

REQUEST FOR QUALIFICATIONS

The City of Brunswick is seeking Qualifications from firms to provide comprehensive Architectural Services to assist the City in performing possible planning, remodeling, construction, life-health safety, historic preservation projects and special projects. The firm(s) selected shall have the primary responsibility for execution of the planning, design, and construction documentation of various projects. To be qualified, architects should be able to demonstrate significant experience in design of public facilities and the ability to provide adequate performance bonds and insurance and a history of on-time, on-budget project delivery.

Interested architects and firms shall, at a minimum, complete and submit the attached Qualification Questionnaire. Respondents are encouraged to submit any additional information that they feel will provide evidence of their qualifications.

Any questions concerning this Request for Qualifications should be directed to:

Garrow Alberson
Director of Engineering and Public Works
City of Brunswick
(912) 267-5540
galberson@cityofbrunswick-ga.gov

All questions regarding this RFQ will be compiled and answers provided as an addendum to this RFQ. The addendum will be posted to the city website (www.brunswickga.org) on the Bids/Solicitations page. Questions must be submitted by Friday, January 11, 2019. The addendum will be posted to the website by Wednesday, January 16, 2019. All respondents will be responsible for checking website for addenda information prior to submittal of qualifications packages.

Qualification Questionnaire Submittals:

Respondents shall submit four (4) paper documents, as well as one (1) electronic version on CD-ROM or Flash Drive in PDF format, of their submittal package including the Qualification Questionnaire. Respondent's schedule of rates and fees shall be submitted in a separate sealed envelope. All submittals must be received no later than 10:00 AM, Tuesday, January 22, 2019, addressed to:

Garrow Alberson
Director of Engineering and Public Works
City of Brunswick
601 Gloucester Street
Brunswick, GA 31520
(912) 267-5540
galberson@cityofbrunswick-ga.gov

Scoring Process

Submittal packages will be opened and scored at 2:00 PM, Tuesday, January 22, 2019. Scoring will be based on business organization, licensing certifications, experience, references, demonstration of similar completed projects, management/operations, and local presence.

Each Qualifications Questionnaire shall be scored as follows:

	Total Maximum Points
1. Business Organization	15
2. Licensing Certifications	10
3. Experience	30
4. References	15
5. Similar Projects	25
6. Local Business License/Outlet	5
Total Maximum Points	100

The City of Brunswick's decision will be based upon a cumulative scoring factor. Based on the scores, the City will select the responsible and responsive respondent(s) whose qualifications are determined to be in the best interest of the City, taking into consideration the evaluation factors set forth above.

All Submittals will be held in confidence until notification of award. At the discretion of City of Brunswick, interviews may be requested.

The City of Brunswick may choose to negotiate an agreement for professional services with one or more of the selected respondents. Fees, hourly rates, and other compensation will be negotiated on a per-project basis.

QUALIFICATION QUESTIONNAIRE

General Information:

Each section and subsection of the Questionnaire should be answered beginning on a separate page, and pages should be numbered consecutively with the name of the respondent indicated clearly at the bottom of each page. Responses must be submitted in the order and format outlined in this Questionnaire. The sworn signature page should then be placed at the end, after all Questionnaire pages.

Responses must be accompanied by a one-page cover letter containing the project title, basic respondent information (including name, address, telephone numbers and email addresses) and the name(s) and contact information of persons authorized to receive communications and provide all clarifications as may be required.

Each response will be reviewed to determine if it is complete prior to actual evaluation. Failure to provide an accurate, complete and up-to-date response may result in disqualification. The City of Brunswick reserves the right to eliminate from further consideration any response that is deemed to not substantially conform to this RFQ. The City of Brunswick also reserves the right, during the course of the evaluation process, to request any additional information deemed necessary to supplement and/or clarify the information provided.

The City of Brunswick reserves the right to accept or reject any or all submittals as it believes to be in the best interest of the City. The City of Brunswick reserves the right to waive informalities in the selection process.

Questions:

1. ORGANIZATION

- 1.1 How many years has your organization been in business as an Architect?
- 1.2 How many years has your organization been in business under its present business name?
 - 1.2.1 Under what other or former names has your organization been known or operated?
 - 1.2.2 As to former names, during what periods of time was the organization so known?
- 1.3 If your organization is a corporation, answer the following:
 - 1.3.1 Date of incorporation:
 - 1.3.2 State of original incorporation:

- 1.3.3 All other states where incorporated and/or registered to do business and date(s) thereof:
- 1.3.4 Names and addresses of all company officers:
- 1.3.5 Names and addresses of all persons, firms or other entities owning five percent (%) or more of shares:
- 1.4 If your organization, is a limited liability company, partnership, or individually owned; answer the following:
 - 1.4.1 Date of organization:
 - 1.4.2 State where initially organized:
 - 1.4.3 All other states where organized and/or registered to do business and date(s) thereof:
 - 1.4.4 Name(s) and address(es) of Managing Member(s):
 - 1.4.5 Names and addresses of all other Members:
 - 1.4.6 All states in which the company is registered to do business and the dates thereof:
- 1.5 Identify the names and addresses of all current parent, subsidiary and other affiliated entities, and all the officers, managing members, or general partners thereof:

2. LICENSING CERTIFICATION

- 2.1 Identify all jurisdictions and trade categories in which your organization is legally qualified to do business and indicate all registration or license numbers:
- 2.2 Identify all jurisdictions, if any, in which your organization's partnership or trade name is filed:

3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces:
- 3.2 Penalties, Claims, and Suits. (If the answer to any of the questions below is yes, in whole or in part, please add details):

- 3.2.1 Has your organization ever failed to complete any work awarded to it? If so, please provide details on a separate sheet.
- 3.2.2 Has your firm ever failed to complete a project by the contract completion date? If so, explain.
- 3.2.3 Has your firm ever been assessed and/or paid damages for late completion of a contract, whether actual or liquidated? If so, explain.
- 3.2.4 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding to which your organization is a party, including subsidiaries, affiliates or parent companies, or its/their officers? If so, please provide details on a separate sheet.
- 3.2.5 Has your organization filed any lawsuits or demands for arbitration with regard to construction contracts within the last five years? If so, please provide details on a separate sheet.
- 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? If so, please provide details on a separate sheet.
- 3.4 On a separate sheet, list current projects of your organization, giving the name and location of each project, owner, contract amount, percent complete and scheduled completion date.
 - 3.4.1 State the total value of all work now under contract:
 - 3.4.2 State the total value of all work now actually in progress:
- 3.5 State the annual amount of construction work performed during each of the past five (5) years in Georgia:
- 3.6 State the average total annual amount of all construction work performed during each of the past five (5) years by your organization at all locations:
- 3.7 Provide resumes (including actual field experience) attached to this Questionnaire of the principal-in-charge, project manager(s), project architect(s), project superintendent(s) and all other personnel key to the completion of a successful project.
- 3.8 Identify all persons, firms or other entities with which your firm maintains a working relationship and that may be a part of future projects as a subcontractor or consultant to your firm.

4. REFERENCES

- 4.1 List at least five (5) References with names and addresses of persons at each having the most knowledge of dealings with your organization:

5. SIMILAR PROJECTS

- 5.1 Present detailed information on past projects you believe are the most relative to the needs of the City of Brunswick. Information provided should include
 - 5.1.1 Project Name
 - 5.1.2 Project Description
 - 5.1.3 Date Completed
 - 5.1.4 Owner
 - 5.1.5 Trades Involved
 - 5.1.6 Provide supplemental information such as floor plans, renderings, or other relevant information.

6. MISCELLANEOUS

- 6.1 State whether your firm or organization maintains a City of Brunswick or Glynn County business license and operates a fully functional service location in Brunswick or Glynn County.
- 6.2 State whether your organization maintains a written Drug Policy or similar program.
- 6.3 State whether your organization maintains written policies providing for equal employment opportunity, and for the location and utilization of small, disadvantaged, minority and female business enterprises in the performance of public projects.
- 6.4 Describe any construction management, cost estimating, scheduling and accounting cost control systems or software which would be utilized on this project.
- 6.5 Describe systems and methodology used for verifying that quantities estimated by you and your subcontractors are correct.

