



**REQUEST FOR PROPOSAL  
FOR ARCHITECTURAL SERVICES FOR A NEEDS ASSESSMENT  
OF THE ANIMAL SHELTER FACILITY EXPANSION  
AUGUST 4, 2016**

**I. INTRODUCTION**

Oconee County is comprised of four cities: Bishop, Bogart, North High Shoals, and Watkinsville. It is home to over 35,000 residents and covers 185 square miles in the northeast Georgia region known as the *Historic Heartland*. Watkinsville was incorporated on November 24, 1806, and has served as the county seat since 1875. It has a population of 2,832 according to the U.S. Census. Oconee County has grown by 33.8% since the year 2000.

Demands on the Oconee County Animal Control shelter and staff have been challenging and there is a need to accommodate future growth requirements. Therefore, the Oconee County Board of Commissioners (OCBOC) is requesting professional services for an animal shelter needs assessment. The consultant is tasked with providing viable options for the renovation and/or expansion of the County's existing shelter, located at 1171 Branch Road in Bishop, Georgia. The consultants shall examine the existing animal control shelter and its surrounding site to determine if the current construction, plumbing and electrical systems, and foundation are suitable for renovation and/or expansion.

The purpose of this Request for Proposal (RFP) is to solicit submissions from experienced and interested architectural firms that have successfully completed similar projects including the programming, conceptual planning, and full design of new and/or expanded animal shelter facilities in Georgia. The successful firm will be expected to provide a needs assessment to produce a programming study for a future, expandable animal shelter facility serving the community's needs over the next 25 years.

**II. SUBMISSION OF PROPOSALS**

Interested and qualified firms are invited to submit one (1) original, five (5) copies and one (1) electronic format submittal of their proposal and cost in a sealed envelope, clearly labeled '**RFP – Oconee County Animal Shelter Needs Assessment**'. The responses shall demonstrate the

firm's experience in performing a project of this scale and complexity. **Documentation should include the items below:**

1. Brief summary of projects you have experience in that are similar to the project described in this solicitation
2. Brief summary of projects that show experience or ability to engage in value engineering to complete a project within budget
3. Brief general statement of qualifications that responds to the project introduction and description provided above
4. Brief summaries of recent projects
5. List of at least the last three (3) projects the firm has completed including the name of the project, client contact, owner's total initial budget, total project cost, date of bid, scheduled completion date and actual completion date
6. County is interested in team's (including sub consultants) experience in Georgia regarding animal shelter planning, feasibility, design, and construction. Projects should be listed based on the consistency with the RFP, including planning, programming, expansion, and/or new construction for animal shelter facilities work completed. Particular emphasis should be placed on innovative, sustainable and cost effective solutions (construction and maintenance/operations);
7. The team's organizational structure, their understanding of the project issues and their approach to the project including technical and management factors that will lead to a quality design and operation shall be included. Respondents are encouraged to use this section of the submittal to address optional improvements to the scope of services requirements outlined in the RFP. Competitive advantages or special capabilities of project teams should be highlighted in this section as well as the intended methods to ensure:
  - a. Project design performance and product reliability
  - b. Cost effectiveness
  - c. Ability to meet budgets and schedules
  - d. Effective project management
  - e. Quality control
8. Contact information for at least four references
9. Provide name of firm, complete address, contact person, telephone number, fax number, and email address
10. Resumes of personnel who will be involved
11. A statement that the firm is available to begin work upon negotiation of a contract

### **III. SITE LOCATION**

The consultants need to determine if the site beneath and surrounding the existing Animal Control facility is suitable for expansion. Consultant should evaluate parking, topography, soil conditions, site access, and location. The Animal Control shelter's existing foundation, electrical

and plumbing systems, and building structure should be examined to determine if expansion is feasible. Due to the natural topography of the land, the site is subject to flooding in some areas. There is an uncapped well located behind the facility. The facility currently utilizes a septic tank. Consultant will be responsible for geotechnical testing if awarded the contract. The Oconee County Animal Control facility is located at 1171 Branch Road, Bishop, Georgia, 30621.

#### **IV. NATURE OF SERVICES REQUIRED**

The Oconee County Board of Commissioners is soliciting the services of qualified consulting architectural firms to accomplish the following needs assessment for the Oconee County animal shelter facility.

1. The selected firm will assess current requirements and consider technology advancement for efficient operations of the Oconee County animal shelter using criteria and standards required by the Oconee County Health and Safety Code applicable to animal shelters. This assessment will include site needs, space needs, functional relation, and priorities for the project, with interior spaces and exterior spaces such as outdoor kennels and dog runs as a component part and methods to minimize on site staffing requirements. Site needs include, but are not limited to, the examination of the current site to determine whether electrical and plumbing systems and foundation are suitable for expansion. Storm water management, sediment, and erosion control should also be considered. Space needs include, but are not limited to, the room requirements, size, and function; outdoor space requirements, size and function; and support needs (office, storage, amenities), size and functional review.
2. The selected firm will lead the meetings and organize information between the team members assigned to this project.
3. The selected firm is to review and conduct visits to the site and to include that as part of the dialogue and final analysis.

#### **V. EVALUATION, SELECTION and TIMELINE**

##### **A. Evaluation**

The proposals submitted will be evaluated by a committee consisting of Oconee County staff. During the evaluation process, Oconee County reserves the right, where it may serve Oconee County's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions.

The selection committee will evaluate and rank the responsive proposals that satisfy the qualification requirements by applying the weighted comparative evaluation criteria set forth below:

## **Criteria Description Value**

**Team and Qualifications 30**  
**Experience and Capabilities 35**  
**Project Understanding and Approach 35**

### **B. Review of Proposals**

1. The committee will review the proposals at its earliest convenience after the submittal deadline date.
2. The proposals will be reviewed and rated relative to the evaluation criteria established for this project.
3. If necessary, the committee will invite one or more responsive firms to make a presentation before the committee.
4. The committee will recommend the firm with the highest rated proposal to the Oconee County Board of Commissioners for consultant selection.
5. The Oconee County Board of Commissioners will consider the committee recommendation at its earliest convenience.

### **C. Tentative RFP Timeline**

- RFP Issuance: August 4, 2016
- Question and Answer Period Ends: August 11, 2016
- Request for Qualifications and Proposal Received by Oconee County: August 18, 2016
- Evaluation: August 19-25, 2016
- Interviews (if necessary) August 26, 2016
- Selection Approvals TBD

## **VI. ADDITIONAL MATERIALS**

Any information or material provided beyond that requested in this RFP may not be considered by the County.

## **VII. PROCUREMENT PROCESS**

### **A. Owner Contact and Communications**

1. The Owner Contact will act as the sole point of contact for this RFP and shall administer the RFP process. All communications shall be submitted by email, and shall specifically reference this RFP:

Ms. Karen Barnett, CPPB  
Purchasing Officer  
Oconee County Finance Department  
23 North Main Street  
Watkinsville, Georgia 30677

Phone: (706) 769-2944  
Fax: (706) 310-3574

Email: kbarnett@oconee.ga.us

2. No oral communications from the Owner Contact or other individual is binding. With the exception of the Owner Contact, no contact with Owner staff, board members or any public official concerning the Project during the procurement process is allowed. Violation of this provision may result in disqualification of Respondent.

## **VIII. CONDITIONS FOR RESPONDENTS**

### **A. Mandatory Forms**

Respondents are required to complete the forms in attachment “A” and return them with the proposal.

#### **1. Georgia Security and Immigration Compliance Act**

Consultants submitting a proposal in response to this RFP must provide the following information in the submittal to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- A statement that indicates the consultant will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-02 in the execution of the contract.

By completing the affidavit that is provided with this solicitation, the consultant is attesting to the following:

- The affiant has registered with and is authorized to use the federal work authorization program
- The user identification number and date of authorization for the affiant
- The affiant is using and will continue to use the federal work authorization program throughout the contract period

- Any employee, consultant, or sub-consultant of such consultant shall also be required to satisfy the requirements set forth in this paragraph
- Upon contracting with a new sub-consultant, a consultant shall notify Oconee County and shall deliver a completed sub-consultant affidavit to Oconee County within five (5) working days of entering into a contract or agreement of hire with the sub-consultant before beginning work

Failure to provide the completed and notarized affidavit with the consultant's proposal will result in disqualification as required by the Georgia Security and Immigration Compliance Act.

## **2. Exemption from Taxes**

The consultant shall not charge the County for Georgia State Sales or Use Taxes or Federal Excise Tax on the finished goods or services provided under the agreement.

## **3. Equal Employment Opportunity Clause (Incorporated by Reference)**

“The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans and veterans of the Vietnam era, set forth in 41 CFR 60-250.4, the affirmative action clause for handicapped workers, set forth in 41 CFR 60-741.4, and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in this RFP. By submitting LETTER PROPOSAL, vendor certifies that it complies with the authorities cited above and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60-1.8.”

## **4. Open Records**

All materials submitted in connection with this RFP will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Oconee County Board of Commissioners. All such materials shall remain the property of Oconee County and will not be returned to the Respondent.

If the consultant has notified the purchasing office that the consultant's submittal contains trade secrets and commercial or financial information, which is privileged and confidential, those portions of the submittal shall be protected and shall not be released outside of the government. The title page and each page containing proprietary information must be marked.