

CITY OF JASPER, GEORGIA

JASPER CITY COUNCIL

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL ARCHITECTURAL SERVICES

Date of RFP Released – 06/02/2022

General

The City of Jasper is seeking Proposals from qualified and experienced firms to develop a park and amphitheater master plan. Responding firms should have a strong record in successfully assisting local governments with preparing plans for parks, event venues, and new recreation facilities and experience in working on Federally Assisted Projects. Responding firms should be qualified to provide a comprehensive park masterplan including site design, landscaping design, lighting design, band shell/stage design, restrooms design, and onsite and perimeter parking. Additional park features may include splash pad, playground, oversite tower, interpretive signage, and other recommended features.

Scope of Work

Plans are to contract, within a year from the date of this notice, a reputable architectural or engineering firm for a Preliminary Report, Design, and Cost Estimate services for a Federally Funded Project related to tourism and economic development. Current needs include preparation of a preliminary architectural report for a grant application for Appalachian Regional Commission (ARC) funding related to development of a park, amphitheater and other site improvements. The proposed project will make improvements to approximately 3-acre city-owned parcels in downtown Jasper. Designs should incorporate significant placemaking enhancements to the site and take into account health and safety concerns related to the COVID-19 pandemic. If awarded, the selected firm would be expected to provide architectural/engineering services including design, construction administration, and related services involved with a Federally Funded Project. This procurement action may also lead to additional project contracts and/or contract addendums for planning, administrative and other related services.

Professional services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the ARC grant program. Immediate needs include:

1. Preparing and approval of the Preliminary Architectural Report (PAR) prior to the submission of the grant applications (the PAR must meet the standards established by the Georgia Department of Community Affairs (DCA) for the ARC grant program.)

Upon approval of the application for grant assistance, the following scope of work is required:

1. Preparing Environmental Review documentation for the ARC grant program, including completion of the Environmental Review Form to be submitted to the Georgia Historic Preservation Division.
2. Preparing the final design and construction bid package in conformance with applicable regulations and requirements
3. Supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitations, conducting pre-bid meeting, conducting bid opening, and issuing the notice to proceed
4. Conducting the pre-construction conference
5. Surveying, field staking, on-site supervising of construction work, and preparing inspection reports

6. Reviewing and approving all contractor requests for payment, change orders, and submitting approved requests to the governing body
7. Ensuring all labor laws are followed by Contractors as required for Federally Assisted Projects
8. Providing reproducible plan drawings to the City of Jasper upon project completion
9. Conducting final inspection and testing
10. Submitting certified “as-built” drawings to appropriate authorities

PROPOSAL FORMAT

All proposing firms shall submit an original and four copies of their qualifications that include the following information and documents in this order:

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Qualifications

- A brief history and overview of the firm and its general areas of practice. If a firm has multiple office locations, please identify the office location from which this project will be undertaken. Please include the number of years the company has been in existence, and the firm’s specific experience with Federally Assisted Projects.
- Firm’s experience with amphitheater, outdoor event venue, or similar design and list of references (including at least two references from counties or cities that the firm has recently assisted). List contact names and contact information for each reference.
- Resumés of key personnel that will be working on projects for the City of Jasper, if selected, including their architect qualifications and relevant experience working on state and federally funded projects.
- Listing of consultant team members that are not part of the company that will be a part of this project (if any) and their relevant experience.

Scope and Methodology

- Scope and level of service proposed.
- Timeline for completion of the PAR and, if awarded funding, general timeline for the design phase of the project.
- Methodology and approach for amphitheater design.
- Organizational chart which identifies the project manager, Key Team Leaders, support personnel,

and reporting structure.

Ability to Complete the Project

- Statement of current workload and availability for this project.
- Statement of the company's financial strength to perform the project. *(Please provide suitable documentation to establish financial stability. Acceptable documentation includes audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution commitments, or other verifiable information demonstrating financial stability.)*
- Statement concerning any previous projects that the firm was unable to complete, unable to complete in a timely manner, or unable to complete as budgeted in the last ten years.
- Statement of any previous, existing, or pending litigation of the company.

Fees

- Fee (if any) associated with the Preliminary Architectural Report (PAR) for the application.
- Rate Schedule for Design and Construction Administration Services should the City be awarded the grant. Rate schedule must be appropriate for ARC projects and EDA projects.
- Other information regarding firms' approach to establishing project cost.

Additional

- Proof that the firm is authorized to do business in the State of Georgia. Firm MUST have all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.
- In an Appendix, please provide any other pertinent information you believe will assist the City in assessing the capability of your firm to undertake the project (i.e. letters of recommendation, certifications or awards, etc.).

EVALUATION CRITERIA

The City of Jasper shall at its sole discretion select the most qualified firm(s) for each project, based on the best value evaluation of the following criteria:

- Relevance and amount of previous experience providing professional services for similar projects (including experience working with local, state, and federal agencies in Georgia) – (20%)
- Relevance and amount of previous experience with Federally Assisted Projects (extra consideration will be given for experience with the Appalachian Regional Commission (ARC) and/or Land and Water Conservation Fund (LWCF) in the state of Georgia) – (10%)

- Scope and level of services (extra consideration will be given for firms that can complete the PAR/PER and design in a timely manner) – (25%)
- Approach for design – (30%)
- Other elements requested this solicitation (including demonstrated capacity to complete assignments in a timely manner and manage complex projects; cost effectiveness of proposed remuneration schedule; etc.) – (15%)

GENERAL TERMS AND CONDITIONS

There are no expressed or implied obligations for the City of Jasper to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFP.

The City reserves the right to request clarifications regarding information submitted as well as request additional information from one or more companies submitting qualifications.

By submitting qualifications, a company certifies that it has fully read and understands this RFP 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 company of its obligation to enter into a contract and to completely perform the contract in strict accordance with this RFP.

Any proposal submitted shall constitute an irrevocable offer for a period of 120 calendar days.

Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong exclusively to the City of Jasper and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.

The City reserves the right to reject any or all proposals, extend the deadline for submission of proposals, call for new proposals, to waive any informalities in a proposal, or to award a contract to the next most qualified company if the selected company does not execute a contract within 30 days after notification of the award. The City reserves the right to accept, reject and/or negotiate any and all proposals or parts of proposals deemed by the City Council to be in the best interest of citizens of the City of Jasper.

The contract between the City and the successful proposing firm will be on the form approved by the City.

This RFP and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.

By submitting their qualifications, all proposing companies certify that their proposals 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 proposals, and that they have not conferred with any City of Jasper 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 companies specifically certify that by 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 companies certify that they are not currently debarred from submitting bids or proposals 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.

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 the City of Jasper.

INQUIRIES ABOUT THIS RFP

All inquiries and questions regarding this RFP shall be in writing and directed to:

Kim Goldener, Assistant City Manager
kgoldener@jasper-ga.us

The deadlines for submission of any questions shall be Thursday, June 16, 2022, at 3:00 p.m. and Thursday, June 23, 2022, at 3:00 p.m. and no questions shall be answered until after each deadline has elapsed. Do not call or email any other employee or elected official seeking answers to questions. If a person or entity violates the prohibition against calling or emailing with questions, the City of Jasper reserves the right to immediately remove said person or entity from consideration. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFP prior to the submittal deadline. All addendums will be posted on the city's web site, www.jasper-ga.us/notices.htm.

QUALIFICATIONS SUBMITTAL

Qualifications are due no later than 3:00 p.m. on Thursday, July 7, 2022. An original and four (4) copies of the proposal must be enclosed in a sealed envelope clearly marked, "Qualifications for Professional Architectural Services – Park and Amphitheater." All proposals must be delivered to the City of Jasper City Hall Attn: Kim Goldener, Assistant City Manager, 200 Burnt Mountain Road, Jasper, GA 30143 by the deadline date and time. A representative of the City of Jasper government will publicly read the names of the companies submitting qualifications at 3:05 p.m. on Thursday, July 7, 2022. Any proposals received after the deadline date and time will be returned unopened. Incomplete proposals may not be considered if the omissions are determined to be significant.

OTHER INFORMATION

The City of Jasper also abides by the following laws as they pertain to Federally 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.