



CITY OF FAYETTEVILLE REQUEST FOR QUALIFICATIONS

Issue Date: 03/07/18	RFQ Number: ORS318-03	RFQ Title: Owner Representative Services for The City of Fayetteville
RFQ Due Date and Time: 03/29/18 @ 2PM		Number of Pages: 10

CONTACT INFORMATION	
Procurement Agent and Contact for this RFQ: Danielle Ballard	Procurement Official: Carleetha Talmadge, Assistant Finance Director
City of Fayetteville Finance & Administrative Services Dept. 240 South Glynn Street Fayetteville, GA 30214	Phone: (770) 461-6029 Fax: (770) 460-4238 Website: www.fayetteville-ga.gov

INSTRUCTIONS TO OFFERORS	
Return Sealed Proposal to: City of Fayetteville Finance & Administrative Services Department 240 South Glynn Street Fayetteville, GA 30214	Mark Face of Sealed Envelope/Package: RFQ Name and Number: ORS318-03 Owner Representative Services for The City of Fayetteville RFQ Due Date & Time: 03/29/18 @ 2pm
Special Instructions: Submit five (5) copies of all documents & one (1) CD in PDF format	
IMPORTANT: SEE STANDARD TERMS AND CONDITIONS	

FIRMS MUST COMPLETE THE FOLLOWING	
Firm Name & Address:	Authorized Signatory: (Please Print Name and Sign in Ink)
Firm Phone Number:	Firm Fax Number:
	Firm Email Address:
FIRMS MUST RETURN THIS COVER SHEET WITH RFQ RESPONSE	

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SCHEDULE OF EVENTS

EVENT	DATE
RFQ Issue Date	03/07/18
Deadline for Questions	03/21/18
Deadline for Receipt of City's Answers	03/23/18
Addenda Posted by the City	03/23/18
RFQ Response Due Date	03/28/18
Notify Respondents of Results and Begin Discussions	04/05/18
Intended Date for Contract Award	05/03/18

***Dates indicated are tentative and subject to change as needed**

SECTION 1: INTRODUCTION

1.0 INTRODUCTION

The City of Fayetteville is soliciting Statements of Qualifications from qualified Firms interested in providing professional Owner Representative Services for upcoming Capital Projects. Firms with relevant experience and qualifications are encouraged to submit Statements of Qualifications. The purpose of the RFQ process is to identify the most qualified firms. The funding for the project is secured. The cost of the project and the terms of the contract will be negotiated with the selected firm.

1.1 Required Review

1.1.1 Review RFQ: Firms should carefully review the instructions, mandatory requirements, specifications, and standard terms/conditions as set out in this RFQ and promptly notify the Procurement Agent, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFQ.

1.1.2 Form of Questions: Firms with questions or requiring clarification or interpretation of any section within this RFQ must address these questions in writing or via e-mail to the Procurement Agent referenced above on or before March 21, 2018. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.

1.1.3 City's Answers: The City will provide by March 23, 2018, an official written answer to all questions received within the time frame stipulated under section 1.2.2. The City's response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFQ will not be binding upon the City. Any formal written addendum will be posted on the City's website alongside the posting of the RFQ at www.fayetteville-ga.gov by the close of business on the date listed.

1.2 Cost of Preparing a Proposal

1.2.1 City Not Responsible for Preparation Costs: The costs for developing and delivering responses to this RFQ and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the offeror. The City is not liable for any expense incurred by the offeror in the preparation and presentation of their proposal.

1.2.2 All Timely Submitted Materials Become City Property: All materials submitted in response to this RFQ become the property of the City and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City and offeror resulting from this RFQ process.

SECTION 2: RFQ STANDARD INFORMATION

2.0 Receipt of Proposals and Public Inspection

A “Public Opening” does not apply to a Request for Qualifications (RFQ) and all information packets submitted will be opened and reviewed upon receipt. Submittals received after the expiration date shall not be considered. All submittals must strictly conform to the questions in section 3 (Request for Qualifications). **This document is also available on the City’s web site at www.fayetteville-ga.gov.**

2.1 City’s Rights Reserved

The City reserves the right to reject any and all submittals and to waive any and all irregularities. The City’s policy and procedures for this process are available in the Purchasing Department for inspection.

Submittals will not be accepted from any person, firm, or corporation who is in arrears in any debt or obligation to the City of Fayetteville or any other governmental entity.

3.0 City's Intent

Scope of Services

1. Introduction

The Owner Representative shall serve as the City's principal point of contact and liaison between the architect, builder and other consultants, contractors and vendors throughout each project. It shall advocate for the City interests of quality, timely and cost-sensitive construction of Public Facilities while maintaining professional relationships with contractors. The Owner Representative will be responsible for ensuring the project is completed at the lowest possible cost and highest degree of functionality and quality. However, Owner Representative will not replace the architect, builder or other consultants. The Owner Representative will be responsible for monitoring progress on all aspects of the project in every phase. This will include the following:

- Scheduling and attending all project meetings and preparing agendas and minutes.
- Creating, maintaining, reconciling and tracking the project budget and schedule.
- Preparing and regularly updating a comprehensive issue list identifying all unresolved issues, responsible parties, resolution steps and dates.
- Preparing periodic project status reports.
- Attending City Council meetings to provide project status reports as directed by the City Manager.
- Establishing cost accounting procedures.
- Reviewing and processing vendor insurance certificates, invoices, payment applications, surety bonds, sworn statements and waivers for contract compliance.

2. Site Evaluations

The Owner Representative shall assist the City in evaluating potential construction sites. The Owner Representative shall evaluate each site and submit a report when necessary providing a cost estimate and evaluation taking into account the following:

- Demolition
- Grading & Erosion Control
- Storm Drainage
- Utilities
- Parking Arrangements & Site Work
- Topographical and Environmental Constraints
- Unsuitable Soils and Potential Contamination
- Impacts to Building Design/Footprint
- Potential Impact to Surrounding Property

The City will cover all costs related to acquisition of the property.

3. Planning Phase

- a. Project Understanding & Approach
 - i. Refine building needs assessment, financial feasibility and preliminary space program with the City.
 - ii. Develop project approach with the City by establishing roles and responsibilities.
- b. Project Delivery Methods
 - i. Analyze project delivery methods with the City and recommend a project delivery method based on project goals and objectives.
- c. Design Service Procurement
 - i. Analyze procurement methods with the City and recommend a procurement method based on project goals and objectives.
 - ii. Create and update interested and potential bidder or proposer list.
 - iii. Prepare and advertise bid solicitation or Request for Proposals and/or Qualifications as necessary depending upon the project delivery and procurement methods.
 - iv. Answer bidder or proposer questions during the solicitation or request process.
 - v. Conduct a pre-bid or pre-proposal conference to explain the project requirements to bidders or proposers.
 - vi. Conduct a post-bid or post-proposal conference to review the contract award process and other pertinent issues with bidders or proposers.
 - vii. Conduct bidder or proposer interviews with the City if necessary.
 - viii. Review bids or proposals and assist the City with evaluation.
 - ix. Prepare and present the award recommendation to City Council for consideration.
 - x. Work with the City Attorney to develop and negotiate contract terms and conditions.

4. Pre-Construction Phase

- a. Design
 - i. Work with the architect and other contractors to improve function and/or reduce costs by identifying alternative materials and/or methods.
 - ii. Peer review building systems including, but not limited to electrical, exterior walls, interior, mechanical, plumbing, roofing, skin and structural systems to improve function and/or reduce costs.
 - iii. Ensure electrical, plumbing, mechanical and vertical transit systems are coordinated during design.
 - iv. Monitor market trends that could impact the project and propose design alternatives as necessary.
 - v. Provide input on Furniture, Fixtures & Equipment (FF&E) specifications to improve function and/or reduce costs.
 - vi. Provide input on long lead-time equipment specifications to improve function and/or reduce costs.
- b. Design Review
 - i. Peer review space program to ensure the City's needs are met.
 - ii. Peer review design to ensure full compliance with the Americans with Disabilities Act.
 - iii. Peer review design to ensure consistency with original project scope.

- iv. Peer review FF&E standards to improve function and/or reduce costs.
 - v. Peer review construction documents to improve function and/or reduce costs.
- c. Coordination of FF&E, Information Technology and Other Contractors
- i. Provide input on and coordinate selection of finishes (carpeting, wall coverings, lighting, etc) to improve function and/or reduce costs.
 - ii. Provide input on and coordinate selection of information technology to improve function and/or reduce costs.
 - iii. Provide input on and coordinate selection of other building systems to improve function and/or reduce costs.
 - iv. Provide input on and coordinate selection of all registered professionals required to perform special inspections.
- d. Construction Services Procurement
- i. Manage construction services procurement according to the "Service Procurement" process outlined above in 3(c).

5. Construction Phase

- a. Construction Oversight
- i. Coordinate contractor and vendor activities with the architect and builder.
 - ii. Monitor construction progress and maintain quality control with weekly site visits.
 - iii. Evaluate any project changes as they arise and provide recommendations.
 - iv. Facilitate change order tracking and facilitate issue resolution.
 - v. Ensure the procurement of long lead-time equipment at the proper time to avoid delays.
 - vi. Review test reports and identify non-conforming issues that require follow-up and resolution.
 - vii. Coordinate, review and accept all special inspection reports and ensure discrepancies are resolved.
- b. Product & Service Procurement
- i. Coordinate contractor and vendor activities with the architect and builder.
 - ii. Monitor data system, FF&E, security system, signage and all other necessary product service procurement and installation.

6. Closeout Phase

- a. Monitor closeout activities performed by the architect/engineer and builder.
- b. Coordinate punch-list completion.
- c. Collect and deliver as-built/record drawings, guarantee certificates, operational manuals, final special inspection reports, sworn statements, warranties, waivers of liens, etc.

3.1 Required Information

Submittal Requirements

Proposals must be organized according to the sections listed below. Proposals that do not address all the mandatory sections listed below may be considered non-responsive and may not be evaluated. Proposals should be of sufficient length and detail to demonstrate the proposer has a thorough understanding of the skills necessary to deliver the services requested.

1. General Information

Provide a company profile including principal areas of expertise and experience providing owner's representative services. Include an organizational chart depicting the management of the firm's organization and its relationship to any other business entity. Proposals must include the following information:

- Brief descriptions of recent similar projects where the firm represented cities, counties, or school districts including the owner, project delivery methods (design-bid-build, design-build, construction manager at risk, etc.), architect, builder, owner reference including name, title, phone number and e-mail address.
- Describe how successful the firm was in managing the recent similar projects on time and within budget.
- Identify the key personnel responsible for leading and staffing each phase of the project.
- Key personnel's resumes including name, title, education, experience, references, professional affiliations, certifications, licenses and registrations.
- Key personnel's current assignments and the percentage of their time each will devote to each assignment if selected for this project.
- Key personnel's office location(s) and the number of other staff in each office.
- Provide a copy of the firm's liability insurance certificate.
- Identify any external sub-consultants and describe their roles and responsibilities.

2. Project Understanding & Approach

Describe your understanding of the project as to demonstrate the ability to advocate for the City while maintaining professional relationships with the architect and contractors during the project. Most importantly, you must demonstrate the ability to help the City make important decisions during the project by collecting and interpreting technical information from the architect and contractor. Proposals must include the following information:

- Describe how you will organize and perform tasks in each phase of the project.
- Describe how you will expedite the Planning and Pre-Construction phases.
- Describe how you will identify critical milestones and ensure progress.
- Describe how you will address contingencies that may arise during scope.
- Describe how you will ensure quality control.

In addition to the required information outlined, Firms may submit other supplemental information that it feels may be useful to the City in evaluating its Proposal. This should be included through an appendix or appendices as appropriate to clearly distinguish it from the required information.

SECTION 4: SELECTION CRITERIA

4.0 Evaluation Criteria

The City will evaluate Proposals based on the factors outlined within this RFQ and using a process consistent with Georgia's Qualifications-Based Selection law. The City reserves the right to reject any and all submittals for any reason as well as to waive any minor irregularities in any Proposal. The City reserves the right to request clarification of irregularities and to request additional information from any Firm. The City reserves the right to eliminate any Firm if it is determined that the Firm cannot perform services specified in their response.

Evaluation criteria will be as follows:

1. Nature and quality of previously completed work.
2. Qualifications of personnel assigned to the project.
3. Understanding of the project requirements and design approach.
4. Ability to customize the design to the needs of the District.
5. Availability to deliver the services required with flexibility in scheduling.
6. History of previous projects final costs compared to original budget.
7. Experience of the members of the team working together on previous design/build assignments.
8. Reference checks.
9. Unique and intangible factors demonstrated by the Firm.

Selection Process

Firms submitting responses to this RFQ will be evaluated based on the above criteria and a point scale system employed by the City. The Firms will be ranked and selected by the City's evaluation committee. After completion of the evaluation process, the City's evaluation committee may ask the top ranked Firms to provide a short, in-person presentation. Firms not invited to make a presentation will be notified that they are no longer being considered for the project. After viewing any presentations, the selection committee will again rank the presenting Firms and begin negotiations with the top ranked Firm to enter into a contract. All Firms that have made presentations to the City will be notified of the City's final selection results. If negotiations with the top ranked Firm fail to result in a contract, then negotiations shall begin with the second highest ranked firm and so on until an agreement can be reached. Once terms are agreed upon, a contract shall be presented to the City Council for approval.

Project Process

Upon selection of an owner representative, the city expects to enter into negotiation with that firm based upon a city provided program of requirements and a form of agreement developed by city attorneys.

END OF REQUEST FOR QUALIFICATIONS

Addendum 1
Owner Representative Services for The City of Fayetteville
RFQ Item #ORS318-03

The RFQ Due Date and Time for: ORS318-03 Owner Representative Services is:

Thursday March 29, 2018 at 2pm.

SCHEDULE OF EVENTS

EVENT	DATE
RFQ Issue Date	03/07/18
Deadline for Questions	03/21/18
Deadline for Receipt of City's Answers	03/23/18
Addenda Posted by the City	03/23/18
RFQ Response Due Date	03/29/18
Notify Respondents of Results and Begin Discussions	04/05/18
Intended Date for Contract Award	05/03/18

***Dates indicated are tentative and subject to change as needed**

Addendum 2
Owner Representative Service for The City of Fayetteville
RFQ# ORS318-03
Q&A

1. Referencing the above mentioned RFQ; page #4; Section 1: Introduction: specifically, paragraph 1.0 Introduction: *“The City of Fayetteville is soliciting Statements of Qualifications from qualified Firms interested in providing professional Owner Representative Services for upcoming Capital Projects.”*

- a. Question: Reference is made to *“Capital Projects”* in the above statement. Since the word *projects* is plural, can it be assumed this RFQ will address multiple projects or will this owner representative address one singular project?”

ANSWER: **The City of Fayetteville is looking at multiple projects.**

- b. Question: Will the City of Fayetteville clarify additional details as to the project(s) specifics, i.e., fire station, city hall, etc.?”

ANSWER: **The City is currently working on two projects. One is a New Fire Station and the other is a New City Hall.**

2. Referencing the above mentioned RFQ; page 9; section 3.1 Required Information; Submittal Requirements; Article 1, General Information, first bullet point: *“Brief descriptions of recent similar projects where the firm represented cities, counties, or school districts including the owner, project delivery methods (design-bid-build, design-build, construction manager at risk, etc.) ...*

- a. Question: In lieu of, or in addition to, “recent similar projects where the firm represented cities, counties, or school districts”, Will the City of Fayetteville also accept projects where the firm represented State of Georgia and the University System of Georgia facilities?

ANSWER: **Yes we will accept projects where the firm represented State of Georgia and the University System of Georgia facilities.**

- b. Question: Can a clarification or description be provided for “recent similar projects?”

ANSWER: **Projects similar to a City Hall or Fire Station or as referenced in the answer to 2a.**

3. Referencing Addendum 1: ^{SEP} Owner Representative Services for The City of Fayetteville RFQ Item #ORS318-03; specifically, the 5th line item under Event, “RFQ Response Due Date 3/29/18”:

- c. Question: Will the City of Fayetteville consider extending this due date to 4/2/18 or 4/3/18?”

ANSWER: **Due to the questions being answered late, we will extend the due date to the RFQ to 4/3/18.**

Addendum 3
Owner Representation Service for the City of Fayetteville
RFQ# ORS318-03

The **Due Date** for RFQ# ORS 318-03 Owner Representation Services for the City of Fayetteville has been extended to: **Tuesday, April 3, 2018 at 2pm.**

SCHEDULE OF EVENTS

EVENT	DATE
RFQ Issue Date	03/07/18
Deadline for Questions	03/21/18
Deadline for Receipt of City's Answers	03/23/18
Addenda Posted by the City	03/23/18
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