

City of Hoschton
Request for Proposal (RFP)



REQUEST FOR PROPOSAL FOR
DESIGN-BUILD SERVICES FOR NEW CITY HALL

Issued June, 2021

PROPOSALS DUE BY: 10:00 A.M., July 16, 2021

at

City of Hoschton
Attn: Hon. Shannon Sell, Mayor
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 Firms or Teams to perform the design and construction services for a new City Hall for the City of Hoschton.

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 depicting the 0.22-acre site is attached as Exhibit 1.

It is the intent of the City to contract for complete Design-Build construction services with a qualified Firm or Team that can deliver the complete services through planning, design and the construction phase. A contract form acceptable to the City to be provided by Design-Builder at award.

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 professionally 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.

Basic conceptual drawings are attached as Exhibit 2.

Scope of Services

The selected firm will be responsible for all services needed to complete the project. Basic services shall include all necessary design drawings, shop drawings, structural, electrical, utility services, and other professional services necessary for the design, permitting and construction for the project. Project specific activities to be provided include preparation of a design program, construction documents preparation, cost estimating, coordination of design with affected utilities and public jurisdictions, including the City of Hoschton, and construction of the project. The City of Hoschton is the permitting agency, and all permits will be submitted to the City of Hoschton Building Department. The City will waive all permitting fees.

Approximate design and construction includes:

- City Hall- 10 offices, 2 ADA restrooms. Records/ Vault room
- Meeting Room with 2 ADA restrooms
- Restaurant Space with rough plumbing and unfinished floors in the kitchen area
- There are three separate units with separate water sewer, grease traps and electrical service.

The overall project will include:

1. Clearing and Grading (rough and final).
2. Utility Relocations;
 - a. Possible Gas service line/ Gas Meter
 - b. Possible secondary electric lines and ac units/ lines
3. Erosion Control, Staking and layout;
4. Water/Sewer connections (City to provide source);
5. Foundations, Structures, Roofs;
6. Plumbing and fixtures equipped with flush valve toilets and floor drains with trap primers;
7. Lighting and Power needs, AC /Heating
8. Any and all necessary finishing items and fixtures;
9. Fill dirt as needed, Grassing / Ground stabilization and landscaping;
10. Stormwater facilities
11. Paving and walks
12. All necessary permits

These items are estimates only; the firm or team will be expected to closely examine the project for job task and requirements to complete the project.

The City has commissioned a topographic survey of the site to be developed which can be made available to the selected firm or team.

Qualifications/Submission

GENERAL INSTRUCTIONS:

1. The proposal package and three (3) copies and one digital copy on a jump drive should be submitted in a sealed envelope, clearly marked "Hoschton City Hall Project" on its face, to:
Hon. Shannon Sell, Mayor
79 City Square
Hoschton, GA 30548
2. **Proposals must be received at the above address no later than 10 AM on July 16, 2021 to be considered.**
3. Proposals should contain at least the following items:
 - a. Summary of firm or team's understanding of the project and the approach to it.
 - b. Experience of sub-contractors/consultants. Include an annotated list of related work completed or in progress.
 - c. Summary of the qualifications of all key personnel assigned to this project.
 - d. Include three references (with addresses and telephone numbers).
 - e. Estimated Time Schedule based upon the Scope of Work outlined above.
 - f. Certificate of Professional and General Liability Insurance coverage indicating limits of coverage and Bond limits
 - g. Contact information including mailing address, phone number, email, and fax number.
 - h. Lump-sum maximum cost proposal for the design/construction of the project.
 - i. Changes to project, unforeseen cost overruns, and/or change orders must be presented in writing to City Administrator for approval prior to commencement.
4. Qualifications must be typed or printed in ink. No changes or corrections will be allowed after qualification packages are opened.
5. It is anticipated that many firms may not have the entire range of skills and experience necessary to perform the entire Scope of the Work envisioned under this RFP.

Therefore, qualifications submitted by joint ventures, lead consultants with specialty sub-contractors and other forms of professional association created to execute the work will be accepted. In every case, however, the relationships of the parties, primary responsibilities for elements of the project deliverables and project management must be made clear in its qualification package.

6. Proposers are expected to carefully examine the scope of work and delivery schedule in the RFP prior to submission. Each proposer shall examine these documents carefully; and no later than seven (7) calendar days prior to the date for receipt of qualifications, shall make an email request to Mr. Joseph Hayes, Building Official inspections@cityofhoschton.com for interpretations or corrections of any ambiguity, inconsistency or error which may be discovered. All interpretations or corrections will be issued as addenda and will be sent to all proposers. No addenda will be issued during a period beginning 72 hours before opening of the proposal packages.

Please be aware all inquiries of a technical nature regarding this RFP shall be made through the City Administrator who will serve as the point of contact.

7. The qualification package must contain a manual signature of an authorized representative of the firm on the cover sheet for proposal.
8. Proposals received prior to the time of opening will be secured unopened. The City Administrator opening the Proposals will do so on or after the specified time. Proposals received after the scheduled receipt time will not be accepted and will be marked "LATE".
9. Questions concerning the required submittals and procedures should be addressed to Mr. Joseph Hayes, Building Official at (470) 791-8928 or by email to: inspections@cityofhoschton.com.
10. Insurance must be written by a licensed Georgia agent, or a company licensed to write insurance in the State of Georgia.

REJECTION OF PROPOSALS:

The City of Hoschton reserves the right to reject any and/or all proposals, in whole or in part. The successful proposer will have fourteen (14) days from the date of award of the proposal to submit an executed contract, bonds and insurance certificate with the City.

FORM OF AGREEMENT:

A contract document acceptable to the City to be provided by Design- Builder at award.

RFP REQUIREMENTS SUPREMACY:

This RFP must be attached to the agreement/contract as exhibit one and must be recognized and adhered to as the basis of all contract obligations. Any deviations from the RFP requirements in other sections of the contract will be superseded by the requirements noted in this Request for Proposals.

ANTICIPATED SCHEDULE:

RFP issued:	June 16, 2021
RFP opening:	July 16, 2021
Contract approved	August 16, 2021
Design and Construction begins:	September 1, 2021
Completion of the project:	June 1, 2022

MAINTENANCE OF RECORDS:

The design / construction firm will be required to maintain, for a period of three years, documentation for all charges against the City of Hoschton, and these records will be subject to audit and should be made available to the City of Hoschton or its agent for that purpose upon reasonable notice during normal business hours.

PAYMENTS:

Payments under the Contract shall be made upon submittal of monthly invoices after performance of that portion of the services which each payment represents. Invoices are due to the City by noon upon the first of each month (Email submittals are permitted, with original to follow by mail, courier, etc.). Payment will be issued after review and approval by the City. The final payment shall be made upon final approval of the completed work by the City of Hoschton and acceptance of the final report/recommendation of acceptance.

INSURANCE AND BONDS:

Auto liability, General Liability and Workmen’s Comp Insurance commensurate with local government contracting shall be required in connection with the project. In addition, a 100% Performance Bond and a 100% Labor and Material Bond shall be required in connection with this project.

Surety and insurance companies must have an AM Best rating of A-6 or greater, be listed in the Federal Registry of Companies holding Certificates of Authority and Acceptable Sureties on Federal Bonds, be licensed by the Georgia Insurance Department and the Georgia Secretary of State to do business in the State of Georgia. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended).

SELECTION PROCESS:

Proposals will be evaluated by City Staff and/or a selection committee. Firms (or teams of firms) with the top submittals may be asked to make formal presentations to the selection committee. Firms selected for personal appearances will be notified by telephone regarding the time and date of their interviews. A contract will be awarded based on these evaluations/interviews. However, any or all qualification packages may be rejected if it is deemed to be in the best interests of the City of Hoschton.

EVALUATION CRITERIA:

The following criteria, as a minimum, will be used to evaluate qualifications:

- Nature and quality of previously completed and related work;
- Consultant understanding of the project;
- Qualifications of personnel – with emphasis on lead/contact person;
- Commitment to complete work on a timely basis,
- Intangible factors; and.
- Lump Sum Maximum Cost Proposal

Equal opportunity: The City of Hoschton is an equal opportunity employer and will select a consultant without regard to age, handicap, religion, creed or belief, political affiliation, race, color, sex, or national origin.

ACCEPTANCE OF PROPOSAL PACKAGES:

The City reserves and holds the following rights and options:

- To reject any and all firms' submittals.
- To re-advertise if deemed necessary.
- To interview candidates prior to making a selection;
- To issue subsequent Requests for Proposals; and,
- To not negotiate or contract for the services.

No reimbursement will be made by the City of Hoschton for any costs incurred prior to a formal notice to proceed should a contract award result from this solicitation.

[END OF REQUEST]

... TOTAL AREA 0.41 ACRES ...

A TOPCON GTS-30 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 21,600 feet and an angular error of 1" 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 211,500 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 IN THE CLERK'S OFFICE, JACKSON COUNTY SUPERIOR COURT.

ROYALTY ZONING ADMINISTRATOR DATE

SURVEYORS CERTIFICATION: (1)

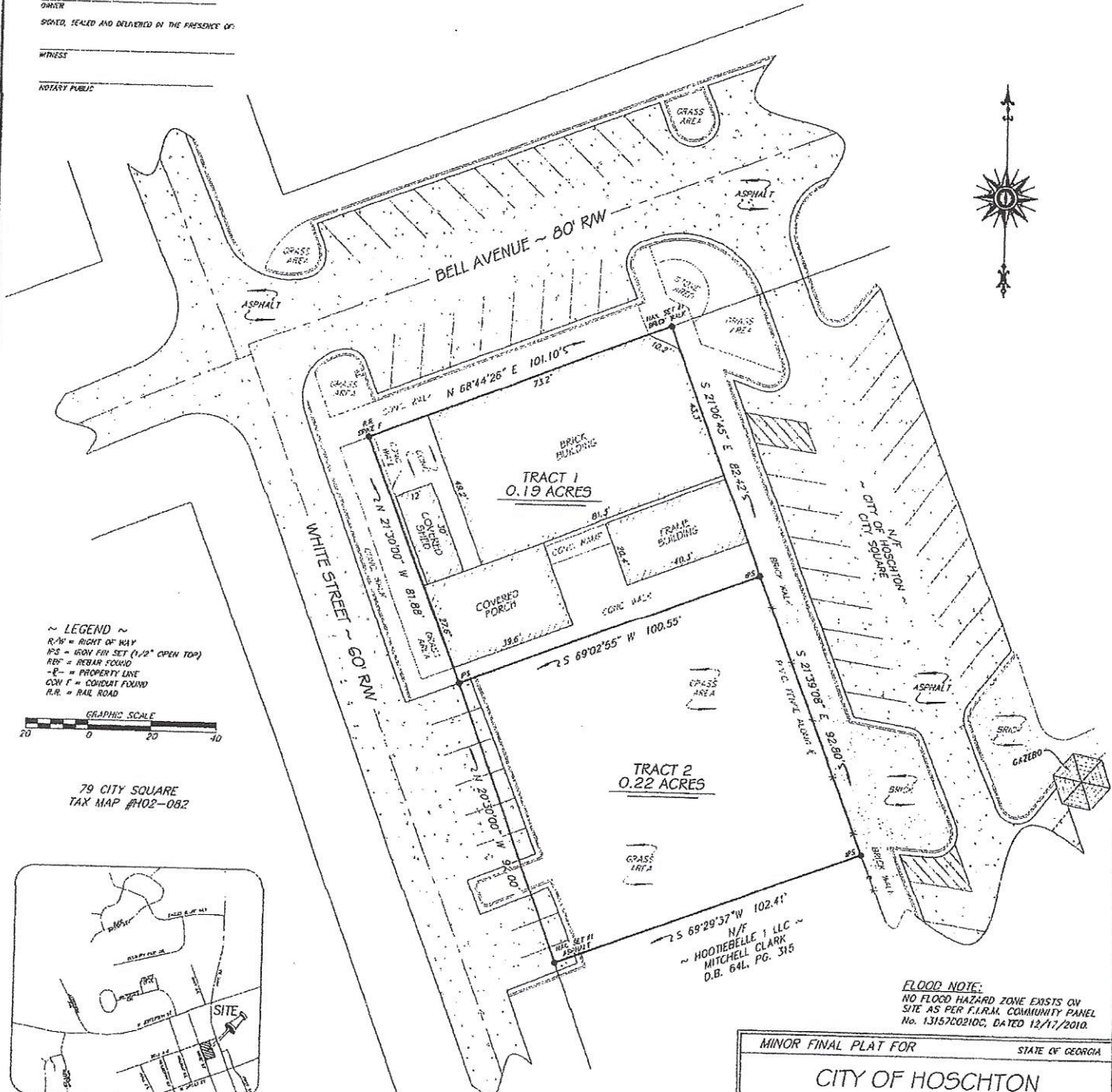
As required by subsection (d) of O.C.G.A. Section 15-6-24, this plat has been prepared by a land surveyor and approved by an applicable local jurisdiction for recording or otherwise by several certified signatures, stamps, or electronic means. Such approvals or affirmations should be confirmed with appropriate governmental entities by any purchaser or user of this plat as to intended use of any party's plat, however, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property maps 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 15-6-62.



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 TRUE SIMPLE ABSOLUTE OWNER OF THE LAND SHOWN ON THIS PLAT.

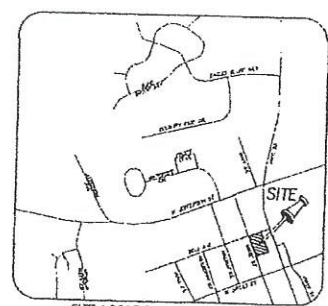
OWNER _____
 SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:
 WITNESS _____
 NOTARY PUBLIC _____



~ LEGEND ~
 R/W = RIGHT OF WAY
 I.P.S. = IRON PIN SET (1/2\"/>



79 CITY SQUARE TAX MAP #102-082



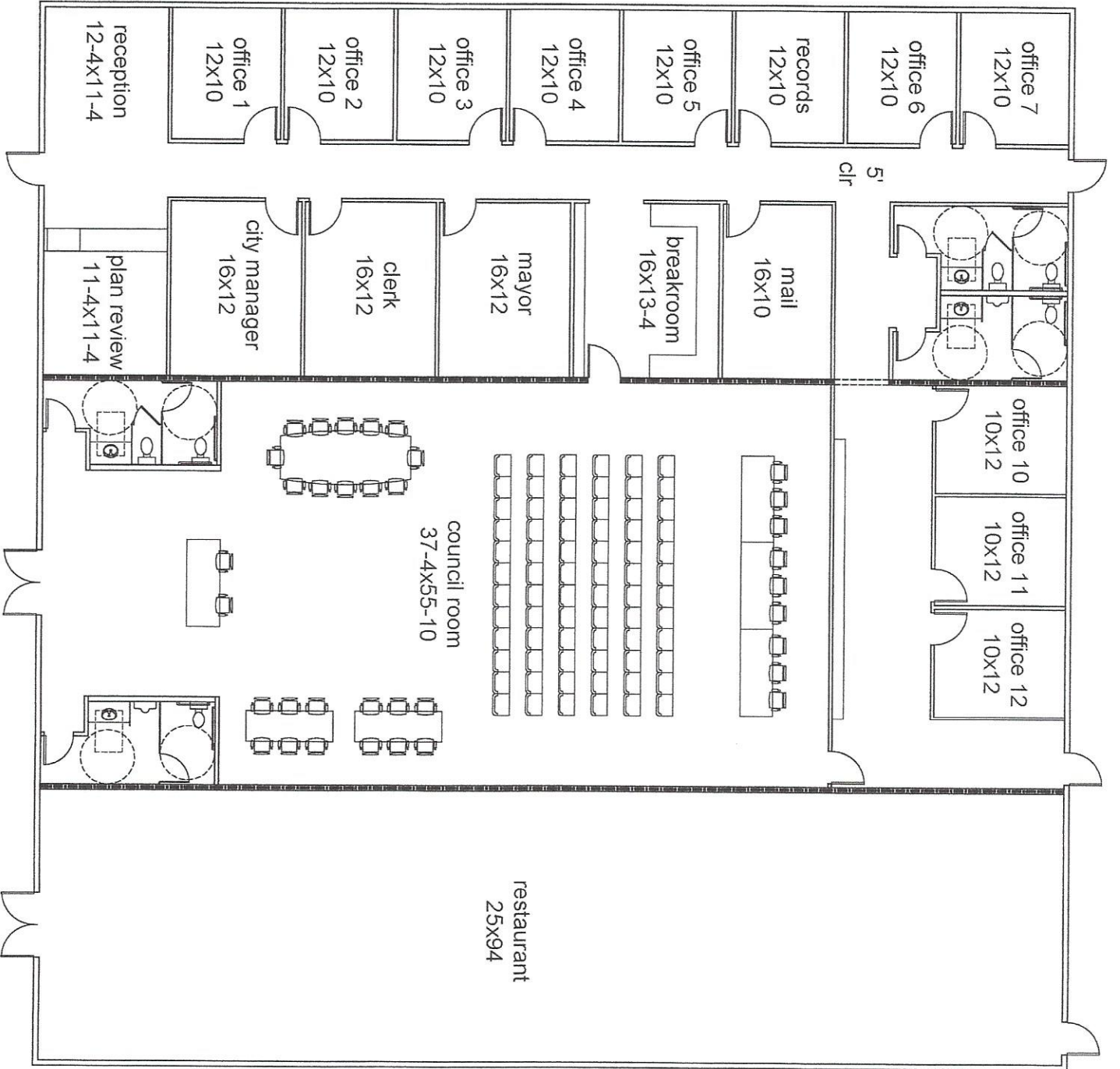
SITE LOCATION: NOT TO SCALE
 REFERENCE: AERO ATLAS

FLOOD NOTE:
 NO FLOOD HAZARD ZONE EXISTS ON SITE AS PER F.I.R.M. COMMUNITY PANEL No. 1315700210C, DATED 12/17/2010.

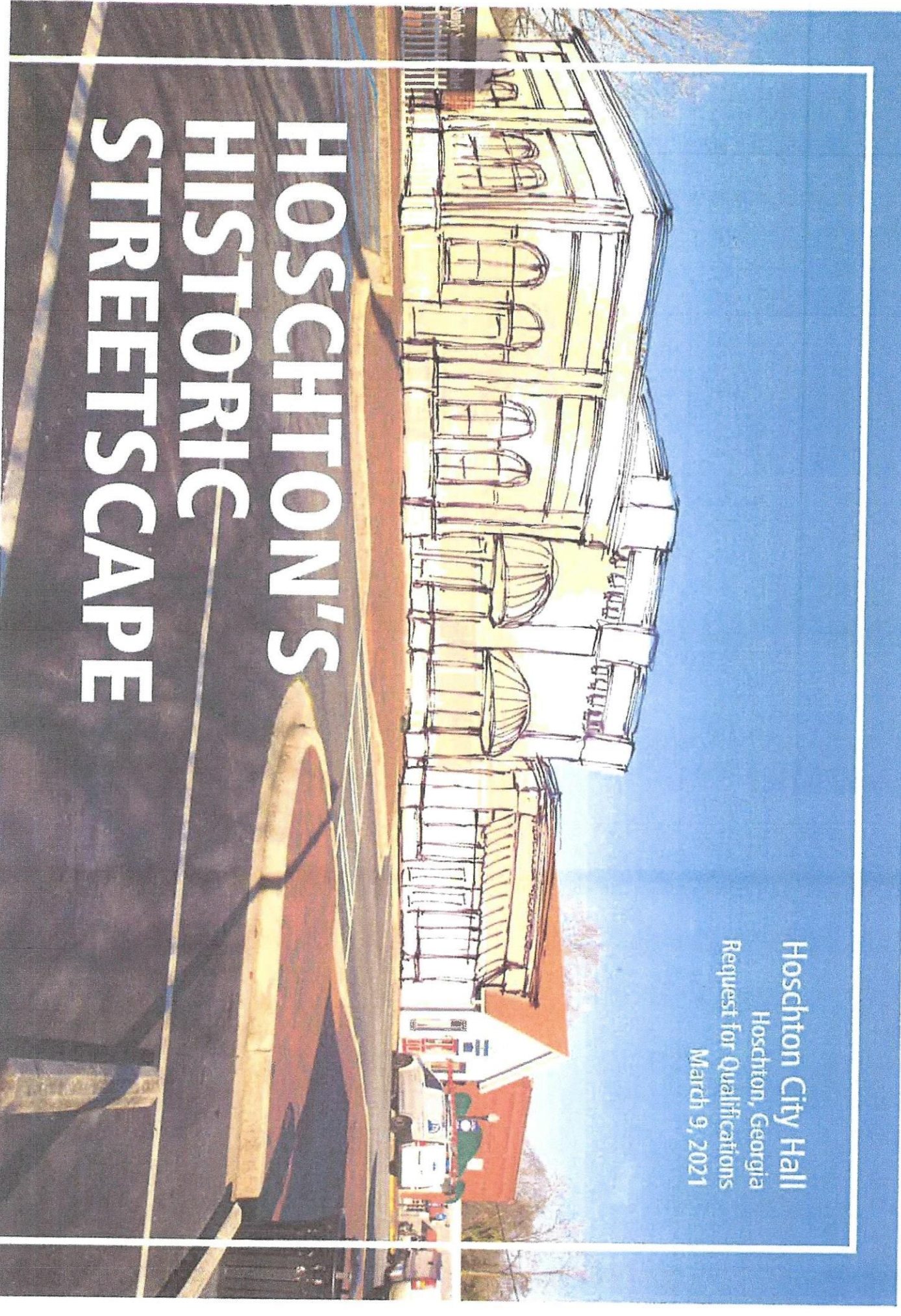
MINOR FINAL PLAT FOR				STATE OF GEORGIA
CITY OF HOSCHTON				
CITY	GRID	COUNTY	SCALE	DATE
HOSCHTON	1407	JACKSON	1\"/>	

REFERENCE:
 DEED BOOK 076, PAGE 375.

W. T. DUNAHOO AND ASSOCIATES, L.L.C.
 (770) 887-3111



Hoschton City Hall
Hoschton, Georgia
Request for Qualifications
March 9, 2021

An architectural rendering of the Hoschton City Hall building, a two-story structure with a prominent portico supported by columns and a series of arched windows. The building is set against a clear blue sky. In the foreground, a street scene is depicted with a yellow traffic sign, a white van, and a red building in the background. The overall style is a combination of a detailed architectural sketch and a realistic photograph.

HOSCHTON'S HISTORIC STREETSCAPE