



**CITY OF GRIFFIN, GEORGIA**

**REQUEST FOR QUALIFIED CONTRACTORS**

**RFQC #16-018**

**For**

**HVAC REPLACEMENT AT CITY ADMINISTRATIVE BUILDING**

**For all questions about this RFQC contact:**

*Cindy Fay, Procurement Analyst*  
[cfay@cityofgriffin.com](mailto:cfay@cityofgriffin.com)

**Deadline:**  
**Wednesday, May 11, 2016 at 2:00 P.M.**

# IMPORTANT SUBMITTAL REQUIREMENT

Submittals must be properly labeled to ensure they are not inadvertently opened before the designated time. Affix the label below to the outside of the sealed submittal envelope or delivery package.

If this label is not used (i.e. in case of some delivery services), it is the supplier's responsibility to ensure that the information is on the OUTSIDE of the delivery package. Submissions that do not comply may be rejected.

Submittals must also include the required number of copies specified in section 1.2.

Please make sure either the label below or the information on the label appears on the **OUTSIDE of the delivery package** and is clearly visible. There may be multiple solicitations open at any given time and if the sender organization and bid number are not discernable, your response may not be recorded as properly received.



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## RESPONSE SUBMITTAL

DELIVER TO:

CITY OF GRIFFIN  
PROCUREMENT – 3<sup>RD</sup> FLOOR  
100 S HILL STREET  
PO BOX T  
GRIFFIN, GA 30224

**BID/PROPOSAL #:** RFQC 16-018

**BID/PROPOSAL NAME:** HVAC REPLACEMENT AT CITY ADMINISTRATIVE BUILDING

**DUE ON OR BEFORE:** 5/11/16 @ 2:00 PM (EST)

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT PHONE & EMAIL:** \_\_\_\_\_

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# CITY OF GRIFFIN, GEORGIA REQUEST FOR QUALIFIED CONTRACTORS SPECIFICATIONS for 16-018

## HVAC REPLACEMENT AT CITY ADMINISTRATIVE BUILDING

### 1. SECTION I – GENERAL INFORMATION

Information in this section is proposal-specific. Any conflicting information stipulated in this section shall supersede the General Terms & Conditions noted in Sections II - V.

#### 1.1. PURPOSE

The City of Griffin (City) is issuing this Request for Qualified Contractors (RFQC) for HVAC services firms with a strong record in successfully completing design/build commercial projects that provide master planning, programming, conceptual architectural/engineering design and installation for a variable refrigerant flow (VRF) HVAC system replacement at the City Hall building. The City seeks to retain a consultant team comprised of a firm (or firms) with broad experience and qualifications in the successful planning, programming, design and installation of VRF HVAC systems similar in scope, size and scale to the project planned by the City.

The goal of this RFQC is to determine the firms that are the most qualified to fulfill the requirements of this project as well as satisfy the codes and standards regulated by the State of Georgia. The project consists of but is not limited to, preparation of design drawings, contract documents, bidding, and installation of the VRF systems.

#### 1.2. SCHEDULE & SUMMARY

This Request will be governed by the following schedule and criteria:

##### DATES

Release of Request	Thursday, April 14, 2016
Pre-Conference Meeting*	Yes; Monday, April 25, 2016; <b>attendance strongly recommended</b> <i>location: .....City Hall, 3<sup>rd</sup> Floor Conference Room @ 2PM (100 S Hill St, Griffin, GA)</i>
Questions due	Monday, May 2, 2016 by 1:00 PM
Responses due	Wednesday, May 11, 2016 by 2:00 PM
# of Response Submittals Required	Five, <u>including</u> the marked original, <b>plus</b> one electronic copy
Public opening	No
Bonds required	No
Professional Liability Insurance	No
Project manager	Phill Francis; <a href="mailto:pfrancis@cityofgriffin.com">pfrancis@cityofgriffin.com</a>

\* In addition to serving as a 'site' visit, the purpose of this meeting will be to provide those interested with an oral presentation of the City's requirements and to allow for the presentation of questions. There will be a walkthrough of various areas of interest in the building after the meeting. Although attendance at the pre-conference meeting is not mandatory, it is considered as part of the evaluation criteria and **attendance or non-attendance will be graded accordingly in the evaluation scores**. All interested parties are 'strongly' urged to attend. No other meeting is planned, nor will any additional walkthroughs be allowed.

### 1.3. SCOPE OF WORK

The selected Supplier will be required to perform the basic design, engineering and installation services. Details of the services will be discussed in the interview and negotiation portion of this process. Once the interview process is completed, the Scope of Work will be finalized and a subsequent RFP with the final details and requirements will be presented to each of the top ranked suppliers.

The City administrative offices are located at 100 South Hill Street, Griffin. Total office building space has approximately 70,000 square feet and approximately 180 tons of cubic foot air. The offices will be occupied during business hours throughout the replacement process. The City prefers to have either a Mitsubishi or Toshiba VRF system installed or a proven equivalent.

The expectations of the supplier that will be awarded the subsequent RFP include:

- The Supplier will be required to retain and be responsible for all basic engineering disciplines such as mechanical, electrical, plumbing, as will be specified in the subsequent RFP Scope of Work.
- The Supplier will identify and select appropriate sub-consultants. It is recommended that local contractors be given the opportunity to contract or sub-contract whenever feasible. The City reserves the right to approve or disapprove of any sub-consultants associated with the project.
- The project will include the creation of schematic design, production of computer generated renderings, and cost estimations for each milestone of the project;
- The City reserves the right to include additional project elements of the Scope of Work in the initial or subsequent professional services agreements as may be deemed appropriate in its' discretion.
- Specifications for the resulting RFP have not been written at this point nor are they needed during the RFQC phase.

### 1.4. PROCESS

All responses received will be reviewed by the Procurement Agent to ensure they meet the administrative requirements. All submissions that meet the administrative requirements will be turned over to the Evaluation Committee for further assessment. The Evaluation Committee will review all responses received and determine a ranking based on the information provided and invite the top firms for confirmation interviews for the final short-list. The City reserves the option of requesting presentations be additionally made to its Board of Commissioners. Selection of firms to participate in the next stage of this process will follow the proposal-interview process.

### 1.5. RESPONSE SUBMISSION

The responses are to be packaged with one original and four (4) copies for a total of five (5) hard copies and one electronic copy. **Note that all "marketing information" that is included with your response must be separate from the submittal.**

Responses are to be ordered and include the following:

**1.5.1. Submittal Cover page.** The cover page is supplied on page 10.

**1.5.2. Transmittal Letter.** The short Transmittal Letter must:

- 1.5.2.1. Summarize why the respondent believes itself to be the most qualified;
- 1.5.2.2. Contain the statement that to the best of the respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- 1.5.2.3. Contain a statement granting representations of the City authorization to contact any previous client for purposes of ascertaining an independent evaluation of the respondent's performance;
- 1.5.2.4. Contain at least one copy of the transmittal letter with the original signature of an officer of the principal firm.

**1.5.3. Narrative.** The Narrative should be organized to clearly address:

- 1.5.3.1. Design philosophy and approach to design in general;
- 1.5.3.2. Prior design service experience with projects of similar scale and complexity;
- 1.5.3.3. Prior experiences with public-sector clients and processes for projects of similar scale and complexity;
- 1.5.3.4. Professional qualifications of personnel assigned to the project;

- 1.5.3.5. History of effective schedule and budget management for projects of similar scale and complexity;
- 1.5.3.6. Use of processes that creatively engage staff and other stakeholders in all stages of design;
- 1.5.3.7. Commitment to developing an energy efficient and effective system.

**1.5.4. Supplier Background.** Include a complete narrative description of the responding firm (or firms if the respondent is comprised of a team of firms). Information should include:

- 1.5.4.1. Areas of commercial/industrial VRF HVAC specialization;
- 1.5.4.2. Firm history;
- 1.5.4.3. Honors and awards;
- 1.5.4.4. Location of home and branch offices;
- 1.5.4.5. Names of the principal officers of the firm;
- 1.5.4.6. Identification of the major consultants if known;
- 1.5.4.7. Organization Chart: Include a simple organization chart showing how the respondent, if selected as the Prime Contractor, would organize its personnel for the project;
- 1.5.4.8. Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the Contractor's team. Indicate their availability for this project schedule;
- 1.5.4.9. Resumes\*: Provide resumes of any person identified as a key professional. The resumes should contain the following;
  - 1.5.4.9.1. Name;
  - 1.5.4.9.2. Educational background;
  - 1.5.4.9.3. Employment history;
  - 1.5.4.9.4. Proposed role in the project;
  - 1.5.4.9.5. Experience with Mitsubishi and/or Toshiba VRF systems;
  - 1.5.4.9.6. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference;
  - 1.5.4.9.7. Other information that may be deemed relevant.

*\* Note: The principal in charge of this project must be experienced in developing conservation assessments, feasibility studies, and sustainability plans for commercial/industrial VRF HVAC installations. **Detail fully if these requirements are met.***

**1.5.5. Supplier's Relevant Experience.** Include a summary of relevant projects where the responding firm was the contractor. List a minimum of three and maximum of five relevant and recent commercial/industrial projects. A relevant project is one which best exemplifies your qualifications for this project. At least one, preferably more, of the projects must be municipal facilities and all projects listed must include:

- 1.5.5.1. Name of project;
- 1.5.5.2. Type of building(s);
- 1.5.5.3. Project location;
- 1.5.5.4. Initial project estimated cost;
- 1.5.5.5. Final total project cost;
- 1.5.5.6. Project description;
- 1.5.5.7. Project delivery method;
- 1.5.5.8. Describe the services your firm provided;
- 1.5.5.9. Indicate which team members were actually involved in the project and specify their role;
- 1.5.5.10. Describe any special challenges or issues encountered during the project and the resolution;
- 1.5.5.11. Provide a statement acknowledging if the project was completed on time and within budget;

1.5.5.12. Provide a few illustrative photographs, renderings, or web links, if available.

**1.5.6. Supplier Registration.** While there are no Administrative restrictions on submitting a response to any bid or Request, a supplier must be registered and compliant (have both required documents) with the City in order to be awarded any type of contract. Instructions for registering as a supplier can be found on page 12. This registration will be used for bid notifications as well as sourcing for general projects by the departments. It is important to note that the registration must be completed online and must have a W9 and EV document in order to be considered compliant. In addition to selecting as many commodities as are applicable, you can also link your website to the registration profile.

**1.5.7. Marketing Information.** While there is no set limit to the number of pages that can be submitted and marketing information can add value to 'show off the company's attributes', the main purpose of this RFQC is to determine the companies that can best meet the goals of this project. In order for the members of the evaluation team to be the most effective, any marketing information that needs to be added is to be separate from the submittal response.

## **1.6. EVALUATION CRITERIA**

It is imperative the submitted response fully address all the firm's ability to meet or exceed anticipated aspects of the subsequent RFP. The submittal must provide the City's evaluation team with clearly expressed information concerning the supplier's understanding of the City's needs as well as the ability to meet those requirements. Your responses are to be geared for information rather than marketing.

The basis of selection will be the best evaluated responses suited for this project. Considerations will include, but are not limited to:

- Qualifications of Firm - Qualifications of firm and personnel that would be assigned to this project.
- Firms Experience on Similar Projects - Related project experience of the firm and personnel that would be assigned to this project. Experience with Mitsubishi or Toshiba VRF systems must be detailed.
- Available Resources to Complete Project – The availability of the analytical, design tools, personnel, financial resources and methodologies commonly applicable in order to complete the project in a timely manner.
- Responsiveness to the RFQC - This would include any documents requested such as concept plans, 'challenging' areas and other related items.
- Professional References - Provide names and contact information for professional references that can demonstrate prior performance on projects of similar size and scope.
- Other services as needed – The attendance of representatives of the firm may be requested at related functions/meetings held by the City.

## **1.7. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION**

**1.7.1. This RFQC is not a contract nor can it result in a contract. The subsequent RFP will be issued only to firms selected by this RFQC process.**

**1.7.2.** By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, may be excluded;

**1.7.3.** By submitting a response, Suppliers certify that their proposals are made without collusion or fraud and they have not offered or received any inducements in connection with their proposals. They further agree that this solicitation and any resulting contract in subsequent proposal requests shall be governed in all respects by the laws of the State of Georgia and they shall comply with applicable federal, state and local laws and regulations

**1.7.4.** Suppliers may be disqualified from participation in the RFQC and the subsequent RFP process for reasons which include, but are not limited to the following:

1.7.4.1. Evidence of collusion;

- 1.7.4.2. Being in arrears on any of its existing contracts with the City or in litigation with the City or having defaulted on a previous contract with the City;
- 1.7.4.3. Being in arrears on taxes owed to the State of Georgia;
- 1.7.4.4. Poor, defective or otherwise unsatisfactory performance of work for the City or any other party on prior projects which, in the City's judgment and sole discretion, raises other party on prior projects which, in the City's judgment and sole discretion, raises party on prior projects which, in the City's judgment and sole discretion, raises doubts as to Supplier's ability to properly perform the work;
- 1.7.4.5. Any offering of gifts, unauthorized compensation or other unethical actions to City employees with respect to interest in any business activity; or
- 1.7.4.6. Any other cause which, in the City's judgment and sole discretion, is sufficient to justify disqualification of the Supplier or the rejection of their submittal.





## CITY OF GRIFFIN, GEORGIA REQUESTS FOR PROPOSAL GENERAL PROVISIONS

### 2. SECTION II – COMMUNICATION OF INFORMATION

All information, notices and addenda regarding this RFQC shall be posted on the City's website. It is the Supplier's responsibility to check the site on a regular basis in order to confirm they have the most current information before submitting a response. Subsequent to the opening, all status notices will also be posted on the City's website.

#### 2.1. RESTRICTIONS ON COMMUNICATIONS WITH STAFF

All questions about this RFQC must be submitted in the following format:

Company Name  
- Question  
Citation of relevant section of the RFQC

All questions regarding specification/technical issues must be in writing to the Project Manager for this RFQC (with a 'cc' to Procurement). The Project Manager, contact email and deadline for questions is noted in section 1.2.

All questions regarding administrative issues must be in writing to the Procurement Analyst:

Address: Cindy Fay  
Procurement Analyst  
City of Griffin  
P. O. Box T, Griffin, GA 30224

Email: [cfay@cityofgriffin.com](mailto:cfay@cityofgriffin.com)

No questions other than written will be accepted. No response other than written will be binding upon the City. Questions will be combined into one list of questions and responses and will be posted on the City's website as an addendum.

**From the issue date of this request until an award has either been made or deemed closed for other reasons, institutions or individuals providing submissions are not permitted to communicate with members of the commission, the evaluation team or City employees, other than Procurement, with regard to the purpose or intent of this document. The exception to this is the submission of written technical questions to the project manager. The City reserves the right to reject the submission of the offending Supplier if this provision is violated.**

Any updates or changes to this and related documents will be posted on the City's website (<http://www.cityofgriffin.com/Departments/AdministrativeServices/Purchasing/BidOpportunities.aspx>). **It is the Supplier's responsibility to refer to the website for any addenda or other pertinent information before responding to this RFQC request.**

#### 2.2. PUBLIC DISCLOSURE AND PROPRIETARY INFORMATION

All RFQC, RFP and any other public records with respect to solicitations shall be subject to public inspection, upon request, after the posting of the Notice of Intent to Award (NOIA) or Notice of Award (NOA). This is being done in order

to protect the integrity of the procurement process unless otherwise required by law. For any Open Records requests, the City may assess fees for the costs of producing these public records as permitted by the Georgia Open Records Act. Exceptions to the availability of information include 1) bona fide trade secrets meeting confidentiality requirements that have been properly marked and documented; 2) matters involving individual safety as determined by the City; 3) company financial information requested by the City to determine supplier responsibility; and 4) other constitutional protections. All documents that are to be proprietary and confidential are to be clearly marked as such. Information received in response to this request will become the property of the City and will not be returned. If a proposer feels that any information is confidential or proprietary in nature, the proposer must prominently mark and initial such information as "PROPRIETARY INFORMATION". The City will not release or divulge such information to third parties without the consent of the Proposer unless required to do so by applicable law or order a court of competent jurisdiction.



**CITY OF GRIFFIN, GEORGIA  
REQUEST FOR PROPOSAL**

**SPECIFICATIONS AND  
RESPONSE SUBMITTAL COVER**

**RFQC #16-018**

**For**

**HVAC REPLACEMENT AT CITY ADMINISTRATIVE BUILDING**

**Submitted by:**

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

**Submittal Deadline:  
Wednesday, May 11, 2016 at 2:00 P.M.**



## SUPPLIER REGISTRATION

### Supplier Registration with the City Of Griffin consists of the following:

*The City of Griffin now has online self-service registration, via Vendor Registry. In order to be registered as a City of Griffin supplier, you must access the registration via the City's site. This will give you the opportunity to keep your information accurate and current. It also permits unlimited NIGP commodity codes, allowing for notifications based on your specific business criteria and to link your website to your profile. In addition to the visibility to the City, this service will allow for other agencies in our area to have visibility of your company and it will allow you to have visibility of opportunities from other agencies in our area. There is no charge for this basic service, but you do have the option to expand your visibility to other areas for a small fee at any time.*

### TO REGISTER:

- ✓ Please visit our website at [www.cityofgriffin.com](http://www.cityofgriffin.com)
- ✓ Hover over "Doing Business"
- ✓ Select "How to do business with the City"
- ✓ Click under Online Registration
- ✓ Complete your registration by following the instructions provided
  - Two documents (forms are available online) will be required to be uploaded before your registration is complete. They are:
    - **Supplier Affidavit** – This document is also referred to as the E-Verify affidavit and has been updated to reflect new laws that have recently gone into effect. An E-Verify (EV) number is REQUIRED by the State of Georgia (OCGA § 13-10-91) if you provide labor or services to the City that is valued in excess of \$2,499.99. In addition to the EV number and signature, the affidavit must be notarized. If you are a sole proprietor or your company provides only products, simply initial the statement that applies to your situation and sign. There is no need to notarize the affidavit unless you provide your EV number.
    - **W-9** – This document supplies the Employer Identification Number (EIN) or the Social Security (SS) number of the supplier.

**These forms must be submitted online and do NOT need to be submitted with your response.**

**Note:** *If you are registered on Vendor Registry with another agency other than City of Griffin, you can 'piggyback' off of your existing profile to create a profile for Griffin. Contact our Procurement office or Vendor Registry for help in creating this new record.*

**Note:** *Our website is currently under renovation and I am not certain at this point how the instructions will change. If you would like to register during this interim time, contact Angie at 770-229-6401 x681 for assistance.*