

CITY OF JONESBORO  
MUNICIPAL COMPLEX

REQUEST FOR QUALIFICATIONS  
QUESTIONS



City of Jonesboro  
Attn: Ricky L. Clark, Jr., City Manager  
124 North Avenue  
Jonesboro, Georgia 30236  
(770) 478-3800

**March 18, 2019**

## RFQ – QUESTIONS RECEIVED

1. Is there a formal document with the Request for Qualifications and Scope of Services or are we to prepare the qualifications using our own format? **Please see the Questionnaire included in the Request for Qualifications. Your responses should follow the format of the Questionnaire, which may be obtained by clicking on “RFQ JONESBORO MUNICIPAL COMPLEX” on the City website.**
2. Please provide some background on the project, i.e., anticipated square footage, budget, is it a renovation or new construction, parking deck, etc. **The project is new construction, anticipated to be approximately 30,000 square feet and served by surface parking.**
3. I saw the advertisement on the Jonesboro procurement website for the Municipal Complex. I downloaded the Qualifications Questionnaire which references contacting you for documents addressing the scope of work. Can you please send that to me when you have a moment? **The Scope of Services is set forth in Section 2.2 of the Request for Qualifications. The project consists of a new municipal complex housing the City Hall, City Court and Police Department. The project is new construction, anticipated to be approximately 30,000 square feet and served by surface parking.**
4. I did have one question for you, in the RFQ/RFP package, it states to send any questions in writing or email to “the City referenced above”. It does not list an email address but it does list you as the contact person. Will you be accepting questions at this email address? **Yes – rclark@jonesboroga.com**
5. I inquired yesterday about square footage of the desired Municipal Complex. I was instructed to contact your office and request the time and location of the upcoming pre-proposal meeting. The individual on the phone thought it was on the web site, however, I was not able to find that specific to the Municipal Complex. **There is no pre-proposal meeting for the Qualifications portion of the process. All qualified respondents will be advised of any pre-proposal meeting prior to submitting pricing proposals.**
6. Section 2.2 Scope of Services, Page 5 – What is the anticipated project schedule for completion of design services? We did not see this listed in the Scope of Services. **Section 2.3A has been amended to provide that the pricing proposal shall include a schedule of the services, prepared by the proponent.**
7. Section 2.2 Scope of Services, Page 5 – What is the desired “move-in” date for the facility? We did not see this listed in the Scope of Services. **No “move-in” date has been determined. As stated in the Introduction to the Request for Qualification, the funding of this project is dependent upon the approval of a future SPLOST.**
8. Section 2.2 Scope of Services, Page 5, Item D – The last sentence is missing some text: The Basic Services shall consist of normal architectural services as notes on \_\_\_\_\_ **Section 2.2 Item D has been amended to read: Enter into an Agreement with the City substantially in the form of a standard AIA Agreement –**

**B104 as modified by the City. The Basic Services shall consist of normal architectural services as defined therein.**

9. Also, per your procurement page on the City's website, it mentions "documents addressing the scope of work as it now is envisioned may be obtained". How can I go about obtaining those documents? **The Scope of Services are set forth in Section 2.2 of the Request for Qualifications, which may be obtained by clicking on "RFQ JONESBORO MUNICIPAL COMPLEX" on the City website.**
10. Can the city provide any current or previous planning documents for our review? **Current or previous planning documents will be provided to those proponents who are deemed qualified prior to submission of the pricing proposals.**
11. Has a Space Analysis been performed? **Current space analysis will be provided to those proponents who are deemed qualified prior to submission of the pricing proposals.**
12. Page 3, Section 1.3 Qualification Questionnaire Submittals: Can the electronic version be submitted on a USB flash drive instead of CD? **Yes**
13. Page 4, Section 1.5 Receipt of Proposals and Public Inspection: Please confirm, at this time, we are only to respond to Exhibit A Qualifications Questionnaire. **That is correct, only the Qualifications Questionnaire is to be responded to at this time.**
14. Page 8, Section 2.3 Required information Proposal Format: Please confirm that "A. General Information" and "B. Project Understanding and Approach" are to be submitted with the "Pricing Proposal" at a later date (4/12/19), and only by firms who are deemed prequalified. **Yes.**
15. Page 17-18 Financing, specifically 5.1;5.1.1 – 5.1.6: Will our firm's most recent Audited Financial Statements be sufficient for these sections? **Yes, a current audited financial statement should provide all of such information.**
16. Under section (1.4 Scoring Process) last paragraph. Please clarify between a percentage fee of construction cost vs a fixed fee. Since the construction budget is yet to be determined, it is almost impossible for an architectural firm to provide a fixed cost. Will the city provide an estimated construction budget that firms can based their fee according to a percentage of the construction budget? **Prior to submitting their pricing proposal each qualified proponent will be provided the current and previous planning documents setting forth the anticipated size and scope of the project. This should allow each firm to determine independently an estimate of the construction costs for the project. Actual construction costs will be determined during the design development stage of the work, in conjunction with a general contractor selected as the "preferred contractor". The design firm may propose their pricing based on either a percentage of the construction budget (as they estimate such to be) or on a fixed price based on the work required to fulfill the scope of services outlined in the Request for Proposals.**

17. Under section (2.1 Pricing Proposal Submittals). Clarify Guarantee Fixed Price if a percentage of construction cost is utilized in lieu of a fixed fee. **The Guaranteed Fixed Price Construction Contract (GFP) requires that the general contractor provide a fixed price for the construction of the project, based on the construction documents, which includes a contingency for unforeseen and unknown conditions. The only change orders will be those occasioned by the Owner's change to the design of the project. The GFP would only impact the design fees as a percentage of the construction budget if the Owner elects to make design changes to the project.**
18. Under section 2.2.D. The *AIA B104 Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope* don't seem to be the most appropriate AIA contract. We think the *AIA B101 Standard Form of Agreement Between Owner and Architect*, or *AIA B103 Standard Form of Agreement Between Owner and Architect for a Large or Complex Project* are more appropriate for this project. Standard basic services are noted under AIA B101. Should a copy of the proposed agreement be furnished to participants in order to clarify the additional services requested that are beyond standard services. Attached we are providing copies of AIA B Series Documents for your use. For example, site lighting engineering can be provided by the design firm or be provided by Georgia Power. Same with AV and Security systems, these are not typically part of basic design services, but they can be incorporated as an additional service. Refer to AIA B101 page 8 or AIA B103 page 11. **Because the project will not involve a bidding process, but will require the architect to provide some construction cost estimating, along with the fact that some of the work required in the program phase and schematic design phase has been completed, the form B104 is the preferred contract form, however, the final contract between the architect and the owner will be determined once the firm has been selected.**
19. Under Exhibit A (5. Financing and Capacity). All the questions in this section are requesting sensitive financial information from interested parties. Is this information necessary at this juncture in the process? Would financial summaries of the firm's assets be sufficient? **The information requested in 5 Financing and Capacity is designed to provide the information necessary for the City to make an informed decision as to the qualification of the firm, including their financial capacity to undertake the work. This information may be marked "Confidential" by the respondent and to the extent allowed by Georgia's Open Records Act will be treated as such. Should the respondent desire to submit less than the information requested, such could impact the qualifications score of the respondent.**

**END OF REQUEST FOR QUESTIONS**