

Request for Qualifications

T.W. Briscoe Park Community Recreation Center Architecture and Engineering Services COS082323



City of Snellville

Butch Sanders, City Manager
2342 Oak Road
Snellville, GA 30078
(770) 985-3500
bsanders@snellville.org

SECTION 1. GENERAL INFORMATION

A. Introduction and Background

The City of Snellville, Georgia (“City”) is soliciting Statements of Qualifications and Proposals from architecture and engineering firms with a strong record in design and construction of community recreation centers.

This project is for firms with relevant experience and qualifications to submit a Statement of Qualifications (SOQ) from the lead architecture and engineering firm and all associated sub-consultants. From the SOQ, the City’s Evaluation Committee will create a list of short-listed firms.

These short-listed firms will receive requirements for submission of technical and fee proposals. Submission requirements will be issued only to the short-listed firm(s). The City Evaluation Team will assess the short-listed firm proposals followed by negotiations of the scope, fee, and contract terms with the most qualified firm. The qualifications-based selection process will be generally applied in identifying the highest ranked and most qualified firm.

B. Project Details

T.W. Briscoe Park is the City’s 95-Acre multi-use park (see park map). Over the last several years, the City has made significant improvements to the park including having Goodwyn Mills Cawood prepared a master plan update for the park (Exhibit A). Implementation of the this phase of the design and construction of the Master Plan shall include, but may not be limited to, the following items:

- A. Demolition of existing administration building (2500 Sawyer Parkway)
- B. Construction of a new community recreation center.
- C. Parking lot improvements to accommodate the new center.

C. Schedule for Short-List Firm Selection

The projected schedule for the selection of short-listed firm(s) for this project is as follows:

ACTION	DATE
Issue RFQ	August 23, 2023
Deadline to Submit Questions	September 13, 2023; 5:00 PM
City Deadline to Post Responses	September 19, 2023; 5:00 PM
RFQ Submittal Deadline	September 26, 2023; 5:00 PM
Evaluation Committee Review of Proposals	September 27 – October 6, 2023
Submit Short-Listed Firms to Mayor	October 9, 2023

Short-Listed Firm(s) Notified	October 10, 2023
City Provides Submission Requirements to Short-Listed Firm(s)	October 11, 2023
Short-Listed Firm(s) Interviews with Evaluation Committee	October 30 – November 1, 2023
Committee Recommendation to Mayor and City Council	November 9, 2023
Mayor and City Council Selects Firm	November 13, 2023
City Staff Begins Fee and Scope Negotiations with the Most Qualified Architectural Firm	November 14, 2023
City Issues a Notice to Proceed to Selected Firm	December 1, 2023

D. Submittal Requirements

The City will receive proposals until 5:00 P.M., Tuesday, September 26, 2023 at City of Snellville, 2342 Oak Road, Snellville, GA 30078; ATTN: Butch Sanders, City Manager. The proposals will not be publically opened.

The RFQ is available on the City of Snellville website (www.snellville.org). All questions regarding the RFQ shall be made via email to the Assistant City Manager, Matthew Pepper at mpepper@snellville.org. The deadline to submit questions is no later than 5:00 PM, Wednesday, September 13, 2023. The City will post all “Response to Questions and/or Addenda”, if applicable, on the City website (www.snellville.org) by no later than 5:00 PM, Tuesday, September 19, 2023. It is incumbent that those submitting questions follow-up with Mr. Pepper to ensure that questions were received.

Communication (verbal or electronic) with the Mayor or any member of City Council may result in the firm’s disqualification from submitting a proposal.

All proposals must be presented in a sealed opaque package with the following language clearly marked on the outside of the package:

CITY OF SNELLVILLE
RFQ FOR ARCHITECTURE AND ENGINEERING SERVICES FOR T.W. BRISCOE PARK
COMMUNITY RECREATION CENTER
RFQ PROPOSAL SUBMITTAL DEADLINE: September 26, 2023 – 5:00 PM
RFQ PROPOSAL SUBMITTAL LOCATION: 2342 Oak Road, Snellville, GA 30078
ATTN: Butch Sanders, City Manager

One (1) original RFQ proposal, four (4) hard copies and one digital copy in PDF format saved to a USB flash drive are to be included in the submittal package.

Each proposal shall constitute an offer, which remains valid for ninety (90) days, and may not be withdrawn except as provided herein.

Electronic and facsimile submittals will not be accepted.

SECTION 2. PROPOSAL REQUIREMENTS

The short-listed firm(s) must be a responsible architecture and engineering firm with the necessary breadth, experience, and resources to undertake and successfully complete this project.

In order for the Evaluation Committee to adequately compare and evaluate qualifications and approach, all documentation must be submitted in accordance with the format detailed below. The total number of pages (one-sided) shall be no greater than 60 pages with a minimum font size of 12. RFQ proposals shall be PDF's of 8.5" x 11" documents. All pages shall be numbered.

OTHER THAN THE FEE SCHEDULE OF ALL PARTIES/STAFF PROPOSED TO BE ASSIGNED TO THE PROJECT, NO DETAILED PRICING TO BE INCLUDED IN THIS RFQ PHASE.

A. Transmittal Letter

The letter shall be a maximum of one page and one-sided. The following shall be included in the letter: lead firm and all proposed sub-consultants, primary (lead) contact person and contact person's phone number (cell) and email, primary business address of where the work will be performed, the state in which the lead firm's professional license is located and the signature of at least one authorized company officer. The letter shall also include a statement of the firm's willingness and commitment to provide the proposed services, if selected.

Table of Contents required. One page maximum. Table of Contents should follow the RFQ format below.

B. Introduction

Provide a synopsis of the lead firm's background, history and services to be provided if selected (including areas of expertise), and provide a statement indicating the firm's understanding of the project's objectives, scope, and requirements. The background and history of the sub-consultants may be included if the lead firm deems it of value for RFQ presentation purposes.

C. Project Approach

Given the information provided in this RFQ package, briefly describe the teams proposed methodology, techniques, assessment, and procedures that will be presented in the Technical Submission deliverable if short-listed. The Evaluation Committee does not expect a detailed analysis in this RFQ proposal phase. The Committee does expect that sufficient information is provided to clearly understand the Consulting Teams understanding and approach.

D. Proposal Team and Qualifications

List up to three (3) projects which demonstrate the skills and experience with community and recreation center design and build in publically owned parks. Provide project name, location, owner, nature of firm's responsibility, the contract amount and project duration (design schematics to construction completion).

Provide resumes, references (minimum of three (3) from the lead firm) and contact information (emails and phone numbers) and organizational chart of the consulting team.

E. Staff Availability to Perform Work

Provide schedule and manpower details of current projects and projects anticipated to be online within 12 months of the entire Consulting Team. Discuss the Consulting Team's ability and/or flexibility, if selected, to commence with work within 30 days of being issued the Notice-to-Proceed.

F. Fee Schedule

The Fee Schedule of the Architectural Team lead and all proposed sub-consultants shall be included in the submittal. At this RFQ phase, fee schedules are to be provided for informational purposes only. No detailed pricing proposals are to be submitted.

G. Addendum-Response to Questions

All Addendum and/or "Response to Questions" must be acknowledged by each firm when the Technical Proposal is submitted. This acknowledgment shall be in the form of submitting the actual city's responses and/or addendum. Refer to Exhibit B.

SECTION 3. BASIS FOR SHORT-LIST SELECTION**A. Evaluation Committee**

The Evaluation Committee will review and evaluate the submitted RFQ proposal based on the following criteria:

1. Adherence to Required Proposal Format
2. Inclusion of all Forms and Documents Requiring Signature/Acceptance
3. Understanding of the Project Goals
4. Project Approach
5. Experience and Knowledge with similar public park projects.
6. Current workload and the firm's ability to commence with work in December.
7. Intangibles (at the discretion of the Evaluation Committee).

The Evaluation Committee will prepare recommended short-listed firm(s) to City Council and Mayor based upon the above criteria.

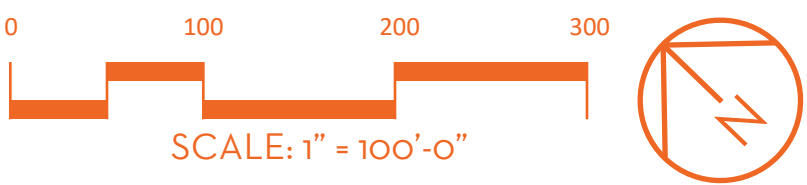
The Evaluation Committee, nor the Mayor and City Council, have a pre-determined number of firms to be short-listed.

Briscoe Park





BRISCOE PARK



SECTION 6 – CITY REQUIRED FORMS

Refer to the Following Exhibits B through H

EXHIBIT B
ACKNOWLEDGEMENT FORM
ADDENDUM

Addendum Nos.	Date of Addendum Issuance	Title of Addendum

RESPONSE TO QUESTIONS

Response to Questions Nos.	Date of Response to Questions	Title of Response to Questions

Lead Architectural and Engineering Firm acknowledges receipt of the above Addenda and Response to Questions:

Signed, sealed, and dated this _____ day of _____, 20_____.

Firm _____

_____ (Seal)

Signature: _____

Print Name: _____

Title: _____

Affidavit Pursuant to Georgia Immigration Laws

Note: As a prerequisite to certain interactions with local government, Georgia Law requires an affidavit regarding the subjects indicated herein.

1. I am over the age of 18, of sound mind, and am competent to make this Affidavit.

2. Initial all that apply (you may initial more than one):

_____ I execute this Affidavit as an applicant for a Public Benefit. Public Benefits include Retirement Benefits, Health Benefits, Disability Benefits, Contracts, Business Loans, Business Licenses, Professional Licenses, Certificates authorizing the transaction of regulated businesses, and/or other benefits as referenced and defined in O.C.G.A. Section 50-36-1, and as defined by the Attorney General of the State of Georgia.

_____ I execute this Affidavit as an applicant for a business license in the City of Snellville, Georgia.

_____ I execute this Affidavit as a contractor or subcontractor on a project of the City of Snellville, Georgia or one of its departments.

3. I submit this affidavit on behalf of _____ (self or business entity).

4. With respect to my personal presence in the United States, I state as follows:

a. _____ I am a United States citizen. **OR**

b. _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act lawfully present in the United States. I have provided my Alien Registration Number or, in the event I do not have an Alien Registration Number, I have provided another identifying number below.*

5. *(For Business Licenses, Contractors, and Subcontractors Only)* With respect to efforts to verify the lawful presence of persons employed or engaged by me or the entity on behalf of which I sign this Affidavit, I affirm (a) that the system known as "E-Verify" is used to determine immigration status of all employees, contractors or subcontractors, as the case may be; (b) that the pertinent E-Verify user number is _____; (c) that E-Verify will be used to verify the immigration status of all employees and contractors/subcontractors in the future, indefinitely; and (d) that I will notify the City of Snellville immediately if there should be any change in the above stated E-Verify usage.**

6. In making the above representations under oath, I understand that the City of Snellville and its employees are relying upon this affidavit, and I hereby authorize them to do so. I am aware that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__.

Notary Public

My Commission Expires: _____

Signature of Applicant:

Date:

Print: _____

Alien Reg. No. or Other Identifying No. for Non-Citizens

* **Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. **Qualified aliens that do not have an alien registration number may supply another identifying number.**** **Note:** For those persons filling out this Affidavit only for a business license, the applicable dates for the requirement to use E-Verify are as follows: (a) employers of 500 or more employees must use E-Verify by January 1, 2012; (b) employers of 100 to 500 employees must use E-Verify by July 1, 2012; (c) employers of 10 to 100 employees must use E-Verify by July 1, 2013.

OFFICE USE ONLY: Type of Secure and Verifiable Document: _____; **Business License Number:** _____

EXHIBIT D
SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services under a contract with _____ (insert name of contractor) on behalf of the City of Snellville has registered with and is participating in a federal work authorization program* [any of the electronic verification or work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

EEV / Basic Pilot Program* User Identification Number

Subcontractor Name

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____, 20____

Notary Public
My Commission Expires:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

(End of Form)

EXHIBIT E
CONFLICT OF INTEREST CERTIFICATION FORM

I, _____, as the legal representative of _____ do certify that this proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that _____ has not directly or indirectly colluded, conspired, connived, or agreed with anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that _____ has not in any manner, directly or indirectly sought by agreement, communication or conference with anyone to fix the proposal fee schedule, or to secure any advantage against or with the public or private body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that _____ has not, directly or indirectly, submitted his/her price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham proposal. If applicable, _____ shall disclose all public and private sector clients, including authorities, which may exist within incorporated City of Snellville, Georgia at the time the Contract is executed. In addition, _____ will be required for the duration of the Contract to continue this disclosure throughout the project duration, and if any conflict or potential conflict of interest occurs during the project duration, _____ shall disclose conflict or potential conflict as soon as it is known. No gift, gratuity or monetary contribution has been provided to any City of Snellville employee, any member of the City of Snellville City Council or consultant under contract with the City to provide Project Engineering Services on this project from _____ as a corporate entity or employee of _____.

Name: _____

Title: _____

Date: _____

EXHIBIT F
ACCEPTANCE FORM

Sealed RFQ proposals plainly marked as follows:

CITY OF SNELLVILLE
RFQ FOR ARCHITECTURE AND ENGINEERING SERVICES FOR T.W. BRISCOE PARK
COMMUNITY RECREATION CENTER
RFQ PROPOSAL SUBMITTAL DEADLINE: September 26, 2023 – 5:00 PM
RFQ PROPOSAL SUBMITTAL LOCATION: 2342 Oak Road, Snellville, GA 30078
ATTN: Butch Sanders, City Manager

that are received after the submittal deadline will not be accepted and will not be returned to the proposer. The selection of short-listed firms will occur with an Evaluation Committee. The Committee will interview each short-listed firm. They will select the most qualified firm. They will share their selection with the Mayor and City Council, who will then award the contract to the recommended firm, and proceed to direct the City Manager to commence with soliciting a work scope and fee proposal. The process for identifying the most qualified Architectural and Engineering firm will be primarily based on Qualification-Based Selection (QBS).

The number of short-listed firms has not pre-determined. That decision will occur with the Evaluation Committee.

In compliance with this Request for Qualifications (RFQ) document and all Exhibits attached and referenced therein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFQ.

Cited above and submit this signed RFQ proposal, which includes this completed and signed page and other data as required by the RFQ. It is understood that this proposal and the scope of services in the final technical proposal submittal, may be modified, as agreed to by both parties, in subsequent negotiations with the selected short-listed Consulting Team.

NAME AND ADDRESS OF FIRM:

DATE: _____

By: _____
(Signature)

(Print)

EIN #: _____

Title: _____

Phone: _____

EXHIBIT G DISCLOSURE FORM

This form is for disclosure of campaign contributions and family member relations with City of Clarkston officials/employees or Owner's City Engineer (Collaborative Infrastructure Service employees).

Please complete this form and return as part of your bid package when it is submitted.

Name of Bidder: _____

Name and the official position of the City of Snellville Official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years).

List the dollar amount/value and description of each campaign contribution made over the past three (3) years by the Applicant to the named City of Clarkston Official.

Amount/Value	Description
_____	_____
_____	_____
_____	_____

Please list any family member that is currently (or has been employed within the last nine months) by the City of Snellville and your relation:

_____	_____
_____	_____
_____	_____

EXHIBIT H
INSURANCE CERTIFICATES

Provide copies of the Architectural and Engineering Firm's E&O and General Liability Insurance Certificates.