

JACKSON COUNTY BID #200015
REQUEST FOR QUALIFICATIONS AND PROPOSALS
PRELIMINARY ARCHITECTURAL REPORT, DESIGN SERVICES AND
CONSTRUCTION ADMINISTRATION

Date: **September 2, 2020**

Statements of qualifications and proposals are being requested from Architectural Firms with a strong record in successfully assisting local governments with the preliminary report, final design and construction administration of Federally Assisted Projects. Responding firms should be qualified to provide a Preliminary Architectural Report (PAR), design and construction administration services for projects utilizing federal funds.

Plans are to contract, within a year from the date of this notice, a reputable Architectural Firm for Preliminary Report, Design and Construction Administration services for Federally Funded Projects related to community and economic development. This procurement could include Community Development Block Grants (CDBG), Employment Incentive Program (EIP) Projects, Economic Development Administration (EDA) Projects, Appalachian Regional Commission (ARC) Projects and any other federally funded project in compliance with CFR 200 for Procurement. This procurement action may also lead to additional project contracts and/or contract addendums for Preliminary Architectural Report (PAR), design and construction administration services, for State and Federally funded projects. This is **not** a request for retainer services. Immediate plans call for services to assist the County with the Preliminary Architectural Report, Design Services and Construction Administration Services for a CDBG Project related to the County's Senior Citizens Center. Submitting firms will be re-considered, on a project by project basis, should future federally funded opportunities arise in the next 2 to 3 year period.

Information which should be submitted for our evaluation is as follows:

- 1) History of firm and resources**
- 2) Federal Funds Architectural Experience, including HUD, EDA, etc.**
- 3) Key personnel/qualifications**
- 4) Current workload**
- 5) Scope and level of service proposed**
- 6) Experience with similar projects and list of references**
- 7) Fee Percentages (if any) associated with the Preliminary Architectural Report (PAR) for the application, and Design and Construction Administration Services. If the County pursues a 2021 CDBG, the draft PAR would be needed no later than December 31, 2020.**
- 8) Errors and Omissions Insurance, please provide a copy.**
- 9) Statement of Qualifications Form**
- 10) Section 3 Certification Form (Only Submit with your Proposal if you are claiming Section 3 Status.)**

This immediate project is subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.

The Jackson County also abides by the following laws as they pertain to HUD Assisted Projects: Title VI of the Civil Rights Act of 1964; Section 109 of the HCD Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.

Interested parties should request copies of the Statement of Qualifications Form and Section 3 Certification Form prior to preparing and submitting their proposal. Proposals should be received no later than **5:00 PM on Friday, October 2nd, 2020**. Proposals received after the above date and time may not be considered. We reserve the right to accept or reject any and all proposals and to waive informalities in the proposal process. Questions about this RFP can be submitted to hannah@allensmithconsulting.com. Proposal packages should be submitted to the name and address listed below:

Gina Roy, Assistant County Manager
ATTN: Bid #200015
Jackson County
67 Athens Street
Jefferson, GA 30549
Phone: 706-367-7646 / Email: groy@jacksoncountygov.com

