

REQUEST FOR QUALIFICATIONS

FOR

PROFESSIONAL ARCHITECTURAL SERVICES

In the

DESIGN

OF A

NEW CITY HALL



SUBMITTALS DUE NO LATER THAN 12:00 NOON ON TUESDAY, DECEMBER 29TH

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FOR
PROFESSIONAL ARCHITECTURAL SERVICES

I. INTRODUCTION

City of Sugar Hill requests Qualifications Statements from qualified firms for professional architectural services in the design and construction of a New City Hall.

Architectural responsibilities will include concepts, programming, preliminary and detail building and site design. Architectural responsibilities will also include working closely with Sugar Hill Government personnel, and construction manager.

Qualifications Statements are to be mailed or otherwise delivered to Sugar Hill City Hall, 4988 West Broad Street, Sugar Hill, GA 30518. Submittals are due no later than 12:00 noon, Tuesday, December 29th. Late submittals shall not be accepted. Submittals will be opened, and the name of the responding firms read aloud starting at 1:00 pm on Tuesday, December 29th. All submittals will be evaluated and finalists may be requested to interview with the Mayor and Council and/or an evaluation team as a part of the process.

All costs related to the preparation, submittal, or presentations related to this project are the sole responsibility of the respondent and will not be assumed in full or in part by the City of Sugar Hill.

II. BACKGROUND

Due to the continued growth of City departments and to continue to provide quality customer service, it has been recommended that a new City Hall be erected. The new City Hall will occupy approximately 25,000 to 30,000 sq. ft. At a minimum, building features will include council meeting room, council executive session room, and building aspects include digitally programmable HVAC systems, security alarm system, fire alarm, closed circuit TV monitors and sprinkler systems, interior and exterior signage, automatic door systems and utilize LEED concepts that are functioning and economically reasonable.

III. SCOPE OF WORK

Anticipated building design includes, but is not limited to: architectural concepts, programming, and design of the building; design of all building electrical, mechanical and plumbing systems; estimation of project construction cost; interior design; and bid documentation. Final scope of services will be determined after award of the contract. Architect shall provide all drawings, specifications, and bid documents necessary for bidding and completing the development and construction of this project. The architect shall be prepared to present plans and specifications at a Council Meeting. The architect shall be briefed prior to project initiation and shall be expected to prepare minor architectural changes based upon inspection of these plans. All architectural plans for this project will be subject to approval by the City of Sugar Hill.

Anticipated site design includes but is not limited to: boundary and topography survey work if needed to provide a base plan including location of temporary mobile facilities; location of rock and/or unsuitable base materials; development of site plans, and erosion control plans; the design of any retention/detention basins and associated structures and the provision of all necessary hydrology studies; design of storm and sanitary sewer systems needed to service the building or site; design of a balanced grading plan with the provision of cut and fill calculations; design for the provision of all water (including fire services lines and hydrants), telephone, electric, data communication, and gas service to the building; design of landscape planting and irrigation system; design of vehicular and pedestrian circulation system; design of interior and exterior security and pedestrian system lighting; and interior design. An illustrative Site Master Plan must be prepared which clearly depicts the harmonious integration of the new City Hall with the surrounding residential or commercial area.

Anticipated construction administration services include but are not limited to: acquisition of building development permits (this does not mean paying the associated fees); attend pre-bid conferences as required; evaluate proposals and provide a recommendation for contract awards; conduct pre-construction conferences as required; acquisition of geotechnical and materials testing services as needed; conduct regular site inspections and attend scheduled site meetings; provide observation of contractor's operations and work to determine compliance with plans and specifications, quality of workmanship and progress including a written report to the owner every two weeks at a minimum until final acceptance of work; provide shop drawings and review other necessary contractor's submissions; process payment applications, lien waivers, permit acquisition, occupancy certificates, and warranty packages; provide revised plans to compensate for construction problems which arise due to insufficiency of information on the construction documents; work with contractors and make recommendations to owner to resolve conflicts and problems that may arise during the course of the projects; evaluate requests for changes in the project, exclusive of

design services, and if necessary recommend supplement agreements; participate in the final inspection of the project for compliance with contract documents including all mechanical systems.

IV. SUBMITTAL INSTRUCTIONS

Submission of a firm's qualifications is certification to the factual truth of all information presented. Submittals shall include one (1) original and six (6) copies. All information is required to be organized with numbered tabs coinciding with the following list and submitted no later than the deadline stated herein.

1. Cover letter expressing your firm's interest in this project. The cover letter shall include:
 - a. Name and address of Firm
 - b. Name and Title of Respondent
 - c. Years in Business
 - d. Date of Incorporation
 - e. State of Incorporation
 - f. Provide the following information regarding insurance/bonding: a) Agent, b) Amount of Coverage, Deductible Amount, c) Is policy written as Per Project or Per Occurrence Amount?, d) Aggregate Amount.
2. Describe the ownership, current principals and organizational structure of your company that will work on this project.
3. List categories in which firm is legally qualified to do business. Include licenses and registrations where applicable.
4. Has your firm defaulted on a contract, failed to complete any work awarded, or been involved in work-related litigation? If yes, please explain.
5. Litigation history: Describe your company's litigation history with owners and architects.
6. List firms that present officers have been associated with as officers during the past ten years.
7. What is your current workload, and what do you expect in the near future?
8. Please provide at least three references of government building projects. Each reference shall include the name, email address, mailing address, telephone number, and contact person:
 - a. Owner
 - b. Engineer
 - c. Contractor
9. Please provide a brief resume of the educational training and experience with particular attention to the design and construction of government facilities, of each member of your firm that you anticipate would be working on the project.
10. Please provide a brief resume of the educational training and experience with particular attention to the design and construction of government facilities, of each sub-consultant that you anticipate would be working on the project.
11. Please provide information on projects completed in the last five years that had a building construction cost more than \$7,000,000, were for new construction of a public facility over 20,000sf and multi-story.

12. The owner wants a particular design or wishes to make changes in the design. How would you respond?
13. Please describe and give examples of how your firm supervises and inspects the work on a project to insure quality workmanship and conformity to the contract documents.
14. What process and/or procedure do you use to keep the owner informed as to the status of the project?
Illustrate, using examples, how diligent you are in seeing that punch list items are completed in a timely manner.
How do you assist the owner in obtaining corrective measures, when necessary, during the warranty period?

V. RESERVATIONS

The City of Sugar Hill reserves the following rights:

- rejection of any and all submittals
- negotiate changes in the Scope of Work
- negotiate services to be provided
- negotiate fee proposal
- waive any and all technicalities

VI. ADDITIONAL INFORMATION

Questions regarding this Request for Qualifications shall be submitted in writing to Mr. Bob Hail, City Manager, 4988 West Broad Street, Sugar Hill, GA 30518, or by Email to: bobhail@cityofsugarhill.com.