

City of Kingsland



Request for Proposal

RFP #COK 22-005

Architectural Design Services

Proposal Due: Tuesday, February 8, 2022

City of Kingsland



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Architectural Design Services

The City of Kingsland is requesting proposal from qualified Architectural Design firms knowledgeable in building rehabilitation and improvements. Design work includes building remodeling and improvements of Fire Stations located at 3 different locations within the City of Kingsland. The Architectural Firm chosen shall also be responsible for improvement designs and specifications.

The City of Kingsland will accept proposals from firms that are capable of providing all of the work described in the Scope of Work. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services.

Hold Harmless

The Contractor will indemnify, defend, and hold harmless the City of Kingsland from loss for all suits, actions, or claims of any kind brought as a consequence of any negligent act or omission by the Contractor. The Contractor agrees that this clause shall include claims involving infringement of patent or copyright. For purposes of this document, "City" and "Contractor" includes their employees, officials, agents and representatives.

The City of Kingsland reserves the right to clarify any terms with the concurrence of the Vendor; however, any substantial non conformity in the offer, as determined by the City of Kingsland, shall be deemed non-responsive and the offer rejected. The City of Kingsland reserves the right to reject Proposals, or any part of any proposal, containing any additional terms or conditions not specifically requested in the original conditions and specifications.

The City of Kingsland reserves the right to reject any or all proposals, or any part of any proposal, to award in part or in whole, to waive any informality in any submission, and to award a contract deemed to be in the best interest of the City of Kingsland. City of Kingsland reserves the right to accept or reject any and all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City.

The City of Kingsland reserves the right, at any time, to modify, waive, or otherwise vary the terms and conditions of this RFP including, but not limited to, the deadlines for submissions and submission requirements. The City further reserves the right to cancel or withdraw this RFP at any time. The City and DDA also reserves the right to negotiate mutually acceptable contract terms with the successful proposer. (*City Purchasing Ordinance, Article IV, Division 2, Section 2-99*).

Insurance Requirements

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property; which may arise from or in the connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.

The amount of insurance shall not be less than:

Commercial General Liability: Minimum of \$2,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) written on an occurrence form.

Business Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.

Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Georgia and employer's liability with limits of \$1,000,00 per accident.

Professional Liability: Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

The City of Kingsland reserves the right to require complete, certified copies of all required insurance policies at any time.

Site Visit

A site visit is recommended. To schedule a site visit of each location please contact one of the following:

Chief Terry Smith
PH: (912) 464-0492
Email: tsmith@kingslandgeorgia.com

Captain Charles Roney
PH: (912) 409-1246
croney@kingslandgeorgia.com

Proposal Submission Process

Submittals must be in a sealed envelope clearly marked " **Architectural Design Services" (RFP) number, opening date.** The delivery of said proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any proposal received at the prescribed delivery point after the specified date and time will **NOT** be accepted. Proposals must be submitted in writing and as prescribed by the City. No other forms will be accepted. Electronic, telephone, telefax, and telegraph proposals will **NOT** be considered. **NO** Proposal may be modified after opening.

All Responders shall submit one (1) hard copy and three (3) copies of their documents in a **SEALED** envelope or package. Responders must submit their proposal no later than 2:00 PM on Tuesday, February 8, 2022. In submitting a proposal, the Contractor hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

City staff will review all proposals. The final selection of the Contractor will be made by the City Council.

Proposals may be submitted by providing all information requested to the to either address listed below:

Mailing Address:
City of Kingsland
Finance Department
Attn: Linda Johnson, Purchasing Agent
P.O. Box 250
Kingsland, Georgia 31548

Delivery Address:
City of Kingsland
Finance Department
Attn: Linda Johnson, Purchasing Agent
105 West William Avenue
Kingsland, Georgia 31548

Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the

selection process at any time prior to the submittal deadline. The City of Kingsland reserves the right to extend the time for submittals. Due to COVID-19 the bid opening will be held via virtual WEBEX. If interested in attending the bid opening virtual WEBEX please submit your email address to: ljohnson@kingslandgeorgia.com at least 3 days in advance of the due date to be added to the meeting. Accommodations for virtual bid openings are dependent on State COVID-19 related Orders and Guidance at the time of bid opening.

Technical Question may be submitted to:

Terry Smith, Fire Chief
City of Kingsland
PO Box 250
Kingsland, GA 31548
PH: (912) 729-8271
Email: tsmith@kingslandgeorgia.com

Submission questions may be submitted to:

Linda Johnson, Purchasing Agent
City of Kingsland
P.O. Box 250
Kingsland GA 31548
PH: (912) 729-8113
Email: ljohnson@kingslandgeorgia.com

Payment

Unless otherwise stated, payment will be made within **thirty (30) days** of delivery and acceptance by the City of Kingsland. Proposer shall compute pricing less sales tax, of which the City of Kingsland is exempt, and documentation will be provided upon request.

Additional documents to be submitted with Proposal:

1. Copy of firm's current Certificate of Insurance
2. Copy of signed W-9
3. E-Verify Contractor and/or Sub-Contractor/Sub-Sub-Contractor Affidavit
(Must be a Notarized Original)
4. A cost breakdown per building must be provided
5. Acknowledgement of Addenda (page 7, if applicable)
6. Bid Proposal Form (page 8)
7. Proposal Signature Page (page 9)

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Scope of Services

The Contractor shall meet with the City of Kingsland designee as necessary during the preliminary design. The purpose of the meetings is to discuss the status of the project and to review and approve design concepts on the construction drawings and specifications.

Based on the approved written program, the Contractor shall prepare a schematic design, incorporating the total building elements of each site, structure and mechanical/electrical systems. The final version of the schematic design shall include color rendered copies of the floor plans of each location.

The Contractor shall develop and provide detailed construction drawings, layout plan, floor plan and section details, structural details and other details covering room finish schedules, door and frame details, foundation and floor framing plans; roof framing and detail plans, schematic drawings and detail sheets associated with electrical, mechanical, air condition, gas, water, sewer and other drawings as necessary to provide complete construction documents. The Contractor shall ensure that the plans are compliant with fire industry standards.

The Contractor shall prepare a set of contract documents in order to publicly advertise and let bids for construction of the Project. Contract documents shall consist of bidding specifications, technical specifications and construction drawings.

Contractor shall provide the City of Kingsland four (4) copies of the preliminary constructions drawings and project manuals of each location for review.

The Contractor shall be responsible to procure any necessary sub-Contractor to complete the work, including but not limited to structural, mechanical, electrical, heating, ventilation and air conditioning.

The City of Kingsland and Contractor shall mutually approve, in writing, the use of any Sub-Contractors that the Contractor desires to use.

The Contractor shall be responsible for the administration, management, procurement, and payment of services provided by Sub Contractor(s).

The Contractor shall prepare technical specifications covering the required work for the new building improvements.

The Contractor shall prepare a separate bid project cost sheet to accompany the Owner's Bid Form (page 8) for each location.

Fire Station #3-595 East King Ave.

1. Bring Bay doors to code
2. Bay Floors at PT room
3. Add back porch
4. Add day room
5. Change bathrooms, add toilets
6. Build training room
7. Build new Fire Chief's Office
8. Add more storage
9. Enlarge Kitchen

Fire Station #4-750 North Gross Rd.

1. Add bunkrooms
2. Add bathrooms
3. Move bathrooms training room
4. Add Kitchen
5. Add Dining Room
6. Add additional storage
7. Add workout room
8. Replace the stucco on the exterior of building (suggestions requested)

Fire Station #5-250 Roberts Path

1. Add 4th Bay
2. Add room for bunker
3. Transform EMS room to Dining Room
4. Spray Foam Bay Area

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Acknowledgement of Addenda

Proposer hereby acknowledges receipt of all Addenda.

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Company _____

Authorized Signature _____

Print Name _____

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Bid Proposal Form

Itemized Project Cost Sheet for each building must be submitted with this form

Building	Total Design Cost per Building
Fire Station #3	\$
Fire Station #4	\$
Fire Station #5	\$

The following statement must be signed and submitted with bid. Failure to sign this statement will render bid invalid.

"I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Company Name:

Person Authorized to Sign:

Name: _____

Name: _____

Address: _____

Title: _____

City: _____

Signature: _____

State: _____ Zip _____

Telephone Number: _____

Fax: _____

E-Mail: _____

This _____ Day of _____, 2022

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Proposal Signature Page

"I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment, and is in all respect fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Name: _____
Company Name

Name: _____
Print Authorized Name

Address: _____

Title: _____

City: _____

Signature: _____
Authorized Signature

State: _____ Zip _____

Phone: _____

Fax: _____

E-Mail: _____

This _____ Day of _____, 2022

This proposal is valid for a period of not less than _____ calendar days from date of receipt.

OTHER EXCEPTIONS/VARIATIONS:

Local Vendor Preference

For purchases, bids, proposals or contracts less than \$100,000 the local vendor may be given an opportunity to match the lowest price proposal, if the quotation or bid of the local vendor is within 5% of the lowest price proposal by a non-local vendor. In the event a local vendor matches the lowest price proposal, including all other terms, quality, service and conditions, then the local vendor shall be awarded the contract.

In the event the price proposal of more than one local vendor is within 5% of the lowest overall price proposal of a non-local vendor, the local vendor with the lowest proposal will be given the first opportunity to match the lowest overall price proposal. If this local vendor declines to match the price proposal, then the local vendor with the next bid within 5% will be given the opportunity to match the lowest proposal. This process will continue with all local vendors having proposals within 5% of the lowest overall bid by a non-local vendor.

- i. *Local Vendor* means a bidder or offer or which operates and maintains a brick and mortar business, i.e. a physical business address, within the limits of the State of Georgia and has a current business license, has paid in full all real and personal taxes owed the City, County, and State; as applicable, is considered a vendor in good standing with the City and can obtain an active vendor status. First priority will be given to local vendors within the municipal boundaries of the City of Kingsland, second priority will extend to local vendors within Camden County, and third priority will extend to local vendors within the State of Georgia.