

Architectural Services

2016 Capital Improvement Program

Request for Proposal Number:

RFP 19-20

Title of the Project:

Design Services for New Elementary School #4

Operations Center - Procurement Office
Bibb County School District
4580 Cavalier Drive
Macon, GA 31220

Phone: 478-779-3522

E-mail: Elaine.Wilson@bcsdk12.net

Release Date: November 26, 2018

Proposals will be due
Thursday, January 3, 2019, no later than 2:00PM
at the address shown above

Mandatory Pre-Proposal Conference: Tuesday, December 11, 2018 at
10:00 AM - Location: 4580 Cavalier Drive Macon GA 31220.

Request for Proposal (RFP) for Architectural Services

1. The Bibb County School District (the District) is soliciting competitive sealed proposals from architectural firms (proposers) to provide architectural services outlined in the “Scope of Services” section of this request. This RFP includes architectural services for the design of a New Elementary School #4.

2. **Objective and Background:**

The District intends to build a New Elementary School #4. This facility will be constructed on the existing Riley Elementary School property located at 3522 Greenbriar Road, Macon, Georgia 31204.

The estimated anticipated start date for construction is Summer of 2019.

3. **Scope of Services:**

The District is requesting full architectural services for developing specifications, programming, design, cost estimating, preparation of construction documents, reproduction costs, bidding, bid evaluation, construction administration, periodic inspections by engineers employed by the architect, final inspection, and project acceptance. The design firm must have extensive experience in the design of School Facilities, (i.e., a minimum of 3 in the last 5 years. The anticipated bid date for this project will be in Spring of 2019. As part of your services, Bibb County **may** require your firm to participate in the evaluation of the submitted bids for this project. In summary, the District is desirous that the successful architectural firm provide a full range of professional services, exclusive of soils test and special inspections, to assist in the successful completion of the project. The District will assume that all costs to accomplish these goals are included in the RFP.

4. **Compensation for Services (Fee):**

The District intends to enter into a professional services contract with the successful architectural firm. Compensation for the design phase will be based on percentage of the cost of work or the stated cost limitation, whichever is less, for the necessary conferences, the preparation of estimates, preliminary studies, preliminary plans and specifications, the completion of working drawings, detailed specifications, large-scale and full-size detail drawings, and the drafting of advertisements for bids, form of proposal and contract. Compensation for construction administration (supervision of the work) will be based on a percentage of the cost of work or the stated cost limitation, whichever is less, for supervising the construction of the work including the general administration of the business relating to the contract; the issuance of certificates of payment; keeping of accounts; and approval of materials, equipment, and apparatus used in the work. The architect shall exercise use of powers to require that the contractor complies with the contract documents and other requirements set forth in the construction contract and construction documents.

5. Evaluation Criteria and Selection Procedures:

- a. Fee proposed for design and contract administration.
- b. Proposed schedule for completing the design documents. Include all phases of design, including, but not limited to, appropriate timelines for Owner review and approval of each design phase.
- c. Design team's experience in designing similar type projects (experience information requested below should be specific to this type of project).
 - i. Experience of the architectural firm in designing similar school facilities.
 - ii. Experience of staff members in the design of similar school facilities that would be assigned to this project.
 - iii. Experience of consultants in the design of school facilities that would be utilized for this project. If no consultants will be used, list the in-house staff that will be used for each component of the design for this project.
- d. Design approach & methodology
 - i. Provide a quick narrative and/or illustration showing the design approach and methodology that would be recommended for this project. Provide a list of benefits and advantages that would be realized as part of this design approach and methodology.

An evaluation team selected by the District's Superintendent will evaluate proposals received, will select the apparent successful proposer(s), will negotiate with the architectural firm(s) to establish the value of compensation and other relevant issues, and will recommend a mutually acceptable contract(s) to the Superintendent and Bibb County Board of Education for final approval.

6. General Conditions for Proposals:

Failure to read the Request for Proposal and comply with its instructions will be at the architectural firm's own risk.

All prices and notations must be printed in ink or typewritten. Errors may be crossed out and corrections printed in ink or typewritten, adjacent to the corrected error. The person signing the proposal must initial all corrections in ink.

Corrections or modifications received after the closing time in this RFP will not be accepted.

The proposal must be signed by a designated firm representative or officer who is authorized to bind the architectural firm contractually. Submission of a signed proposal to the District will be interpreted to indicate the architectural firm's willingness to comply with all terms and conditions set forth herein.

7. Proposal Submission:

Proposals must be delivered to the District's Procurement Office located at, 4580 Cavalier Drive, Macon, Georgia 31220 Attn: Elaine Wilson no later than **2:00 P.M. local time on**

Thursday, January 3, 2019. PROPOSALS RECEIVED AFTER 2:00 P.M. WILL BE PLACED IN THE FILE UNOPENED AND WILL NOT BE CONSIDERED. THERE WILL BE NO EXCEPTIONS.

Proposals must be submitted in a sealed envelope clearly bearing the name of the architectural firm, address, and title of the project. The proposer must submit one original and three (3) copies of the completed proposal. The submission format should be as indicated in the form shown on the last page of the RFP. Please complete this form and include it in your submission.

8. Award:

The District reserves the right to reject all proposals. The District also reserves the right to waive any irregularity, informality, or technicality in the proposals in its best interest, and is not obligated to award a contract based upon the lowest priced submission. If terms cannot be mutually agree upon, the District will enter into negotiations with a secondary architectural firm.

9. Written Agreement:

The successful architectural firm will be required to enter into an owner-architect agreement in the form of STANDARD FORM OF CONTRACT FOR ARCHITECTURAL SERVICES BETWEEN THE BIBB COUNTY BOARD OF EDUCATION AND THE ARCHITECT, as amended by the BCSD.

10. Omissions:

Should the RFP not contain sufficient information for the proposer to obtain a clear understanding of the services required by the District, or should it appear that the instructions outlined in the RFP are not clear or are contradictory, then the architectural firm may obtain written clarification from the Director of Procurement – Ms. Elaine Wilson at least 72 hours prior to the required time and date for proposal submission. The architectural firm shall include a copy of the written clarification with its submission.

11. Additional Information:

For additional information regarding the services specified in this request for proposal, contact the Director of Procurement, Ms. Elaine Wilson, 4580 Cavalier Drive, Macon, Georgia 31220, Phone 478-779-3522, Elaine.Wilson@bcsdk12.net

A mandatory pre-proposal conference will be held on Tuesday, December 11, 2018 at 10:00 AM at the Operations Center located at 4580 Cavalier Drive, Macon, Georgia 31220 to provide opportunity for questions to be asked and further details of the project may be discussed. Attendance at this conference is **mandatory** for those submitting proposals.

12. Cost of Developing Proposals:

All costs related to preparation of the proposal and any related activities are the sole responsibility of the proposer. The District assumes no liability for any costs incurred throughout the entire selection process.

13. Proposal Ownership:

All proposals, including attachments, supplementary materials, renderings, sketches, and other information shall, upon submission, become the property of the District and will not be returned to the proposer.

14. Non-Collusion:

The architectural firm guarantees that the proposal submitted is not a product of collusion with any other offer and no effort has been made to fix the proposal price of any offer or to fix any overhead profit, or cost estimate of any proposal or its price.

15. Utilization of Minority and Small Business Enterprise:

The BCSD encourages the use of small, local, and minority consultants in all projects to the extent such firms are available and qualified to provide the services required.

16. Addenda:

Offerors are notified that they must thoroughly examine proposal documents together with addenda thereto issued prior to the receipt of proposal.

Any addenda issued in writing during the time of solicitation shall be included in the proposal, and each will be incorporated in the subsequent contract. All addenda must be acknowledged with the proposal. Failure to acknowledge addenda may result in the rejection of your firm's proposal.

If any person or firm contemplates submitting a proposal and is in doubt as to the meaning of any part of the solicitation documents, they may submit a written request to the Director of Procurement for interpretation. Requests must be submitted in writing not-less-than 72 hours prior to the proposal due date/time and addressed to the Director of Procurement. Written requests must be submitted via e-mail to: Elaine.Wilson@bcsdk12.net

Interpretations of proposal documents will be made by addenda only. The BCSD will not be responsible for any other interpretations or explanations.

17. Detailed Scope of the Project:

Scope of Work includes a New Elementary School #4. It is the intent of the BCSD to have a high-performance building with sustainable design. The program for the design should include the following:

1. Demolition of existing school and site preparation for new facility.
2. New school design for Pre-K – 5th grade, 700 FTE capacity.
3. Minimum standard classroom size > 750 ft²
4. School design that will fit properly on the selected site and provide for all the exterior amenities typical of a K-5 school, playgrounds, bus drive, vehicle drive, faculty parking and safe walking paths.
5. Site planning for separate bus and vehicle drives.
6. Safety / Security conscience plan that provides for student and faculty safety.
7. Design built to accommodate current classroom technology used in Bibb County Schools with flexibility to accommodate future technology improvements.
8. Design that can be constructed within the budget parameters allowed for this project. Total project budget = \$15,000,000, includes all costs including construction, design, FF&E and all other costs.

The program development services for this project shall begin immediately upon acceptance of this proposal (expected to be January 2019). Design must be completed soon enough for construction to begin by summer of 2019. Construction must be completed no later than July 2020.

Proposal for Architectural Services
RFP #19-20 Design Services for a New Elementary School #4

Contact Information:

Name and Address of Architectural Firm:
Contact name, Email address, phone number, fax number:

Fee Information:

Proposed fee for design phase: (In the form of a percentage of construction cost)	
Proposed fee for construction administration: (In the form of a percentage of construction cost)	
Additional fees or charges (specify):	

Additional Services (If so requested by the Owner):

Fees for additional services for the following positions:	Fee/hour
Principal	
Project Architect/Engineer	
Senior CADD/Drafter	
Junior CADD/Drafter	
Secretarial/Clerical	
Construction Inspector/Construction Administration	
Consultants (specify):	

Schedule Information:

Attach a detailed schedule indicating how the design team intends to meet the stated design schedule requirements.
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Firm’s Experience/References Information:

Attach a list of projects of similar scope completed by your firm during the past five (5) years.

Team Members/Consultants Experience Information:

Attach a document reflecting your proposed design team including the names of staff and proposed consultants. Identify specific experience each team member has in the design of the various elements of this project.

Design Approach & Methodology:

Provide a quick narrative and / or illustration explaining the design approach that would be utilized for this specific project, making sure to highlight the advantages that this approach will bring to the project.

(Signature of authorized representative)

(Date)

Proposer shall submit one original and three (3) copies of proposal to:

Ms. Elaine Wilson
Director of Procurement
Bibb County School District
4580 Cavalier Drive
Macon, GA 31220

OFFEROR'S CHECKLIST

PROJECT: **Design Services for New Elementary School #4**

PROPOSAL NO.: **RFP 19-20**

- We have acknowledged receipt of addendum (addenda): _____.
- One original and three (3) copies of all informatin requested have been provided.
- The proposal has been signed by an authorized principal or authorized official of the firm.
- No conditions, restrictions or qualifications have been placed by the company on this proposal that would have the proposal declared non-responsive.

COMPANY NAME

TYPE OR PRINT NAME OF PERSON COMPLETING
CHECKLIST

SIGNATURE OF PERSON COMPLETING CHECKLIST

DATE

COMPANY FEDERAL ID NUMBER

COMPANY E-MAIL ADDRESS

**READ AND COMPLETE THIS CHECKLIST BEFORE SUBMITTING THE
PROPOSAL. RETURN THIS CHECKLIST WITH YOUR PROPOSAL.**