

REQUEST FOR QUALIFICATIONS ARCHITECTURAL AND DESIGN SERVICES

Background

The City of Fort Valley is soliciting Statements of Qualifications and experience for the purpose of providing architectural services for the construction of a new City Hall. The City of Fort Valley is seeking an architectural firm with broad experience to provide design and construction supervision assistance for this project.

A select committee of city staff, officials, and potentially others will be established to evaluate statements of qualification. Respondents are requested to provide statements of qualifications that are fully responsive to this Request for Qualifications (RFQ).

Scope

The initial work documents required of the selected firm will consist of the preparation of preliminary architectural plans, including cost estimates. These must be prepared in close communication with the City Administrator, Raphel Maddox who can be reached at (478) 825-8261 or at rmaddox@fortvalleyga.org.

Upon the city's review of preliminary plans and cost estimates for this project, the successful respondent should be prepared to move forward with comprehensive architectural services, including at a minimum:

1. Preparation of final design, plans, and specifications;
2. Working with the city to develop a timeline that will result in completion and acceptance of all tasks and products within a timely manner;
3. Securing of all necessary permits and clearances, as applicable, to comply with state and federal mandates;
4. Preparation of bid and contract documents, including advertising and bidding procedures, bid openings, and evaluations;
5. Post-award services, including securing the firm's certifications, review of shop specifications, warranties, operation manuals, and as-built drawings;
6. Supervision of construction, review of payment requests, implementation of change orders, and other coordination with the construction firm;
7. Construction close-out, final inspection, and project certification;
8. Provision of ten (10) copies of plans as built for the City of Fort Valley's use;
9. Attendance at city council meetings and oral support for adoption of these plans, as requested; and
10. Coordination with the city to provide periodic updates.

Schedule

The City of Fort Valley intends to select a provider of architectural services at its city council meeting on **Thursday, August 19, 2021**. The selected firm must be able to produce the reports, cost estimates, and sketches in a timely manner to be agreed upon by the city council. The firm must also be able to obtain the necessary permits and get this project to bid at the earliest possible date when full funding is obtained.

To be considered, proposals must be received by **4:00 p.m. on Friday, August 6**, at the **Fort Valley City Hall, Attn: Lomenzo Reddick, Finance Director, 204 W Church Street, Fort Valley, GA 31030**. All proposals must be sealed and should be clearly labeled. Any proposals received after the designated date and time, or at any other location will not be considered.

The successful respondent will be notified by telephone on or before **Friday, August 20, 2021**, and will also be notified in writing.

Format for Submittal

Qualification statements shall be prepared utilizing the format below. Ten (10) copies shall be forwarded for the city's evaluation. Respondents are encouraged to include as much pertinent data and information as necessary to ensure proper evaluation of their qualifications. Corporate brochures, sample reports of other completed engagements, and the like may be included; however, the qualification document should be limited to a **total** of 50 pages.

The format for submittal is as follows:

1. Letter of transmittal (2-page maximum)
2. Corporate overview, including as a minimum:
 - a. Qualifications of key employees who will be working on this engagement. This must indicate the years that each individual has worked as an employee of your firm. If any key person is a contract person or not currently employed by your firm, they must be so identified. For each identified key person, there shall be an identification of major engagements that they have performed in the past 10 years.
 - b. Major corporate consulting engagements in design and construction of similar projects. Each listing shall include the name, location, and principal contact person at each facility, as well as their phone number. Each listing shall also have summary data of the system, the nature of the engagement, and the results of your work.
 - c. Corporate organization chart that shows depth and breadth of your firm, as well as the location of the key employees in item 2.a above.

This shall also identify key support employees and contact personnel if any, and their qualification to perform the identified scope of work.

3. The length of time the firm has been providing the specific kind of architectural services requested herein.
4. Pricing schedule including identification of all rates and items for which the city may be billed under the scope of this engagement. This shall include a statement of opinion by the respondent as to the expected total cost of this engagement. All invoices to the city will be in accordance with the pricing schedule. The city must budget for this activity and the opinion of total cost will be utilized for this purpose.
5. The distance in miles (not time) from your office(s) to the City of Fort Valley's City Hall and the firm's familiarity with the locale of the City of Fort Valley.
6. References for five projects that you have recently conducted with similar scopes of work. These references should indicate contact persons with titles, telephone number of contact person, and a brief description of the services provided to this entity.
7. Any relevant design drawings of previous projects similar in scope.

Selection

Procedures for selection of an individual/firm will be in accordance with the RFQ package, as well as federal, state, and local procurement requirements. All qualifications will be evaluated in terms that may include project approach, quality of work, experience, capacity to perform, mobility and proximity to the project, familiarity with project area, and cost of services. Past performance on other projects may also be assessed in terms of timeliness, completing within budget, and other factors.

Disclaimer

The City of Fort Valley reserves the right to accept or reject any or all proposals. The City of Fort Valley is an Equal Opportunity Employer.