

Candler County, Georgia

Request for Qualifications  
For  
Professional Architectural Services

Date of RFQ: 11/15/2021

## **General**

Candler County, Georgia, a political subdivision of the State of Georgia, is issuing this Request for Qualifications (RFQ) to Architectural Firms with a strong record in successfully assisting governments with architectural services related to inmate detention facilities and administrative annex buildings. Responding firms should be qualified to provide a Preliminary Architectural Report (PAR), design, construction administration, and related services for an inmate detention facility and administrative annex.

## **Scope of Work**

Plans are to contract a reputable Architect for a Preliminary Report, Design, and Construction Administration Services for a proposed project for an inmate detention center and administration annex. Current needs include initial evaluation of needs, development of project scopes, and analysis of project feasibility within the County's available funding mechanisms. If awarded, the selected firm would be expected to provide architectural services including, design, construction administration, and related services involving the project. The procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services.

Architectural services shall include, but are not limited to, standard tasks necessary to develop a feasible project in conformance with federal, state and local law. Immediate needs include:

1. Evaluating project needs and developing programmatic options for meetings project goals;
2. Preparing and approval of a Preliminary Architectural Report;

Upon approval of the project, the following scope of work is required:

1. Preparing the final design and construction bid package in conformance with applicable regulations and requirements;
2. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre bid meetings, conducting bid opening, and issuing the notice to proceed;
3. Conducting the pre-construction conference;
4. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports;
5. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body;
6. Ensuring all labor laws are followed by Contractors as required;
7. Providing reproducible plan drawings upon project completion;
8. Conducting final inspection and testing;
9. Submitting certified "as-built" drawings to required authorities;

## **Proposal Format**

All proposing firms shall submit an original and five (5) hard copies and one (1) digital copy of their qualifications that include the following information and documents in this order:

1. Cover
2. Table of Contents
3. Qualifications
  1. A brief history and overview of the firm and its general areas of practice. If a firm has multiple office locations, please identify the office location from which this project will be undertaken. Please include the number of years the company has been in existence, and the firm's specific experience with projects of similar type and scope.
  2. Firm's experience with detention center design and a list of references (including at least two counties or cities the firm has recently assisted). List contact names and contact information for each reference.
  3. Resumes of key personnel that will be working on projects for Candler County, if selected, including their qualifications and relevant experience working on government funded projects.
  4. Listing of consultant team members that are not part of the company that will be part of this project (if any) and their qualifications and experience.
4. Scope and Methodology
  1. Scope and level of service proposed
  2. Timeline for completion of PAR and, if awarded funding, general timeline for design phase of the project
  3. Methodology and approach for design and construction administration
  4. Organizational chart which identifies the project manager, key team leaders, support personnel, and reporting structure
5. Ability to Complete the Project
  1. Statement of current workload and availability for this project.
  2. Statement of the company's financial strength to perform the project. *(Please provide suitable documentation to establish financial stability. Acceptable documentation includes audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution commitments, or other verifiable information demonstrating financial stability.)*

3. Statement concerning any previous projects the firm was unable to complete, unable to complete in a timely manner, or unable to complete as budgeted in the last ten years.
  4. Statement of any previous, existing, or pending litigation of the company.
6. Fees
1. Fee (if any) associated with a preliminary architectural report
  2. Rate Schedule for design and construction administration services
  3. Other information regarding the firm's approach to establishing project cost
7. Additional
1. Proof that the firm is authorized to do business in the State of Georgia. Firm must have all necessary, valid and current licenses to do business in the State of Georgia.
  2. In an appendix, please provide any other information you believe will assist the County in assessing the capability of your firm to undertake project.

### **Evaluation Criteria**

The County shall, at its sole discretion, select the most qualified and responsible firm(s) for each project, that serves in the best interest of the residents of Candler County, Georgia. The County shall evaluate, but not be limited by, the following criteria:

- Relevance and amount of previous experience providing architectural services for similar projects (including experience working with local, state and federal agencies in Georgia);
- Scope and level of services; including construction administration;
- Approach to design;
- Other elements request in this solicitation (including demonstrated capacity to complete projects in a timely manner and manage complex projects; cost effectiveness of proposed remuneration schedule, etc.)

### **General Terms and Conditions**

There are no expressed or implied obligations for the County to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFQ.

The County reserves the right to request clarifications regarding information submitted as well as request additional information from one or more respondents as needed.

By submitting qualifications, respondent certifies that it has fully read and understands this RFQ and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed requirements of the services to be provided and the conditions under which the services are to be performed.

Any proposal submitted shall constitute an irrevocable offer for a period of 120 calendar days.

Ownership of all data, materials and documentation prepared for and submitted in response to this RFQ shall belong exclusively to the County and will be considered a public record and subject to public

inspection in accordance with the Georgia Open Records Act, O.C.G.A. § 50-18-70 et. seq. unless otherwise provided by law.

The County reserves the right to reject any or all proposals, extend the deadline for submission of proposals, call for new proposals, and to waive any informalities in a proposal. The County reserves the right to accept, reject and/or negotiate any and all proposals, in part or in whole, as deemed to be in the best interest of the citizens of Candler County, Georgia.

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 proposals are made without collusion or fraud and that they have not offered or received and inducements from any other party in connection with their proposals.

By submitting qualifications, all proposing companies certify that they are not currently debarred from submitting bids or contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

### **Assignment**

The successful firm shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval of the Board of Commissioners of Candler County, Georgia.

### **Inquiries**

All inquiries and questions shall be directed in writing to:

Bryan Aasheim, County Administrator  
1075 E Hiawatha St, Suite A  
Metter GA 30439  
[baasheim@candlerco-ga.gov](mailto:baasheim@candlerco-ga.gov)

### **Qualifications Submittal**

Qualifications are due no later than 3:00 p.m. on Wednesday, December 29, 2021. An original and five (5) physical copies and one (1) digital copy of the proposal must be enclosed in a sealed envelope and marked, **“Qualifications for Professional Architectural Services – Detention Facility and Annex”**. All proposals shall be delivered to: Candler County Board of Commissioners, 1075 E Hiawatha St, Suite A, Metter GA 30439.

Qualifications received after the deadline shall not be considered. Incomplete proposals may not be considered if the omissions are deemed to be significant.