



CITY OF PEACHTREE CORNERS REQUEST FOR QUALIFICATIONS

RFQ Number: <p style="text-align: center;">RFQ 2017-001</p>	RFQ Title: Design Build Construction Services – Municipal Facility
RFQ Due Date and Time: <p style="text-align: center;">May 22, 2017 12:00 pm EDT</p>	Number of Pages = 12

ISSUING DEPARTMENT INFORMATION	
Issue Date: April 20, 2017	
City of Peachtree Corners Attention: Greg Ramsey, PE, Public Works Director 147 Technology Parkway, Suite 200 Peachtree Corners, Georgia 30092	Phone: 678-691-1200 gramsey@peachtreecornersga.gov

COMPANY MUST COMPLETE THE FOLLOWING	
Company Name/Address:	Authorized Company Signatory: <small>(Please print name and sign in ink)</small>
Company Phone Number:	Company FAX Number:
Company Federal I.D. Number:	Company E-mail Address:

THIS COVER SHEET MUST BE RETURNED WITH THE RFQ RESPONSE

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(FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND PROPOSAL CERTIFICATION MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.)

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Qualifications (“RFQ”) for Construction Services – Municipal Facility, for the City of Peachtree Corners (“City”) for which prices have been set. The price(s) offered herein shall apply for the period of time stated in the RFQ.

It is understood and agreed that this proposal constitutes a good faith offer. As such, if it is accepted in writing by the City of Peachtree Corners, then a contract will be negotiated by the two parties in accordance with the terms and conditions outlined in the proposal.

It is understood and agreed that we have read the City’s specifications shown or referenced in the RFQ and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFQ. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

PROPOSAL SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal (“Proposer”) for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proposer.

Authorized Signature for Proposer _____

Date _____

Print/Type Name _____

Print/Type Proposer Name Here _____

Schedule of Events

EVENT	DATE
RFQ Issue Date	April 21, 2017
Deadline for Receipt of Written Questions	May 12, 2017
Deadline for Posting of Written Answers to City's Website	May 17, 2017
RFQ Response Due Date	May 22, 2017 (12:00 pm)
RFQ Opening – RFQ Participants Declared	May 26, 2017
Interviews	May 31 & June 1, 2017
Anticipated Award Date	June 5, 2017

BACKGROUND AND PURPOSE OF REQUEST FOR QUALIFICATIONS

Gwinnett County's newest and largest city, Peachtree Corners was founded July 1, 2012 and is located along the shores of the Chattahoochee River in the southwest corner of the County. The City is home to more than 40,000 residents and over 2,300 businesses.

By this Request for Qualifications ("RFQ"), the City of Peachtree Corners ("City") is seeking proposals from experienced firms, partnerships, joint ventures, teams, or co-proposers ("Proposer") to provide the services described in this document. The City desires to enter into a professional services contract with a qualified Proposer who can demonstrate competency and experience in providing these services.

For general information about the City of Peachtree Corners, the Mayor and City Council, and other city departments, please visit the City's website at <http://www.peachtreecornersga.gov>.

SECTION 1 - INSTRUCTIONS FOR RFQ:

A. Request for Qualifications and Proposals

- a)** The City of Peachtree Corners (Owner) is soliciting statements of qualifications from firms interested in providing design/build construction services for the project known as PTC Facility ("Project"). Firms that respond to this RFQ, and who are determined by The City of Peachtree Corners City Council to be sufficiently qualified, may be deemed eligible, invited to interview, and offer proposals for these services. All respondents to the Request for Qualifications (RFQ) are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. The City of Peachtree Corners reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities at the discretion of the City Council.
- b)** There will be no pre-proposal conference associated with this RFQ.
- c)** Proposers failing to comply with these instructions may be subject to scoring reductions. The City may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFQ format, are difficult to understand, are difficult to read, or are missing any requested information.
- d)** Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Proposer's sole risk to assure delivery to the Office of the City Manager by the designated time. Late proposals will not be opened and may be returned to the Proposer at the expense of the Proposer or destroyed if requested.
- e)** While the City has every intention to make an award as a result of this RFQ, issuance of the RFQ in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:
 - i)** Cancel or terminate this RFQ at any time. A notice of cancellation will be issued on the City's website. If the RFQ is cancelled, the City will not reimburse any Proposer for the preparation of its proposal. Proposals may be returned upon request if unopened;
 - ii)** Reject any or all proposals received in response to this RFQ;
 - iii)** Make a contract award, based directly on the proposals received, determined to be in the best interest of the City, in its sole discretion;
 - iv)** Enter into further discussions with one or more Proposers;

- v) Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any proposal;
- vi) Not award if it is in the best interest of the City of Peachtree Corners; or Terminate any contract if the City determines adequate funds are not available.

B. Project Overview

- a) The existing PTC Facility is located at 310 Technology Parkway, Peachtree Corners, Georgia. The building encompasses some 31,000 square feet and was originally constructed in the 1997. The scope of the project will generally follow the plan as described and shown in the 310 Fit Plan, to be provided in a separate attachment. The layout of the floor plan will be changed, including plumbing, electrical, HVAC, walls and finished surfaces and facades. HVAC and plumbing fixtures will be replaced. Further details are available in the 310 Fit Plan.

C. Project Delivery Method

- a) During design and preconstruction, the Design-Builder (DB) will be responsible for design, pricing and value engineering issues, along with issues of the facility's maintainability and constructability. When design documents for the project have been developed in sufficient detail, the Design-Builder (DB), under the general supervision of the Owner, will commit to a Guaranteed Maximum Price (GMP) for all design and construction. The DB shall competitively select all construction subcontracts and other work appropriate for competitive selection but is free to use qualifications factors other than price of work to select construction subcontractors that will deliver the best value to the City of Peachtree Corners.

D. Design Concept

- a) The spaces will be designed to encourage a positive working relationship and flow, provide private spaces for personal conversations and information, and secure areas. Restrooms will stay in their existing location, but fixtures and materials will all be replaced. A break room will be added, as well as a full café. A caterer's kitchen will be expanded at its current location. The HVAC and electrical will be upgraded as well as moved to accommodate the new floor plan. Offices, conference rooms, lobbies, foyers, new egress/ingress locations and other rooms will be constructed. More details on the layout and each of these items is shown in the attached 310 Fit Plan.

E. Project Schedule:

- a) The deadline for written questions, either sent via mail or email, is May 12, 2017 by 4:00 p.m. EDT.
- b) The Owner intends for design to begin upon award of the DB Contract and has targeted Start of Construction for **June 12, 2017** with Owner Occupancy not later than **November 1, 2017**. The Design-Builder, as a part of its design and preconstruction services, will

assist the Owner with developing a strategy for the best approach for the successful completion of the Project. For example, without limitation, DB will provide guidance and assistance in the preparation of a schedule, design services, component construction packages, and reliable cost estimates leading to a Guaranteed Maximum Price.

F. Project Budget:

- a) The Construction budget (GMP) for the project is approximately **\$2 million** including a construction contingency of **ten percent (10%), controlled by the City but budgeted within the project**. The Design Builder's Fee (gross profit) must be included within the Design and Construction budget. In addition, the FF&E Equipment, which may be added, all or in part to the Design and Construction Budgets.

G. Scope of Services

- a) The Design Builder's services shall include all Design, Project Management, Pre-construction and Construction Phase services. The DB will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the Owner towards the successful completion of the project on schedule, at or below budgeted costs, meeting or exceeding standards stipulated by the augmented programming documents, and in adherence with standards required by the City of Peachtree Corners, City Ordinances, ICC building codes and other agencies having jurisdiction.

H. Qualifications Submittal Format:

- a) Submittals: The proposal document is limited to **20 double-sided pages** exclusive of cover, tabs and appendix. Information should be focused on relevant experience and qualifications appropriate to this project. Submit **5 (five)** copies and one electronic (pdf format) on a USB drive. All submissions are to be delivered to the location below and before the following deadline:

12:00 p.m. EDT, May 22, 2017

**City of Peachtree Corners City Hall
Attention: Greg Ramsey, P.E., Public Works Director
147 Technology Parkway, Suite 200
Peachtree Corners, GA 30092**

- b) Letter of Interest: A letter executed by a principal of the DB firm committing to the requirements specified in this Request. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.

- c) Description of Firm: Provide basic company information including name of firm; street, mailing and e-mail addresses; phone and fax numbers; along with the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership and state of residency or incorporation. If the firm has multiple offices, the Qualifications submittal should primarily include information about the office that will perform the work.
- d) Experience: Provide examples of specific project experience utilizing a DB form of project delivery, completed in the past five years, including experience relevant to the type of project to be constructed. Describe three to four roughly equivalent projects (similar type of construction and a contract dollar amount) that demonstrate the firm's capabilities to perform the project at hand. At least one of these projects MUST have been completed as a team with your selected Design partner. For each project, the following information should be provided: project name, location, dates during which the project was constructed, physical description (square footage, photo depiction, etc.), brief description of project services provided by the DB, owner reference and design professional reference (provide telephone number and e-mail address).
- e) Personnel: Provide general information about the firm's personnel resources, including classifications, number of employees, locations and staffing of offices. More detailed information should be included for key personnel expected to be involved in the project. Key personnel may include the executive in charge, senior project manager, architect of record, project architect, project engineer, project manager, estimator, and project superintendent. In terms of similar projects, summarize the qualifications, experience, education, background information, and other significant information for each proposed key member of the DB team. List the names and services to be performed by any additional firms that may be utilized in the execution of DB services (scheduling, quality control, etc.).
- f) Local and Minority Participation and Outreach Program: Describe your firm's program and/or policies in regard to local and minority participation and non-discrimination, including the firm's history of Minority and Women Owned Business Enterprise (MIWBE) participation.
- g) Financial Information: Supply financial and main banking references. List the firm's total annual billings for each of the past three calendar years. What percentage of your firm's work has been negotiated during the past three years? Has the firm ever failed to complete, or been removed from any project that it has been awarded? The DB selected will be required to provide a 100% performance and payment bond for the entire amount of the cost of construction; confirm your ability to meet this requirement and provide your firms' bonding rate for a project of this value.

- h) References:** Provide the name, address, telephone number, e-mail address and contact of three references for which you have provided services similar to those described in this Request. Provide the project name and services provided for each reference. Indicate for each project whether or not the design team was the same as being proposed for this Project. Do not duplicate references included under Experience (item 4) above.

SECTION 2 - Qualifications Evaluation Criteria:

All Qualifications will be evaluated from the written responses to the requirements set forth in this Request. The evaluations will be based on the following criteria.

Company Experience – DB partnership working together on past projects with State or Municipal clients	20%
Qualifications – similar type interior build-out projects	30%
Project Team – including design & construction team’s resumes	20%
Financial Strength	10%
References	10%
TOTAL:	100%

A. Evaluation of Proposals:

- a) An Evaluation Committee designated by the City Manager will evaluate the remaining proposals and recommend the highest-scored Proposer or, if necessary, to seek discussion/negotiation or a “best and final offer” in order to determine the highest-scored Proposer. Responsive proposals will be evaluated based on stated evaluation criteria specified in *Section 5*. In scoring against stated criteria, the Evaluation Committee may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFQ responses in terms of differing price, quality, and contractual factors. These scorings will be used to determine the most advantageous offering. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the City in making an intelligent award decision based on the City’s requirements and the best value proposal (offer) received.

- b) **Completeness of Proposals:** Selection and award will be based on the Proposer’s proposal and other items outlined in this RFQ. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Proposers outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the Proposer being disqualified from further consideration.

- c) **Opportunity for Discussion/Negotiation and/or Interview:** After receipt of all proposals and prior to the determination of the award, the City may initiate discussions with one or more Proposers should clarification or negotiation be necessary. Proposers may also

be required to make an oral presentation to clarify their RFQ responses or to further define their offer. In either case, Proposers should be prepared to send qualified personnel to the City of Peachtree Corners to discuss technical and contractual aspects of their proposals. Interviews, if conducted, shall be at the Proposer's expense.

- d) Best and Final Offer:** The “best and final offer” is an option available to the City under the RFQ process which permits the City of Peachtree Corners to request a “best and final offer” from one or more Proposers if additional information is required to make a final decision. The decision to seek “best and final offer” is at the sole discretion of the City. Proposers may be contacted asking that they submit their “best and final offer”, which must include any and all discussed and/or negotiated changes.
- e) Committee Recommendation for Award:** The Evaluation Committee will provide a written recommendation for award to the Single Point of Contact that contains the scoring and related supporting documentation for its decision. The Single Point of Contact will review the recommendation to ensure its compliance with the RFQ process and criteria before concurring with the Evaluation Committee's recommendation.
- f) Negotiation:** Upon recommendation from the Evaluation Committee, the Single Point of Contact may begin negotiations with the responsive and responsible Proposer whose proposal achieves the highest scoring and is, therefore, the most advantageous to the City. If negotiation is unsuccessful or the highest-scored Proposer fails to provide necessary documents or information in a timely manner, or fails to negotiate in good faith, the City may terminate negotiations and begin negotiations with the next highest-scored Proposer.
- g) Contract Award:** Award, if any, will be made to the highest-scored Proposer who provides all required documents and successfully completes the negotiation process.