



City of Waleska
8891 Fincher Rd Waleska, GA 30183
Phone: (770) 479-2912
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REQUEST FOR PROPOSALS

RFP# 2022-05

THE PROJECT: The City of Waleska is requesting competitive sealed **proposals** in support of architectural and engineering services of the design, engineering, and construction administration services for a new 3000 sq ft building, meeting the specifications and as described herein.

There **will not** be a mandatory meeting to review the requirements. If proposers want to walk the site they are welcome to do so.

All times in the solicitation are local times to Waleska, Georgia in the Eastern Time Zone.

The City reserves the right to reject any or all bids/proposals, to waive technicalities and to select and final award as deemed to be in the best interest of the City, including using any form of contract it deems most advantageous to the City.

SCHEDULE:

Issued	May 6, 2022
Site Visit	Not mandatory
Questions Due	May 27, 2022
Answers Due	May 31, 2022
Bids/Proposals Due	June 6, 2022
Anticipated Award Date	June 20, 2022

SUBMITTAL INSTRUCTIONS:

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box):

- Information and Addenda Acknowledgement Form (Appendix A),
- Non-Influence and Non-Collusion Affidavit (Appendix B),
- E-Verify Affidavit (Appendix C),
- References* (Appendix D),
- Evidence of/ability to provide Insurance at the limits identified herein,***

Notes:

*The City reserves the right to contact not only those references provided, but may also use previous performance for the City, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the City budget, the City retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

50%	Price
30%	Project Approach and Understanding
20%	Qualifications and Experience*
100%	TOTAL

*References may be contacted should the evaluation team deem them necessary.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The City reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

Due to City Hall 8891 Fincher Rd Waleska, GA 30183 Attn: Robyn Smith, as stated in the schedule as may be amended. At least 2 paper copies along with a combined single PDF version emailed to rsmith@cityofwaleska.com

QUESTIONS/ADDENDA:

Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via email to rsmith@cityofwaleska.com for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the city's website. All interested parties are instructed to monitor the website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION:

[Project Specific Intro/Overview]

Basic services should include Architectural, Civil, Structural, and Mechanical/ Electrical / Plumbing, Fire Suppression, and Alarm system design services for the building. Public sewer **is (not)** available at the site. The design of the septic system shall be included in this scope of work. A backup generator shall be included in the project. Cost estimating shall also be included. A boundary and ground-run topographic survey and a preliminary geotechnical study have not been done on any of the available parcels; if needed and or wanted this work shall be included in your proposal price.

The programming, schematic design, design development and construction document phase of this project shall be complete within **eight (8) months** from the Notice to Proceed. It is the intent of the City to issue a request for proposals for construction services immediately following the completion of the construction documents.

The city owns these 3 parcels 14N02 109, 14N02 104, 14N02 105 E that it is willing to use for construction of this building. The city and the selected firm shall work together to identify the best parcel.

SCOPE OF WORK

- I. **Design Development and Construction Document Phase:** The designer of record will produce a Design Development and Construction Drawing Package that includes, but not limited to, the following documents required for permitting by Cherokee County and any other local permitting departments.
 - a. **Civil / Landscape**
 - b. **Architectural**
 - c. **Structural Engineering**
 - d. **Mechanical and Plumbing Engineering**
 - e. **Electrical Engineering**
 - f. **Final Construction Document Package**

- II. **Contractor Procurement Phase (RFP)** The Architect and Engineers shall assist the City in reviewing and scoring contractor's proposals in response to the City's RFP for construction services. This shall include contacting the contractor's references and completing the City's evaluation forms for each contractor.

- III. **Construction Phase - Administration of the Construction Contract**
 - a. The Architect/Engineer shall:
 - i. Review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples.
 - ii. Answer RFI's from the contractor.
 - iii. Make regular visits to the site to observe the progress of the work for general conformity with the requirements of the contract documents and immediately notify the City of any deficiencies.
 - iv. Review the contractor's application for payment and make

- recommendation to the City for payment.
- v. Attend OAC meetings no less than every two weeks.
 - vi. Review, and advise the Owner concerning, proposals and requests for Change Orders from the Contractor.
 - vii. Conduct all inspections necessary to determine the date of Substantial Completion and the date of Final Completion
 - viii. Construction Phase – Site Visits: Basic Services for field construction site visits for the Project shall be limited as follows:
 - ix. At the end of construction, the Designer of Record will prepare PDFs of record documents based upon as-built documents maintained by the contractor during construction.

PROJECT SPECIFICATIONS

The city desire to build a new city hall on one of three identified parcels or a combination thereof, which will contain at a minimum

- 3000 sq ft
- Up to 5 offices
- Storage filing room
- Kitchen with all appliances
- 3 multi sex bathrooms (1 bathroom in city manager's office)
- Drive thru for payment processing
- Small Conference room
- Copier room
- Council chamber
 - For dias seating for 9 people
 - Electronic recording capabilities and wiring for 10 microphones
 - Gallery Seating for up to 30 people

END OF STATEMENT OF WORK/SPECIFICATION