General

The Development Authority of Elbert County, Elberton and Bowman (Authority) on behalf of the City of Elberton (City) is issuing this Request for Qualifications (RFQ) to architectural and/or planning firms experienced in preparing architectural design associated with industrial building construction. Responding firms also should be technically qualified to provide other services related to concept planning, feasibility studies and real-estate/market analysis.

The project in question will be the general design of an industrial speculative building to be constructed on an existing industrial site. The City and the Authority desire to partner with an experienced firm who will assist with the overall design of the project and work with the to-be-selected Construction Management firm throughout. While the Authority has identified a general scope of the project (see Project Description on Page 2) the final parameters of the project will be determined after consultation with the selected firm and evaluation of market conditions at time of selection.

Project Delivery Method

The delivery method for the Project will be Construction Management-at-Risk (CM/GC). The Construction Management firm will be selected early in the design process, with input from the selected design firm strongly encouraged.

Evaluation

Procedures for selection of an individual or firm will be in accordance with local government requirements. All Statements of Qualifications will be evaluated in terms of project approach, overall monetary cost, timing, experience, quality of work, and capacity to perform. Qualifications desired include but are not limited to: experience in industrial design and knowledge of existing building trends in the relevant geographical region. Past performances on similar projects will also be assessed in terms of timeliness, completing work within budget, quality of work, and other factors like knowledge of community.

Administration

The RFQ is issued by the Authority on behalf of the City, with technical assistance and evaluation services provided by the Authority.

Information Required

The statement of qualifications shall contain the following:

- A. A general description of the firm, including any firms to be included as subcontractors. The lead firm must be clearly identified.
- B. Names, qualifications, locations, and availability of principal staff whom would be assigned to the project.
- C. Fee schedules (hourly) for key personnel and reimbursable expenses.
- D. Capabilities of the firm or firms to carry out the proposed work.
- E. Recent experience of the firm with similar projects involving all aspects of the project.
- F. References directly related to the requirements of this project.
- G. A brief description of the firm's general approach to the proposed project and a tentative schedule.
- H. Any other relevant information that the firm wishes to submit for consideration.

Selection Process

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by the Authority. The top three candidates will be invited for interviews and to submit project/fee proposals An invitation to conduct the project will be issued to the selected firm and all RFQ respondents will be notified of selection or non-selection.

Project Description

This project will be a 100,000 sf expandable building on an existing industrial development site. The use and occupancy of the building is undetermined at this time. As of now, the following design preferences have been identified:

- Minimum 30 ft ceiling height
- 6" concrete slab
- 50' by 50' column spacing
- minimum 6 Electrically Operated Standard Duty Overhead Doors

Scope of Work

The scope of the design professional services at a minimum include, but is not necessarily limited to, the items outlined below:

- Program Validation/Cost Model
- Existing Site Conditions Analyses
- Measured Drawings of Existing Site Conditions as Needed
- Civil Engineering
- Conceptual Design
- Schematic Design
- Design Development Documents
- Guaranteed Maximum Price (GMP) Documents
- Construction Documents
- Construction Administration
- Material Finish Boards
- Signage
- Mechanical, Electrical, Plumbing, Fire Protection and Communication Systems Design
- Structural Design
- Detailed Cost Estimates
- Code Review and Compliance
- Commissioning Support
- Regular coordination with the Construction Professional during preconstruction, design and construction phases

Schedule

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	Monday, February 21, 2022	Request for Qualifications Published
	Monday, March 14, 2022	Deadline for written questions
	Friday, March 25, 2022	Qualification statements received (deadline)
	April/May 2022 (Approximate)	Firm interviews, evaluation and selection by Authority and City.

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of the City and/or the Authority.

Procedures for Submission of Statement of Qualifications

Statements of qualifications must be received at the Authority no later than 5:00 p.m. E.S.T., March 25, 2022. Late submissions will be returned unopened. Statements of qualifications will be accepted either via email at daniel@selectelbert.com OR physically (4 copies) at the following address:

Daniel Dobbins President/CEO Development Authority of Elbert County P.O. Box 63 Elberton, GA 30635

The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ and/or should be emailed to: <u>daniel@selectelbert.com</u>. All attempts will be made to accurately answer submitted questions. These responses will be published in a revised copy of the RFP and distributed to all interested firms via email. No phone calls, please.

Miscellaneous Provisions

Neither the Authority nor the City shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.

All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated to all firms responding to this RFQ. The deadline for written questions is Monday, March 14, at 5pm.

All materials submitted in response to this RFQ will be public documents and subject to the Open Records Act and all other laws and policies of the City, Authority, the State of Georgia and the United States of America. All such materials shall remain the property of the Authority and will not be returned to the respondent.

All respondents to this RFQ shall hold harmless the Authority, the City, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. The Authority reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The Authority also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the Authority and City shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.

Questions and Responses

- 1. Is your RFQ for design services only? How will you select a general contractor?
 - a. This is the first project of this nature that our community is doing. As such, we are relying on the guidance of professional firms in conducting the process from beginning to end. With that understanding, we will be selecting the CM/GC firm shortly after the design firm has been selected. The input of the selected firm will be strongly considered in this selection process. Our ultimate goal is to select a full team for an open book process, and a CM partner who will work with us from initial design stages to the completion of the project.
- 2. On page three, the RFQ states, "The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors with the authority to submit a statement of qualifications from their respective firms." Will it be acceptable for the cover letter to contain the signatures of the prime project manager and the CEO from the prime company only?
 - a. Yes. While our goal is building a complete team, the principals the submitting company will be acceptable for the initial RFQ stage
- 3. Has the envelope type (tilt up, PEMB, etc) been identified?
 - a. The Authority is open to all options and will make that decision once the expertise and collaboration of the project team can provide enough guidance to do so. Long term value of the project will be a key basis for this decision.
- 4. How many designs are expected as a result of the feasibility studies and market analysis?
 - a. The intent of the open and collaborative process with partners selected for their experience and expertise is to allow for an efficient process for each firm involved. It would be our intent to make an early decision on building type, size and configuration based only on initial conceptual design concepts and estimates of the project team so that the design process can be started and completed both efficiently and cost effectively.
- 5. To what extent will the design firm be involved in the AHJ permit process?
 - a. The Authority will coordinate with the appropriate governments to expedite and complete the permitting process. The obligation of the design firm will be limited to those deliverables that are required and can only be supplied by the firm. All administrative elements will be handled by the Authority or the selected CM firm as applicable.
- Will site conditions analysis include proposed or future brownfield or remediation work?
 a. No.

- 7. How often will the design team meet with the Development Authority during design and construction?
 - a. Minimum of bi-weekly meetings and likely some more frequent during the initial stage of construction.
- 8. Will a specifications manual be required?
 - a. Boiler plate type specifications are something we wish to avoid and would prefer either all information and specifications specific to the project be included in the plans themselves or a project-specific specification manual is fine if preferred by the design team.
- 9. Is there a site plan available?
 - a. Yes. Preliminary site identification has been conducted. The document laying out the potential sites is attached to this updated RFQ. Please keep in mind that while *any* of these sites may be an option, a specific location has not been selected.
- 10. Do you know a possible use, or do you want this delivered "cold, grey box"?
 - a. A potential use has not yet been identified. Given market conditions in the community, the most likely options are light warehousing, light manufacturing, and agricultural value add.
- 11. What are the parking needs of the site?
 - a. Because we cannot know the specific use of the facility at this time, we would assume an ample paved area for the loading dock area and reasonable accommodation for an integral office function of a few thousand square feet. However, it will be important to include reasonable flexibility in the site layout and design if more or less parking or drive areas are found to be needed initially or in the future.
- 12. What is the infrastructure availability?
 - a. All utilities, including water, power, gas and fiber internet, are available throughout the industrial park. Specific allocations and limits can be provided during the design phase if needed.
- 13. Will you be holding a pre-proposal meeting at any point?
 - a. At this phase, we are planning to conduct interviews with short listed candidates, but given the geographical distances between interested firms, an in-person meeting for all firms is not planned.
- 14. Is this a Community Development Block Grant project?
 - a. No.
- 15. Under the Project Description section the first bullet point says, "Minimum 30 ft ceiling heights." Two questions, first is the 30 ft indicated the height of an acoustical ceiling tile system or to the

structure? The second question if there is a desired ceiling system this will be a fully conditioned space, correct? If to structure, then are you looking for a warm dark box?

- a. This is clear height to structure as is typical in a warehouse environment. We do not have an identified use at this stage, so minimal interior ceiling work is contemplated at this time.
- 16. Under the Scope of Work section the first bullet point says, "Program Validation/Cost Model." Do you have a current program, or is programming part of the scope?
 - a. We do not have a current program. Programming is included in the scope, though our expectations are fairly basic given the speculative industrial nature of this project.
- 17. Under the Scope of Work section the third bullet point says, "Measured Drawings of Existing Site Conditions as Needed." Do we need to carry an allowance for survey services?
 - a. Survey services can be identified as a cost-reimbursable expense on the proposal.
- 18. Under the Scope of Work section the twelfth bullet point says "Signage." Can you define the extent of signage desired?
 - a. Minimum site signage requirements as identified by relevant industry, state and local regulations.
- 19. Do you have an estimated cost for this project?
 - a. Given the market disruptions of the last two years, a firm estimate has been a challenge.
 We believe that the project is likely to be in the \$5-7 Million dollar range based upon limited information.

