

CITY OF JONESBORO  
MUNICIPAL COMPLEX

REQUEST FOR QUALIFICATIONS



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

**February 27, 2019**

# **City of Jonesboro, Georgia – Municipal Complex**

## **1.1 INTRODUCTION AND BACKGROUND**

The City of Jonesboro is soliciting Statements of Qualifications and Pricing Proposals from qualified Firms interested in providing professional Design Services for a new Municipal Complex project. Firms with relevant experience and qualifications are encouraged to submit Statements of Qualifications. The purpose of the RFQ/FRP process is to identify the most qualified and competitive firms. The funding for the project is dependent upon the passage of a future SPLOST by Clayton County voters. The cost of the project and the terms of the contract will be negotiated with the selected firm.

Over the last several years, Jonesboro Georgia has worked to create an aspirational and achievable plan for the future of our community. In 2016, the City began seeking public input regarding the future of downtown Jonesboro; and from those findings, in April 2017, created the LCI Downtown Plan Update to include a new Municipal Complex adjacent to the public greenspace created by Lee Street Park. The City now seeks proposals from qualified applicants to provide architectural design services for this project which shall include the Municipal Complex building and accompanying site development. The Municipal Complex building should blend architecturally with the downtown district, but not be limited to historical styles. The building should reflect the vision for the future of Jonesboro as a growing, progressive City that encourages new ideas and investment.

## **1.2 Required Review**

**1.2.1 Review RFQ/RFP:** Firms should carefully review the instructions, mandatory requirements, specifications, and standard terms/conditions as set out in this RFQ/RFP and promptly notify the City, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or errors which they discover upon examination of this RFQ.

**1.2.2 Form of Questions:** Firms with questions or requiring clarification or interpretation of any section within this RFQ/RFP must address these questions in writing or via e-mail to the City referenced above on or before March 13, 2019 at 4PM EST. Each question must provide a clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

**1.2.3 City's Answers:** The City will provide by March 19, 2019, an official written answer to all questions received within the time frame stipulated under section 1.2.2. The City's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFQ/RFP will not be binding upon the City.

**1.3 Qualification Questionnaire Submittals**

Five (5) paper documents (one original and four copies), as well as one (1) electronic version on CD-ROM in PDF format of the Qualification Questionnaire (attached hereto as Exhibit "A") must be received in a sealed envelope marked on the outside indicating the document enclosed and the name of the architectural firm no later than 4:00 PM, March 29, 2019, addressed to:

Mr. Ricky L. Clark, Jr., City Manager  
Re: RFQ/RFP – Municipal Complex (Architect)  
City of Jonesboro, Georgia  
124 North Ave.  
Jonesboro, Georgia 30236  
(770) 477-3800

**1.4 Scoring Process**

Qualification Questionnaires will be opened and scored on or about 4:00 PM, April 1, 2019. Scoring will be based on organization, licensing certifications, experience, references, financial capacity, and management/operations.

Each Qualifications Questionnaire shall be scored as follows:

	Total Maximum Points
1. Current Work Load	5
2. Experience	20
3. References	20

4.	Financial Stability	5
5.	Management/Operations	<u>10</u>
	Total Maximum Points	60

Firms submitting responses to this RFQ will be evaluated by the City's evaluation committee based on the above criteria and point scale system. The Firms must score a minimum of 48 points to be considered qualified. After completion of the evaluation process, those Firms deemed qualified will be asked to provide a fee proposal listing all services, stated either in the form of a fixed fee or a percentage of the construction costs. Firms not invited to make a proposal will be notified that they are no longer being considered for the project.

#### **1.4 Cost of Preparing a Proposal**

**1.4.1 City Not Responsible for Preparation Costs:** The costs for developing and delivering responses to this RFQ and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the offeror. The City is not liable for any expense incurred by the offeror in the preparation and presentation of their proposal.

**1.4.2 All Timely Submitted Materials Become City Property:** All materials submitted in response to this RFQ become the property of the City and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City and offeror resulting from this RFQ process.

#### **1.5 Receipt of Proposals and Public Inspection**

Submittals received after the expiration date shall not be considered. All submittals must strictly conform to the questions in Exhibit "A" (Qualifications Questionnaire). This document is also available on the City's website at [www.jonesboro.com](http://www.jonesboro.com).

#### **2.1 Pricing Proposal Submittals**

The City further intends to receive Pricing Proposals from qualified Proposers no later than 4:00 PM, April 12, 2019. During the week of April 15, 2019 Pricing Proposal Packages will be opened for evaluation regarding their Guaranteed Fixed Price amount.

Five (5) paper documents (one original and four copies), as well as one (1) electronic version on CD-ROM in PDF format of the Pricing Proposal must be received in a sealed envelope marked on the outside indicating the document enclosed and the name of the contractor no later than 4:00 PM, April 12, 2019, addressed to:

Mr. Ricky L. Clark, Jr., City Manager  
Re: RFQ/RFP – Municipal Complex (Architect)  
City of Jonesboro, Georgia  
124 North Ave.  
Jonesboro, Georgia 30236

## **2.2 Scope of Services**

It is anticipated that the Agreement between the City and the selected firm (architect) will contain the following scope of work. A preliminary program has been compiled, however, verification of program will be required.

- A. Serve as the City's professional architectural consultant in all phases of the Project described in the Agreement and will assist the City by verifying the architectural design program for the Project, after which the Firm will describe the major functional elements, space requirements and relationships between the elements, requirements within each space (environmental, acoustical, lighting, electrical, communication, security, etc.), site development requirements, and code requirements.
- B. The Basic Services of the selected architect shall include programming efforts such as reviewing existing site conditions, interviewing personnel, reviewing inventories, or projected lists of furniture, fixtures, equipment and materials prepared by City or City's representatives, attending meetings and taking other actions as necessary to establish the scope of the Project as dictated by the City's needs.
- C. Provide a preliminary evaluation of the City's operating program and the Project budget requirements, each in terms of the other, and shall review with the City.
- D. 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 noted on
- E. Accept that the City has entered into an agreement with a Project Manager to work with and on behalf of the City through the entire design, construction and transition period of the Project. This firm will assist the Selection Committee during the procurement process of the Project.

- F. Accept that the City will procure the services of a Qualified General Contractor (Preferred Contractor) through RFQ/RFP process for the construction phase of the work. They will be contracted to perform the work pursuant to a Guaranteed Fixed Price Contract (GFP).

Architectural Firm selected for negotiating a contract shall provide a list of Design Team Members and Consultants, which will be included in the contract between the City and the Architectural Firm.

The City shall approve any changes to the Design Team membership and listed Consultants.

All Local, City, State, and Federal codes and regulations must be followed, especially in regard to Building Codes, Life Safety Codes, and the Americans with Disabilities Act.

Once a contract is executed between the City and the successful proposer, the successful proposer will be required to provide the services as required by this RFP by the members of the proposed project team, including any and all consultants. The City must first approve any change in or substitution of project team members, including any consultant, in writing.

The successful proposer will provide full architectural and engineering services including, but not limited to:

**Program Verification Phase:**

- Prepare/Review/Confirm Architectural Program and Master Plan.
- Meet with Owner Personnel for specific requirements of Project.
- Prepare/Present major functional elements.
- Prepare/Present functional space requirements.
- Prepare/Present relationships/adjacencies between functional elements.
- Prepare/Present site development requirements.
- Prepare/Present aesthetic requirements.

**Schematic Design Phase:**

- Review existing site conditions.
- Develop as-built conditions for all utility and infrastructure currently on site.
- Prepare Schematic Designs showing basic building layouts, floorplans, site plans and building elevations
- Preliminary Design Approval of Owner with Budget and Schedule.

### **Design Development Phase:**

- Provide Code review.
- Provide all Agency reviews.
- Provide review of existing operational narratives.
- Provide recommendations of security systems to be designed for new facility for integration.
- Provide Design Development Documents (approximately 50% level) and specifications sufficient to allow a Qualified General Contractor to provide a pricing proposal (not to the level of bid documents).
- Present Program to owner for approval prior to RFQ/RFP process for selection of a Preferred Contractor.
- Assist in the RFQ/RFP process for selection of a Preferred Contractor.
- Update Project Master Budget and Schedule where required.

### **Value Engineering and Guaranteed Maximum Price (GMP) Contract Document Phase:**

- Preparation of Architectural, Civil, Structural, Mechanical Electrical, low voltage, AV, Security
- Electronics, Interiors, site lighting and Landscape design concepts and narratives Drawings.
- Review all Owner provided equipment coordination.
- Assist in schedule and budget management.
- Code/Agency reviews.
- Assist in development of Operational Cost Analysis.
- Prepare Contract Documents to the agreed level of completeness for Construction.
- Provide ADA compliant review of Contract Documents.
- Provide City/County/State Agency reviews of Contract Documents.
- Review Project cost analysis.
- Assist Project Manager and Preferred Contractor by preparing the Construction Documents in such a manner as to support the Preferred Contractor's ability to deliver a GFP.

### **Construction Document Phase:**

- Completion of the Architectural, Civil, Structural, Mechanical, Electrical, AV, Security Electronics, Interiors and Landscape design per the direction agreed upon by the Project Manager and Preferred Contractor to support the scope of work delineated within the Guaranteed Fixed Price Contract approved by the City and the Preferred Contractor.
- Assist in schedule and budget management.
- Code/Agency reviews.
- Complete ADA compliant review of Contract Documents.
- Complete State Agency review of Contract Documents.
- Provide/Assist with Transition/Logistical Plan.
- Assist in the completion and transfer to the Owner of the Contractor's Operational/Training Manuals.

### **Construction/Occupancy Phase:**

- Project Information Management.
- Assist in preparation of presentations to Owner for approvals.
- Assist in schedule and budget management.
- Provide regularly scheduled on site visits during construction to facilitate the RFI and submittal process.
- Contract Document, RFI and Change Order analysis Quality Control management.
- Provide Furniture, Fixture and Equipment (FFE) package including all color schemes and interior finishes to Owner for approval.
- Shop Drawing/Alternates/Substitution reviews
- General Contractor Pay Application approval
- Prepare Punch Lists.
- Assist with Owner coordination of installation of FFE.
- Provide 100% complete As-Built Contract Documents to Owner with Owner compatible software (CADD) file.
- Assist with any claims or discrepancies. Provide one year warranty review with Owner.

## **2.3 Required Information**

### **Proposal Format**

Proposals must be organized according to the sections listed below. Proposals that do not address all the mandatory sections listed below may be considered non-responsive and may not be evaluated. Proposals should be of sufficient length and detail to demonstrate the proposer has a thorough understanding of the skills necessary to deliver the services requested.

#### **A. General Information**

Provide a company profile including principal areas of expertise and experience in providing owner's representative services. Include an organizational chart depicting the management of the firm's organization and its relationship to any other business entity. Proposals must include the following information:

- Firm name, address, and telephone number.
- Primary contact person(s) and telephone number(s). This person will be the point of contact for the Team throughout the entire Project.
- Total number of firm's full-time employees.
- Identify the key personnel responsible for leading and staffing each phase of the project.
- Key personnel's resumes including name, title, education, experience, references, professional affiliations, certifications, licenses and registrations.
- Key personnel's current assignments and the percentage of their time each will devote to each assignment if selected for this project.
- Key personnel's office location(s) and the number of other staff in each office.
- Identify any external sub-consultants and describe their roles and responsibilities.



## B. Project Understanding & Approach

Describe your understanding of the project as to demonstrate the ability to advocate for the City while maintaining professional relationships with the Project Manager and General Contractor during the project.

Provide a description of the firm's special capabilities, techniques or resources that can be contributed to this assignment Identify and provide resume information for all key personnel whose seals will appear on the drawings.

In addition to the required information outlined, Firms may submit other supplemental information that it feels may be useful to the City in evaluating its Proposal. This should be included in an appendix or appendices as appropriate to clearly distinguish it from the required information.

## **2.4 Evaluation & Selection Criteria**

The City will evaluate Proposals based on the criteria below and using a process consistent with Georgia's Qualifications-Based Selection law. The City reserves the right to reject any and all submittals for any reason as well as to waive any minor irregularities in any Proposal. The City reserves the right to request clarification of irregularities and to request additional information from any Firm. The City reserves the right to eliminate any Firm if it is determined that the Firm cannot perform services specified in their response.

### **Selection Process**

After reviewing the proposals, the selection committee may wish to interview one or more of the proposing Firms. Fee proposals should be expressed as either a percentage of the construction budget or a fixed fee, however, if expressing the fee proposal as a percentage of the construction budget such should include an estimated amount of the fee for comparison purposes. Each fee proposal will be scored on a comparative basis, i.e. the lowest fee, will be awarded a total of 40 points, each of the remaining fee proposals will be awarded a prorated number of points based on the ratio of the Firm's proposed fees to the lowest proposed fee. For example, if Proposer A has the lowest Fee Proposal at \$100, Proposer B's Fee Proposal is \$110 and Proposer C's Fee Proposal is \$120, then Proposer A receives the full 40 points, Proposer B would receive 36 points and Proposer C would receive 33 points. The selection committee will then rank all proposals based on a combination of Qualification Scores and Fee Proposal Scores. All Firms that have made proposals to the City will be notified of the City's final selection results. If negotiations with the top - ranked Firm fail to result in a contract, then negotiations shall begin with the second

highest ranked firm and so on until an agreement can be reached. Once terms are agreed upon, a contract shall be presented to the City Council for approval.

### **Project Process**

Upon selection of a design professional, the city expects to enter into negotiation with that firm based upon a city provided program of requirements and a form of agreement developed by city attorneys.

### **2.5 City's Rights Reserved**

The City reserves the right to reject any and all submittals and to waive any and all irregularities. Submittals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to the City of Jonesboro or any other governmental entity.

# EXHIBIT A

## QUALIFICATION QUESTIONNAIRE

### General Information:

Each section and subsection of the Questionnaire should be answered beginning on a separate page, and pages should be numbered consecutively with the name of the respondent indicated clearly at the bottom of each page. Responses must be submitted in the order and format outlined in this Questionnaire. The sworn signature page should then be placed at the end, after all Questionnaire pages.

Responses must be accompanied by a one-page cover letter containing the project title, basic information (including name, address, telephone and facsimile numbers) and the name(s) and telephone and facsimile numbers of persons authorized to receive communications and provide all clarifications as may be required.

A minimum of three references from projects of a similar scope and type shall be submitted with each proposal by the prime firm and sub-consultants. If the three chosen projects do not meet the criteria herein, provide additional references to satisfy the requirements. Particular emphasis should be placed on demonstrating previous experience in related projects. Describe the firm's, or team's, qualifications to complete the work. The planning and/or architectural expertise required to accomplish the complete scope-of-work must be represented either within the firm's in-house staff, or by a team of consulting firms. A team submission must be made by a prime consultant. If the submission is a team submission, describe the previous experience that the prime consultant has had working with the various team members.

Each response will be reviewed to determination if it is complete prior to actual evaluation. Failure to provide an accurate, complete and up-to-date response may result in disqualification. The City of Jonesboro, Georgia (the "City") reserves the right to eliminate from further consideration any response that is deemed to not substantially conform to the request for information contained in this Questionnaire. The City also reserves the right, during the course of the evaluation process, to request any additional information deemed necessary to supplement and/or clarify the information provided.

The City reserves the right to accept or reject any or all offers as it believes to be in the best interest of the Authority. The City reserves the right to waive informalities in the selection process.

**Questions:**

**1. ORGANIZATION**

- 1.1 How many years has your organization been in business?
  
- 1.2 How many years has your organization been in business under its present business name?
  - 1.2.1 Under what other or former names has your organization been known or operated?
  
  - 1.2.2 As to former names, during what periods of time was the organization so known?
  
- 1.3 If your organization is a corporation, answer the following:
  - 1.3.1 Date of incorporation:
  
  - 1.3.2 State of original incorporation:
  
  - 1.3.3 All other states where incorporated and/or registered to do business and date(s) thereof:
  
  - 1.3.4 President's name and address:
  
  - 1.3.5 Vice-president's name(s) and address(es);

1.3.6 Secretary's name and address:

1.3.7 Treasurer's name and address:

1.3.8 Names and addresses of all other officers:

1.3.9 Names and addresses of all directors:

1.3.10 Names and addresses of all persons, firms or other entities owning five percent (5%) or more of shares:

1.4 If your organization, is a limited liability company; answer the following:

1.4.1 Date of organization:

1.4.2 State where initially organized:

1.4.3 All other states where organized and/or registered to do business and date(s) thereof:

1.4.4 Name(s) and address(es) of Managing Member(s):

1.4.5 Names and addresses of all other Members:

1.5 If your organization is a partnership, answer the following:

1.5.1 Date and state of organization:

1.5.2 All states in which the partnership is registered to do business and the dates thereof:

1.5.3 Type of partnership:

1.5.4 Name(s) and addresses of all general partner(s):

1.6 If your organization is individually owned, answer the following:

1.6.1 Date of organization:

1.6.2 Name of owner:

1.6.3 State in which the company's home office is located:

1.6.4 All states in which the company is registered to do business and the dates thereof:

1.7 Identify the names and addresses of all current parent, subsidiary and other affiliated entities, and all the officers, managing members, or general partners thereof.

## **2. LICENSING CERTIFICATION**

2.1 Identify all jurisdictions and disciplines or trade categories in which your organization is legally qualified to do business and indicate all registration or license numbers.

2.2 Identify all jurisdictions, if any, in which your organization's partnership or trade name is filed.

### 3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces:
  
- 3.2 Claims and Suits. (If the answer to any of the questions below is yes, in whole or in part, please add details.)
  - 3.2.1 Has your organization ever failed to complete any work awarded to it? If so, please provide details on a separate sheet.
  
  - 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding to which your organization is a party, including subsidiaries, affiliates or parent companies, or its/their officers? If so, please provide details on a separate sheet.
  
  - 3.2.3 Has your organization filed any lawsuits or demands for arbitration with regard to design contracts within the last five years? If so, please provide details on a separate sheet.
  
- 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a design contract? If so, please provide details on a separate sheet.
  
- 3.4 On a separate sheet, list all current design projects of your organization, giving the name and location of each project, owner, general contractor, contract amount, percent complete and scheduled completion date.
  - 3.4.1 State the total value of all work now under contract:
  
  
  - 3.4.2 State the total value of all work now actually in progress:

- 3.5 On a separate sheet, List of similar full-service architectural projects completed in the last 5 years including:
- 3.5.1 Owner
  - 3.5.2 Size, cost and total fee
  - 3.5.3 Construction procurement method
  - 3.5.4 Contractor
  - 3.5.5 Time to complete design services and scope of design services
  - 3.5.6 Time to construct facility
  - 3.5.7 Description and cost of contractor change orders
  - 3.5.8 Special features (energy conservation, etc.), awards received, and type of project
  - 3.5.9 References for owner, contractor and any project manager
- 3.6 State the annual amount of billings by your firm during each of the past five (5) years in Georgia.
- 3.7 State the average total annual billings of all work performed during each of the past five (5) years by your organization at all locations.
- 3.8 On a separate sheet, list the construction experience and present work commitments of the officers, directors and all key individuals of your organization.
- 3.9 Has your firm ever failed to complete a project by the contract completion date? If so, explain.



## **4. REFERENCES**

- 4.1 List at least five (5) references (Owners, Contractors or Project Managers) with names and addresses of persons at each having the most knowledge of dealings with your organization:
- 4.2 List at least two (2) Bank References with names and addresses of persons at each having the most knowledge of dealings with your organization:
- 4.3 Identify your Insurer and state further:
  - 4.3.1 The specific name of your insurance company
  - 4.3.2 The name and address of your insurance agent
  - 4.3.3 Length of your organization's relationship with (a) your current insurance company and (b) your current agent.
- 4.4 Provide a copy of a current dated Certificate of Insurance for all policies of insurance you carry for purposes of liability, property/casualty insurance, and workers' compensation.

## **5. FINANCING AND CAPACITY**

- 5.1 Attach a current financial statement, including your organization's latest balance sheet and income statement showing at least the following items:
  - 5.1.1 Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses).

5.1.2 Net Fixed Assets

5.1.3 Other Assets

5.1.4 Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes)

5.1.5 Other Liabilities (e.g., long-term liabilities)

5.1.6 Equity (e.g., capital, capital stock, authorized and outstanding shares, par values, earned surplus and retained earnings)

5.1.7 Name and address of firm preparing the financial statement, and date thereof

5.1.8 Whether the attached financial statement is for the identical organization named on page one of this Questionnaire

5.1.9 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent, subsidiary)

5.2 Attach the information requested in Paragraph 5.1 as to any wholly owned subsidiary and as to any entity that owns at least an eighty percent interest in your organization

## **6. MISCELLANEOUS**

6.1 Describe how successful the firm was in managing the recent similar projects on time and within budget.

- 6.2 Describe the types and methods of construction delivery with which you are most familiar.
- 6.3 Describe what programs or methods, including any software or web-based services, you utilize for communications between owners, contractors and project managers on projects.
- 6.4 Describe what programs or methods, including any software or web-based services, you utilize for tracking such things as Requests for Information and Change Orders on projects.
- 6.5 Describe any programs or methods, including any software or web-based services, you utilize for scheduling on projects.

**7. SWORN SIGNATURE**

The preceding Questionnaire, and all questions within it, are herewith answered under oath or affirmation by the undersigned who is fully authorized to do so and who swears or affirms that all information provided herein is true, accurate and sufficiently complete so as not to be misleading.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_  
Printed Name Signature

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019

Notary Public:

My commission expires: \_\_\_\_\_

END OF REQUEST FOR QUALIFICATIONS