

Architectural Services

2016 Capital Improvement Program

Request for Proposal Number: 18-20

Title of the Projects:

- **Renovations to Weaver Middle School**

Procurement Department
Bibb County School District
4580 Cavalier Drive
Macon, GA 31220
Phone: 478 779-3522
E-mail: Elaine.Wilson@bcsdk12.net

September 11, 2017

Proposals will be due
Wednesday, October 11, 2017 at 2:00 PM
at the address shown above

Mandatory Pre-Proposal Conference will be held on Tuesday, September 26,
2017, at 10 AM

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 renovation of Weaver Middle School, located at 2570 Heath Road, Macon, Georgia, 31206.

2. **Objective and Background:**

The District intends to renovate Weaver Middle School. The renovation will consist of the following: Replaced mechanical system with wall hung heat pumps and split systems, new electric heat in hallways by exterior doors, new exhaust fans, new /upgraded electrical system, new energy management system, new ceilings, new carpet tile flooring for classrooms, office area, media center, removal of hallway vct to polish concrete floors, new painting for interior and exterior, new classroom case work, tech lab millwork, media center casework, interior signage, new tackboards/chalkboards, restroom modernization such as new toilet accessories, new flush valves, new partitions, new sink counters, new flooring, replacement of drinking fountains, interior and exterior door replacement, interior classroom door hardware replacement, replace exterior lighting, modernization of kitchen to include replacement of walk-in cooler and freezer, replace pa system in cafeteria and gym, replace security camera, install fire alarm pull station in each classroom in building 4010, to improve site water distribution, install all existing downspouts to existing storm drain system, to upgrade existing parking lot to include replacement of deteriorating sections, coating and restriping.

The anticipated start date for construction is May 2018.

3. **Scope of Services:**

The District is requesting full architectural services for 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. A General Contractor will be hired no later than April 1, 2018. As part of the architectural services, Bibb County will require your firm to participate in the selection process of the General Contractor. 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. Unless noted by the architect, 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 a percentage of the cost of the work 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 the work 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:

The following Selection Criteria must be submitted:

- a. 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
 - ii. Experience of staff members that would be assigned to this project
 - iii. Experience of consultants that would be utilized for this project.
- 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. Fee proposed for design and contract administration.

A Review Committee 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. If the Superintendent accepts the recommendation from the committee, it will be offered to the 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 Bibb County School System Procurement Department, Attention: Elaine Wilson, Director of Procurement, 4580 Cavalier Drive, Macon, Georgia, 31220, no later than **2:00 P.M. local time on 11 October 2017.** **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 five (5) 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 agreed 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 ConsensusDocs 240 Standard Agreement Between Owner and Design Professional as edited by the Owner.

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, Elaine Wilson (elaine.wilson@bcsdk12.net) 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, Elaine Wilson (elaine.wilson@bcsdk12.net), 4580 Cavalier Drive, Macon, Georgia, 31220, Phone 478-779-3522

A pre-proposal conference will be held on September 26, 2017 in the offices of the Procurement Department 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 and Local and Minority Laborers and Mechanics:

In order to carry out this policy with regard to construction projects, all bidders on school jobs will be required to assure the board that they will actively solicit and encourage bids for qualified minority-owned businesses, as required by the BOE's General Conditions for construction contracts.

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 Procurement Department for interpretation. Requests must be submitted in writing not-less-than 72 hours prior to the proposal due date/time and addressed to the Procurement Director Elaine Wilson. Written requests may 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 for the renovation of Weaver Middle School

The renovation will consist of the following: Replace mechanical system with wall hung heat pumps and split systems, new electric heat in hallways by exterior doors, new exhaust fans, new /upgraded electrical system, new energy management system, new ceilings, new carpet tile flooring for classrooms, office area, media center, removal of hallway vct to polish concrete floors, new painting for interior and exterior, new classroom case work, tech lab millwork, media center casework, interior signage, new tackboards/ marker boards, restroom modernization such as new toilet accessories, new flush valves, new partitions, new sink counters, new flooring, replacement of drinking fountains, interior and exterior door replacement, interior classroom door hardware replacement, replace exterior lighting, modernization of kitchen to include replacement of walk-in cooler and freezer, replace security camera, to improve site water distribution, install all existing downspouts to existing storm drain system, to upgrade existing parking lot to include replacement of deteriorating sections, coating and restriping.

A General Contractor for these projects will be selected no later than April 1, 2018. Construction of this project will be phased to accommodate school activities and to maximize the use of available summer time when the schools are vacated.

Design services for these projects shall begin immediately upon acceptance of this proposal (expected to be October 19, 2017). Phasing of design services may be required to support a phased construction schedule.

The construction budget for the renovation of Weaver Middle School shall not exceed \$5,500,000.

Proposal for Architectural Services
RFP #18-20 Renovations to Weaver Middle School

Contact Information:

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

Fee Information (Weaver Middle School):

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.

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.

(Signature of authorized representative)

(Date)

Proposer shall submit five (5) copies of proposal to:

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

OFFEROR’S CHECKLIST

PROJECT: _____

PROPOSAL NO.: _____

- We have acknowledged receipt of (#) _____ addendum (addenda).
- Five (5) copies of all information 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.
- We are prepared to provide the insurance required in this solicitation.

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.