

Troup County Board of Commissioners



Request for Qualifications/Proposal (RFQ/P) for Professional Architectural Design & Engineering Services for Troup County Pickleball Complex

I. INTRODUCTION

A. Project

The Board of Commissioners of Troup County (the “Board”) has plans for the construction of a New Pickleball Complex located within the city limits of LaGrange, Georgia. The delivery method of the proposed project will be a General Contractor (GC) working under a contract agreement where the basis of payment is a stipulated lump sum. The proposed project will be located on an approximately 2.5 acre site to include approximately 8 covered pickleball courts, 16 open air pickleball courts, a covered pavilion with bathrooms, and ADA Handicap compliant parking/access.

B. Schedule of Events

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. Unless otherwise specified, the time of the day for the following events shall be between 8:00 a.m. and 5:00 p.m. Eastern Time. The Owner reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary.

Event	Location	Date	Time
Mandatory Pre-Proposal Meeting & Site Visit	George Harris Baseball Complex 131 Ragland Street, LaGrange, Georgia 30240	Thursday, January 18, 2024	2:00 PM
Deadline for written questions on RFQ/P	Email to devans@troupcountyga.gov	Tuesday, February 6, 2024	2:00 PM
Deadline for firm’s submission of RFQ/P	Troup County Purchasing Dept. 100 Ridley Avenue, Suite 3100 LaGrange, GA 30240	Tuesday, February 13, 2024	2:00 PM
Selection Committee Review	Troup County, Georgia	February 2024	TBD
Interviews (if desired by Owner)	Troup County, Georgia	February 2024	TBD
Notification of selected Firm	TBD	March 2024	TBD

All inquiries and questions shall be sent via email to:

Diana Evans
Purchasing Director
devans@troupcountyga.gov

All Addenda will be posted to the Troup County website: www.troupcountyga.gov

C. Design Professional Requirements

The Board is seeking the services of a Professional Architectural Design & Engineering Firm (the Firm) to provide all necessary design services (schematic design & design development) and detailed construction documents for the New Pickleball Complex mentioned above. The plans and specifications shall include, but not limited to floor plans, fire life safety plans, elevations, exterior design, interior design, construction details, structural plans, roof plans, electrical plans, plumbing plans, mechanical plans, low voltage plans, civil engineering site plans, required NPDES storm water plans, and finishes. The Firm shall work with Troup County to select the GC for the project and assist with the execution of the construction contract. The Firm shall provide construction administration services including, but not limited to bidding, review of submittals, review of RFI’s, periodic on-site observations, review of GC pay requests, field directives, review of change orders, review of shop drawings, bi-weekly OAC meetings, and a punch list related to the project. The Firm shall comply with ADA Handicap accessibility requirements/laws.

D. Qualifications Review

Qualifications submitted in response to this RFQ/P will be evaluated by a “Selection Committee” consisting of representatives from the Troup County Board of Commissioners leadership team to include the County Manager, Assistant County Manager, Purchasing Director, Grant’s Manager, and Parks & Recreation Director.

E. Evaluation Criteria (Evaluation Metrics)

25 Points: Experience and Qualifications: Firm’s and proposed project team’s relevant project experience and qualifications, including the demonstrated ability of the Firm in creating effective design of projects comparable in complexity, size, and function to the one contemplated hereby. Experience with other counties and municipalities.

Experience of the principal, lead designer, and project manager on completed projects of similar size, type, and complexity; assigned team’s experience with effective budget and schedule control; availability of the proposed team for this project. Provide information regarding percentage of the primary team member’s time that will be committed to this project.

20 Points: Previous Performance of the Firm, including level of quality of the services of the Firm to previous customers, customer’s statements of that quality, the Firm’s ability to meet established time requirements, the Firm’s response to project needs during design and construction, the Firm’s control of design schedule, quality and budget. The Selection Committee may use references from stakeholders from previous projects of the finalists, among other information as necessary.

20 Points: Firm’s total fee proposal (Exhibit D).

15 Points: Firm’s suitability to provide services for the project, including the Firm’s apparent fit to the project type and/or needs of the Board, any unique qualifications for the project, current and projected workloads, the proximity of the office to the project.

10 Points: Quality of Proposed Design Plan: The Firm’s design and detailed work plans; Firm’s approach for managing responsibility and accountability for project concerns; Firm’s process for effectively resolving issues and maintaining project commitments.

10 Points: Stability of the Firm, including the Firm’s corporate history, growth, resources, form of ownership, litigation history, financials, etc.

F. Submission of Questions and Requests for Clarification

It is the responsibility of each respondent to examine the entire RFQ/P, to seek clarification in writing, and review their submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The County will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications.

The deadline for submission of questions relating to the RFQ/P is the time and date shown in the Schedule of Events (Section I, B). All questions in relation to the RFQ/P, which have been submitted to the Purchasing Director in writing, will be answered in writing.

Questions about any aspect of the RFQ/P, or the project, and submissions of proposals shall be submitted in writing via e-mail to Diana Evans, Purchasing Director, devans@troupcountyga.gov.

II. PROPOSAL INSTRUCTIONS AND SUBMISSION

Proposers' cost incurred in responding to this request for qualifications are the proposers' alone and the Owner does not accept liability for any such costs.

A. Mandatory Pre-Proposal Meeting & Site Visit

Per the Schedule of Events (Section I, B), a mandatory pre-proposal meeting & site visit will be held on Thursday, January 18, 2024, @ 2:00pm at 131 Ragland Street (George Harris Baseball Complex / Future Pickleball Complex Site), LaGrange Georgia. No proposals will be accepted by a Firm not attending the mandatory pre-proposal meeting & site visit.

B. Proposal Preparation

1. General: Each Firm will be asked to submit general information concerning their experience and abilities, attend a mandatory pre-proposal meeting & site visit, possibly attend an interview with the Selection Committee, and submit a proposal for fees for the project. The deadline for the submission of this information is contained in the Schedule of Events (Section I, B).

Any submitted proposal shall remain valid for 60 days after the proposal due date or until the owner executes a contract, whichever is sooner. The Owner may, in the event the selected proposer fails to perform and/or the contract is terminated within forty-five days of its initiation, request the proposer submitting the next acceptable proposal to honor its proposal.

2. Questions relating to the RFQ/P: Please submit questions in writing via email:

Diana Evans, Purchasing Director
devans@troupcountyga.gov

All Addenda will be posted to the Troup County website: www.troupcountyga.gov

3. The deadline for submission of questions relating to the RFQ/P is the time and date shown in the Schedule of Events (Section I, B). All questions in relation to the RFQ/P, which have been submitted in writing, will be answered in writing. All questions from the mandatory pre-proposal meeting & site visit as well as any questions, which have been submitted in writing, prior to the deadline, will be compiled and answered in writing. A copy of all questions and answers will be sent to those firms who attend the mandatory pre-proposal meeting & site visit.
4. Submission of Proposals: Please submit proposals to the following:

Troup County Board of Commissioners, Purchasing Department
Attn: Diana Evans, Purchasing Director
100 Ridley Ave., Suite 3100
LaGrange, GA 30240

C. Proposal Requirements

Firms are to submit:

- Three (3) copies of printed and bound RFQ/P submittal (tabbed three-ring binder is acceptable).
- One (1) Fee Proposal Form (Exhibit D) in a sealed envelope with Firm Name, Project Name, and the text “Fee Proposal Form” printed on the envelope.
- Provide one (1) electronic submittal in PDF format via jump drive.

Proposal must be submitted to:

Troup County Board of Commissioners, Purchasing Department
Attn: Diana Evans, Purchasing Director
100 Ridley Ave., Suite 3100
LaGrange, GA 30240

Firms must provide information for each of the following RFQ/P components. Following the completion of the initial evaluations, the Firm may be granted an opportunity to appear before the Selection Committee to make a presentation and submit to an interview. The time allotted to each Firm for the presentation and interview shall not exceed forty-five minutes; thirty minutes of presentation with fifteen minutes for question/answer.

Firm Qualifications (RFQ/P components):

The Firm’s information/qualifications should be centered on the Evaluation Criteria (Evaluation Metrics) as noted above. The focus should be not only on the Firm as a whole, but on the proposed team members assigned to this project. The following format should be followed in describing the Firm and qualifications:

1. Provide Firm Overview with Specific Information as to Qualifications and Experience:
 - a. Provide an overview of the Firm, history, headquarters, geographical area of concentration, staffing, historical revenues for the past 5 years.
 - b. Provide professional qualifications and description of the level of experience for principal Architect or Engineer personnel in the design of projects similar to this project. All consultants should provide a similar level of information particularly any specialized engineers or designers that may be on the team.
 - c. Provide information of the Firm’s experience on projects of similar type, size, function, and complexity. Describe no more than ten (10) in order of most relevant to least relevant, which demonstrate the Firm’s capabilities to perform the project at hand. For each project, the following information should be provided:
 - i. Project name, location and dates during which services were performed.
 - ii. Project delivery method (e.g. construction manager at risk, design-build, or design-bid-build).
 - iii. Brief description of project and physical description (final construction cost, square footage, number of stories, site area).
 - iv. Services performed by your Firm. Identify the key personnel that participated in the project and state whether or not they are still with the Firm.
 - v. Owner’s stated satisfaction in design and service of your Firm.
 - vi. Owner’s current contact information.
 - vii. Provide construction budget and final construction cost for each project.
 - viii. Describe in detail the reasons for any cost increases that may have occurred (Change orders, unforeseen conditions, Owner directed scope increases, errors/omissions, etc.
2. Proposed Team Qualifications:
 - a. Provide names, brief resumes, and qualifications of all team members to be assigned to this project.
 - b. Please identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your Firm and the County or County’s agent. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the Firm. This individual’s competence, his/her leadership, and his/her ability to achieve customer satisfaction will be heavily considered in the selection.
 - c. Provide detailed information on the three most recent relevant projects your firm has completed with

proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of Client's representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.

- d. List the individuals who served as the Principal Architect/Executive/Director, lead designers, project manager, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.
- e. Provide detailed information on the level of experience team members have incorporating environmentally friendly/sustainable designs and principles into past projects, if applicable.

3. Statement of Suitability:

- a. Provide any information that may serve to differentiate the Firm from other Firms in suitability for the project. Suitability may include, but is not limited to, the Firm's fit to the project and/or needs of the County, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the Firm that may be particularly suitable for this project type.
- b. Describe non-discrimination policies and the Firm's record and methodologies of addressing public safety, social, environmental, historical preservation, accessibility for persons with disabilities and special needs, or other related concerns.
- c. Provide evidence of experience and proficiency with design of public buildings with regard to the areas of public safety, accessibility for persons with disabilities and special needs, and environmental concerns.

4. Design Plan:

- a. Provide a statement of your definition of your Firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Using Agency and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.
- b. Provide your proposed timeline covering the scope of design, and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your Firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.
- c. Please explain your process for construction administration.
- d. Provide your detailed plan for applying sustainable design and principles into the project or any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

5. Fee Proposal:

- a. Fee proposals will be required at the time the proposals are due. The attached Fee Proposal Form (Exhibit D) shall be used. Selection shall not be based solely upon the fee proposal; however, the fee shall be a factor in the overall selection evaluation.

D. Proposal Contents

Firm proposals should contain the following items.

1. Responses to each of the qualifications (1-5) as noted above.
2. Valid incorporation documents.
3. Evidence that the Firm has all necessary licenses to operate in the state of Georgia.
4. List of any pending or settled lawsuits or professional liability claims in which any member of the Firm was involved during the past (10) years.
5. Signed and notarized forms:
 - a. Exhibit A – Contractor Affidavit
 - b. Exhibit B – Certification Form
 - c. Exhibit C – Non-Collusive Affidavit
6. Fee Proposal Form (Exhibit D).
7. Primary contact information for firm representative.
8. A sample “contract agreement” for Professional Architectural Design & Engineering Services, for review.

III. SELECTION PROCESS

A. Evaluation of Proposals

Proposals will be evaluated by the Selection Committee (Section I, D). Each proposal will be scored according to the Evaluation Criteria (Evaluation Metrics) explained in this RFQ/P (Section I, E). Selection of the Firm will be a proposal based process, which results in the ranking of each of the Firms with negotiations beginning with the top ranked Firm. Troup County may elect to interview Firms after the review of the proposals. The Selection Committee will rank the Firms based on qualifications and price. The fee proposal will be a part of the selection process. Final selection will be based on a combination of qualifications and price.

B. Selection Committee's Recommendation to the Board of Commissioners

The Selection Committee will present the overall evaluation of the proposals and the final ranking of the proposed Firms to the Board of Commissioners. It will be the Board of Commissioners decision as to the Firm selected for the Troup County Pickleball Complex Project.

IV. ADDITIONAL TERMS & CONDITIONS

- The Owner reserves the right to reject any or all Proposals received. The Owner is not obligated to request clarifications or additional information but may do so at its discretion. The Owner reserves the right to extend the deadline for submittals. The Owner reserves the right to waive technicalities and informalities.
- Confidentiality of Documents: Upon receipt of a proposal by the Owner, the proposal shall become the property of the Owner without compensation to the proponent, for disposition or usage by the Owner at its discretion.
- The Owner does not desire to enter into "joint-venture" agreements with multiple Architectural Design & Engineering Firms. In the event two or more Firms desire to "joint-venture", it is strongly recommended that one incorporated Firm become the contracted Firm with the remaining Firms being consultants to that Firm.
- Each proposal must include a notarized affidavit providing your E-Verify registration number, a W-9 and the Troup County vendor information form. In addition to providing the required signed and notarized contractor affidavit before any proposal is considered, should the firm use subcontractors, the firm will secure from the subcontractor(s) attestation of each subcontractor's compliance with O.C.G.A. § 13-10-90 et seq. The firm agrees to provide the Troup County Board of Commissioners with all affidavits from any subcontractor engaged to perform services under any contract between the firm and the Troup County Board of Commissioners within 5 business days of the subcontractor being hired. These forms are all available at <http://www.troupcountyga.gov/rfp.html>.
- The Firm shall procure and maintain during the life of this contract Workmen's Compensation Insurance for all of the employees to be engaged in work on the project under this contract. In case any class of employees engaged in hazardous work on the project under this contract is not protected under Workmen's Compensation statute, the Firm shall provide a Workmen's Compensation policy for the protection of such of his employees not otherwise protected. The Firm shall procure and maintain during the life of the contract liability and property insurance and automobile liability insurance as shall protect them from claims for damage for personal injury including accidental death as well as from claims for property damage, which may arise from operations under this contract, whether such operations are by themselves or by any subcontractor or by anyone directly or indirectly employed by either of them.
- In addition, there may be in-kind works to be provided by Troup County or the City of LaGrange, that have not been determined. The Firm is to assist, coordinate, document, assign value, and supervise all unidentified in-kind work.
- All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The County is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the County. Labeling information provided in submittals "proprietary" or "confidential," or any

other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

- This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the County and does not obligate the County to procure or contract for any services. Neither the County nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the County and a party containing such terms and conditions as are negotiated between those parties. The County reserves the right to waive non-compliance with any requirements of this Request for Qualifications/Proposal and to reject any or all proposals submitted in response. Upon receipt and review of responses, the County will determine the party(s) and proposal that in the sole judgment of the County is in the best interest of the County (if any is so determined), with respect to the Evaluation Criteria (Evaluation Metrics) stated herein. The County then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached and in the course of doing so may use ideas expressed in any proposal.
- From the issue date of this RFQ/P solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee or the Troup County Board of Commissioners either directly or indirectly, except for submission of questions as instructed in the RFQ/P, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the County reserves the right to reject the proposal of the offending proposer.

Exhibit A

Contractor Affidavit under O.C.G.A. §13-10-91

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 engaged in the physical performance of services on behalf of County of Troup, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project
County of Troup,
Georgia

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on _____, _____, 2024 in Troup County, Georgia

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 2024.

NOTARY PUBLIC
My Commission Expires:

Exhibit B

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 proposals 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 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 proposer has not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five 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 the Owner and/or GSFIC may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner and/or GSFIC may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300- 10-1-.01: Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner 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, the State of Georgia. 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.

Signature _____
Sworn and subscribed before me
This _____ day of _____, 20____.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires

Exhibit C

NON-COLLUSIVE AFFIDAVIT

STATE OF Georgia

COUNTY OF Troup

_____, being first duly sworn, deposes

And says;

That he/she is _____ (a partner or officer of the Firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against County of Troup, Georgia or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of

_____ Bidder

Subscribed and sworn to before me

This _____ day of _____, 2024.

My commission expires; _____, 20____.

Exhibit D

FEE PROPOSAL FORM

**Request for Qualifications/Proposal (RFQ/P) for Professional Architectural Design & Engineering Services for Troup County Pickleball Complex
131 Ragland Street, LaGrange, Ga 30240**

INVITED FIRMS:

Having carefully examined the Request for Qualifications/Proposal (RFQ/P) entitled "**Professional Architectural Design & Engineering Services for Troup County Pickleball Complex**" and Addendum No. _____ as well as the premises and conditions affecting the work, the undersigned proposes to furnish all services, labor, and material called for by them for the entire work in accordance with said document.

Professional Architectural Design & Engineering Services Fee Proposal:

1. Fee for Schematic Design = _____ % of the cost of construction
2. Fee for Design Development = _____ % of the cost of construction
3. Fee for Construction Documents = _____ % of the cost of construction
4. Fee for Bid/Construction Administration = _____ % of the cost of construction
5. Total Fee for Architectural Design & Engineering Services = _____ % of the cost of construction
(Total Sum of Proposed Fee #1 + Fee #2 + Fee #3 + Fee #4, listed above)

Firm recommends a budget of \$ _____ for the cost of the topographic and utilities survey needed by the Firm to prepare the construction documents (not included in the fee proposals listed above).

Firm recommends a budget of \$ _____ for the cost of the soil borings and geotechnical report needed by the Firm to prepare the construction documents (not included in the fee proposals listed above).

Firm recommends a budget of \$ _____ for the cost of soils & materials testing needed during the construction phase of the project (not included in the fee proposals listed above).

Firm recommends a budget of \$ _____ for other reimbursable expenses due the Firm that are not included in the fee proposals listed above and not included in the budgeted cost items listed above. Describe the other reimbursable expenses: _____

The undersigned agrees that this proposal may not be revoked, or withdrawn for a period of sixty (60) days from and including the date of the Proposal Submittal.

The undersigned agrees to execute a contract agreement no later than ten (10) days from and including date of notification of acceptance of this proposal in writing, by mail, telegraph, facsimile transmission, or delivery.

Respectfully submitted,

Name: _____

Address: _____

By: _____

Title: _____

The full names and addresses of persons and firms interested in the forgoing proposal as principals are as follows:

Legal Name of Proposer: _____