTON HAVING BEEN FULFILLED, THIS FINAL PLAT WAS GIVEN FINAL APPROVAL BY THE CITY OF HOSCHTON ZONING ADMINISTRATOR AND IT IS ENTITLED TO BE RECORDED BY THE CLERK'S OFFICE, JACKSON COUNTY SUPERIOR COURT.

SYMBOLIC ZONING ADMINISTRATION _____ DATE _____

SURVEYORS CERTIFICATION: (1)
 As required by subsection (d) of O.C.G.A. Section 15-6-87, the plat has been prepared by a land surveyor and approved by all applicable local jurisdictions for recording as evidence by approval certificate, signature, stamp, or statement. I, the undersigned, do hereby certify that this plat complies with the minimum technical standards for professional surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-87.

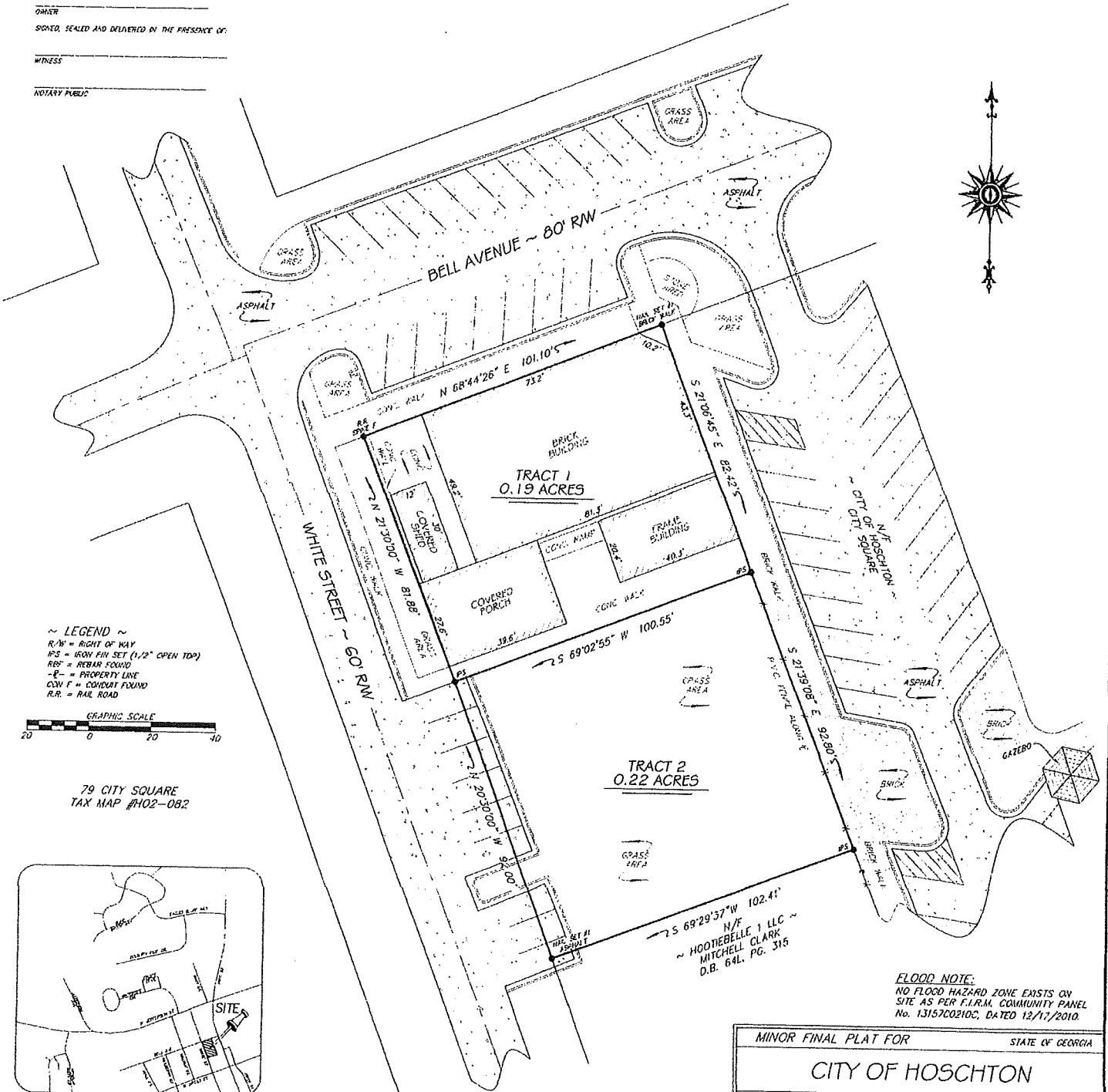
W. T. Dunahood
 W. T. Dunahood (C1 155 0372)
 1-18-21
 CIVIL

GEORGIA REGISTERED
 No. 1577
 PROFESSIONAL
 W. T. DUNAHOOD
 J. DUNAHOOD

THIS BLOCK IS RESERVED FOR THE CLERK OF SUPERIOR COURT

OWNER'S CERTIFICATION:
 THE OWNER OF THE LAND SHOWN ON THIS PLAT AND WHOSE NAME IS SUBSCRIBED HERETO, CERTIFIES THAT HE/SHE IS THE FEE SIMPLE ABSOLUTE OWNER OF THE LAND SHOWN ON THIS PLAT.

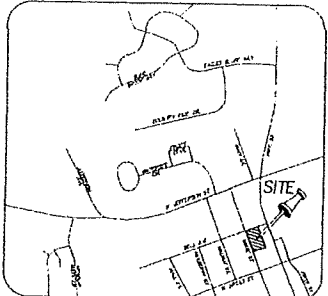
OWNER _____
 SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:
 WITNESS _____
 NOTARY PUBLIC _____



~ LEGEND ~
 R/W = RIGHT OF WAY
 IFS = IRON PIN SET (1/2\"/>

GRAPHIC SCALE
 0 20 40

79 CITY SQUARE
 TAX MAP #H02-082



SITE LOCATION: NOT TO SCALE
 REFERENCE: AERO ATLAS

FLOOD NOTE:
 NO FLOOD HAZARD ZONE EXISTS ON SITE AS PER F.I.R.M. COMMUNITY PANEL No. 13157C0210C, DATED 12/17/2010.

REFERENCE:
 DEED BOOK 076, PAGE 375.

MINOR FINAL PLAT FOR STATE OF GEORGIA

CITY OF HOSCHTON

CITY	GRID	COUNTY	SCALE	DATE
HOSCHTON	1407	JACKSON	1"=20'	01/07/2021

W. T. DUNAHOOD AND ASSOCIATES, L.L.C.
 P.O. BOX 184
 207 W. MAIN ST.
 (770) 947-3911
 HOSCHTON, GEORGIA