



Request for Qualifications for T.W. Briscoe Park Community Recreation Center Architecture and Engineering Services

Responses to Questions

Questions Received on Thursday, August 24, 2023 at 1:58 PM

1. The RFP asks that we submit a fee for services. In order to develop a fee, we will need fairly specific information regarding the building size and its intended room program/requirements. Do you have a draft of the expected building size in SF and a listing of desired room programs to fit within that size? Or, if those things are to evolve during the initial design process, can we submit a fee now for just the conceptual design stage, where we program the building with you, develop its size, etc. and negotiate a fee for the subsequent construction documents and construction related services once that conceptual building program is established?

Response to Questions Received on Thursday, August 24, 2023 at 1:58 PM

1. The building size and program rooms will be determined as part of the design process. For the time being, you can submit standard unit rates for the team that would be working with us on the project.

Questions Received on Wednesday, August 30, 2023 at 3:09 PM

1. What are your insurance requirements for this project?

Response to Questions Received on Wednesday, August 30, 2023 at 3:09 PM

1. We require a \$1 million dollar general liability policy.

Questions Received on Thursday, August 31, 2023 at 3:13 PM

1. Do you have the construction budget for this project? If so, can you share it?
2. For fees schedule, do you want only want standard unit rates for the team?
3. What will be the delivery method? i.e., CMAR, Design/Bid/Build, etc.

Response to Questions Received on Thursday, August 31, 2023 at 3:13 PM

1. We do not have a construction budget.
2. Standard unit rates are sufficient for this first phase of the RFQ.
3. We will use the design/bid/build delivery method.

Questions Received on Tuesday, September 5, 2023 at 8:42 AM

1. On page 4, Item F. Fee Schedule, can you elaborate if you want the fee broken down by phases or the duration of the project?
2. On page 2, Item B. Project Details, can you provide any additional information on the new community center, such as estimated size or budget?

Response to Questions Received on Tuesday, September 5, 2023 at 8:42 AM

1. At this point, the fee schedule for the duration of the project is acceptable.
2. At this time, we cannot provide any additional information on the new community center. We do not have an estimated size or budget for the building.

Questions Received on Wednesday, September 6, 2023 at 6:49 AM

1. What is the anticipated budget?
2. Do you have a scope of work (program) that outlines the anticipated size and spaces of what the facility should consist of?
3. Please clarify and define the parking improvements of the facility. Is the intent to create a new parking field or create a new one? Is site lighting, site electrical and landscape design to be included within this scope of work?
4. Please clarify what you are defining as a fee schedule. Are you wanting an hourly rate schedule?

Response to Questions Received on Wednesday, September 6, 2023 at 6:49 AM

1. At this time, we do not have an anticipated budget.
2. We do not have an anticipated size for the building or a list of spaces that it will have. We anticipate that we will determine this information as part of the design process.
3. The intent is to create a new parking area that will serve the community recreation center. All basic tenants for a new parking area should be included in the scope of work including site lighting, site electrical, and landscape design.
4. An hourly rate schedule is sufficient for this first phase of the RFQ.

Questions Received on Wednesday, September 6, 2023 at 10:01 AM

1. Should the Design Team include land surveying as part of the Design Team scope, or will the land surveying be provided by the City of Snellville?
2. Should the Design Team include geotechnical borings for the parking lot and building as part of the Design Team scope, or will geotechnical be provided by the City of Snellville?
3. Should the Design Team include low voltage, security, and audio-visual engineering as part of the Design Team scope, or will these be provided by the City of Snellville?
4. Can you provide additional information on the expected parking lot improvements? Is there any anticipation of right-of-way or other access road improvements?
5. Is it expected that the project will include any stormwater improvements?

Response to Questions Received on Wednesday, September 6, 2023 at 10:01 AM

1. The Design Team should include land surveying as part of their scope.
2. The Design Team should include geotechnical borings for the parking lot and building as part of their scope.
3. The Design Team should include low voltage, security, and audio-visual engineering as of their scope.

4. At this point, we do not have additional information on the expected parking lot improvements. All basic tenants for a new parking area should be included in the scope of work including site lighting, site electrical, and landscape design. We do not anticipate right-of-way or other access road improvements at this time.
5. Yes – however, this will most likely depend on the exact location and size of the building.

Questions Received on Wednesday, September 6, 2023 at 2:04 PM

1. Do you just want our hourly rates, or do you want us to develop a fee based on an assumed project size and budget?

Questions Received on Wednesday, September 6, 2023 at 2:04 PM

1. An hourly rate schedule is sufficient for this first phase of the RFQ.

Questions Received on Wednesday, September 6, 2023 at 2:26 PM

1. Do we need a surveyor and geotechnical engineer on our team?

Questions Received on Wednesday, September 6, 2023 at 2:26 PM

1. Yes – the City will not provide a surveyor and geotechnical engineer for this project.

Questions Received on Friday, September 8, 2023 at 11:37 AM

1. Will the library be required to achieve a green building standard- LEED, Green Globes, or other green building standard?
2. Should the Design Team include a Commissioning Agent for building systems as part of the Design Team scope?

Questions Received on Friday, September 8, 2023 at 11:37 AM

1. No.
2. Yes.

Questions Received on Tuesday, September 12, 2023 at 1:29 PM

1. The Master Plan provided indicates a specific footprint for the new Community Center. Has preliminary design work been done, and if so, will the City share the information?

Questions Received on Tuesday, September 12, 2023 at 1:29 PM

1. We have not completed any preliminary design work for this project.

Questions Received on Wednesday, September 13, 2023 at 2:37 PM

1. We have one question, which is if civil engineering is to be included as a part of the design team proposal or if civil engineering will be handled outside of the Architectural, Structural & MPE Engineering team under separate contract.
2. We're also assuming/confirming the "fee schedule" is just a list of standard hourly rates.

Questions Received on Wednesday, September 13, 2023 at 2:37 PM

1. We will not provide civil engineering services under a separate contract. We anticipate that it will be a part of the design team proposal.
2. As for the fee schedule, standard hourly rates is sufficient for this first phase of the RFQ.

Questions Received on Wednesday, September 13, 2023 at 2:38 PM

1. Is there a limited scope area to the project, boundaries on the masterplan that might be referenced?
2. Will surveying be needed as a service?
3. Has a programming exercise for the recreation center been performed? If so can it be shared?
4. Are there any additional insights into the scope that might provide a good idea of the size of the building and activities that will be taking place in and around the building?

Questions Received on Wednesday, September 13, 2023 at 2:38 PM

1. Not on the master plan document. The limited scope is referenced under Project Details on Page 2 of the RFQ.
2. Yes.
3. We have not performed a programming exercise for the new community recreation center
4. We do not have any additional insights into the scope. We plan to determine this information as part of the design process.

Questions Received on Wednesday, September 13, 2023 at 4:26 PM

1. 2C – Approach- will you please clarify what is required “if short listed” versus RFQ response?
2. 2D- Is there a max number of projects?
3. 2D – References. Are 3 required per firm or per person?
4. 2F – Fee Schedules – Will FF&E/Interior Design, survey, geotechnical, CMT, Civil, and Landscape be required under the architect or owner?
5. 2A – states Dec 1, 2023 city issues a notice to proceed, yet Section 3 A evaluation criteria states, “firms’ ability to commence with work in November.” Please confirm.
6. Exhibit B – if we need more space, can a supplemental page be supplied or can the information be consolidated on the page if necessary?

Questions Received on Wednesday, September 13, 2023 at 4:26 PM

1. The meaning of the sentence is convey that if a firm was “short listed” how would they approach the project.
2. The max number of projects is three (3).
3. Three (3) references per firm is sufficient.
4. Those will all be required under the architect.
5. 3A should say “firm’s ability to commence with work in December.”
6. The information can be consolidate on the page.

Questions Received on Wednesday, September 13, 2023 at 4:56 PM

1. The deadline to Submit Questions highlights September 13, 2023; 5:00 PM as the due date on page 2, However on page 3 the deadline to submit questions is on September 6th and deadlines for city responses also varies between pages 2 and 3. Would you be able to clarify the schedule dates for all critical action items?

2. Page 5, Section G. of the RFQ, the proposal requests to Refer to Exhibit D (Exhibit B Acknowledgement Addendum Form in Section 6, Required Forms section). Are the additional forms in Section 6 required (Affidavit Pursuit to Georgia Immigration Laws, Exhibit D Subcontractor Affidavit and Agreement, Exhibit E Conflict of Interest Certification Form, Exhibit F Acceptance Form, Exhibit G Disclosure Form, and Exhibit H Insurance Certificates)?
3. The master plan in page 7 incorporates additional scope as listed on page 2 under Project Details beyond the existing building demolition, community center design and parking site improvements. Is the scope of services limited to the written description of building demolition, community center design and parking site improvements or should we make appropriate accommodations to incorporate the additional scope illustrated on page 7?

Questions Received on Wednesday, September 13, 2023 at 4:56 PM

1. The deadline to submit questions is 5 PM on September 13, 2023. The remaining dates in the schedule are correct.
2. Yes – all exhibits are required.
3. It is limited to the scope listed under Project Details on Page 2 of the RFQ.