

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, COLUMBUS, GEORGIA 31901
P. O. Box 1340, COLUMBUS, GEORGIA 31902-1340
706-228-4087, Fax 706-225-3033
www.columbusga.org

Date: **October 6, 2022**

| | |
|--|---|
| REQUEST FOR QUALIFICATIONS RFQ No. 23-0001 | Vendors are invited to submit sealed qualification statements, subject to conditions and instructions as specified, for the furnishing of: SPACE PLANNING AND PROGRAMMING & DESIGN PROFESSIONAL SERVICES FOR FIRE STATION NO. 5 REPLACEMENT |
| GENERAL SCOPE | Columbus Consolidated Government ("Owner") is soliciting statements of qualifications from firms interested in providing space planning and programming and professional design services for the replacement of fire station #5 ("Project"). This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined by the Owner to be sufficiently qualified, may be deemed eligible to offer proposals for these services and may be invited for interviews. |
| DUE DATE | OCTOBER 28, 2022 – 5:00 PM (EASTERN) |
| SUBMISSION REQUIREMENTS | See Appendix 1 for information and instructions on how to register and submit a proposal through DemandStar. |
| ADDENDA | The Purchasing Division will post addenda (if any) for this project at https://www.columbusga.gov/finance-2/bid-opportunities . It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and prior to submitting a response. |
| NO SUBMISSION STATEMENT | If you are not interested in this solicitation, complete and return page 3. |

Andrea J. McCorvey
Purchasing Manager



IMPORTANT INFORMATION

E-Notification

Effective December 31, 2014, Columbus Consolidated Government (the City) discontinued mailing postcard notifications to its registered vendors, and began using the Georgia Procurement Registry e-notification system.

You must register with the Team Georgia Marketplace to receive future procurement notifications at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000

Fax: 404-657-8444

Email: procurementhelp@doas.ga.gov

STATEMENT OF "NO QUALIFICATION SUBMISSION"

NOTIFY THE PURCHASING DIVISION IF YOU DO NOT INTEND TO SUBMIT A RESPONSE:

Email: BidOpportunities@ColumbusGA.org

Attn: Della Lewis, CPPB, GCPA

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

Columbus, Georgia 31902-1340

We, the undersigned decline to submit a pre-qualification statement for **RFQ No. 23-0001**, for **Space Planning and Programming & Design Professional Services for Replacement of Fire Station No. 5**, for the following reason(s):

- Specifications are too "tight", i.e., geared towards one brand or manufacturer (explain below)
- There is insufficient time to respond.
- We do not offer this product and/or service.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Other (specify below)

Comments:

Company Name: _____

Representative: _____

Date: _____

Telephone: _____

Email: _____

PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 AND SECTION 3-111 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL UNTIL AFTER AWARD.

3-110 Competitive Sealed Proposals (Negotiations)

(1) Conditions for Use

When the purchasing manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the city, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000.00, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by [article 3-104](#), purchasing limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

A. Request for Proposals

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

B. Public Notice

The public will be given adequate notice of the request for proposals, provided that, adequate notice shall mean at least [15](#) business days before the due date, which is stated in the request. *The City reserves the right to seek request for proposals in a shorter period, if necessary, as determined by the Purchasing Manager.*

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the city's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the internet and on the city's government access television channel.

Public works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for specialized equipment/supplies.
- Solicitations for specialized services.
- Re-bid of solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the purchasing manager.

C. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

D. Evaluation Factors

The request for proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

E. Evaluation Process

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the request for proposals. Each voting committee member shall grade each submitted proposal based upon the evaluation criteria.

F. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

G. Award

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Manager to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the purchasing division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

Space Planning and Programming & Design Professional Services for Replacement of Fire Station No. 5

Columbus Consolidated Government (“Owner”) is soliciting statements of qualifications from firms interested in providing space planning and programming and professional design services for the replacement of Fire Station No. 5 located in Columbus, Georgia (“Project”). This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined by the Owner to be sufficiently qualified, may be deemed eligible to offer proposals for these services and may be invited for interviews.

A. PROPOSAL SUBMITTAL DATE:

PROPOSALS ARE DUE: OCTOBER 28, 2022, NO LATER THAN 5:00 PM (Eastern). *Submit one electronic response via DemandStar.*

After award of contract by Columbus Council, awarded vendor will be notified to provide one identical hard copy of submitted proposal with original signatures. The awarded vendor will receive a digital copy of the executed contract.

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

B. RECEIPT OF APPLICATION:

Unless otherwise stated in the technical specifications of the RFQ, the City will accept one, and only one, application per Applicant. In the event a team of firms is entering into a joint venture to respond to the RFQ, one firm shall be named the prime contractor and the Application shall be submitted in the name of the prime contractor. All correspondence concerning the RFQ will be between the City and prime contractor.

C. SUBCONTRACTING:

Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors’ full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

D. QUESTIONS ABOUT THE RFQ:

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled “Do You Have Questions ...” within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

F. ADDENDA:

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

G. CONTRACT:

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

H. NON-COLLUSION:

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

I. INDEMNITY:

To the full extent permitted by Georgia Law, the successful respondent agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out or under this contract.

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

M. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

N. DRUG-FREE WORKPLACE:

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. The procurement ordinance is codified on Section 2-3.03 of the Columbus Code and can be accessed through the City's web-site at https://library.municode.com/ga/columbus/codes/code_of_ordinances.

Q. INSURANCE:

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

R. HOLD HARMLESS AGREEMENT:

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of respondent or its agents, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

S. TERMINATION OF CONTRACT:

- 1. Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the

contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

T. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least **180 days** after date of receipt.

U. CONTRACT AWARD:

Award of this contract will be made in the best interest of the City.

V. REQUEST FOR EVALUATION RESULTS:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

W. GOVERNING LAW:

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

X. FINAL CONTRACT DOCUMENTS:

It is understood that the final contract shall include the following: **1)** The RFP; **2)** Addenda; **3)** Awarded Vendors(s) response; **4)** Awarded Vendor(s) Clarifications; **5)** Negotiated Components; and **6)** Awarded Vendor(s) Business Requirements.

Y. PAYMENT DEDUCTIONS:

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

Z. PAYMENT TERMS:

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

AA. RIGHT TO PROTEST:

- (1) Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- (2) The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- (3) A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- (4) Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

NOTICE TO VENDORS

Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

Sec. 2-3.06. - Same—By members of boards, authorities, commissions.

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

QUESTION/CLARIFICATION FORM

Date: _____

To: Della Lewis, Buyer Specialist
Email BidOpportunities@ColumbusGA.org or
Fax (706) 225-3033

Re: **RFQ No. 23-0001 – Space Planning and Programming & Design Professional Services for Replacement of Fire Station No. 5**

.....
Questions and requests for clarification must be submitted by 2:00 PM on October 19, 2022:

From:

Company Name

Website

Representative

Email Address

Complete Address

City

State

Zip

Telephone Number

Fax Number



Columbus Consolidated Government

Request for Qualifications RFQ No. 23-0001

To Provide

***Space Planning and Programming &
Design Professional Services***

For

Replacement of Fire Station No. 5

REQUEST FOR QUALIFICATIONS
Space Programming and Planning & Design Professional Services for
Fire Station No. 5 Replacement
RFQ No. 23-0001

Columbus Consolidated Government (“Owner”) is soliciting statements of qualifications from firms interested in providing space planning and programming and professional design services for replacement of fire station #5, located in Columbus, Georgia (“Project”). This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Firms that respond to this RFQ, who are determined by the Owner to be sufficiently qualified, may be deemed eligible to offer proposals for these services and may be invited for interviews. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The Owner reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of the Owner.

1. GENERAL PROJECT INFORMATION

Project Background

The Owner currently occupies an approximately 9,000 square foot governmental complex located at 6700 Lynch Rd. Columbus, Georgia. The existing complex consists of Three parking bays for fire engines, kitchen, sleeping rooms, and office space. The Owner has identified the following deficiencies with the current facility:

- Fragmented occupancy consisting of three engine bays in the middle of the building separating the living space, office space, and sleeping rooms
- Lack of sufficient space
- Inefficient use of space
- Inadequate facilities
- Leaks in the roofing system
- Overall deterioration of the structure

The Owner recognizes the need to address long term facility requirements of the Fire & EMS administration. The Owner has decided that its needs will best be served by demolishing the existing facility and constructing a new fire station on adjacent land.

Project Description

The scope of services for this contract will be broken down into four phases. Phase I of this project will be for preconstruction services during the programming/planning phase. The Owner is contracting with a team of design professionals for programming and planning services to determine the future growth space needs. The Construction Manager will provide cost estimates and constructability reviews for the various options developed by the design professional during the programming phase.

Phase II of this project will be preconstruction services during design development. The CM shall actively participate in Design Coordination Meetings with the Design Professional and Owner, for the purpose of collaborating and coordinating the final design and Construction Documents. The CM is responsible to cooperate and assist in the coordination of the development of the design of the Project within the budgeted cost and

schedule. The objective of the coordination is to assure that the design meets the Owner's Program in all respects.

Phase III of this project will be the construction phase where the selected Construction Manager shall serve as the General Contractor. Prior to the commencement of construction, the CM shall propose a Guaranteed Maximum Price to complete the project. The CM will be responsible for all coordination, construction means and methods, and Quality Control necessary to complete the project in accordance with the approved Construction Documents.

Following the completion of phase III, the City at its sole option may include the remainder of the 2021 SPLOST for fire station projects. This includes the renovation and additions at fire stations 4 (Oakley Ave), 6 (Brown Ave), and 8 (Whitesville Rd.). Construction at each location will be completed before construction begins at each subsequent location. The city reserves the right to solicit other proposals for any or all of the renovation projects.

Sustainable Design

It is the desire of the Owner to incorporate sustainable design and construction concepts in the project.

Project Delivery Method

It is anticipated the delivery method for this Project will be **CM/GC** (Construction Manager at Risk), however, the delivery method for this project is subject to change depending upon the ultimate needs of the Owner. At a minimum, the Owner will employ the services of a Construction Management Firm, in addition to the services of the Design Professional.

Project Budget

The preliminary Stated Cost Limitation (SCL) or construction cost of the new Fire Station #5 Project has not been finalized but is estimated to be **\$5,000,000**. The final SCL may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances.

Building Information Modeling (BIM)

This project will require architectural, structural, mechanical, electrical and plumbing (including fire protection) BIM models. There will be an approved BIM execution plan for the project that includes the BIM team composition members, specific roles, and the communication plan. The Owner wishes to follow the BIM program developed by the Georgia State Finance and Investment Commission (GSFIC). The GSFIC BIM Guidelines will be followed during the design and construction phases with respect to final deliverables. Refer to the GSFIC BIM Guidelines for more information on BIM requirements. The GSFIC BIM Guidelines can be accessed at the link below:

<http://gsfic.georgia.gov/documents/building-information-modeling-bim-guide>

Project Schedule

The Owner anticipates Phase I services and design process to start in January 2023 depending on the availability of funding. Construction Documents are anticipated to be completed in Q3 of 2023 with construction starting in the end of the 2023 calendar year and take approximately 18 months to complete. *(Note: All of the dates indicated in this section are estimates and as such are subject to change.)*

2. DESIGN PROFESSIONAL REQUIREMENTS

The Owner is seeking the services of an architectural firm(s) (the “Design Professional”) to provide all programming/planning and design services. The Owner expects to hire one firm for the space needs/programming and design and construction contract administration for the projects listed. The Design Professional will provide all programming/planning services as well as the complete schematic, design development, and construction documents. The Design Professional services will include architectural, civil, structural, mechanical, electrical, plumbing, security design, CCTV, Building Information Modeling (BIM), furniture, fixtures and as-built drawings (provided in pdf format). In addition, the Design Professional will provide construction contract administration services. The successful Design Professional will be expected to contract with the Owner in a timely manner. The offering firm shall be the primary contracting firm as the individual firm held responsible for fulfilling all contractual obligations. The primary contracting firm shall perform a minimum of 50% of the planning/programming and architectural design services (exclusive of engineering and specialty consultants) in-house. The Owner does not intend to enter into “joint-venture” agreements with multiple design professional firms. In the event that two or more firms desire to joint-venture, one firm shall act as the primary firm. It is strongly recommended that one firm act as the official primary design professional firm with the remaining firm(s) serving as consultant(s) to the primary. The Project will be constructed by a Construction Manager to be selected and contracted with separately by the Owner. It is expected the Design Professional will work closely with the selected CM and any other consultants engaged by the owner and in the best interest of the Owner and the project.

3. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed during the selection process. All times indicated are Eastern. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

| Estimated Schedule of Events <i>(subject to change)</i> | Projected Date | Projected Time |
|---|-----------------------|-----------------------|
| a. Owner issues public advertisement of RFQ | 10/6/22 | TBD |
| b. Deadline for submission of written questions/requests for clarification <i>(see Section 5)</i> | 10/21/22 | 5:00 PM |
| c. Deadline for submission of Statements of Qualifications <i>(see sections 6)</i> | 10/28/22 | 5:00 PM |
| d. Owner completes evaluation, posts results, and issues Notification to Finalist Firms | 11/18/22 | TBD |
| e. Owner conducts mandatory pre-proposal site-visit / conference for finalist firms | 11/29/22 | TBD |
| f. Deadline for submission of written questions from finalists | 12/5/22 | 2:00 PM |
| g. Deadline for finalist firms to submit Design Team Proposal | 12/12/22 | 2:00 PM |
| h. Owner interviews finalist firms | 12/16/22 | TBD |

4. SELECTION PROCESS

A selection of finalists firms will be made by a Selection Committee consisting of representatives of the Owner. The Selection Committee will receive and evaluate the Statements of Qualifications submitted in response to this Request for Qualifications (RFQ), using the following criteria:

Criteria for evaluation of Statements of Qualifications

The Selection Committee will evaluate the submittals from offerors using the following evaluation criteria:

25% Factor: Stability Firm’s stability, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.

40% Factor: Experience and Qualification Firm's relevant project experience and qualifications, including the demonstrated ability of the firm in creating effective design of facilities comparable in complexity, size, and function and/or facilities containing similar components within the design as the one contemplated hereby. Experience with owners such as the State of Georgia and/or other judicial entities or other similarly-structured organizations. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project.

25% Factor: Suitability Firm's apparent suitability to provide the required professional services for the project, including but not limited to the firm's apparent fit to the project type and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm. The firm's non-discrimination policies, any affirmative action policies and or stated efforts for W/MBE inclusion will be a part of this evaluation. Experience and proficiency in design with regard to the areas of public safety and security, accessibility for persons with disabilities and special needs, and environmental concerns.

10% Factor: Local Participation The Owner desires to procure the services from a team comprised of a Design Professional, who will serve as the lead architect, and a local architect. The main office of the local architect shall be located in Muscogee County.

Each of the above criteria will be given a rating by each voting member of the Evaluation Committee. The ratings are as follows:

| Description | Value |
|--|-------------------|
| Poor = Is not qualified. | 20 Points |
| Marginal = Is minimally qualified but one or more area is lacking in some essential aspect. | 40 Points |
| Adequate = Is qualified and is generally capable of achieving the objectives of this RFQ. | 60 Points |
| Good = Is more than qualified and exceeds in some areas. | 80 Points |
| Excellent = Is fully qualified and exceeds in several or more areas. | 100 Points |

After the review and rating of proposal(s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

Notice to Finalist

Once the evaluation of the Statements of Qualifications has been completed, Firms selected as finalists will receive written notification from the Owner. In this notice, the Owner will request a Design Team Proposal from the firm. The Design Team Proposal will include specific information on the firm's proposed design team for the committee to consider. Copies of this information shall be sent to the Owner prior to the interview at the time specified by the Owner in *Section 3 - Schedule of Events*.

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, a list of the finalist firms will be posted on the Columbus Consolidated Government website along with the original RFQ solicitation.

Pre-Proposal Conference / Site-Visit

Finalists shall be required to attend a mandatory pre-proposal conference/site-visit. Pertinent information pertaining to the conference/site-visit shall be included in the Notice to Finalist, with instructions regarding participant actions and activities. At the conference, all finalist firms will be given any relevant available information which has previously been developed (such as programs, studies, preliminary plans, maps, etc.) for the project. **The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.**

Presentation / Interviews

Each finalist firm shall be notified in writing and informed of the place and time for the interview session. Detailed interview instructions and requirements of the finalists will be provided in the Notice to Finalists. All members of the Selection Committee will be present during all of the presentations and interviews. Firms shall not address any questions, prior to the interview, to anyone other than designated Purchasing Division staff.

Final Selection

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the highest ranked firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm, and so on until a mutual agreement is established and the Owner awards an architectural services contract.

5. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document (**refer to pages 11 & 12**). Questions about any aspect of the RFQ or the project shall be submitted in writing (e-mail is preferable) to:

Della Lewis, Buyer Specialist
E-mail: BidOpportunities@ColumbusGA.org
Facsimile: (706) 225-3033

- A. Deadlines.** The deadline for submission of questions relative to the RFQ is the time and date shown in the Schedule of Events (Section 3). All relevant questions and requests for clarification received by the Owner and the corresponding responses will be posted as an addendum on the City's Procurement Opportunities web page, the Georgia Procurement Registry, and on DemandStar. Once the submission deadline has passed, all submissions will be final.
- B. Prohibition of Extraneous Communications.** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, all parties are prohibited from communication in any manner or for any reason with any members, officials, or employees of the Owner or the Selection Committee. Parties will be allowed to communicate only as sanctioned by the Owner. Communications will be accepted as submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner shall reserve the right to reject the proposal of the offending proposer. **See Exhibit D.**

6. INSTRUCTIONS FOR PREPARING AND SUBMITTING STATEMENTS OF QUALIFICATIONS

Submittals must be prepared in a manner that when printed would typically fit on standard (8 1/2" x 11") paper. Responses are limited to using a minimum of an 11-point font. (**Excluding RFQ exhibits, forms and business documents, the submittal shall not exceed 100 pages; no exceptions.**) Submittals that include qualifications of more than one firm shall not exceed the page limits. Emphasis should be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

TOTAL PAGE COUNT OF THE SUBMITTAL MUST NOT EXCEED 100 PAGES.

ALL PAGES COUNT REGARDLESS OF CONTENT.

QUALIFICATION SUBMITTALS THAT EXCEED THE PAGE LIMIT WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED BY THE SELECTION COMMITTEE.

Proposers are further reminded to include a completed **E-VERIFY AFFIDAVIT** with the Statement of Qualifications. (See Exhibit B) **FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.**

Statements of Qualifications **must be submitted via DemandStar** (see Appendix 1) prior to the deadline indicated in the Schedule of Events (*Section 3 of RFQ*).

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

A. Description and Resources of Firm

- A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure?
- A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices
- A3- Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.
- A4- Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
- A5- List the firm's annual revenue for each of the past 5 years.
- A6- Supply financial references and main banking references.
- A7- Has the firm ever been removed from a design services contract or failed to complete a contract as assigned?
- A8- Complete the Certification Form (*Exhibit "A" enclosed with RFQ*) and provide a notarized original with response as section "A8" of the firm's Statement of Qualifications.
- A9- Complete and submit an "*E-Verify Affidavit*" form (*Exhibit "B"*) with response as Section "A9" of the firm's Statement of Qualifications. **Failure to submit this form with Statement of Qualifications will result in the firm being eliminated from consideration for this project.**

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), Columbus Consolidated Government requires a notarized affidavit from the supplier attesting to the following:

- (A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;
- (B) The user identification number and date of authorization for the affiant;
- (C) The affiant will continue to use the federal work authorization program throughout the contract period; and,
- (D) The affiant 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 same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State's E-Verify requirements can be found at: <https://www.audits2.ga.gov/wp-content/uploads/2021/10/13-10-91.pdf>.

- A10-Complete and submit the "Disclosure Statement" (*Exhibit "C"*) with response as Section "A10" of the firm's Statement of Qualifications.
- A11-Complete and submit the "Communication Concerning this Solicitation" (*Exhibit "D"*) with response as Section "A11" of the firm's Statement of Qualifications.
- A12-Acknowledge receipt of addenda (if any).
- A13-Complete and submit the Addenda Acknowledgement (*Exhibit "E"*) with response as Section "A13" of the firm's Statement of Qualifications.
- A14-Complete and submit the "Federal Compliance" (*Exhibit "F"*) with response as Section "A14" of the firm's statement of Qualifications.
- A15-Complete and submit the "Insurance Checklist" (*Exhibit "G"*) with response as Section "A15" of the firm's statement of Qualifications.

B. Experience and Qualifications

- B1- Provide professional qualifications and descriptions of the level of experience for principal Architect or Engineer personnel in the design of projects similar to this project, specifically including the level of experience with design of judicial facilities or other facilities similar in nature to, or including, components in the design similar to components of this project. All Consultants should provide a similar level of information particularly any specialized engineers, designers or specialty consultants that may be on the team. (*At this stage, firms are asked for information on lead staff only, but may*

*list qualifications and experience on more than one lead individual who is qualified and available for proposed project. **If the firm is selected as a finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant project experience.***

- B2- Provide information on the firm's experience with projects of similar type, size, function, and complexity. Describe no more than eight (8) projects, 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:
- Project name, location and dates during which services were performed.
 - Project delivery method (e.g. construction manager at risk, design-build, or design-bid-build).
 - Brief description of project and physical description of the building (square footage, number of stories, security features, relevant or unique project components, site area, etc.).
 - Services performed by your firm (design, construction contract administration, BIM, etc.).
 - Briefly explain what components of the project being highlighted make it similar in nature to the planned Judicial Complex project.
 - Owner's stated satisfaction in design and service of your firm.
 - Owner's current contact information.
 - Contractor's current contact information.

C. Statement of Suitability

- C1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project. Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.
- C2- Provide W/MBE status and describe any non-discrimination policies of the firm.
- C3- Describe or provide evidence of experience and proficiency in design with regard to the areas of public safety, accessibility for persons with disabilities and special needs, and environmental concerns.

D. Business Documents

- D1. Complete and return **Page 1** of the Form W-9, which is available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- D2. Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Division Manager, at telephone 706-225-3091.

7. ADDITIONAL TERMS AND CONDITIONS

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. 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.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner 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 Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in

responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

Evaluation of Submittals and Qualifications

Evaluation of submittals and firms' qualifications will be conducted by a committee consisting of various project stakeholders. Based upon the predetermined rating criteria contained in the RFQ, the committee will assign a composite rating to the deliverables of each statement of qualifications and proposal submitted. Proposers understand and accept that by responding to this solicitation they are willingly participating in a process that consists of some degree of subjectivity on the part of selection committee members in determining the firm(s) capable of providing the best overall solution.

Small and Minority Business Enterprise

It is the policy of Columbus Consolidated Government that small businesses, female-owned businesses and minority businesses have a fair and equal opportunity to participate in the City's procurement process. Therefore, the Owner encourages all small businesses, female-owned businesses and minority-owned businesses to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit female-owned businesses and minority-owned businesses in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work.

(Exhibit A)
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 have 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 may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

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 City of Columbus. 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 B)

E-VERIFY AFFIDAVIT

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 **Columbus Consolidated Government** 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:

Company ID Number (*numerical, 4-7 digits*) Date of Authorization
****See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Name of Contractor
Space Planning and Programming & Design Professional Services/Fire Station No. 5 Replacement; RFQ No. 23-0001

Name of Project

Columbus Consolidated Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____ (city), _____ (state).

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 _____, 20__.

NOTARY PUBLIC
My Commission Expires:

A properly completed, notarized E-Verify Affidavit must be included with sealed submittal; failure to do so will render the firm’s submittal non-responsive and ineligible for further consideration.

Exhibit C
DISCLOSURE STATEMENT

All firms should be aware that the project you are submitting statements of qualifications for a public project, and the Owner is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, the Owner shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your firm and the Owner of the proposed project.

Insert Response

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the Owner of the proposed project within the prior one-year period.

Insert Response

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with the Owner of this project.

Insert Response

This Disclosure Statement should be dated and signed by an authorized signator for the Proposer and submitted with the Proposer's Submittal as deliverable A10.

Name of Firm

Authorized Signature

Date

(Exhibit D)

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

.....
ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: _____

Print Name of Authorized Agent: _____

Signature of Authorized Agent: _____

Exhibit E

ADDENDA ACKNOWLEDGEMENT

Space Planning and Programming & Design Professional Services for Fire Station No. 5 Replacement RFQ No. 23-0001

The Purchasing Division will post addenda (if any) on the Bid Opportunities page: https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. It is the vendors' responsibility to periodically visit the page to check for addenda, **both before the due date and prior to submitting a response in DemandStar.**

IF ADDENDA WERE ISSUED:

By signing below, I acknowledge 1) I have received the addenda (if any) as indicated below, 2) my submittal reflects the changes to the specifications, and 3) my submittal includes the most recently revised forms:

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

Addendum No. ____ dated _____ Addendum No. ____ dated _____

IF NO ADDENDA WERE ISSUED:

By signing below, I acknowledge that I reviewed the Bid Opportunities page referenced above on _____ and did not see any addenda listed for this solicitation.

(date)

Business Name

Date

Authorized Signature

Print Name

Exhibit F

FEDERAL COMPLIANCE

In the event a procurement under this contract is federally funded, the Contractor agrees to comply with all federal statutes relating to nondiscrimination, labor standards, and environmental compliance. The Contractor will be notified if the procurement is federally funded.

With regards to “**Rights to Inventions Made Under a Contract or Agreement**,” If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Contractor agrees to be wholly compliant with the provisions of **2 CFR 200, Appendix II**. Additionally, for work to be performed under the Agreement or subcontract thereof, including procurement of materials or leases of equipment.

Contractor shall comply and shall notify each potential subcontractor or supplier of the Contractor's federal compliance obligations. These may include, but are not limited to:

- (a) **Title VII of the Civil Rights Act of 1964 (P.L. 88-352)** which prohibits discrimination on the basis of race, color or national origin;
- (b) **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
- (c) the **Fair Labor Standards Act of 1938 (29 USC 676 et. seq.)**,
- (d) **Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794)**, which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990;
- (e) the **Age Discrimination in Employment Act of 1967 (29 USC 621 et. seq.)** and the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) the **Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255)**, as amended, relating to nondiscrimination on the basis of drug abuse;
- (g) the **Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616)**, as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism;
- (h) **§§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3)**, as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (i) **Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.)**, as amended, relating to nondiscrimination in the sale, rental or financing of housing;
- (j) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement;
- (k) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement;
- (l) Applicable provisions of the **Clean Air Act (42 U.S.C. §7401 et seq.)**, the **Federal Water Pollution Control Act, as amended (33 U.S.C. §1251 et seq.)**, **Section 508 of the Clean Water Act (33 U.S.C. 1368)**, **Executive Order 11738**, and the **Environmental Protection Agency regulations at 40 CFR Part 15**;
- (m) applicable provisions of the **Davis- Bacon Act (40 U.S.C. 276a - 276a-7)**, the **Copeland Act (40 U.S.C. 276c)**, and the **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332)**, as set forth in Department of Labor Regulations at 20 CFR 5.5a;
- (n) the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the **Energy Policy and Conservation Act (P.L. 94-163)**.

To demonstrate acknowledgement and understanding of the above listed Federal Requirements, vendor is required to sign below and return with bid response:

Vendor Name: _____

Signature of Authorized Agent: _____

Print Name and Title of above Agent: _____

(Exhibit G)

INSURANCE CHECKLIST

**Space Planning and Programming &
Design Professional Services for Fire Station No. 5 Replacement
RFQ No. 23-0001**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

| Required Coverage(s) | Limits (Figures denote minimums) | Bidders Limits/Response |
|----------------------|--|--|
| X | 1. Worker's Compensation and Employer's Liability | STATUTORY REQUIREMENTS |
| | Comprehensive General Liability | |
| X | 2. General Liability Premises/Operations | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate |
| X | 3. Independent Contractors and Sub - Contractors | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate |
| | 4. Products Liability | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate |
| | 5. Completed Operations | \$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate |
| X | 6. Contractual Liability (Must be shown on Certificate) | \$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate |
| | Automobile Liability | |
| X | 7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership | \$1 Million BI/PD each Accident, Uninsured Motorist |
| | Others | |
| X | 8. Miscellaneous Errors and Omissions | \$1 Million per occurrence/claim |
| | 9. Umbrella/Excess Liability | \$1 Million Bodily Injury, Property Damage and Personal Injury |
| | 10. Personal and Advertising Injury Liability | \$1 Million each offense, \$1 Million annual aggregate |
| X | 11. Professional Liability | \$1 Million per occurrence/claim |
| X | 12. Architects and Engineers | \$1 Million per occurrence/claim |
| | 13. Asbestos Removal Liability | \$2 Million per occurrence/claim |
| | 14. Medical Malpractice | \$1 Million per occurrence/claim |

| | Required Coverage(s) | Limits (Figures denote minimums) | Bidders Limits/Response |
|----------|--|---|------------------------------------|
| | 15. Medical Professional Liability | \$1 Million per occurrence/claim | |
| | 16. Dishonesty Bond | | |
| X | 17. Builder's Risk | Provide Coverage in the full amount of contract | |
| | 18. XCU (Explosive, Collapse, Underground) Coverage | | |
| | 19. USL&H (Long Shore Harbor Worker's Compensation Act) | | |
| | 20. Contractor Pollution Liability | \$2 Million per occurrence/claim | |
| | 21. Environmental Impairment Liability | \$2 Million per occurrence/claim | |
| X | 22. Carrier Rating shall be Best's Rating of A-VII or its equivalents | | |
| X | 23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action. | | |
| X | 24. The City shall be named Additional Insured on all policies | | |
| X | 25. Certificate of Insurance shall show RFQ Number and RFQ Title | | |
| | 26. Pollution: | \$2 Million per occurrence/claim | |

*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements.

Vendor Name

Signature of Authorized Agent

Date

Title of Authorized Representative

Print Name of Authorized Agent

DEMANDSTAR SUBMISSION INFORMATION

Responses must be submitted via DemandStar. See the following pages for DemandStar instructions.

Submit your electronic response as instructed below:

1. Vendors shall submit **only** the required documents listed using the “**Bidder Response ALL Documents**” function.
2. **Zip files with multiple files are not acceptable**; vendors shall submit one PDF file of their submittal.
3. Due to file size limitations, please **do not resend the City’s full specifications** as this information is already on file.
4. **In the event DemandStar requires a dollar value for your submittal, enter “0”.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select “Columbus Consolidated Government” as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at <https://www.columbusga.gov/finance-2/bid-opportunities>.

Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at <https://www.columbusga.gov/finance-2/Bid-Tabulations>.

Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.

The Purchasing Division sincerely appreciates your cooperation.

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



2019 DemandStar® Corporation. All Rights Reserved.
206.940.0305

2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

| | |
|----------------|-----------------|
| State | County |
| Select State ▼ | Select County ▼ |

- City of Metropiolis – Board of Commisioners
- City of Metropolis Purchasing
- Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County,
Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

| | | |
|--------------|-------------------|-------------------|
| | | Your Current Rate |
| Total | (0 subscriptions) | \$0/year |

Proceed to Checkout

Skip for Now

SIGN UP

Visit www.demandstar.com



2019 DemandStar® Corporation. All Rights Reserved.
206.940.0305

Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web interface with a navigation bar at the top containing 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation bar is a large orange arrow pointing right with the word 'Bids' inside it. To the right of the arrow is a 'Sort By' dropdown menu set to 'Due Date'. Below this is a list of bid entries. A red arrow points to the first entry, 'TSEBIDVINO24.JAN01'. The list includes the following information for each bid:

| Solicitation Name | Agency | Broadcast | Due | Planholders | Action |
|--------------------|--|-----------|-----------|-------------|--------|
| TSEBIDVINO24.JAN01 | City of Fort Pierce - Purchasing Department, Fort Pierce, AZ | 1/24/2020 | 3/1/2020 | 3 | Active |
| AA-BB-CC-DD-EE | agency2.0, Texas, FL | 2/4/2020 | 2/29/2020 | 0 | Active |
| TESTBID | agency2.0, Texas, FL | | | | Active |

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID ADD

Bid Details

| | |
|-----------------|-----------------------------|
| Agency Name | agency02 |
| Bid Writer | agency02 |
| Bid ID | RFQ-02029-0001AD |
| Bid Type | E-Bid - E-Bid |
| Broadcast Date | 12/18/2022 2:43 PM Eastern |
| Fiscal Year | 2022 |
| Due | 12/28/2022 11:59 PM Eastern |
| Bid Status Text | BID 175712 |

Scope of Work

scope to work

Documents

| Filename | Type | Date Modified | Status |
|----------|------------|---------------|----------|
| file | Attachment | 12/18/2022 | Complete |

Distribution Info

| | |
|--------------------------|--|
| Bid Bond | None |
| Plan (Approved) | None |
| E-Bidding | Submit |
| Distributed By | comandstar |
| Distribution Method | download and file |
| Distribution Options | Bid has no blueprints associated with it |
| Project Estimated Budget | 1,000,000.00 |
| Distribution Notes | None |

Publications

[View Legal Aid](#)

Pre-Bid Conference

[Go Pre-Bid Conference Data Round](#)

Commodity Code

[000-000-00] PERSONAL SERVICES

[Submit E-Bid Proposal](#)

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under "E-Bid Progress"

Enter "0" as your bid (proposal) amount.

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenues, etc., that are entered directly into DemandStar.)

Bid Details

Agency Name: agency2.0
Bid Number: EBID-123456-0-2020/AD
Bid Due Date: 02/29/2020 (PST)
Bid Opening: 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name: TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name: Calgon Carbon Corporation

Address 1: P.O. Box 717

Address 2: Address 2 (optional)

City: Pittsburgh

Country: United States of Ame... State/Province: Pennsylvania

County: Select... Postal Code: 15230-0717

Phone Number: 4127876810 Extension: Extension (optional)

Bid Amount: 127,000 (Invalid) Alternate Bid Amount: Alternate Bid Amount (optional)

Notes: For the full 6 month contract

Next

Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing only the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

NOTE: Do not enter information using the "Supplemental Documents" function.

Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.

BEST PRACTICE TIP: In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page: https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm.

The screenshot displays the DEMANDSTAR E-Bid Response interface. On the left, the 'Bid Details' section shows information for Agency Name (agency03), Bid Number (CSD-12345-6-2024-01), Bid Due Date (10/20/2024 (PST)), Bid Opening (23 days, 04 hours, 17 minutes, 22 seconds Remaining), and Bid Name (123789). Below this is the 'E-Bid Progress' section with links for Contact Information, Documents Upload, and Review Bid. The main 'E-Bid Response' section features a 'Required Documents' list, a table of 'Agency Accepted File Formats' (including PDF, AutoCAD, and Microsoft Office formats), and a table for 'Required Document' with columns for 'Required Document', 'Submission Option', and 'Uploaded Document'. A green arrow labeled 'UPLOAD COMPLETE FILE' points to the 'Upload Complete File' button. A red arrow labeled 'DO NOT USE SUPPLEMENTAL DOCUMENTS' points to the 'Supplemental Documents' section, which includes a text input field for 'Document Title' and an 'Add Document' button. 'Previous' and 'Next' buttons are at the bottom.

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

