

**Request for Statement of Qualifications (SOQ)
Community Development Block Grant Project #22-09
Bulloch County Board of Commissioners
Architectoral Design Services for The Food Bank, Inc.**

ANNOUNCEMENT

The Bulloch County Board of Commissioners is requesting a statement of qualifications from firms to provide professional design services as stated in this solicitation. The deadline for receipt of all submissions is 3:00 PM, Monday, November 1, 2021 where they will be opened and recorded as received no cost components will be read. Prospective firms shall file all documents necessary to support its submittal, as prescribed. NO FAXES OR E-MAILS ACCEPTED.

Firms are responsible for the actual delivery of submittals during normal business hours to the Bulloch County Board of Commissioners, North Main Annex, 115 North Main Street, Statesboro, Georgia 30458. An ORIGINAL STATEMENT OF QUALIFICATIONS along with three (3) copies must be submitted in a sealed clearly marked envelope. No bidder's conference is scheduled.

A review will determine conformity with the specifications and evaluation of other criteria. At that time a short list of potential firms may be developed, with a subsequent determination for negotiating separately with competing firms. The evaluation team may, at their option, request any or all firms to make an oral presentation. Upon the closure of the evaluation and negotiation, the evaluation team will recommend selection of a firm to the County Manager and the Board of Commissioners for final approval at their next subsequent regular meeting.

The Bulloch County Board of Commissioners is an equal opportunity procurer. An SOQ package may be requested electronically or by USPS by contacting the Bulloch County Purchasing Manager below. Project inquiries may be directed to the remaining individuals below.

Grants Management: Peyton Fuller, Senior Accountant
pfuller@bullochcounty.net

Procurement Process: Faye Bragg, Purchasing Manager
fbragg@bullochcounty.net

THIS PROJECT IS COVERED UNDER THE REQUIREMENTS OF SECTION 3 OF THE HUD ACT OF 1968 - 24 CFR PART 135.

PURPOSE AND BACKGROUND

The purpose for soliciting a Statement of Qualifications (SOQ) is to hire an experienced architect to assist the County in preparing a 2021 Community Development Block Grant (CDBG) application for a new building, The Food Bank, Inc., operating as a food pantry, (expected size of 8,000 sf +/-), and if the grant is funded, provide full design and construction administration services. The Food Bank, Inc. is a non-profit community action organization that partners with United Way, Feeding America, and America's Second Harvest of Coastal Georgia to provide a mobile food pantry, emergency services, and meals to eligible participants. The agency has provided a variety of nutrition related programs and services to residents of Bulloch County since 1988. The program will be re-located from its current location at 400 Donnie Simmons Way to an undeveloped 2 acre portion of a 10 acre tract located at 1215 Fair Road. After subdividing 2 acres from the western portion of the parcel, First Presbyterian Church intends to donate the land to The Food Bank, Inc. This property is adjacent to East Georgia Regional Medical Center in the Statesboro City limits. The \$1,000,000 CDBG application is to construct a new facility to allow for better delivery of services. Preliminary estimates project the total cost to be approximately \$2,000,000.

SELECTION PROCEDURES

Selection of an individual/firm will be in accordance with the SOQ package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements ("the common rule") 24 CFR Part 85. All qualifications will be evaluated in terms of the following (up to 100 points, total):

Project Approach – up to 10 points

Experience and Qualifications – Generally – up to 15 points

Experience and Qualifications – CDBG Projects – up to 10 points

Experience and Qualifications – Local Projects (Statesboro/Bulloch County) – up to 10 Points

Past Performance – Generally – up to 15 points

Past Performance – CDBG Projects – up to 10 points

Workload and Capacity (including ability to fast track project for readiness) – up to 20 points

Opinion of Probable Costs – up to 10 points

Interviews, if necessary, will be determined by the assigned staff review team.

SECTION 3

This project is covered under the requirements of Section 3 of the HUD Act of 1968. This project must ensure that employment and other economic opportunities generated by CDBG funds shall, to the greatest extent feasible, and consistent with federal, state and local laws and regulations, be directed toward low and very low-income persons, particularly those who are recipients of government funding for housing and to business concerns which provide economic opportunities to low and very low-income persons in

coordination with the Section 3 provisions of the Housing and Urban Redevelopment Act of 1968 – 24CFR Part 135.

SECTION 504

This project must ensure that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination of any such entity as prescribed by law in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended.

SCOPE OF WORK

The Bulloch County Board of Commissioners is soliciting for qualifications from Georgia registered architects to perform the following services:

Pre-Award Grant Application Activities

Under a very aggressive schedule, the selected architect must meet with the owner, users, and other interested parties to gather information to produce a preliminary architectural report (PAR) by November 30, 2021 which is to be submitted as a part of the County's CDBG application prior to December 10, 2021. The PAR should include the following. County staff and user assistance is available to assist with preparing non-design elements.

Executive Summary

- Brief description of Project Area needs, conclusions and recommendations

Introduction

- Purpose and scope.
- Authorization.
- Previous studies.

Background

- Project Area conditions including description of needs to be addressed.
- Description of existing facilities, if any, including existing floor plan with all dimensions and descriptive labels for all rooms.
- Projections of future needs.

Evaluation of Alternatives

- Descriptions of alternative solutions considered (new construction, renovation, additions to existing structures), including cost estimates for each alternative.
- Site selection criteria.
- Location relative to population served.
- Adequacy of infrastructure (access, water, fire protection, sanitary sewer, storm drainage).
- Soil conditions, and topographic constraints.
- Assessment of impacts on existing residents & property owners, if any.

Description of Proposed Project

- Identification of applicable federal, state and local design standards.

- Preliminary Site Plan showing proposed ingress – egress, vehicle circulation on-site, drop-off area, regular parking and accessible parking, service access (dumpster location with truck access, mechanical room access), extensions of utilities (water, sanitary, electric, telephone), access road improvements, emergency vehicle access.
- Description of storm drainage outfall(s) and consideration of downstream impacts.
- Description of proposed/improved facilities, including preliminary floor plan with all dimensions and descriptive labels for all rooms.
- Required permits (including confirmation of appropriate water or other utility capacity and other infrastructure for the use).

Detailed Project Budget

- Construction and material costs.
- Design and oversight fees.
- Grant administration.
- Funding sources.

Project Schedule

- Realistic implementation schedule beginning with the grant award date (January 31, 2022) through project completion (must be completed within two years of the award date). Include milestones with the timetable.

Signature, seal, and professional registration number of the architect preparing the report.

It is desirable for the selected firm and the County to accomplish earning CDBG application bonus points for project “readiness” including completion of environmental review and design and bid documents ready before April 1, 2022. This can be negotiated as an add alternate in the opinion of probable cost, if determined as mutually feasible.

Post-Award Construction Design and Administration Services

If the grant is awarded by January 2022, the architect's contract will be extended to perform the following services. ***Readiness scoping items may be negotiated under pre-award activities (denoted below as “R”).***

- Promptly proceed with the schematic design and design development phases. (R)
- Develop construction documents in accordance with the schedule as stated in the grant application. All construction documents must comply with applicable building codes. (R)
- Prepare specifications and drawings suitable for bidding, and assist in performing procurement. (R)
- Conduct an environmental review, if not already completed, pursuant to DCS and federal requirements (R)
- Submit plans for approval by the state and local fire marshals, the Georgia Department of Community Affairs, and other appropriate agencies. (R)
- Assist in the bid opening and participate in the preconstruction conferences. (R)

- Perform construction management to involve periodic inspections to determine compliance with specifications and to confirm the value of stored materials and work completed in regard to pay requests.
- Make every effort to meet the stated schedule.
- Ensure construction costs do not exceed the budget amount, and work with the owner to make changes, if necessary, to bring the project within budget.

STATEMENT FORMAT

All proposing Georgia registered architects shall submit an original and three (3) copies of their qualifications that include the following information and documents in this order:

- Cover letter.
- Table of contents.
- Brief history of the firm, location of relevant offices, number of years the company has been in existence.
- Resumes of key personnel that will be working on the project, their CDBG experience, and experience with the type of project being proposed.
- Listing of consultant team members that are not part of the company that will be a part of this project and their relevant experience.
- Up to three (3) references from counties or cities that the company has completed similar CDBG building projects and the project's outcomes (if there is no CDBG experience, please provide references on relevant projects).
- Approach to designing and administering the project.
- Current workload, readiness and availability for this project.
- Company's financial strength to perform the project.
- Previous, existing, or pending litigation of the company.
- Proof that the company is an authorized corporation to do business in the State of Georgia.
- Required County forms attached to this solicitation (contractor and non-collusion affidavits, bidder declaration, opinion of probable costs).

GENERAL TERMS AND CONDITIONS

- There are no expressed or implied obligations for Bulloch County to reimburse responding companies for any expenses incurred in preparing statements in response to this SOQ.
- The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more firm's submitting qualifications.
- By submitting qualifications, a firm certifies that it has fully read and understood this SOQ and has full knowledge of the nature, scope, quantity, and quality of the work to be performed; the detailed requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing firm of their obligation to enter into a contract and to completely perform the contract in strict accordance with this SOQ.
- Any statement submitted shall constitute an irrevocable offer for a period of thirty (30) calendar days.

- Ownership of all data, materials, and documentation prepared for and submitted in response to this SOQ shall belong exclusively to Bulloch County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Records Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
- The Bulloch County Board of Commissioners reserves the right to reject any or all statements, call for new statements, to waive any informalities in a statement, or to award a contract to the next most qualified company if the selected company does not execute a contract within seven (7) days after notification of the award.
- The Bulloch County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all statements or parts of statements deemed by the Board to be in the best interest of citizens of Bulloch County.
- The contract between Bulloch County and the successful proposing firm will be on the form approved by the county.
- This SOQ and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing firm shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing firms certify that their statements are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their statements, and that they have not conferred on any Bulloch County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- The proposing firms specifically certify that submitting their qualifications that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- By submitting their qualifications, all proposing firms certify that they are not currently debarred from submitting bids or statements on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.

INSURANCE

The successful firm agrees to maintain in full force at all times during the contract term the following insurance coverage:

- Workers' compensation insurance, as required by state law.
- General Liability insurance in the amount of at least \$1,000,000 for each occurrence.
- Automobile Liability insurance in the amount of at least \$1,000,000 for each occurrence.
- Professional Liability insurance.
- Errors and Omission insurance.
- Before the commencement of any work under the contract, the successful firm agrees to furnish to Bulloch County certificates of insurance to prove that such

insurance has been procured and is in force. All certificates of insurance shall contain a provision that coverage under the policies will not be cancelled or allowed to expire until at least 30-days prior written notice has been given to Bulloch County. The insurance policies shall name the Bulloch County Board of Commissioners and its officials, officers, and employees as additional insureds.

ASSIGNMENT

- The successful firm shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval of Bulloch County.

SUBMITTAL DEADLINE

- The SOQ is due no later than 3:00 PM, Monday, November 1, 2021.
- An original and three (3) copies of the statement must be enclosed in a sealed envelope clearly marked, "SOQ - CDBG Architect."
- All statements must be delivered to the Bulloch County North Main Annex Purchasing Office, 115 North Main Street, Statesboro, Georgia, 30458, by the deadline date and time.
- The County Purchasing Manager will publicly read the names of the companies submitting qualifications absolutely no cost components will be read aloud.
- Any statements received after the deadline date and time will be returned unopened. Incomplete statements may not be considered if the omissions are determined to be significant.

OTHER INFORMATION

- Once an architect is selected for the project and a design and construction administration fee negotiated, that fee will be included in the application's budget.
- The architect selected for the grant application development stage is assured of being awarded the contract for the final design of the project.
- Because this solicitation is for professional design services under a professional services process, the County's local firm pricing preference allowing for such a firm to match the lowest price bid if within 5% **shall not be applicable**.

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Bulloch County, Georgia has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Bulloch County, Georgia, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Georgia Department of Labor Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Bulloch County, Georgia at the time the subcontractor(s) is retained to perform such service.

Federal Work Authorization E-verify Company ID#

Date of Authorization

Name of Company

Name of Contractor (Authorized Officer or Agent)

Bulloch County Architectural Design Services for The Food Bank, Inc
Name of Project

Bulloch County, Georgia
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires:

* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

BULLOCH COUNTY, GEORGIA

NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF:

COUNTY OF:

Owner, Partner or Officer of Firm:

Company Name, Address, County and State:

The undersigned, being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the firm to submit the attached proposal. In making such representation, affiant further states for himself/herself and on behalf of the firm, that they have not been a party to any collusion among firms in restraint of competition by agreement to submit a bid or proposal at a fixed price or to refrain from proposing; or with any office of Bulloch County or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between firms and any official of Bulloch County or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

FIRM NAME _____

SIGNATURE _____

TITLE _____

Subscribed and sworn to before me this ___ day of _____ 20__.

NOTARY PUBLIC _____

**BULLOCH COUNTY, GEORGIA
BIDDER DECLARATION**

The bidder understands, agrees and warrants:

That the bidder has carefully read and fully understands the full scope of the specifications.

That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That this bid shall be valid for **30** days.

That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to October 25, 2021, but may not be withdrawn after such date and time for a period of **30** days.

That Bulloch County reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. Bulloch County reserves the right to waive any technicalities or informalities in the bidding.

That by submission of this bid the bidder acknowledges that Bulloch County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

If a partnership, a general partner must sign.

If a corporation the authorized corporate officer(s) must sign and the corporate seal must be affixed to this proposal.

BIDDER:

Name	Title
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Name	Title
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AFFIX CORPORATE SEAL (if applicable)

Subscribed and sworn to before me this ____ day of _____ 20____.

NOTARY PUBLIC _____

OPINION OF PROBABLE COSTS

Subject to final negotiation of a contract, the firm provides this opinion of probable costs (please use additional sheets as necessary, if needed):

Pre-Award Activities \$_____.

Post-Award Activities \$_____.

*10% of post-award costs can be included as a grant reimbursement.

Readiness Activities \$_____.

*This is an add alternate.

BIDDER:

Name Title

Name Title

AFFIX CORPORATE SEAL (if applicable)

Subscribed and sworn to before me this ____ day of _____ 20__.

NOTARY PUBLIC _____