

Request for Statements of Qualifications

Design-Build Construction Services for the Renovation of Pierce's Corner Building

PROJECT NUMBER – 2016-PC001

City of Suwanee, Georgia October 27, 2016



City of Suwanee

Attn: Jim Simpson, Project Manager, 330 Town Center
Avenue Suwanee, GA 30024

770-904-2793 jsimpson@maai.net

REQUEST FOR STATEMENTS OF QUALIFICATIONS & PROPOSALS - DESIGN-BUILD CONSTRUCTION SERVICES RELATED TO THE RENOVATION OF PIERCE'S CORNER BUILDING

OVERVIEW

Per O.C.G.A. § 36-91-20, the City of Suwanee and Suwanee Downtown Development Authority (herein after the "City") seek Statements of Qualifications (SOQ) from firms, or team of firms, for design-build services to renovate Pierce's Corner Property, an existing 8,000 sq. ft., two-story building in Old Town Suwanee. The project will encompass construction renovation work to bring the building up to a "White Box" condition, including removal of an annex to the original building, updating both the electrical and plumbing systems, brick and masonry work, installation of exterior lift, incorporation of demising walls, installation of a surface parking area and other related features.

The City will use a qualifications based procurement method as outlined in the RFP package. The City will select the proposal that best meets City's requirements. The design component includes the necessary design, construction documents, permitting, and construction activities.

Statement of Qualifications and Proposals, as required by the City's RFP package, shall be sealed and mailed or delivered, to the attention of Jim Simpson, at 330 Town Center Avenue, Suwanee, GA 30024 prior to 5:00 PM local time on December 9, 2016 as outlined in the proposal package. Submittals received after this deadline shall not be considered. Performance and payment bonds will be required as part of this job.

The City reserves the right to accept or reject any and all submittals, waive technicalities and informalities, change scope of work, and amend said Request for Qualifications as desired by the City. The City reserves the right to negotiate with any firm and to select the firm that best meets the City's needs.

Parties interested in securing a copy of the RFP package may do so by contacting Jim Simpson (primary contact) as follows: jsimpson@maai.net or Adam Edge, (secondary contact) City of Suwanee aedge@suwanee.com at 770-945-8996.

###END###

A. BACKGROUND

The City of Suwanee is a rapidly growing community located in the northwestern part of Gwinnett County, Georgia. During the last two decades, the City has experienced tremendous growth. Once a small primarily residential community located at the edge of metro-Atlanta, Suwanee is now an active suburban city with a variety of housing types, commercial, office, and industrial space. In 1990, the City's population was approximately 2,400 residents. Today, the City covers roughly 10 square miles and contains about 18,000 residents.

The city of Suwanee DDA owns a building called Pierce's Corner. The two-story building was constructed around 1909. The building contains roughly 8,000 square feet of area, including an annex portion constructed at a later date. The city has already developed a set of conceptual design plans (Bridging Documents) that the city wishes to use as the basis for the final design (with certain changes). Those plan are attached as Exhibit A.

The selected firm will be expected to work with the city to finalize the design, develop construction plans, obtain the necessary permits and undertake the relevant construction. The end result of the project is to be a 6,000 sq. ft., two-story building in White Box condition with a 20-space parking lot.

B. PROJECT GOALS

- Construction documents which can be used for the issuance of necessary permits.
- Renovation of said building, to include construction and construction administration, to a standard "White Box" condition.

C. PROJECT DESCRIPTION AND SCOPE OF WORK

The City has previously commissioned a preliminary set of construction documents prepared by Epstein & Associates (Attached as Exhibit A). These plans may be used as reference documents should be the basis for the final design. Certain items will need to be added and/or deleted from the final design as outlined herein. (Note: If there are any conflicts between the Bridging Plans and the written RFP, please contact the program manager for clarification.)

The selected consultant shall prepare final construction plans and specifications for all design and permitting of the project. This shall require coordination with the applicable departments with each regulatory authority. The Consultant shall be solely responsible for obtaining any information necessary from the appropriate agencies including each applicable department of the City and County.

The consultant is not responsible for fees associated with permits. **This job will need to be bonded. Please include the cost of bonding (Performance and Payment) in the cost proposal.**

The design shall include all items identified in this RFP and any other items necessary to obtain permits from all applicable regulatory authorities and approval from the City and/or its appointed administrative agency. This includes, but is not necessarily limited to the following construction activities.

Anticipated Work to be Performed

The end product shall be a renovated two-story building totaling approximately 6,000 square feet, constructed

to a typical “White Box” condition.

Consultant/contractor shall undertake all necessary work as shown on Exhibit A Bridging Plans except for the following additions, subtractions, clarifications or changes as noted below:

Pierce’s Corner renovation project will generally include:

- 1) demolition of the existing 2,000 sq. ft. annex on the building (located on the east side of the building)
- 2) parking lot grading/paving/curbing/inlets (provide 20-onsite asphalt parking spaces) from Scales Road
- 3) demolition of existing septic field and new connection to public sewer (located along Main Street at the side of the building)
- 4) domestic/fire connections
- 5) replacement of all doors and windows to modern standards, (maintaining historic storefront) and reinstate 5 windows on east façade (location of former annex)
- 6) resizing of existing lower level windows on west façade (along Main Street) to larger modern standard matching top-floor windows
- 7) addition of two new windows on lower level of west façade
- 8) convert two of the door openings on the west façade to windows and remove small windows beside toward the rear (brick infill former windows);
- 9) reframing of second floor structural joists/supports
- 10) addition of ADA compliant bathrooms to code (one male & one female bathroom per floor)
- 11) installation of general space lighting
- 12) installation of telephone/data conduits to each floor
- 13) installation of a fire suppression and fire alarm system in the building
- 14) replacement of front awning with new awning
- 15) mitigation of onsite drainage issues (particularly at the storefront entrance)
- 16) remove interior plaster
- 17) repoint, patch and paint exterior brick
- 18) flooring: level first-floor concrete floor, repair wood floors
- 19) addition of an exterior LULA lift and associated shaft
- 20) addition of stairwell
- 21) installation of new HVAC with associated spiral ductwork (anticipate 10 tons per floor)
- 22) installation of new 200 amp, three phase electrical panel and wiring per floor with electrical distribution throughout to code
- 23) installation of new sheetrock and insulation throughout
- 24) removal of underground tank (abandoned 100 gallon tank along Main Street)
- 25) correcting any plumbing issues (likely throughout)

Note: If there are any conflicts between the bridging plans and written RFP, please contact the program manager for clarification.

Construction Documents: With coordination and input by the City, the Consultant shall prepare Construction Documents for the project. Said plans shall be of sufficient detail to obtain permitting through the proper authorities.

Consultant shall submit a set of 50% and 90% complete documents for client review and comment. The documents generated must be of sufficient detail to develop a final cost estimate for the project. These

documents shall include, but are not limited to the items noted above with details as needed to illustrate the requirements of construction for all major elements.

Construction: The Consultant shall provide or coordinate all construction services to complete the renovation/construction project. The Consultant shall be an integral part of the construction process ensuring the designs are implemented properly, arranged in logical sequence and in accordance with local practices. Anticipated construction services include, but are not limited to, the following:

- a) Attend pre-construction meeting(s)
- b) On-site construction meetings (average of once every two weeks minimum) and at critical points during construction by the appropriate discipline, to assure compliance with plans and specifications
- c) Provide observation of contractor's operations and work to determine compliance with plans and specifications, quality of workmanship and progress reports
- h) Assist local Project Manager to make recommendations to resolve conflicts and problems that may arise during the course of the project.
- i) Review shop drawings and other submittals.
- k) Provide revised plans to compensate for construction problems that arise due to an insufficiency of information on the construction documents or unforeseen conditions
- m) Secure warranty packages
- n) Final Inspection punch list and approval
- o) After the first year of occupancy, a warranty inspection with the City.

D. PROJECT BUDGET

For the purpose of common understanding, the total anticipated cost for this project is between \$600,000 - \$750,000. This anticipated cost includes the complete design and construction.

E. PRE-BID SITE VISIT(S) AND INSPECTION

As desired by prospective proposers, the site may be visited and analyzed prior to submitting a bid. Please coordinate with either of the project managers (Jim Simpson or Adam Edge) to schedule an inspection.

F. CONSULTANT SELECTION PROCESS & SUBMITTAL REQUIREMENTS

The city is undertaking a two-part Qualifications Based Selection: Statement of Qualifications component and a Cost Proposal component.

1. Component A. Statement of Qualifications.

Please provide the City with the following information in written form:

1) Qualifications and Experience. Provide the qualifications and experience of the firm, team and any proposed subconsultants, as needed, regarding this type of project. Qualifications and experience of individuals proposed for the work should be included.

a. Representative Projects. Provide the names and references for a minimum of three similar projects. Provide

current email addresses of references.

b. Identify previous experience working with the City of Suwanee, if any.

c. Include sample(s) of past work completed that you feel best highlights your qualifications for this particular project.

2) Understanding, Proposed Scope of Services and Project Approach. Provide information describing your understanding of the project and how your firm shall approach the project.

a. Describe your understanding of the project; provide your specific approach to the project;

b. Confirm your understanding of the General Conditions outlined in Attachment A. Please describe any concerns regarding compliance with the General Conditions.

3) Personnel. Provide the names and qualifications (including professional licensure and certification) of personnel that would be directly performing said work, including subconsultants if needed. Describe their role in the process.

4) Financial Ability to Complete the Project. Provide information relating to your financial ability to complete the project.

a. Explain your firm's bonding capacity.

b. Discuss whether your firm has ever defaulted on a job.

5) Schedule. Provide a detailed schedule defining your proposed time line for the project, including anticipated construction duration.

2. Component B. Sealed Cost Proposal

Under a separate SEALED envelope, provide proposed cost to complete the project. Only those firms that have been short-listed from the Statement of Qualifications component will have their Cost Proposals opened and considered.

Please break down anticipated major cost components into discrete line items. Include bonding costs as a separate line item.

3. Submission Details

Provide a minimum of 1 hard copy and 1 electronic copy of the Statement of Qualifications. Hard copies shall be on 8 ½" X 11" paper. Please limit submittals to no more than 20 pages.

Separately, provide 1 sealed hard copy of the Cost Proposal.

Please provide said documents to Jim Simpson, at 330 Town Center Avenue, Suwanee, GA 30024 prior to **5 p.m. local time on December 9, 2016**. All responses must be clearly marked "STATEMENT OF QUALIFICATIONS – Design-Build Services for Pierce's Corner."

G. SELECTION PROCESS.

The proposals shall be evaluated to select the consultant(s) that rate the highest according to the evaluation

criteria. The selection committee shall then “short-list” the highest scoring prospective consultant(s) and eliminate the rest. If desired, the committee may request interviews or presentations with prospective consultants, samples of work, and/or references. The city may short-list one or more firms. Upon short-listing approved firms, the city will open Cost Proposals. If the City cannot come to contract agreement with the highest rated firm, the City reserves the right to negotiate and select the next rated consultant, and so on until a consultant is selected. The City reserves the right to accept or reject any and all proposals, waive technicalities and informalities, change the scope of work, and amend said Request for Qualifications as it desires. The City reserves the right to negotiate with any consultant and to select the consultant that best meets the City’s needs.

Evaluation Criteria. Points Available

1. Quality and completeness of proposal=10 points
2. Experience of firm and proposed staff, qualifications, expertise, and availability of key staff;
Previous experiences with the city =35 points
3. Understanding of scope and proposed project approach=15 points
4. Financial capability=15 points
5. Proposed schedule=10 points

SUBTOTAL 85 points

Short-listed firms

6. Technical Proposals. Intangibles or other special considerations=15 points

TOTAL 100 points

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H. ADMINISTRATIVE INFORMATION FOR RFQ

Staff Contact From the date this RFQ is issued until the selection is announced by the City, **firms are not allowed to communicate with any City staff or elected officials regarding this procurement, except at the direction of Jim Simpson, who is serving as the project manager.** Any unauthorized contact may disqualify the vendor from further consideration. Contact information is as follows:

Jim Simpson, City of Suwanee 330 Town Center Avenue Suwanee, GA 30024
(770) 904-2793 or (770) 945-8996. jsimpson@maai.net

Review of RFP Prospective consultants should carefully review the instructions, requirements, and specifications as set out in this RFP and promptly notify the Program Manager identified above via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this bid.

Vendor Questions Prospective consultants with questions or requiring clarification or interpretation of any section within this bid must address these questions via e-mail to the Program Manager referenced above on or before **December 7 at 5 p.m.** Consultants may also submit written inquires or request clarifications verbally at the pre-submittal meeting. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

City Responses to Questions The City shall provide an official written answer to all questions received within the time frame stipulated in this RFP. The City's response shall be by formal written addendum. Any other form of interpretation, correction, or change to this bid shall not be binding upon the City. Any formal written addendum shall be posted on the City's website. It is the responsibility of the proposer to check the City's website to ensure all addenda have been viewed prior to submittal of the proposal. Firms must acknowledge all addenda in their proposal.

Contract The successful consultant shall enter into a contract with the City, which is approved by the City Council. The City reserves the right to address non-material, minor, insubstantial requests for exceptions with the highest-ranking firm.

###END##

PROFESSIONAL SERVICES ACKNOWLEDGEMENT

The Firm has carefully examined and fully understands the Contract, Scope of Work, and other Documents hereto attached, and has satisfied itself as to the requirements of the Work, and hereby agrees that if its proposal is accepted, it shall negotiate with City of Suwanee according to proposal Documents entitled STATEMENT OF QUALIFICATIONS – Design-Build Services for Pierce’s Corner and Addendum No(s).

The Undersigned agrees to commence work within 15 days of the date of Notice issued by the City of Suwanee and to commit adequate staff to substantially complete all Work within the proposed or negotiated schedule. The undersigned acknowledges receipt of the following addenda, listed by number and date appearing below.

Each: Addendum No. Date Addendum No. Date

ATTEST:

Signature

Print Name

COMPANY

COMPLETE PHYSICAL ADDRESS

REPRESENTATIVE

DATE EMAIL ADDRESS:

TELEPHONE NUMBER FAX NUMBER PRINT AUTHORIZED REPRESENTATIVE’S NAME

IF REMITTANCE ADDRESS IS DIFFERENT, INDICATE HERE

Attachment B: GENERAL CONDITIONS

INSURANCE REQUIREMENTS

1. Statutory Worker's Compensation Insurance

- (a) Employers Liability: Bodily Injury by Accident - \$100,000 each accident Bodily Injury by Disease - \$500,000 policy limit Bodily Injury by Disease - \$100,000 each employee

2. Comprehensive General Liability Insurance

- (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage

- (b) The following additional coverages must apply:

- 1986 (or later) ISO Commercial General Liability Form
- Dedicated Limits per Project Site or Location (CG 25 03 or CG 25 04)
- Additional Insured Endorsement (Form B CG 20 10 with a modification for completed operations)
- Blanket Contractual Liability (included in 1986 or later forms)
- Broad Form Property Damage (included in 1986 or later forms)
- Severability of Interest (included in 1986 or later forms)
- Underground, explosion, and collapse coverage (included in 1986 or later form)
- Personal Injury (deleting both contractual and employee exclusions)
- Incidental Medical Malpractice
- Hostile Fire Pollution Wording

3. Auto Liability Insurance

- (a) \$500,000 limit of liability per occurrence for bodily injury and property damage

- (b) Comprehensive form covering all owned, nonowned, leased, hired and borrowed vehicles

- (c) Additional Insured Endorsement

- (d) Contractual Liability

4. Professional Liability Insurance – Professional Liability Insurance Limit \$1,000,000 per Occurrence / \$2,000,000 per aggregate.

- Insurance company must be authorized to do business in the State of Georgia
- Dedicated Limits per Project site or Location (CG 25 03 or CG 25 04 or some other form)

5. City of Suwanee (and any other applicable Authority) should be shown as an additional insured on General Liability and Auto Liability policies.

6. The cancellation provision should provide 30 days notice of cancellation. Certificate Holder should read: City of Suwanee, 330 Town Center Avenue, Suwanee, GA 30043

7. Insurance Company, except Worker's Compensation carrier, must have an A.M. Best Rating of A-6 or higher. Certain Worker's Comp funds may be acceptable by the approval of the Risk Management Division. European markets including those based in London and domestic surplus lines markets that operate on a non-admitted basis are exempt from this requirement provided that the contractor's broker/agent can provide financial data to establish that a market is equal to or exceeds the financial strengths associated with the A.M. Best's rating of A-6 or better.

8. Insurance Company must be licensed to do business by the Georgia Department of Insurance.

* See above note regarding Professional Liability

9. Certificates of Insurance, and any subsequent renewals, must reference specific bid/contract by project name

and project/bid number.

10. The Contractor shall agree to provide complete certified copies of current insurance policy(ies) if requested by the City to verify the compliance with these insurance requirements.

11. All insurance coverages required to be provided by the Contractor shall be primary over any insurance program carried by the City

12. Contractor shall incorporate a copy of the insurance requirements as herein provided in each and every subcontract with each and every Subcontractor in any tier, and shall require each and every Subcontractor of any tier to comply with all such requirements. Contractor agrees that if for any reason Subcontractor fails to procure and maintain insurance as required, all such required insurance shall be procured and maintained by Contractor at Contractor's expense.

13. No Contractor or Subcontractor shall commence any work of any kind under this Contract until all insurance requirements contained in this Contract have been complied with and until evidence of such compliance satisfactory to City as to form and content has been filed with the city. **The Acord Certificate of Insurance or a pre-approved substitute is the required form in all cases where reference is made to a Certificate of Insurance or an approved substitute.**

14. The Contractor shall agree to waive all rights of subrogation against the City, the City Council, its officers, officials, employees, and volunteers from losses arising from work performed by the contractor for the City.

15. All Risk Contractors' Equipment and Contents Insurance covering owned, used and leased equipment, tools, supplies and contents required to perform the services called for in the Contract. The coverage must be for full replacement cost. The City shall be included as a Loss Payee in this coverage for City owned equipment, tools, supplies and contents.

16. The Contractor shall make available to the City, through its records or records of their Insurer, information regarding a specific claim. Any loss run information available from the contractor or their insurer shall be made available to the city upon their request.

17. Compliance by the Contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all Subcontractors of their liability provisions of the Contract.

18. The Contractor and all Subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, and any other laws that may apply to this Contract.

19. The Contractor shall at a minimum apply risk management practices accepted by the contractor's industry.

SCOPE OF SERVICES

The CONSULTANT, upon written authorization to proceed from the CITY, agrees to perform such services as described in the SOQ.

No changes or substitutions shall be permitted in the CONSULTANT's key personnel as set forth herein without the prior written approval of the CITY.

NEGOTIATED COMPENSATION FOR CONSULTANT SERVICES

For each specific work authorized, the City shall pay the CONSULTANT on the basis of actual time worked on the project, times the hourly rates for the particular categories of personnel working on the project. Each invoice shall be accompanied by a letter progress report, which outlines the work accomplished during the billing period and any problems that may be inhibiting the PROJECT execution.

The CONSULTANT shall not perform work on any phase or task of the project that will result in costs that exceed the estimated budget specified for such work authorization without the written consent of the CITY.

All invoices submitted by the CONSULTANT shall be detailed to reflect hours per task by personnel category at the billing rates as referenced in the Proposal Schedule attached hereto and made a part hereof by reference. The billing rates shall include all other direct charges. There shall be no lump sum billing for any work performed.

There shall be no payments for overtime billing. Overtime may be performed at the discretion of the CONSULTANT but the premium time portion of the overtime shall not be billed.

The CONSULTANT shall bill for its services on a monthly basis. Unless there are discrepancies or other issues, payments shall be made within 30 days of receipt of invoices.

Final Payment: Upon completion by the CONSULTANT of the work, including the receipt of any final written submission of the CONSULTANT and the approval thereof by the authorized DEPARTMENT representative, the CITY shall pay the CONSULTANT all amounts earned. The CITY incurs no obligation to pay the consultant for 100 percent of the not-to-exceed amount. Payment shall only be made for the amounts earned. The CONSULTANT agrees that acceptance of final payment shall be in full and final settlement of all claims arising against the CITY for work done, materials furnished, costs incurred, or otherwise arising out of this Agreement and shall release the CITY from any and all further claims of whatever nature, whether known or unknown for and on account of said Agreement, and for any and all work done, and labor and materials furnished, in connection with same.

SUB-CONSULTING

The CONSULTANT shall not sub-contract any part of the work covered by this Agreement or permit sub-contracted work to be further sub-contracted without the CITY's prior written approval. The work of sub-consultants shall be itemized and billed at the specified rates.

###END###

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is contracting with the City of Suwanee has registered with and is participating in a federal work authorization program {any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603}, in accordance with the applicability provisions and deadlines established in O.C.G.A §13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Suwanee, contractor shall secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a cop of each such verification to the City of Suwanee at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program User Identification Number: _____

By: Authorized Officer or Agent of Contractor: _____

Title of Authorized Officer or Agent of Contractor: _____

Printed Name of Authorized Officer or Agent: _____

Date: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 201__

Notary Public: _____

Print Name: _____

SEAL My Commission Expires: _____

SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with the Georgia Municipal Association, Inc. on behalf of the City of Suwanee has registered with and is participating in a federal work authorization program {any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603} in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91.

EEV/Basic Pilot Program User Identification Number

By: _____

Printed Name: _____

Company Name: _____

Title: _____

Date: _____