



REQUEST FOR QUALIFICATIONS

RFQ-2021-04

**Architectural / Engineering Services
for Park Improvements at Sweetwater Park
180 Sweetwater Park Road
Thomson, GA 30824**

Closing Date/Time: November 8, 2021, 3:00 PM

**McDuffie County & City of Thomson
210 Railroad Street
Thomson, GA 30824**

MCDUFFIE COUNTY
Architectural / Engineering Services for Park Improvements at Sweetwater Park
RFQ No. 21-004

McDuffie County invites qualified firms to submit a Statement of Qualifications to provide professional design services for park improvements at Sweetwater Park. Work to include, but is not limited to, providing all architectural and engineering services, construction cost estimates, permitting, and construction documents and specifications suitable for bidding to complete the improvements. Improvements include the demolition and replacement of two field houses and concessions structures, walking trail improvements, safety and lighting upgrades, signage, and landscaping. This project will be a traditional design-bid-build project. This solicitation is requesting full construction documents for bidding.

All interested qualified firms are invited to submit a Statement of Qualifications to accomplish the Scope of Work described herein, in conformance with the prescribed format. The submittal is to be signed by a Principal of the firm.

While every effort has been made to ensure the accuracy and completeness of information in the RFQ we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their submittal all pertinent information in accordance with the objectives of the County.

GENERAL INFORMATION:

Statement of Qualifications MUST be submitted in the format prescribed herein. Failure to comply with directions in this RFQ, or omission of requested information could result in disqualification of your firm's submittal. Statement of Qualifications are to be submitted in PDF format by email. Submittals should include the following in the subject line of the email:

"Statement of Qualifications
Architectural / Engineering Services for Sweetwater Park Improvements
RFQ-2021-04"

Statement of Qualification should be emailed to dcrawley@thomson-mcduffie.net.

Mr. David Crawley
County Manager
McDuffie County
210 Railroad Street
Thomson, GA 30824

Absolutely NO submittals will be accepted after 3:00 PM November 8, 2021.

ALL QUESTIONS are to be directed to Mr. David Crawley, County Manager, email dcrawley@thomson-mcduffie.net. All questions are to be received no later than fourteen business days (14) before the due date of the Statement of Qualifications. Responses to substantive questions will be issued via Addenda, and will be posted on the County web site: www.thomson-mcduffie.com.

No organization is to discuss any aspect of this Request for Qualifications with any County or City employee without approval of the County Manager. This is to ensure that all prospective respondents have the same level of knowledge relative to the required services as well as ensuring the additional data is made available to all proposers.

Statement of Qualifications received will become the property of McDuffie County. All information contained in the submittals will remain confidential until after contract is signed. McDuffie County reserves the right to cancel the Request for Qualifications or to reject any and all responses received, to waive any technicalities or other minor informalities if it determines, in its sole discretion, that such cancellation or rejection is in the best interests of McDuffie County.

Firms shall submit evidence of insurability for this project.

INSURANCE REQUIREMENTS:

The Consultant shall take out and maintain during the life of this Contract the various types and amounts of insurance as required to protect the Consultant, the Owner, officials and representatives of the Owner, and any subconsultant performing work covered by this Contract from claims for damages for personal injury, including accidental death as well as from claims for property damages which may arise from operations under this Contract, whether such operations be by himself or by any subconsultant or by anyone directly employed by either of them.

Without restricting the obligations and liabilities assumed under the Contract Documents, the Consultant shall at his own cost and expense, purchase and maintain in force until expiration of the Contract, the below listed forms of insurance coverage.

Certificates from the insurance carrier stating the limits of liability and expiration date shall be filed with the Owner before operations are begun. Such certificates shall not merely name the types of policy provided, but shall specifically refer to this Contract and shall contain a separate express statement of compliance with each of the requirements as set forth in this Section.

Certificate Holder Should Read:

McDuffie County Board of Commissioners
210 Railroad Street
Thomson, GA 30824

All policies as hereinafter required shall be so written that the Owner will be notified of cancellation, expiration or restrictive amendment at least 30 days prior to the effective date of such cancellation, expiration or amendment.

Item A - Workers Compensation and Employer's Liability Insurance: Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employer's Liability with a minimum limit of \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease-each employee.

Item B - Comprehensive General Liability Insurance: Shall have minimum limits of \$1,000,000 per Occurrence Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises/Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, XCU Coverage, Blanket Contractual Liability Coverage, Personal Injury Coverage, and Fire Legal Liability.

Item C -Owner's Protective Liability Insurance: (Separate Policy Required) In the name of the owner, additional insured with a minimum limit of \$1,000,000.

Item D -Comprehensive Automobile Liability Insurance: Shall have minimum limits of \$1,000,000 Per Occurrence Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include, Owned vehicles, Hired and Non-Owned Vehicles.

NOTE: In B & C Underlying must equal \$1,000,000. Underlying plus Excess must equal \$1,000,000.

Item E - Umbrella Liability Insurance: Shall have \$1,000,000 limit of liability with the same coverage as Items A, B, C and D above.

SPECIAL INSURANCE REQUIREMENTS:

McDuffie County Board of Commissioners is to be included as an Additional Insured on all Liability Policies. Current and valid insurance policies meeting the requirements herein identified shall be maintained during the duration of the named project. Renewal certificates shall be sent to the County 30 days prior to any expiration date. There shall also be a 30-day notification to the County in the event of a cancellation or modification of any stipulated insurance coverage. All Insurance Policies must be written on an Occurrence Basis.

It shall be the responsibility of the contractor to ensure that all subcontractors comply with the same specified insurance requirements.

Certificates of insurance, policies, bonds, and any other requirements must be forwarded to the Owner.

Insurance Companies must be licensed to do business in Georgia by the Georgia Secretary of State, authorized by the Georgia Insurance Department, and has an AM Best rating of A-6 or greater.

WORKER'S COMPENSATION INSURANCE:

This Contract shall be null and void and of no effect unless the Operator shall, before entering upon the performance thereof, secure Worker's Compensation Insurance for the benefit of and keep insured, during the life of said Contract, all employees engaged thereon and to fully protect the Owner as required by existing law, or as such may be amended. In case the Contractor shall sub-contract any portion of the Work, he shall require that all employees of the sub- contractor be properly covered by such Worker's Compensation Insurance.

TITLE VI:

In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and all other provisions of Federal law, the successful Firm agrees that, during performance of this Agreement, the Firm, for themselves, their assignees and successors in interest, will not discriminate against any employee or applicant for employment, any subcontractor, or any supplier because of race, color, creed, national origin, gender, age or disability. In addition, the successful Firm agrees to comply with all applicable implementing regulations and shall include the provisions of this Section in every subcontract for services contemplated under this Agreement.

E-VERIFY:

It is the policy of the County that unauthorized aliens shall not be employed to perform work on contracts involving the physical performance of services. Therefore, Client shall not enter into a contract for the physical performance of services within the State of Georgia unless they provide an affidavit stating they comply with E-Verify (attached).

RESPONSIBILITY OF PROPOSER:

Request for Proposals must be signed by a Principal of the firm authorized to bind the offeror and it shall contain a statement to the effect that the Request for Proposals is firm for a period of at least ninety (90) days from the closing date of submission.

OWNERSHIP OF MATERIAL:

Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.

PROHIBITION OF GRATUITIES:

Firms shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the McDuffie County Board of Commissioners for the purpose of influencing consideration of this qualification.

COST OF STATEMENT OF QUALIFICATIONS:

McDuffie County assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting Proposals and Pricing Information, or any work in connection therewith will be borne by the submitting firm or team of firms.

RESPONSIBILITY OF PROPOSER:

Request for Proposals must be signed by an authorized official to bind the offeror and it shall contain a statement to the effect that the Request for Proposals is firm for a period of at least ninety (90) days from the closing date for submission.

MISCELLANEOUS:

The proposer agrees that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further agrees that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract. All respondents must provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest.

Proposals submitted are not publicly available until after award by the McDuffie County Board of Commissioners. All Proposals and supporting materials, as well as correspondence relating to this RFP becomes the property of McDuffie County when received. Any proprietary information contained in the qualification should be so indicated. However, a general indication that the entire contents, or a major portion, of the qualification is proprietary will not be honored.

OPEN RECORDS:

The contents of the proposals will not be made public until after an award and contract has been executed.

STANDARD TERMS AND CONDITIONS / AGREEMENT:

Attached are the McDuffie County standard terms and conditions under which the selected design firm will be expected to carry out the required professional services. Also attached is a Sample Agreement that will be used.

ASSIGNMENT OF CONTRACTUAL RIGHTS:

It is agreed that the successful bidder will not assign, transfer, convey, or otherwise dispose of a contract that results from this invitation or his right, title, or interest in or to the same, or any part thereof, without written consent by the County.

PROTEST PROCEDURES:

Right to Protest: Any actual firm, who is aggrieved in connection with the solicitation or award of a contract, may protest to the Procurement Director. The protest shall be submitted in writing within five (5) days after such aggrieved person knows or should have known of the facts giving rise thereto. The protest must be accompanied by a detailed statement, indicating the reasons for such protest.

The Procurement Director shall have authority to settle and resolve a protest of an aggrieved offeror concerning the solicitation or award of a contract. If the protest is not resolved by mutual agreement, the Procurement Director shall issue a decision in writing within ten (10) days. The decision shall state the reasons for the action taken. This decision shall be final and conclusive, unless the firm appeals administratively within five (5) days after receipt of decision to the McDuffie County Board of Commissioner's. Any protest taken to the Board or court shall be subject to the protestant paying all administrative costs, attorney fees, and court costs when it is determined that the protest is without standing.

PROJECT OVERVIEW:

McDuffie County is soliciting Statement of Qualifications to provide professional design services for park improvements at Sweetwater Park. Improvements include the demolition and replacement of two field house and concessions structures, walking trail improvements, safety and lighting upgrades, signage and landscaping. This project will be a traditional design-bid-build project. This solicitation is requesting full construction documents for bidding.

Sweetwater Park is located at 180 Sweetwater Park Road; Thomson, Georgia. This park location currently has the following amenities – 85 acres, 9 lighted baseball/softball fields with scoreboards, 2 lighted football fields with scoreboards, ½ mile walking track, 2 playground systems, 2 picnic shelters, concession and restroom facilities.

The restroom buildings shall meet all pertinent code/regulation requirements including American with Disabilities Accessibility Guidelines (ADAADG). Each facility should include two stalls for women and 1 stall and 1 wall hung urinal for men. The restrooms should include a lavatory with automatic shut off, mirror and automatic hand dryers as well as baby-changing facilities. The restroom should be designed to appear similar to the existing buildings.

Items required to be completed (minimum and may not be all-inclusive) for the park improvements:

- Documentation required to obtain all necessary permits for construction. Obtain all required Permitting – all aspects of the project will be bid as one phase of work. If the project must be divided into Phases the County will work with the consultant to modify the terms of the contract.
- Cost estimate (schematic and final) to include FF&E.
- Provide complete construction documents, drawings and specifications for bidding and construction.
- Provide one rendering of final approved design for County use.
- Provide responses to questions/clarifications during Bid Phase.
- Review submitted bids with County.
- Attend Pre-Construction meeting with successful contractor.
- Provide Construction Administration Services throughout the duration of Construction.

Only firms that have successfully designed and completed construction documents as well as provided construction oversight for similar type projects will be considered. Successful offeror shall have completed five similar projects in the past five years. All services provided must be from a State of Georgia licensed professional(s).

STATEMENT OF QUALIFICATIONS CONTENT:

The Request for Statement of Qualifications must be organized and provided in a clear concise format:

Transmittal Letter (5 Points):

Include firm name, address, and contact name with telephone and email, acknowledgement of any addenda issued, state whether or not your firm has been involved in any litigation within the past five (5) years arising out of your performance (explain fully). List any / all subcontractors proposed to work on this project. List any exceptions to this RFQ.

Schedule (15 Points):

Provide a projected schedule, with noted milestones for completion of the project.

Relevant Experience (40 Points):

Provide qualifications showing experience in completing similar size/type projects.

Key Personnel (30 Points):

Provide an organizational chart and resumes for key personnel of the project team. Ensure relative experience is shown.

References (10 Points):

Provide two references for similar type projects. Within this section provide the following: project name and scope, name of Owner, contact name, telephone number and email, and completion date.

EVALUATION PROCESS:

McDuffie County will evaluate all responsive Statement of Qualifications to determine which best meets the needs of the County based on the evaluation criteria. Evaluation will be made by a Committee established for this purpose. Award will be based on a review of all information submitted. Finalist may be asked to appear before an Evaluation Committee, if required. The County will negotiate with the first ranked proposer; if negotiations are not satisfactory to the County, then the County reserves the right to negotiate with the next ranked proposer and so forth. McDuffie County at its sole discretion may at any time during the evaluation process reinstate (bring back into the process) any bidder that has been removed from the process during any previous phase. The County reserves the right to accept or reject any or all Statement of Qualifications, or part(s) of, to waive minor variations to specifications.