



**City of Stockbridge**  
**Purchasing Department**  
**4640 N. Henry Blvd., Stockbridge, GA 30281**  
**Phone: 770-389-7900 Fax: 770-389-7912**  
**Website: [www.cityofstockbridge-ga.gov](http://www.cityofstockbridge-ga.gov)**

Heidi Mills, Purchasing Clerk

## REQUEST FOR QUALIFICATIONS

*Sealed Envelope shall be marked with the following information:*

**RFQ # 201509-01**

**Engineering & Architectural Design Services for Replacement of a Public Works Maintenance  
 Building in Stockbridge, Georgia  
 Opening: 3:00 PM, October 28, 2015**

<b>SCHEDULE OF EVENTS FOR                      201509- 01                      Engineering &amp; Architectural Design Services for Replacement of a Public Works Maintenance                      Building in Stockbridge, Georgia</b>	
<b>Mandatory Pre-Bid Conference/Scheduled Site Visit</b>	<b>10:00 AM September 30, 2015</b>
Deadline for requests for clarifications and questions. These requests will be answered in an addendum and must be emailed to: <b>hmills@cityofstockbridge-ga.gov</b>	<b>3:00 PM October 9, 2015</b>
*Deadline for first addendum, if required, posted on the City of Stockbridge website: <a href="http://www.cityofstockbridge.com">www.cityofstockbridge.com</a> under Bids	<b>3:00 PM October 14, 2015</b>
Sealed qualifications will be accepted until the opening date and time. Any late submittals received will not be considered. Submittals are to be delivered to City of Stockbridge Purchasing Department, 4640 North Henry Blvd Stockbridge, GA 30281.	<b>3:00 PM October 28, 2015</b>
<b>THIS FORM MUST BE SIGNED AND SUBMITTED TO BE CONSIDERED FOR AWARD</b>	
<b>COMPANY NAME:</b>	<b>DATE:</b>
<b>MAILING ADDRESS:</b>	<b>PHONE:</b>
<b>CITY:</b>	<b>FAX:</b>
<b>STATE:</b>	<b>ZIP:</b>
	<b>SSN OR FEDERAL TAX ID:</b>
<b>EMAIL:</b>	<b>TITLE OF AUTHORIZED REPRESENTATIVE:</b>
<b>PRINTED NAME:</b>	<b>AUTHORIZED SIGNATURE:</b>

*\*The posting of additional addenda may be required and it is the responsibility of the Proposer to ensure that they review the City's website for any additional addenda, and that they submit acknowledgement of all applicable addenda (on the included form) with their solicitation. Proposers should not expect to be individually notified by City of Stockbridge.*

**RFQ # 201509-01**

**Engineering & Architectural Design Services for Replacement of a Public Works Maintenance Building  
in Stockbridge, Georgia**

**Opening: 3:00 PM, October 28, 2015**

**CHECKLIST FOR RFQ DOCUMENTS**

*Failure to include all required documents will result in submittals being removed for consideration for award.*

**DOCUMENTATION DESCRIPTION**

**Please check**

- Solicitation Form (Page 1 of this Document)
- RFQ Documents Submittal Checklist/Addenda Acknowledgement (this page)
- Addendum Cover Sheet(s) (If applicable.)
- Any Required Documents in RFQ Specifications
- Forms:*
- Certification Form
- Corporate Certificate
- Bid Authorization Affidavit
- Non-Conflict of Interest

**ADDENDA ACKNOWLEDGEMENT**

**Failure to acknowledge any addenda will result in a non-responsive bid.**

The vendor has examined and carefully studied the Request for Qualifications and the following Addenda, receipt of all of which is hereby acknowledged:

- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

*This affirms that all documents are included with the proposer's RFQ package.*

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Name  
(Print or Type)

\_\_\_\_\_  
Authorized Representative's Signature

**RFQ # 201509-01**  
**Engineering & Architectural Design Services for Replacement of the Public Works Maintenance Facility**  
**in Stockbridge, Georgia**  
**Opening: 3:00 PM, October 28, 2015**

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## SECTION I - GENERAL OVERVIEW

### A. PURPOSE

The Stockbridge City Council is soliciting statements of qualifications from qualified consultants to provide engineering & architectural design services for the replacement of the Public Works Maintenance facility in Stockbridge, Georgia. The consultant must have recent, relevant experience designing public works facilities, or other very similar types of facilities. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully.

### B. GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

#### 1. Qualifications Submission

- a. These instructions will bind firms to terms and conditions herein set forth, except as specifically stated otherwise in special contract terms with any individual qualifications. These instructions are to be considered an integral part of the submittals.
- b. The Submittal Checklist (page 2) must be reviewed and the Proposer is to comply with the order of the submittal of documents. This document along with the cover page (page 1) is to be included with the qualification documents.
- c. **One (1) unbound clearly marked “Original,” six (6) bound complete copies and one (1) electronic copy in CD or DVD format** (as Adobe PDF files or as Microsoft Word or Excel formats) of the qualifications documents are to be submitted. All submittals must be manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the submittal.
- d. The documents must be submitted **in a sealed envelope/parcel** and mailed or delivered on or before the date and time stated in this document to:

**City of Stockbridge Purchasing Department  
4640 N. Henry Blvd.  
Stockbridge, Georgia 30281  
RFQ # 201509-01**

**Architectural Design Services for Replacement of a Public Works Facility in Stockbridge, Georgia  
Opening: 3:00 PM, October 28, 2015**

*This same information is also to be included on the front of the sealed envelope/parcel along with the proposer's name.*

- e. Qualification documents may be submitted by mail, common carrier or delivered in person. Fax or electronic submittals are not acceptable. It shall be the duty of each proposer to ensure that their qualification documents are delivered within the time and at the place prescribed in this document. Qualifications received prior to the time fixed in this document will be securely kept unopened. A date/time stamp will be affixed to the envelope/package immediately upon its arrival to the Purchasing Department. Any submittals received at the office designated in this document after the exact time and date specified, will not be considered. If a late submittal is received via carrier, it will be marked “late” and will not be opened. If a late submittal is hand delivered, it will be returned unopened to the presenter.
- f. At the date and time specified for the opening of the qualifications, the submittals shall be publicly opened and the list of respondents will be read aloud.
- g. If descriptive literature is attached to the qualifications, your firm's name must be on all sheets submitted.
- h. All qualifications submitted shall be deemed to have been made with full knowledge of all terms,

conditions, and requirements contained in this request. The failure or omission of any firm to examine any form, instrument or document shall in no way relieve any firm from obligations in respect to the submittal or the compliance of the terms, conditions and requirements of the submittals.

- i. Individual consultants shall provide their Social Security number and proprietorships, partnerships and corporations shall provide their Federal Employer Identification number on page one of this document and a completed W9 form is to be submitted with the qualification documents.
- j. The authorized representative whose signature will appear on the documents submitted certifies that the firm has carefully examined the instructions of this request for qualifications and the terms and specifications applicable to and made a part of this submittal.
- k. Any documentation submitted with or in support of a firm's qualifications shall become subject to public inspection under the Georgia Open Records Act. Labeling such information "Confidential", "Proprietary", or in any other manner shall not protect this material from public inspection upon request. All records become subject to public inspection only after award of the contract or purchase order.
- l. Negligence on the part of the proposer in preparing the qualification documents confers no right for withdrawal or modification in any way after the deadline for the qualifications opening.
- m. The proposer has up to forty-eight (48) hours to notify the Purchasing Department of an obvious clerical error made in calculation of qualifications in order to withdraw a qualifications after qualifications opening. Withdrawal of qualification documents for this reason must be done in writing within the forty-eight hour period.

## 2. **Mandatory Pre-Proposal Conference**

The Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in the "Schedule of Events" of this RFQ. . This conference has been identified as mandatory, and a representative of the supplier must attend the conference in its entirety to be considered eligible for contract award.

## 3. **Clarification and Communication to City Concerning Request for Qualifications**

- a. From time to time, the Purchasing Department may have to release written changes to a solicitation. These formal written changes are called addendum or if multiple, Addenda. **It is the responsibility of the Proposer to ensure that they have all applicable addenda prior to the qualifications submission. Therefore, we encourage all Proposers to frequently review the City's web site: [www.cityofstockbridge.com/bids](http://www.cityofstockbridge.com/bids) . All addenda forms must be signed and submitted with the qualifications. Failure to respond and acknowledge any addenda or requests for clarification, even after the qualifications opening, shall result in a non-responsive qualifications.**
- b. The successful firm's qualifications and all addenda will become a part of the agreement resulting from this document.
- c. Proposers seeking an award of a City of Stockbridge contract **shall not** initiate or continue any verbal or written communication regarding a solicitation with any City officer, elected official, employee or other City representative without permission of the Purchasing Department between the date of the issuance of the solicitation and the date of the final contract award by the Board of Commissioners. Violations will be reviewed by the Purchasing Director. If determined that such communication has compromised the competitive process, the offer submitted by the individual, firm or business shall be disqualified from consideration for award. **EXCEPTION** to the above would be emailing request for clarification and/or questions to the Purchasing Department – [hmills@cityofstockbridge-ga.gov](mailto:hmills@cityofstockbridge-ga.gov) (These requests will be answered in an addendum. Please see schedule of events.)

#### 4. **Qualifications and Contract Documents**

- a. Documents executed by an attorney or agent on behalf of the firm shall be accompanied by an authenticated copy of the Power of Attorney or other evidence of authority to act on behalf of the proposer.

**Corporation:** If the proposer is a corporation, the Certificate of Corporate Proposer (Attachment A) must be executed. The certificate must be executed under the corporate seal by a duly authorized officer of the corporation. If the Proposer is a corporation, the qualifications must be submitted in the name of the Corporation, not simply the corporation's trade name. In addition, the proposer must indicate the corporate title of the individual signing the qualifications.

**Partnership:** If the proposer is a partnership, all partners must sign the qualifications with a letter of a partnership certification statement (Attachment A) on company letterhead that they are all the partners. If all the partners do not sign the qualifications, then the names of all those except limited partners must be furnished on the qualifications and evidence of the authority of the signer(s) to execute the qualifications on behalf of the partnership.

**Limited Liability Company (LLC):** If the Bidder is a limited liability company, the authorized agent having authority to bind the limited liability company must sign the bid documents.

**Sole Proprietorship or Individual:** If the Bidder is a sole proprietor or individual, a signature is required on all bid documents by that individual.

- b. The contract documents consist of this Agreement, Specifications and Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement. These form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representation or agreements, either written or oral.
- c. Contract Term – The time period of the agreement, if any is formed from this RFQ, will be determined after the review and evaluation of the Time Line Schedules submitted by the successful Consultant.

#### 5. **Alterations of Solicitation and Associated Documents**

Alterations of City documents are strictly prohibited and will result in automatic disqualification of the proposer's solicitation response. If there are "exceptions" or comments to any of the solicitation requirements or other language, then the proposer may make notes to those areas, but may not materially alter any document language.

#### 6. **Cost Incurred by Vendors**

All expenses involved with the preparation and submission of the RFQ to the City of Stockbridge, or any work performed in connection therewith is the responsibility of the vendor(s).

#### 7. **Design, Standards and Practices**

Design, strength, quality of materials and workmanship must conform to the industry acceptable standards of engineering practices and/or professional services.

#### 8. **Non-collusion**

By submitting a qualifications in response to this solicitation, the proposer represents that in the preparation and submission of this qualifications, said Proposer did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in qualifications preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

## **9. Nondiscrimination**

Notwithstanding any other provision of this Agreement, during the performance of this Agreement Contractor, for itself, its heirs, personal representatives, successors in interest and assigns, as part of the consideration of this Agreement does hereby covenant and agree, as a covenant running with the land, that:

- a. No person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination;
- b. In the production of the vehicle(s), and the furnishing of services therein or thereon, no person on the grounds of race, color, religion, sex or national origin shall be excluded from participation in, or denied the benefits of, such activities, or otherwise be subjected to discrimination.

## **10. Drug Free Workplace Certification**

By signing the Supply Service Contract form, the Contractor certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the “Drug-free Workplace Act”, have been complied with in full. The undersigned further certifies that:

- a. A drug-free workplace will be provided for the Contractor’s employees during performance of the contract; and
- b. Each Contractor who hires a subcontractor to work in a drug-free work place shall secure from that subcontractor the following written certification:  
“As part of the subcontracting agreement with (Contractor’s name), (Subcontractor’s name) certifies to the Contractor that a drug-free workplace will be provided for the subcontractor’s employees during the performance of this Contract pursuant to Paragraph (7) of Sub-section (b) of Code Section 50-24-3”.
- c. The Contractor further certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the Contract.
- d. Contractor may be suspended, terminated, or debarred if it is determined that:
  - (1) The Contractor has made false certification hereinabove; or
  - (2) The Contractor has violated such certification by failure to carry out the requirements of the Official Code of Georgia Section 50-24-3.

## **11. Georgia Security and Immigration Compliance Act**

Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A.13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this qualifications and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement which will be included and become a part of the Agreement between City of Stockbridge and the successful Contractor.

## **12. Systematic Alien Verification for Entitlements (SAVE) Program**

Since a contract has been deemed a “public benefit,” the contractor or other party to the contract must be run through the federal Systematic Alien Verification for Entitlements (SAVE) Program. This program requires that local government verify the legal status of non-U.S. citizens who apply for certain benefits. The contractor must execute a SAVE affidavit attesting that either he or she is a U.S. citizen or legally qualified to receive the benefit. If the contractor is not a U.S. citizen, then the local government has to run that contractor through the SAVE system. Only non-U.S. citizens can be processed through the SAVE program.

## **13. Discounts**

Cash discounts for early payment (i.e. 2%-10) or Net 30 terms should be shown separately, even if terms are Net.

#### 14. **City's Tax Exemption**

City of Stockbridge is exempt from Federal Excise Tax or Georgia Sales Tax with regard to goods and services purchased directly by City of Stockbridge. Exemption certificates furnished upon request.

#### 15. **Award of Contract**

- a. City of Stockbridge desires to complete the award process in a timely manner. City of Stockbridge reserves the right to reject or accept any or all qualifications, whole or any parts hereof, by item or group of items, by section or geographic area, or make multiple awards and be the final approval of qualifications(s) selection which would be the most advantageous to the City with price and other factors considered. City of Stockbridge may elect to waive any technicalities. The qualifications will be awarded to the lowest responsive, responsible or highest scored proposer(s), if awarded. The qualifications specifications and results will be available on the City's web site: [www.cityofstockbridge.com](http://www.cityofstockbridge.com)
- b. City of Stockbridge reserves the right to reject any qualifications if the evidence submitted by or investigation of, the proposer fails to satisfy the City that the proposer is properly qualified to carry out the obligations of the Contract. If the successful proposer defaults on their qualifications, an award may be made to the next low responsive and responsible proposer.

**Responsibility** - The determination of the proposer's responsibility will be made by the City based on whether the proposer meets the following minimum standard requirements:

- Maintains a physical location presence and permanent place of business.
- Has the appropriate and adequate technical experience required.
- Has adequate personnel and equipment to perform the work expeditiously
- Able to comply with the required or proposed delivery and installation schedule.
- Has a satisfactory record of performance.
- The ability of proposer to provide future maintenance and service for the use of the contract under consideration.
- Has adequate financial means to meet obligations incidental to the work.
- Such other factors as appear to be pertinent to either the qualifications or the contract.

**Responsiveness** - The determination of the proposer's responsiveness will be made by the City based on a consideration of whether the proposer has submitted complete qualifications documents meeting qualifications requirements without irregularities, excisions, special conditions, or alternatives qualifications for any item unless specifically requested in the qualifications solicitation.

- c. City of Stockbridge is subject to making records available for disclosure after the Board of Commissioners approval of the recommendation. The award shall be made by the Board of Commissioners of City of Stockbridge. No claim shall be made by the selected Consultant for loss of profit if the contract is not awarded or awarded for less work than is indicated and for less than the amount of the qualifications. The total of the awarded contract shall not exceed the available funds allocated for the qualifications project.

#### 16. **Indemnification**

- a. The vendor that is selected as the contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the City of Stockbridge and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that City of Stockbridge and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.

- b. The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the City, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the contractor.

**17. Controlling Law, Venue**

Any dispute arising as a result of this qualifications and/or an Agreement which was created from the terms, conditions and specifications of this document or their interpretation, litigation shall only be entered into and shall be performed in City of Stockbridge, Georgia. This Agreement shall be governed by the applicable laws of the City of Henry and the State of Georgia. Any dispute arising out of the agreement, this qualifications solicitation, its interpretations, or its performance shall be litigated only in the City of Henry Judicial Courts.

**18. Contractor as Independent Contractor**

In conducting its business hereunder, Contractor acts as an independent contractor and not as an employee or agent of City. The selection, retention, assignment, direction and payment of Contractor's employees shall be the sole responsibility of Contractor.

**19. Assignment**

The Agreement, in whole or any part hereof, created by the award to the successful contractor shall not be sold, not be assigned or transferred by Contractor by process or operation of law or in any other manner whatsoever, including intra-corporate transfers or reorganizations between or among a subsidiary of Contractor, or with a business entity which is merged or consolidated with Contractor or which purchases a majority or controlling interest in the ownership or assets of Contractor without the prior written consent of City of Stockbridge.

**20. Insurance Requirements**

General insurance requirements shall be applicable to the Contractor and any authorized subcontractor. Insurance requirements shall be based on conditions in place as of the date of the Contract's execution. Insurance companies must be licensed by the Georgia Department of Insurance and the Georgia Secretary of State to do business in the State of Georgia. The City reserves the right to require adjustments in the level of coverage or waive any or all requirements based on information pertinent to this Contract.

The following requirements shall also be applicable to the Contractor:

- a. Evidence of insurance must be provided to the Purchasing Department, 140 Henry Parkway, McDonough, Ga. 30253, within five days of execution of this contract and prior to commencing operations under this Contract;

**The certificate holder is to be issued to:**

**City of Stockbridge  
City of Stockbridge, Georgia  
but delivered to:**

**City of Stockbridge Purchasing Department  
4640 N. Henry Blvd.  
Stockbridge, Georgia 30281**

**The Bid Package number and project name should be referenced in the description of operations.**

- b. Any change in coverage or insurance carrier must be reported to the City's Purchasing Office in writing within five business days of the change.
- c. Failure of any Contractor to procure and maintain the required insurance shall not relieve the

- Contractor of any liability under the Contract, nor shall these requirements be construed to conflict with the obligation of the Contractor concerning indemnification;
- d. Any and all insurance required by this Contract shall be maintained during the entire term of this Contract;
  - e. The City shall, without exception, be given no less than thirty (30) days notice prior to cancellation for any and all reasons other than non-payment of premium; and
  - f. The City shall, without exception, be given immediate notification in the event of cancellation for reasons of non-payment of premium.
  - g. The Contractor shall procure and maintain insurance coverage in the following particulars:

**Workers Compensation Insurance**

In the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require that all subcontractors occupying the premises or performing the work under the contract to obtain an insurance certificate showing proof of Worker Compensation Coverage with the following minimum coverage:

Georgia Statutory including Employers Liability	
Bodily injury by Accident – each employee	\$100,000
Bodily injury by Disease - each Employee	\$100,000
Bodily injury by Disease – policy limit	\$500,000

**Commercial General Liability**

Each Occurrence Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000

**Automobile Liability**

Combined Single Limit	\$1,000,000
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**Professional Liability Limit**

	\$1,000,000
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## SECTION II - SPECIFICATIONS

### A. SCOPE OF WORK

The City of Stockbridge Board of Commissioners is soliciting statements of qualifications from qualified consultants to provide engineering & architectural design services for the replacement of a Maintenance Building located on Taylor Drive in Stockbridge, Georgia. The existing Maintenance Building and the Maintenance yard will also be rehabilitated as a part of this design project. The consultant must have recent, relevant experience designing and rehabilitating public works facilities, or other very similar types of facilities. The successful engineer/architect will also work and coordinate with the engineer/architect who will be working on the Master Plan for the City Hall area for the City of Stockbridge as the project area is impacted by the proposed Rock Quarry Road Extension transportation project. The following outlines the anticipated elements of a general Scope of Work for this project:

1. The selected consultant(s) will be required to perform the basic architectural and engineering services to be specified more fully in a contract agreement to be negotiated after selection. The contract agreement will provide for payment for phases of work completed with options to proceed through all phases or to discontinue work as the circumstances may dictate.
2. Upon the initial selection of a Respondent based upon qualifications, with whom negotiations will proceed, a Scope of Work will be developed. City of Stockbridge anticipates a contract which will include schematic design, production of computer generated renderings, civil site design, building design, and cost estimations; however, City of Stockbridge reserves the right to include additional project elements in the initial or subsequent professional services agreements as City of Stockbridge may (in its sole discretion) deem appropriate.
3. The consultant will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. The consultant is also required to identify and select the appropriate sub-consultants; however, City of Stockbridge reserves the right to approve proposed sub-consultants that will be associated with the project.
4. It shall be the consultant's responsibility to design, prepare, assemble and coordinate the necessary documents to complete the project. The completed project must comply with all applicable local, state, and federal environmental laws and regulations.
5. The selected consultant shall assist the city with the selection of construction contractor. This may include, but not be limited to, the development of bid or proposal documents and the construction management of the actual construction.
6. The city intends to provide the programming and conceptual elevations and floor planning to the selected consultant. The consultant will be expected to work with staff to develop the full construction documentation in support of the conceptual plans and program.
7. The Scope of Work may include, but are not limited to, the following:
  - a. Site adequacy confirmation based on previously developed site plan,
  - b. Confirmation of floor plans and operational features,
  - c. Schematic design development, including structural elevations and landscape design,
  - d. Preparation of construction documents and specifications utilizing BIM, including necessary civil, landscape, irrigation and site lighting plans.
  - e. Development of detailed project schedules and cost estimates,
  - f. Assistance during bidding and construction,

- g. Construction monitoring and support,
- h. Shop drawing review and approval,
- i. Coordination and preparation of change orders,
- j. Project meeting coordination and minutes preparation,
- k. Minimum of one (1) meeting on site per week during construction phase,
- l. Internal and regulatory agency project approval coordination.

8. It is anticipated that Sub-consultants may be needed for:

- Electrical Engineering,
- Mechanical Engineering,
- Structural Engineering,
- On and/or Off Site Utility Services,
- Fire Protection Engineering,
- Physical Facility Security Engineering,
- Landscape/Irrigation Design,
- Civil Site Design,
- IT and Audio Visual Design,
- Interior Design,
- Consultant shall identify during contract negotiations any other sub-consultants that may be necessary or prudent for the city to consider in the development of the construction documents.

## **B. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS**

The Statements of Qualifications must be submitted in accordance with the “General Instructions, Terms, and Conditions” and must be responsive to all requested information. **All** information should be submitted in **one (1)** unbound clearly marked “**Original,**” **six (6) bound complete copies** and **one (1) electronic copy** in CD or DVD format (as Adobe PDF files or as Microsoft Word or Excel formats) of the qualifications documents are to be submitted. All submittals must be on standard (8 ½” x 11”) paper and manually signed and filled out legibly (typewritten or printed in ink) with all changes or corrections initialed by the person signing the submittal. The pages of the qualification submittals must be numbered. Any exhibits, affidavits or other enclosure information called for may be included with the required forms in the Appendix section. Each response shall be submitted as outlined in this section. Please include an outside cover and/or first page, containing the name of the Project. All Statements of Qualifications shall be limited to 100 pages inclusive of resumes.

A table of contents should be next, followed by dividers separating each of the following sections:

### **Divider #1: Firm Information**

- a. Firm name, addresses, and telephone numbers of all firm offices.
- b. Structure of firm, i.e., sole proprietorship, partnership, corporation, and size of firm.
- c. Years firm has been in business.
- d. Name of principals in firm.
- e. Primary contact.
- f. Organizational description.
- g. Description of firm’s philosophy.

### **Divider #2: General Company History/Qualifications**

- a. A brief history of the engineer/Architect and the services routinely provided in-house on municipal (or related) building projects.
- b. An organizational chart that explains team member responsibilities.
- c. Name of the Project Team Leader in charge of project.

- d. The resumes of all key personnel to be assigned to the project with their prospective roles identified.
- e. Documentation that the firms on the Engineer/Architect's team are registered in the State of Georgia.

**Divider #3: Financial and Legal Status**

- a. Describe the general financial capability of the Respondent. If requested during the selection or negotiation process a financial statement and balance sheet may be required.
- b. List any actions taken by any regulatory agency against or involving the firm or its agents or employees with respect to any work performed.
- c. List all litigation against or involving the firm or its agents or employees with respect to any work performed.
- d. All insurance coverage that the firm has which would be applicable to the work.
- e. List hourly billing rates for all key personnel and other general categorical personnel that may work on this project

**Divider #4: Experience and References**

- a. Discussion of Engineer/Architect's experience in working with government Agencies.
- b. List of similar representative Governmental projects (minimum of 3 projects, maximum of 6 projects within the last 10 years), whether ongoing or completed, including references. Please list in addition any projects in City of Stockbridge within the last 10 years. For each, please provide:
  - (1) Project name and location
  - (2) Year completed
  - (3) Short description of project
  - (4) Name, addresses, and phone numbers of owner and contact person tasked with daily responsibilities of project
  - (5) Cost of Construction for project
  - (6) Names, addresses and telephone numbers of general contractor and engineer
  - (7) Design and construction cost and whether or not it was completed on time
  - (8) List of all projects currently under contract

**Divider #5: Management and Organizational Approach**

On twenty five (25) pages or less, please describe your management and organization approach to the project. The following should be addressed within this description:

- a. Describe your firm's understanding of the project.
- b. Describe how the firm will organize to perform the services.
- c. Description of Engineer/Architect's approach to code analysis and jurisdictional approvals.

**Divider #6: Appendix - Document forms required.**

**C. SELECTION METHOD**

**1. Selection of Shortlist**

Based on the Statements of Qualifications submitted in response to this RFQ, the Evaluation Committee will identify the most qualified firms based upon individual rankings.

**2. Finalist Notification**

Firms selected as finalists will receive notification from City of Stockbridge. Criteria for the remainder of the selection process will be communicated in the Finalist Notification

**3. Interview**

Each finalist firm shall be notified of the place, date and time for an interview session. Interview instructions and requirements of the finalists will be provided. All members of the Evaluation Committee will be present during the interviews. **Firms shall not address any questions prior to the interview to anyone other than the Purchasing Department, at the email address provided in this**

**solicitation.**

**4. Final Selection**

Upon completion of the selection process by the Evaluation Committee, the firms will be ranked in descending order of recommendation using the sum of individual rankings from the Evaluation Committee members. The committee will select the most qualified firm to provide the most favorable combinations of experience, qualifications, management, and proven ability to produce deliverables “on time and within budget”.

## SECTION III – EVALUATION AND SELECTION CRITERIA

City of Stockbridge’s selection of a firm shall be based upon the demonstrated competence and qualifications of the firms to provide the type of service required. Each proposal will be evaluated and scored through a process by the City’s staff.

The Proposer’s submittal must fully address the requirements listed in this solicitation and the Firm’s degree of experience, knowledge, and ability to provide experienced and qualified support staff. The proposal is not to have any exclusions, conditions or provisions applied to the aforementioned request. It is the City’s intention to select a firm which is the most qualified to meet the City’s needs. The award shall be based on but not limited to the following factors:

RFQ EVALUATION CRITERIA	Scoring Value Maximum Points
<b>Qualifications of Firm</b> Qualifications of firm, specifically as they relate to this Project.	35
<b>Firms Experience on Similar Projects</b> Related project experience of the firm(s) and the individuals who would be assigned to this Project.	30
<b>Financial and Legal Status including Hourly Rates</b> This criterion would include the general financial capability of the respondent plus a comparative analysis of the hourly rates of Key Project Personnel and other categorical hourly rates.	15
<b>Responsiveness to the RFQ</b> This would include any documents submitted such as concept plans, space planning, and design concepts and other related items.	10
<b>Professional References for the 3 – 6 similar listed projects within the last 10 years</b>	10
<b>MAXIMUM SCORING POINTS TOTAL</b>	100
<b>Oral Presentation and Product Demonstration</b> - At its sole discretion, the Evaluation Committee made up of City employees/elected officials may require an interview/presentation before the final selection and award to a Firm. Submittal of material and information during an interview/presentation could add up to 15 additional points to the total score of the Firm.	15 (possible additional points if an oral presentation is requested)

<b>The Scoring Formula for the above Scoring Value Maximum Points is as follows:</b>	
Excellent	.75 - 1.00
Good	.50 - .74
Fair	.25 - .49
Poor	0 - .24
Multiply scoring formula by possible scoring value maximum point allotment. <i>Example:</i> If you score a firm .6 (Good) on <b>Relevant Experience</b> and multiply .60 x 20 (maximum scoring points), this would equal to 12 points.	

Best and Final Offer Process represents an optional step in the selection process and may be used when:

- a. No single response addresses all the specifications.
- b. The cost submitted by all proposers is too high.
- c. The scores of two (2) or more proposers are very close after the evaluation process.
- d. All proposers submitted responses that are deficient in one or more area.

City of Stockbridge reserves the right to remove the high score and the low score for each offer if deemed necessary.

**CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the Request for Qualifications is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer has not, in the immediately preceding five (5) years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposed has not in the immediately preceding five (5) years been defaulted in any federal, state or local government agency contract and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize and certify that the proposer acknowledges, agrees and authorizes, that City of Stockbridge may, by means that it deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the City may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing City of Stockbridge to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, City of Stockbridge. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C §§1001 or 1341.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Sworn and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
NOTARY SEAL

My Commission Expires: \_\_\_\_\_

# CORPORATE CERTIFICATE

## Corporations

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_ (title) of the Corporation named as Contractor in the forgoing Bid; that \_\_\_\_\_, who signed said Bid on behalf of the Contractor of said Corporation; that said Bid was duly signed for and on behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

(Corporate Seal must be affixed above)

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## Partnership or other entities:

I, \_\_\_\_\_, certify that I am authorized to sign to commit \_\_\_\_\_ named a Contractor in the foregoing Bid. That said company is formed under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

(NOTE: It is necessary to attach to the bid submittal, a letter on company letterhead and dated on or after the date of this certificate stating that the individual signing to commit the partnership or other entity not a corporation to the stipulations of this bid is authorized to do so. The letter should be signed by an individual working for the company who has knowledge of this fact).

**BID AUTHORIZATION AFFIDAVIT**

STATE OF GEORGIA  
COUNTY OF HENRY

BEFORE ME, the undersigned authority a Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ who, after having first been duly sworn, upon oath did depose and say; that the forgoing bid submitted by \_\_\_\_\_ hereafter called "Bidder" is duly authorized agent of said company and that the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute this Agreement, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

The undersigned certifies that the bid prices contained in this bid have been carefully checked and are submitted as correct and final and if bid is accepted, agrees to furnish the articles and/or services listed and offered in this document at the prices and terms stated, subject to the conditions and specifications of this Request for Bid.

Bidder Information:

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Title)

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_

(Seal)

(FAILURE TO SIGN THIS SECTION SHALL DISQUALIFY YOUR RESPONSE)

## NON-CONFLICT OF INTEREST

By submitting an offer in response to this solicitation, the Firm represents that in the preparation and submission of this qualifications, said Firm did not either directly or indirectly, enter into any combination or arrangement with any person, Proposer, Corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section I or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1 – 68.6 through 59.68.8). Collusion and fraud in qualifications preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

\_\_\_\_\_ (Officer of Firm) certifies that to the best of our knowledge, no circumstances exist which shall cause a conflict of interest in performing services for City of Stockbridge, and that no company or person other than bona fide employees working solely for our firm has been employed or retained to solicit or secure an agreement resulting from this request for qualifications.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

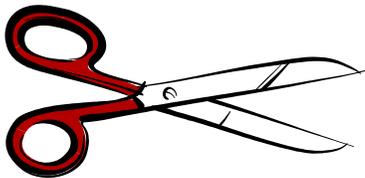
Title: \_\_\_\_\_

Firm Address: \_\_\_\_\_

**SECTION V – REQUEST FOR QUALIFICATIONS LABEL**

**PLEASE ATTACH LABEL TO OUTSIDE OF RFQ PACKAGE**

*This label **MUST** be affixed to the outside of the envelope or package, even if it is a “No RFQ” response. Failure to attach the label may result in your bid being opened in error or not routed to the proper location for consideration. No RFQ will be accepted after the date and time specified.*



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**REQUEST FOR QUALIFICATIONS ENCLOSED**

**RFQ # 201509-01**

**Architectural Design Services for Replacement Public Works Facility in Stockbridge, Georgia**

**Due 3:00 PM/October 28, 2015**

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

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**DELIVER TO:      City of Stockbridge Purchasing Department  
4640 N. Henry Blvd.  
Stockbridge, GA 30281**