



**HARRIS COUNTY BOARD OF COMMISSIONERS
REQUEST FOR QUALIFICATIONS (RFQ)**

FOR ARCHITECTURAL SERVICES

**TO PROGRAM SPACE, DESIGN, ASSIST IN BIDDING,
AND PROVIDE CONSTRUCTION ADMINISTRATION SERVICES**

FOR A NEW WATERWORKS ADMINISTRATION BUILDING

Date Issued: September 14, 2020

PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (RFQ)

The purpose of this RFQ is to engage a professional and qualified company certified in Georgia for architectural services that has substantial experience in site planning, space programming, designing, bidding, and providing construction administration services for general office buildings, in particular, a new office building for a governmental Water Works administration facility. In the near future, there may be a need for other governmental office buildings or renovations.

SCOPE OF WORK

The scope of services for this project generally consists of meeting with the end users to 1) prepare a general site plan for 6.94 total acres of county-owned property to ensure the entire property is used and flows efficiently between administrative/public functions and work functions and 2) program the interior space needed for a new Water Works administrative facility. Based on that detailed space programming: design, provide bidding assistance, assist in acquiring geotechnical testing and material testing firms, assist in obtaining needed permits, and provide construction administration services to include responding to RFIs, approving pay requests, and preparing closeout documents.

This new building will replace a county-owned 2,000 square foot, pre-engineered metal building with brick accents built in 1980 that has reached the end of its useful life and is located at 11505 SR 315 in Cataula, Georgia.

The county is seeking a cost-effective solution for a new replacement building on 6.94 acres of county-owned property at the same address as the existing facility with the following preliminary programming aspects: office space for six full-time and one part-time office workers that collect payments from citizens, prepare monthly billings, open mail, and respond to citizen inquiries by telephone and in-person. In addition to the on-site office workers, the new building needs to have space for ten additional field workers who need space to perform their work. Lastly, office space for a conference room, director's office, general work space, break room, restrooms, drive through for bill payments, sufficient public and employee parking, public and employee road access, and expansion options. A boundary survey of the 6.94 acres is currently being prepared.

LOCATION OF HARRIS COUNTY, GEORGIA

Harris County, Georgia is located in west central Georgia along the Alabama border 60 minutes southwest of Atlanta's Hartsfield-Jackson International Airport and 30 minutes north of Columbus on the I-185 corridor. The rural county has almost 400 full-time and part-time employees, serves a population of about 36,000, and has about 8,600 water customers.

TENTATIVE RFQ TIMELINE

- Issue RFQ – Thursday, Sept. 14, 2020
- Advertise RFQ – Thursday Sept. 17 and 24, 2020
- Inquiry Deadline – Thursday, Oct. 1, 2020 at 5:00 p.m.
- Addendum Issued – Monday, Oct 5, 2020
- Submission Deadline – Thursday, Oct. 15, 2020 at 2:00 p.m.
- Review, Evaluate, and Rank All Submitted RFQs – Oct. 16-30, 2020
- Top Ranked Companies' Presentation to Evaluation Committee- week of Nov. 9, 2020
- Selection of Top Ranked Firm and Contract Negotiations – Nov. 16-27, 2020
- Top Ranked Firm and Proposed Contract Presented to the Board of Commissioners for Award – Tuesday, December 1, 2020 at 7:00 p.m.

The county, in its sole discretion, may delay the tentative timeline indicated above if necessary. The county will notify proposers of all schedule changes and RFQ changes through written addendums.

INQUIRES ABOUT THIS RFQ

All inquires and questions regarding this RFQ shall be in writing via email using the subject line “RFQ Water Works Building” and directed to:

Nancy McMichael, Harris County Clerk
nmcmichael@harriscountyga.gov

All questions and answers will be combined into a formal written addendum to the RFQ and posted on the county’s website. All addendums must be acknowledged by all proposing companies. Please check the county’s website often for other possible addendums. Inquiry deadline is listed above in the tentative RFQ timeline.

Under no circumstances should elected officials or county staff be contacted during the RFQ process and timeline. Violations of this provision may result in proposal rejection.

RFQ SUBMITTAL INSTRUCTIONS

RFQ responses are due no later than 2:00 p.m. on Thursday, October 15, 2020. One paper original and four paper copies of the RFQ submittal must be enclosed in a sealed envelope clearly marked, “RFQ Water Works Building” and delivered to the Harris County Administration Building, 104 N. College Street/P.O. Box 365, Hamilton, GA 31811 attention Nancy McMichael, County Clerk prior to the stated deadline date and time. A representative from Harris County government will publicly read the names of the companies submitting RFQs at that time. Any submittals received after the deadline date and time will be returned to the proposing company unopened. Incomplete submittals may not be considered if the omissions are determined to be significant. Faxed or emailed submittals will not be accepted.

PROPOSAL FORMAT

All proposing companies shall submit one paper original and four paper copies of their qualifications that includes the following information in the order that is outlined below:

- Cover Sheet
- Table of Contents
- Description of the proposing company including areas of specialization, location of offices, which office will be assigned this project and the number of employees in that office, and relevant experience and the number of years the company has been designing general office buildings and in particular governmental water administration buildings.
- Approach to this engagement.
- Resumes of the key personnel that will be assigned to this project to include their experience with similar projects, length of service with the proposing company, and length of service in the architectural career field.
- Listing and resumes of any other consultant team members that will be assigned to this project that are not part of the proposing company.
- References from at least four other similar clients. Include name of client company, overall services performed for the clients, listing of key personnel that worked on each project, client contact name, client contact phone number, and client contact email address.

- Statement of current workload and availability for this engagement.
- Statement of the proposing companies' financial strength to perform this project.
- Statement of any previous (previous three years), current, or pending litigation or arbitration the proposing company is experiencing or had experienced related to engagements similar to the one that is being proposed.
- Proof that the proposing company is authorized to do business in the state of Georgia.
- A completed Federal Work Authorization Program Affidavit (form included).
- Signature of an authorized company representative who has the legal ability to bind the proposing company in contractual obligations.
- Acknowledgement of all addendums. If no addendums were issued, indicate no addendums were issued.

METHODOLOGY FOR SELECTION

A four-member evaluation committee consisting of the County Manager, Water Works Director, and two Water Works employees will review and evaluate all submitted proposals and rank them according to the following criteria.

- Company's and subconsultant's (if any) experience and success in performing similar projects and quality of previous projects.
- Company's approach to this engagement.
- Qualifications and experience of the key personnel that will be involved in the project, their familiarization with government procurement requirements, and knowledge of current trends in designing and constructing general government office buildings.
- Overall response quality. Brevity and being concise are very important.
- Reference results.
- Stated availability, capability to meet schedules, and location of offices.

The top ranked companies will be invited to Harris County to personally present their qualifications to the evaluation committee more fully and clarify any issues. Once a top ranked company is selected by the evaluation committee, a more detailed scope of work, project time frame, total detailed fixed price, payment schedule, and a contract will be prepared to present to the Board of Commissioners for their consideration.

INSURANCES AND OTHER FORMS REQUIRED

The successful proposing company shall submit the following insurance items within ten calendar days of the written notification from the county that the proposing company has been selected:

- Documentation of workers compensation insurance of at least \$1,000,000, general liability insurance of at least \$1,000,000 for each occurrence, automobile liability insurance in the amount of at least \$1,000,000 for each occurrence, and professional liability insurance. All of these insurances shall remain in force during the contract term.
- Drug Free Work Place Form.

GENERAL CONDITIONS

- There are no expressed or implied obligations for Harris County to reimburse responding companies for any expenses incurred in preparing and presenting their qualifications.
- Harris County reserves the right to request clarifications regarding information submitted as well as request additional information from one or more proposing companies.

- By submitting qualifications, the proposing company certifies that it has fully read and understands this RFQ, has reviewed all the relevant documents, and has full knowledge of the nature, scope, quantity, and quality of the requested work to be performed. Failure to do so will not relieve the successful company of their obligations to enter into a contract and completely perform the contract in strict conformity with this RFQ.
- All submitted qualifications shall constitute an irrevocable offer to Harris County for a period of 90 calendar days from the date of submittal opening by the county.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong to Harris County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record laws unless otherwise provided by law.
- The Harris County Board of Commissioners reserves the right to reject any or all qualifications, call for new qualifications, waive any informalities, or award a contract to the next most qualified company if the selected company does not execute a contract within ten days after notification of the award. In addition, the county reserves the right to accept, reject, and/or negotiate any and all qualifications or parts of qualifications deemed by the Board of Commissioners to be in the best interest of the county.
- This RFQ and any resulting contract shall be governed in all respects by the laws of the state of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing companies certify that their qualifications were made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their qualifications and that they have not conferred on any Harris County official or employee having responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present, or promised, unless consideration of substantially equal or greater value was exchanged. The proposing companies also specifically certify that by submitting their qualifications they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- The successful proposer shall not assign, transfer, or subcontract any interest in this project to other companies without the prior written approval of Harris County.
- The selected consultant and any subconsultants shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract.

ATTACHMENTS: Map of the 6.94 acres of county-owned land
Current building information



062B065

062B077

062B079

062 107

062B069

062B071

062B073

062 104

062B072

062B078

062 105

062B053

062B052B

062 106

Equipment Yard

Proposed New Building

062B052B001

Pole Barn

062B052

062B052A

Equipment Storage

062 108

Current Access

Gas & Diesel Tanks

062B051

Current Admin. Building

Low Emma Willis

062 107B

Coppenbath

062 072

State Route 315

Grant Rd

062 071

Current Access

062 070

062B049

Harris County

Inspected: 09/22/2015

Insured: 3050

Site: 0009-Water Works

Building: A-Water Office

Address: 11505 GA Highway 315

City, State, Zip: Cataula, Georgia 31804

Latitude: N 32.664803

Longitude: W-84.869281

UNDERWRITING DATA

Occupancy: 100% Office, Low-Rise

Stories above Grade: 1

Year Built: 1980

Superstructure Sq. Ftg: 2,000

Substructure Sq. Ftg: 0

Total Square Footage: 2,000

ISO Class: 100% 3 - Pre-Engineered Metal/Non-Combustible

Foundation Type: Mat/Slab

Exterior Wall Finish: 15% Brick on studs 85% Siding Metal/Vinyl/other on girts

Roof Pitch: 100% Low

Roof Geometry: Gable

Roof Frame Type: Heavy Steel

Roof Materials: 100% Steel

Heating System: 100% Forced warm air

Cooling System: 100% Forced cool air

Passenger Elevators: None

Freight Elevators: None

Sprinkler System: None

Automatic Fire Detection: None

Manual Fire Alarms: No

Entry Alarms: No

NOTES

Includes: offices, scada control panel, and breakroom. Site improvements include: signage, fuel tanks, and fencing.



HARRIS COUNTY
WATER WORKS

ADMINISTRATION
BUILDING