

**REQUEST FOR
QUALIFICATIONS/PROPOSALS FOR
ARCHITECTURAL SERVICES**

FOR

THE PREPARATION OF THE FIVE-YEAR LOCAL FACILITIES
PLAN

FOR THE BIBB COUNTY SCHOOL DISTRICT

Request for Proposal #17-32

PROPOSAL DUE DATE: WEDNESDAY, JUNE 7, 2017 by 2:00 pm

Procurement Department
Bibb County School District
4580 Cavalier Drive
Macon, GA 31220
Phone: 478-779-3522

May 18, 2017

INTRODUCTION

The Bibb County School District is soliciting for written Statements of Qualifications from firms to provide professional services to assist the district in the update of their Five Year Local Facility Plan (LFP). Scope of services includes, but is not limited to, coordination of facilities needs assessments, estimation of cost of work, coordination with local Facilities Staff and the Georgia Department of Education.

Project Deliverables shall include:

1. Verifying the inventory of all existing district facilities and any changes since the inventory was last updated
2. Student FTE historical data and projections for the next five-year period
3. Facility Needs Assessment, including estimated cost for renovations, modifications, additions, new schools, and school facilities to be closed, phased out or surplus in the new Facility Plan
4. A system wide list of construction projects in priority order, by school and construction activity needed to effectuate the housing of students in accordance with the organizational pattern and adopted instructional program contained in the facility plan
5. Provide architectural and engineering facility condition assessments of current facilities
6. Provide updated 11X17 floor plans, per Department of Education (DOE) requirements. Hard Copies and digital files in both PDF's and AutoCAD format are required for every location. These floor plans will include all items required by GADOE including:
 - Name of Facility
 - Facility Address
 - Room Numbers / Space Numbers
 - Room Identification by type of use
 - Building Numbers and Year of Original Construction
 - Area Calculation of each space (ft²)
 - Total Area of each building
 - Total Area for site
 - Site acreage
 - Number of GADOE Instructional Units (IUs)
 - State Mid-Range FTE that correlates to number of IUs
 - Scale
8. Make recommendations, as necessary to amend current LFP to meet the needs of the District
9. Provide four (4) sets of comprehensive reports, complete with floor plans. Templates provided by DOE shall be used.

BACKGROUND

The Bibb County School District, located in Macon, Georgia, has approximately 23,000 students. The District has 59 sites on 1,496 acres and consists of 4,376,601 square feet of building space and 1,730 classrooms. Our current class configuration is Elementary (Pre-K-5), Middle School (6-8), and High School (9-12). We currently have 23 Elementary Schools, 6 Middle Schools, 6 High Schools, and 3 Program Entities. Included in our 59 sites are 38 schools, 12 support facilities, 6 vacant properties and 3 vacant land locations.

SELECTION PROCESS

Responses to this Request for Qualifications/Proposals will be evaluated by an Architectural Selection Committee.

Based upon an evaluation of the RFP responses, the firms may be invited to interview before the Architectural Selection Committee. This invitation does not commit the District to pay any costs incurred in the preparation of proposals, nor commit the District to select any firms which responds. The District reserves the right to reject any or all proposals, and to waive any irregularities or informalities in procedure.

RFP CONTENT

Responses to this Request for Qualification/Proposals should be brief, concise, and responsive to the specific request outlined herein. Each submittal must include:

1. A very brief letter of introduction, which describes the firm's general history in educational facilities planning
2. A statement of qualifications describing the responding firm's abilities to successfully complete this project, including past experiences in developing Five Year Local Facility Plans and preparing Facility Needs Assessments, per Georgia Department of Education guidelines and requirements. Also, provide references contact data (names, telephone numbers, addresses, etc)
3. A brief description/resume of the person or persons you would designate to lead this effort and their experience in developing Local Facilities Plans.
4. A brief description of your approach to this assignment
5. Your hourly rate and fees for these services
6. Proposed Project Schedule

EVALUATION CRITERIA

The proposals will be evaluated based upon the following weighted criteria:

1. Qualifications and specific past experiences in working with the Georgia DOE and successfully completing Five Year Local Facilities Plans. – 30 points
2. Proposed hourly fee and estimated completion time needed to develop the Needs Assessment and the Five Year Local Facility Plan - 30 points
3. The ability and willingness to coordinate the effective and timely completion of this project, as well as advise the District on other DOE planning initiatives (ie. Project Applications for FY2019 - 2022). – 30 points
4. Availability of suitable employees to accomplish the task. – 10 points

COMMUNICATIONS

All communications concerning this Request for Qualifications/Proposals must be submitted in writing by electronic mail to:

Ms. Elaine Wilson, Director of Procurement

Email: Elaine.Wilson@bcsdk12.net

Only written questions submitted by E-mail will be accepted. No response other than what is written and distributed by the Procurement Department will be binding upon the Bibb County School District.

All requests for clarification or interpretations must be submitted to the Director of Procurement on or before **Wednesday, May 31, 2017 at 12:00 Noon.**

ADDENDA

In the event that an Addendum becomes necessary, it will originate from the Procurement Department and will be distributed on the District website within 72 hours of the proposal due date.

HOLD HARMLESS

In submitting a proposal, The Proposer understands that the Bibb County School District will determine at its sole discretion which proposal(s), if any, are accepted. Each Proposer waives any right to claim damages of any nature whatsoever, based on the selection process and any communications associated with the selection, and the final selection of the successful Proposer.

SUBMISSION

All responses must be received at the Bibb County School District – Procurement Department, located at 4580 Cavalier Drive, Macon, GA 31220, no later than **Wednesday, June 7, 2017 by 2:00 pm**. Responses received after that time will not be considered. Submittals will remain unopened until after closing time. The Architectural Selection Committee will review the proposals and determine the best and most responsive offer to develop a recommendation. If additional information is needed to develop the recommendation, interviews will be requested of the top ranked firms. The name for the successful firm will be submitted for consideration and approval by the Superintendent and the Bibb County Board of Education.

Personal visits, telephone calls, forwarding of general company procures not bearing directly on this work, are expressly not requested. The Bibb County School District retains full rights to assess qualifications, select a consultant, and negotiate terms of contract, or make no selection, all as it may deem appropriate in its sole discretion.

Submittals shall consist of one (1) original and two (2) copies mailed or hand delivered to:

Bibb County School District – Procurement Department
Attn: Ms. Elaine Wilson, Director of Procurement
Operations Center
4580 Cavalier Drive
Macon, GA 31220

All bids shall be:

- Typewritten and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.** Facsimile, printed, copied or typewritten signatures are not acceptable.
- Submitted in the provided manila envelope, which is plainly marked with the bid number and title, and date and time of bid opening. If proposal materials require additional envelopes, then the proposal package must be combined together with the special envelope on top.
- Submitted on bid proposal forms as included in this RFP and in accordance with instructions stated above.

- Mailed or delivered in sufficient time to ensure receipt by the Purchasing Director prior to the Public Bid Opening date and time. Whether sent by mail or by means of personal delivery, the bidder assumes the risk for having the bid deposited on
- Time and at the place specified on the first page of this RFP.
- Late bids will be marked late, and implemented in the bid file, with the time of receipt.
- Bids submitted by facsimile transmission will not be accepted considered an irrevocable offer for a period of sixty (60) days from the date of public bid opening.
- Please note that we have additional “Terms and Conditions” as Addendum I General Bid Information.

"Responsive" Bidder Criteria

- Capability of providing services and meeting schedule as indicated
- Warranties /Guarantees
- Ability to meet specifications/bid documents as indicated.
- Service and Support Capability
- Documented licensed as required by the State of Georgia
- Applicable Bond Information
- Responsible Award Amount for the Bibb County School District

Cancellation/Default of Contract

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

Indemnity Provisions

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal. The Board will not be bound by any such agreement.

Board Policy provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by requesting to do so in writing.

Standards of Acceptance of Bid Proposal for Contract Award

The Board reserve the right to reject any and all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation shows it is not in a position to perform the contract.

Compliance with Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

- ✓ **Governing Laws:** All bid documents submitted in response to this solicitation are governed under the laws of the State of Georgia.
- ✓ **Indemnification:** The vendor(s) shall agree to hold the District harmless and to indemnify the District from every expense, liability, or any payment arising out of or through injury (including death) to any person(s) or damage to any property of any location in which work is located arising out of or suffered through any at or omission of the vendor(s).
- ✓ **Interpretations:** If any questions arise from this solicitation, respondents must contact the District's Purchasing Department. Any response to the respondent's request for interpretation of documents will be made by addendum if the Purchasing Department believes the interpretation is not clear in the bid document. The District will not be responsible for any other explanation or interpretations.
- ✓ **Non-Appropriations:** Any contract entered into by the District or its departments, employees or agents resulting from this Request for Bid shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
- ✓ **Right to Protest:** Any prospective Offeror who is aggrieved in connection with the solicitation of a contract shall protest to the Purchasing Agent in writing within three days of the final closing of the solicitation.
- ✓ **Background Checks** As a minimum, the Contractor shall obtain a complete Georgia statewide criminal background investigation for all individuals and employees performing work or services for Contractor or any other entities such as subcontractors, sub-sub-contractors, and consultants who will perform work or a service on this project. In the event that the individual being investigated is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of

Georgia as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. In addition, the Contractor shall check employees against the National Database of Registered Sex Offenders. Any individual that is registered as a sex offender will not be permitted on school property.

All costs associated with these criminal background checks are the responsibility of the contractor. The Contractor shall be responsible and liable for the conduct and actions of their employees and all individuals working under them. Any individual with the following criminal convictions or pending charges will not be permitted on any school project or property.

- **Rape or Criminal Sexual Conduct**
- **Child Molestation or Abuse**
- **Any Sexually Oriented Crime**
- **Drugs: Felony use, possession or distribution.**
- **Violent crimes**
- **Robbery**
- **Felony**

Any individual with a prior conviction or pending charges contained in the aforementioned list, shall be not be permitted on the Project Site or the Owner's property.

****The Owner may, at any time, request verification of criminal background investigation for any employee or subcontractor on school property**

Termination: Subject to the Provisions below, the contract may be terminated for any reason by the District providing a thirty (30) day advance notice in writing is given to the Offeror.

Termination for Convenience: In the event that this contract is terminated or cancelled upon request and for the convenience of the District without the required thirty (30) days advance written notice, then the District may negotiate reasonable termination costs, if applicable.

Termination for Cause: Termination by the District for cause, default or negligence on the part of the Offeror shall be excluded from the foregoing provisions, termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived and the default provision in this bid shall apply.

The District may, by written notice of default to the Offeror, terminate this contract in whole or in part if the Offeror fails to deliver supplies or to perform the services within the time specified in this contract or any extension.

Exhibit I
Offeror Affirmation Form:

Company Name: _____

RFQ Name: _____

RFQ Number: _____

After careful examination of the solicitation document in its entirety, _____ and any addendum (addenda) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

For Consideration of this proposal, the undersigned hereby affirms that:

1. He/She is a duly authorized official of the offeror.
2. NO changes were made to the original RFP document,
3. The proposal is being submitted on behalf of the offeror in accordance with any terms and conditions set forth in this document.
4. The offeror will accept any awards made to it as a result of the proposal submitted here in for a minimum of one hundred and twenty (120) days following the date of submission.
5. The offeror will accept the terms and conditions set forth in the contract template attached here to.

If notified in writing by mail or delivery of the acceptance of the award, the undersigned agrees to furnish and deliver to the assigned procurement professional within five (5) days of the request, a certification of insurance indicating the coverage specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, constructed, and give effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We, the supplier of goods, materials, equipment and services covered by this bid or contract, have not discriminated in the employment, in any way, against any person or person, or refused to continue the employment of any person or persons on account of their race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Respectfully Submitted,

Company Name

Authorized Official Name

Title: _____

E-mail Address:

Signature

Date: _____

The legal name of the bidder is: _____

PLEASE PRINT OR TYPE RESPONSE

Exhibit II

Non Collusion Affidavit

(Form must be completed and returned with bid.)

Bibb County Board of Education, Macon, GA 31201

I state that I am _____ of _____

Title

Name of Company

And that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid and I state that this bid is made in good faith.

I state that:

1. The price(s) and amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder; neither the approximate price(s) have been disclosed nor will they be disclosed before bid opening to any other contractor, bidder or potential bidder.
2. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complimentary bid.

_____, its affiliates,

subsidiaries, officers, Name of Company

Directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Bibb County Board of Education of the true facts relating to submission of bids for this contract.

Name/Date

Title or Position

Signature

Exhibit III

Debarment Certificate

(Form must be completed and returned with bid.)

The Bibb County School District is a recipient of Federal monies. As such we require that participating vendors not be debarred, suspended, ineligible or excluded from doing business with the Federal government or any agency thereof.

The prospective participant certifies, by submission of the bid, that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in this transaction by any Federal department or agency.

Organization Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Exhibit IV
E-verify Affidavit Information

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 1310-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Bibb County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Bibb County School

Name of Public Entity

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: _____

Affidavit of Exception (Services ONLY)

I attest that I am exempt from providing an Affidavit of Compliance to Bibb County School District pursuant to O.C.G.A. § 13-10-91, as amended, for one of the following reasons:

_____ I am a sole proprietor with no employees, subcontractors or sub-subcontractors and I will not use employees, subcontractors or sub-contractors for any work performed for Bibb County School District.

In order to be exempt from compliance under the above exception, in addition to this affidavit you must provide a copy of your State of Georgia driver's license.

(Please see

http://www.georgia.gov/vgn/images/portal/cit_1210/50/35/173461453Lists_of_states_that_verify_immigrati_on_status_7_26_11.pdf for a list of driver's licenses from alternative states that can be submitted in lieu of a Georgia driver's license.)

_____ My company/firm will render services to Bibb County School District; however, the services will not be rendered in the State of Georgia.

_____ My company/firm will only provide goods to Bibb County School District and will not render any physical services to Bibb County School District.

_____ My company/firm will render services to Bibb County School District, however my company/firm has ten (10) or fewer full-time employees.

Vendor Name: _____

Name of Project: _____

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: _____

Please attached a copy of your W-9 Form as well with this Form.....

Exhibit V
Offeror Checklist

OFFEROR'S CHECKLIST

PROPOSAL NO.: _____

- All copies as indicated in this RFP
- Bid Tabulation Form
- 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 and bonds required in this solicitation.
- All forms

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 WITH PROPOSAL

COST WORKSHEET: Please indicate your entire bid price for the Scope and Specifications within this document.

Total Service Fees For Completion	Hourly Fee