

City of Powder Springs
Request for Qualifications and Proposals for Design-Build Services
for a new Municipal Complex
RFQ/RFP 21-007

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A. Introduction

The City of Powder Springs is requesting qualifications from Design Builders that are interested in, and capable of providing, a combination of professional services, to provide Architectural/Engineering design services, pre-construction consulting services and construction and renovation services for a new city facility (“Project”) at the existing Municipal Court building located at 4483 Pineview Drive, Powder Springs, Georgia. This project is for the renovation of the existing facility to house City Hall, Community and Economic Development and Municipal Court services due to the City’s urban redevelopment plan to redevelop underutilized properties and facilities as private, mixed use development to accomplish the goals and objectives of the Comprehensive Plan of the City of Powder Springs.

These services would include the confirmation of compatibility of the space program, renovation and expansion with a second story addition, and cost budget through design, construction, contract closeout and warranty enforcement, preparation of all design and construction documents and construction compliance inspection services, pre-construction consulting services to control project cost and schedule during the design, and construction services.

The Design Builder, through either in-house staff or outside consultants, shall have experience in providing construction program management services including: project management, cost management, information management, schedule management and quality assurance services; architectural and engineering design services; pre-construction cost control and schedule management services; and construction management and construction services for projects of similar nature and size of this project.

Based on the content of the statement of qualifications and the proposal, it is anticipated that the Owner will select, notify and award a contract to complete the scope of work.

B. Project Background and General Description

This project is in response to redevelopment plans for the downtown as outlined in the City’s various planning documents, including the Comprehensive Plan, Livable Centers Initiative Plan and Urban Redevelopment Plan. The City of Powder Springs will be the sole occupant of this facility. The site is currently owned by the City of Powder Springs but will require site improvements through renovation and expansion and the addition of needed parking.

C. Scope of Work

The selected design-build team will provide the overall administration and management of all aspects of the design and construction of the project. The services to be provided will have as their objective the successful completion of the project on schedule, at or less than budgeted cost.

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The project will be procured using a design/build approach where the selected firm, either through in-house staff or outside consultants/contractors, will serve as construction manager/contractor and provide all construction activities and services necessary for the design, construction and occupancy of the Project.

The Design Builder will coordinate and conduct program validation, design review meetings and construction meetings as required to facilitate the project, and will maintain and provide all records of these meetings with the action agendas.

The Design Builder shall be responsible for thorough documentation of all activities associated with the administration and management of the Project Design Builder Services

Design Builder Services will include the following activities and as hereinafter described in the Provisional Project Management Plan – Design/Build Approach included as Attachment a.

- Development and maintenance of a priority sequence and a master program schedule
- Development of conceptual and budget estimates and maintenance of a master program budget
- Development and maintenance of the project management information acquisition and reporting system.
- Pre-qualification and selection of construction delivery methods and construction professionals.
- Development and management of value engineering for the project, including life-cycle evaluation and constructability.
- Assist the Owner with all permits and inspections required by local authorities and other agencies having jurisdiction.
- Bidding, negotiation, selected procurement and construction phase administration services including quality control services.

Design Professional

The Architect and Engineer design professionals shall provide design and construction administration services and activities as hereinafter described in the Provisional Project Management Plan – Design/ Build Approach included as Attachment A.

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Pre-construction Services

Pre-construction consulting services shall be provided by a multi-disciplined team of construction professionals and shall include a pro-active consultation with the design team and Owner to provide cost estimating, cost management, value analysis, value engineering, cost tradeoff pricing, and peer review. The pre-construction consulting team will attend and participate in all design team meetings and presentation, and provide those services and activities as hereinafter described in the Provisional Project Management Plan – Design/Build Approach included as Attachment A.

Construction

Construction services will include the procurement and furnishing of all the necessary management, labor and materials, bonds, and insurance necessary and required to construct the project in accordance with the contract.

Project Budget

The project has a stated cost limitation of \$3,500,000.00 inclusive of all fees, demolition, design and construction costs and loose equipment.

Project Event Calendar

A project event calendar highlighting major project milestones has been included as Attachment B.

D. Submission Instructions

To be considered, the response to this Request must include a complete response to this RFQ/RFP. Partial or incomplete responses will not be considered. The format identified in this section is mandatory.

The response shall be limited to 30 (standard, single side 8.5” X 11”) bound pages and shall include the following sections.

Subject	Max. Number of Pages
Authentication Letter	1 (use as cover)
Table of Contents	1
Firm(s) Description(s)	6
Proposed Project Team	7 (includes project team composition form)
Resumes	8 (use summary format)
Basis for Design Builder’s Qualifications	4
References	3
Maximum	30 pages

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The preceding sections of the Response document should be organized as follows:

Authentication Letter – A letter executed by the owner or authorized corporate officer of the Design Builder committing to the requirements as specified and expected by the RFQ/RFP document and providing a brief summary of the Design Builder’s relevant experience and capabilities in related endeavors with public agencies.

Table of Contents – A table of contents referring to specific sections within the response to this Request.

Firm(s) Description(s) – Description or other documentation of each member firm of the team including sub-consultants describing the relevant services and capabilities for the design professional component of the submission. Also furnish a Standard Form 254 for each firm. (The SF254 forms unadorned with photos or other supplementing information, should be included as an appendix to the proposal and will not be counted as part of the 30-page maximum.)

Proposed Project Team – An organizational chart (1 page) and written description (5 pages) showing the specific service that each member of the team (along with the represented firm) will provide. Show key individuals’ project function, title and reporting relationship. Also indicate the firm of employment for each team member and their office location. Include the Project Team Composition form that is included as Attachment “B” with this Request. Any contract that results from this Request will be between the Owner and a single (prime) firm. Substitution or replacement of key team members will not be allowed without written permission of the Owner.

Resumes – Provide resumes of each key team member. Highlight professional qualifications and relevant individual experience.

Basis for Design Builder’s Qualifications – Provide, in no more than four pages, an explanation of what differentiates your team as the best candidate for this unique project.

References – Provide the names, addresses and telephone numbers of all references for which you have provided services similar to those anticipated by this Request document. Provide the project name(s) and service(s) provided for each reference.

Delivery of Response – No later than 12:00pm, noon, on July 23, ten (10) original copies of the form of Response to this Request are required to be delivered to Owner in care of City Clerk, Kelly Axt, City of Powder Springs, GA 30127. It is the sole responsibility of the responder to assure delivery to the appropriate party, at or before the time identified; the Owner cannot accept responsibility for incorrect delivery, regardless of reason.

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E. Evaluation Criteria

All proposals will be evaluated from the written responses to the requirements set forth in this Request document. The evaluations will be based on the following criteria that are listed in descending order of importance to Owner.

1. Relevant Project Experience

- a. Experience in providing comprehensive construction program management and pre-construction consulting services for County and/or municipal government facilities.
- b. Experience in providing contract documents for county and/or municipal government facilities.
- c. Experience in providing design and construction services on a “Design/Build” approach for county and/or municipal government facilities.
- d. Experience relative to the professional tasks (project management, cost estimating, schedule management, quality assurance, architectural design, engineering and construction) necessary to accomplish this project on schedule within budget.
- e. Experience relative to the tasks necessary to provide construction services required to accomplish this project on schedule within budget.

2. Project Understanding and Firm’s Strategy to Accomplish Project

- a. Methodology for providing the services anticipated
- b. Methodology for providing the technical support necessary to achieve the objectives of this program
- c. Adequacy of staff capabilities
- d. Evaluation of proposer’s described methodology
- e. The pairing of staff capabilities to job/task requirements

3. Proposed Project Personnel

- a. In-house labor resources and production capability
- b. Assignment of appropriate personnel vis-à-vis work requirements
- c. Previous work together as a team

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Attachment A

Provisional Project Management Plan
Design/Build Approach

The following is a project management outline and schedule that has been developed to convey to the respondents the anticipated activities and schedule necessary to complete the project.

Select Design/Build Team

Owner shall interview and select a Design Builder that can provide program management services, interior design, architectural and engineering design services, pre-construction consulting services, and construction services.

Program and Budget

Owner will deliver, concurrent with identification of selected firm building schematics and layout for the Project. The renovation and expansion of the existing municipal court building into a new municipal building to house various city services shall include additional components not included in the schematics that will provide or address high speed internet access, telecommunication systems, cybersecurity measures and heating and air ventilation systems that take into account health recommendations relating to pandemic incidents.

Project Management Plan

It will be the responsibility of the selected Design Builder to develop a comprehensive Project Management Plan which will define and document to the Owner's satisfaction the project program of requirements in narrative form with the activities tied to computerized project schedule and budget which incorporates all project activities.

The Project Management Plan must include as a minimum the following components:

- a. Project Description
- b. Master Schedule
- c. Organization Chart and Staffing Plan
- d. Description of the roles, responsibility, and authority of each of the project team members

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- e. Project budget
- f. Description of management information systems
- g. Bid packaging/contracting strategy
- h. Quality assurance
- i. Project turnover strategy

PHASE 1-PRE-DESIGN SERVICES

Program/Budget Validation

The Owner will provide to the Design Builder upon selection a draft copy of the building schematics. The Design Builder will participate in the review and completion of the final program of requirements and budget and provide verification of Programming and Needs Assessment.

The Design Builder shall verify in writing that the building scope of work and budget are compatible.

The Design Builder will also be asked to address parking as a separate and additional component.

Schematic Design

Based on the approved Detailed Program of Requirements, construction cost budget, and in cooperation with the Owner, the Design Builder shall complete the Preliminary Design and shall provide all customary Design Development activities and services, including but not limited to including MEP, Fire Protection, Fire Alarm, Communication, Security, Audio-Visual, Civil, and Landscape Architecture services. Design Builder shall prepare a major task-based schedule/Gantt chart and a provisional construction schedule indicating methods and sequencing of construction. This shall include developing requirements for safety, quality assurance, and schedule adherence.

Administrative Review and Permitting

As directed by the Owner, the Design Builder shall submit Preliminary Design documents to any reviewing agencies and governmental authorities having jurisdiction as required to secure necessary approvals. The Design Builder shall submit by formal presentation the preliminary documents to the Owner for approval.

Establish GMP

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Based on the completed preliminary design documents, the Design Builder will prepare, in conjunction with the City, and submit a proposal for a Guaranteed Maximum Price for completion of the design and construction of the project.

Upon confirmation that the proposed GMP contains all of the Project program and scope requirements, and is within the stated cost limitation of the Owner's budget, and meets the Owner's scheduled occupancy requirements, the Owner will authorize the Design Builder to proceed with the Phase II scope of work. Construction will commence with the release of distinct work packages while the total design documents are being finalized. No work will commence until a GMP has been committed by the Design-Builder and approved by the City Council. The Contractor must be able to work within the approved schedule, and should be able to demonstrate within their Proposal their experience in dealing with this type of Project under a schedule requirement - including the specific tasks as provided within this request. This also should take into account the role of the Owner.

PHASE II-DESIGN/BUILD

Construction Documents

Construction Document phase will include all activities and services as called for in the program requirements.

In addition to the above, and subject to meeting budget requirements and the Owner's approval, the Design Builder may initiate construction activities it deems necessary to meet the construction schedule requirements. This work might include work such as interior fit-up, structural modifications, utility modifications, and procurement of long lead items (i.e., mechanical and electrical major components, controls, special construction components, etc.) and any other construction activities or items as determined by the Design Builder.

Administrative Review and Permitting

The Design Builder shall submit Construction Documents as required to any reviewing agencies and governmental authorities having jurisdiction as required to acquire all necessary approvals and permits to meet the project schedule. Design Builder will perform a "constructability" and "maintainability" review of the construction documents.

Convert to Lump Sum Contract

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Design Builder will provide detailed construction cost estimates to achieve Owner's budget. This shall include analysis of different construction methods in each major trade group for potential quality, cost, and schedule enhancements. Design Builder will develop cost model for facility to be utilized during design, develop budget to be maintained throughout construction, and develop value management options. Upon 100% completion of the contract documents, the Owner will convert the contract to a fixed price, lump sum contract.

Early Construction Packages

Based on the Owner's acceptance of the Design Builder's GMP proposal, construction activities may proceed on items that are required to meet the project schedule. This includes, but is not limited to:

- a. Arrange bid packages to include sample contract.
- b. Provide (with Team recommendations) Bid Packages for Owner approval.
- c. Accept the assignment of all Purchase Orders and Contracts from The City of Powder Springs, GA with respect to the approved Bid Packages.
- d. Develop requirements to assure time, cost and quality control during construction.
- e. Provide a provisional construction schedule (CPM) for issuance with bid packages.
- f. Identify bidders and generate bidder documents.
- g. Schedule and conduct pre-bid conferences in conjunction with the Architect.
- h. Advertise and distribute bidding documents.
- i. Monitor bidder activity.
- j. Review and analyze bids.
- k. Update schedule.

Construction

After completion of the construction documents, the Design Builder may proceed with all remaining construction activities required to complete the project. This includes, but not limited to:

- a. Maintain on-site staff for construction management.
- b. Establish and maintain coordinating procedures.
- c. Develop and maintain a detailed schedule (CPM) including delivery, approvals, inspection, testing, construction and occupancy.
- d. Conduct and record job meetings.

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- e. Prepare and submit change order documentation for approval of the City.
- f. Maintain a system for review and approval of shop drawings.
- g. Maintain records and submit bi-weekly reports and formal monthly reports to the City.
- h. Maintain quality control and ensure conformity to plans.
- i. Provide cost control through progress payment review and verifications according to the approved schedule and contract amounts.
- j. Develop as-built drawings and deliver to the City for inclusion into a CADD disk for maintenance and operations use.
- k. Coordinate post-completion activities, including the assembly of guarantees, manuals, closeout documents, training, and the Owner's final acceptance.

Contract Closeout

The Design Builder shall obtain the final certificate of occupancy and final completion documents and authorize occupancy of the project.

Warranty Phase

Design Builder will coordinate and monitor the resolution of any remaining "punchlist" items. Design Builder will monitor and resolve all warranty issues to the satisfaction of the City during the one-year general warranty period and as extended. All Local, County, State, and Federal codes and regulations must be followed with particular emphasis on Building Codes, Life Safety Codes, and the Americans with Disabilities Act. Equipment

The Design Builder is responsible for move-in, set-up, and trial run for all loose furniture, fixtures and equipment (FFE) under this contract. Once building renovations are complete, the FFE inventory will be delivered and installed in place throughout the building. Furniture layout plans should be prepared by the Design Builder and show where existing FFE will be placed.

The existing FFE includes but is not limited to the following items: large desks, tables, chairs, modular furniture, file cabinets, filing systems, bookcases, credenzas, TV monitors, copier machines, dishwashers, refrigerators, reception area furnishings, white boards, wall furnishings, and decorative items. All existing FFE will be inventoried with asset label applied by the Design Builder.

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Subcontractors selected must include protection of existing flooring and finishes as needed. Return, placement, and reassembly of the FFE inventory will be in the newly renovated space where protection of new flooring and freshly painted walls will be required. Relocation and installation provider must have familiarity with modular furniture systems, disassembly and reassembly. All subcontractors for relocation services must be licensed and insured to perform these relocation services.

Move-in

The users shall take possession of the project and move in and set up all items not furnished under the construction contract.

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Attachment B Schedule

Advertise June 18 – July 9

Mandatory Site visit/pre-submission conference July 23, 2021 at 1:00 pm 4483 Pineview Drive

Response to RFQ/RFP August 6, 2021

Award Design/Build contract August 16, 2021

Design/Build notice to proceed September 1, 2021

Budget/program validation and design phase completed December 15, 2021

Construction phase (incl. demo) completed December 15, 2022

Certificate of occupancy January 15, 2023

Post construction meeting February 1, 2023