



**REQUEST FOR QUALIFICATIONS #18-076
CULTURAL CENTER ARCHITECTURAL AND ENGINEERING SERVICES
RESPONSE DUE DATE
JULY 25, 2018, 2:00 PM**

The City of Sandy Springs uses a procurement portal powered by Bonfire Interactive (“Bonfire”) for accepting and evaluating bids, statements of qualification, and proposals digitally, found by using the link below:

<https://sandysprings.bonfirehub.com/opportunities/9074>

Please contact Bonfire at Support@GoBonfire.com for technical questions related to your registration or submissions. You can also visit Bonfire’s help forum at bonfirehub.zendesk.com/hc

VOLUNTARY PRE-QUALIFICATION CONFERENCE

July 12, 10:00 AM
City of Sandy Springs
1 Galambos Way
Sandy Springs, Georgia 30328
Training Conference Room

Information concerning this solicitation may be found electronically at:

<https://sandysprings.bonfirehub.com/opportunities/9074>

The Bonfire website will contain the Request for Qualifications, any addenda, and any clarifications, schedule changes and other important information regarding the solicitation. Respondents should check these electronic pages daily.

The City of Sandy Springs reserves the right, among others, to reject all bids and to waive technicalities and informalities, to make award in the best interest of the City of Sandy Springs, or to cancel this solicitation at any time.

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SECTION 1: INTRODUCTION, PURPOSE, AND BACKGROUND

INTRODUCTION

The City of Sandy Springs (“City”) is located in Fulton County, Georgia, and has a population of approximately 105,000. It is metropolitan Atlanta’s second (2nd) largest city and Georgia’s sixth (6th) largest city. The geographic area of the City is approximately thirty-eight (38) square miles. The City currently controls several hundred acres of parkland. While most of this acreage is owned outright by the City, many outdoor school parks are under an intergovernmental agreement with Fulton County Schools, renewable on a periodic basis. City limits include twenty-two (22) miles of shoreline along the Chattahoochee River and three (3) units of the National Park Service.

In 2012, City Council adopted its City Center Master Plan (“Master Plan”). The City intends to utilize the Master Plan for the following purposes: economic development and redevelopment, land acquisition, greenspace conservation, enhancement of quality of life, and other priorities as identified within the City’s adopted plans.

PURPOSE

This procurement will be conducted in two (2) phases: the Request for Qualifications (“RFQ”) phase and a subsequent Request for Proposals (“RFP”) phase. The purpose of the RFQ phase is to seek Statements of Qualifications (“Response”) from highly qualified firms to provide all personnel, materials and services necessary to provide architectural, engineering and related design services (“Project”) for a site to consolidate several City venues including: the Sandy Springs Hospitality and Tourism offices; the Visit Sandy Springs Cultural Center. In addition, the City desires to incorporate into the site the Anne Frank in the World Exhibit currently housed in rental space in close proximity to the Visit Sandy Springs Cultural Center and the Sandy Springs Hospitality and Tourism offices, and office space for the Perimeter Chamber of Commerce (all venues to be consolidated in the Project are referred to herein as the “Venues”).

Firms submitting Responses to the RFQ (“Respondents”) shall follow the process described herein. After evaluation of Responses, selected Respondents will be asked to submit detailed proposals in the RFP phase for further consideration towards the selection of a firm for contract award. The City intends to enter into a contract with the successful Respondent to complete the Project in accordance with the terms, conditions, and specifications contained in this RFQ. The successful Respondent shall be managed and directed by the City.

BACKGROUND

The Master Plan anticipated the creation of a unique, vibrant, walkable City center, incorporating a mixed-use development introducing dining, high-end residential living, and amenity retail and entertainment options. The development was to provide an appropriate setting for a new civic/cultural center containing multiple uses such as City offices, meeting spaces and a performing arts facility.

Pursuant to the Master Plan, the City has completed construction of a development on a fourteen (14) acre site consisting of: City government building; performing arts center; Studio Theater; mixed use residential; retail; and greenspace. This development has been branded “City Springs” and is

the heart of the “City Springs District.” With the exception of the Perimeter Chamber of Commerce, the City Springs District is home to the Venues described under “Purpose” above.

At the time design efforts were made for the City Springs development, the City explored designs for a combined facility to accommodate the Venues, but determined not to move forward at that time. Now the City desires to pursue this Project and seeks statements of qualifications for architectural, engineering and related services for this undertaking.

Final site selection for consolidation of the Venues is still underway. The City’s current preferred site adjoins Heritage Sandy Springs and Heritage Green, as shown in Exhibit A.

SECTION 2: SCOPE OF WORK

The City anticipates award of a contract and an initial task order (“ITO”) to the successful Respondent in this procurement. The ITO will be issued for plan development through the conceptual stage to include budget development and schematic plans. Following completion of the scope covered by the ITO, a second task order will be issued for the remaining scope.

A. **Base Scope of Work:** The Base Scope of Work includes all architectural, engineering and related design services for the Project, including:

1. Program verification and budget development
2. Space planning and interior design and documentation
3. Architectural design and documentation
4. Structural design and documentation
5. Mechanical, electrical, plumbing and fire systems design and documentation
6. Lighting design and documentation
7. Audiovisual design and documentation
8. Civil site design and documentation
9. Landscape architectural design and documentation
10. Bid and award services
11. Construction contract administration

B. **Expanded Scope of Work:** The Expanded Scope of Work includes:

1. Furniture selection
2. Security system design and documentation
3. Museum and exhibit design
4. Signage and wayfinding design

Program verification encompasses review of the preliminary space program (attached as Exhibit B), interviews with affected departments to confirm space and functional needs and with appropriate City staff to confirm the Project’s urban design goals, including conformance with the principles of the Master Plan.

Architectural design and documentation includes coordination of the work of all disciplines to deliver an overall design for the project that is responsive to client needs and its functional and aesthetic goals. It further includes delivery of complete and coordinated design documents, cost estimates, delivery schedules and construction documents sufficient for bid and award, permitting and construction of the work.

The scope of work for lighting and audiovisual design and documentation under the Base Scope of Work is for general and task lighting and A/V for the building and does not include specialty lighting design for galleries or exhibits. Such lighting is a part of museum and exhibit design under the Expanded Scope of Work.

SECTION 3: PRE-SUBMITTAL INQUIRIES

From the date this RFQ is issued until a contract is awarded, Respondents shall not communicate with any staff or elected officials of the City regarding this procurement. Any unauthorized contact may disqualify the Respondent from further consideration of contract award. Contact information for the single point of contact is as follows:

Procurement Manager: Charise Glass
Address: 1 Galambos Way
Sandy Springs, GA 30328
Telephone Number: 770-730-5600
E-mail Address: purchasing@sandyspringsga.gov

A. **Inquiries:** Respondents with questions or requiring clarification or interpretation of any section of this RFQ shall address such matters in writing. All questions or requests for clarification shall be sent via Bonfire under:

Message - Opportunity Q&A: <https://sandysprings.bonfirehub.com/opportunities/9074>

Questions are due **no later than July 17, 2018 at 2:00 PM**. Questions received after this date and time may not be answered. **Each question shall provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.**

B. **Answers:** Questions and clarifications will be answered by the City in the form of an addendum. Any addenda, schedule changes and other important information regarding the solicitation related to this solicitation will be posted on the Bonfire website no later than **July 20, 2018** at:

<https://sandysprings.bonfirehub.com/opportunities/9074>

The Respondent shall be responsible for checking the Bonfire portal frequently for any addenda or other communications related to this solicitation.

C. **Addenda:** The City may revise this RFQ by issuing an addendum prior to its opening. All addenda will be posted on the Bonfire website no later than **July 20,2018** at:

<https://sandysprings.bonfirehub.com/opportunities/9074>

Addenda will become part of the RFQ documents and subsequent contract. Respondents shall sign and return any addendum with their Response. Failure to submit a response in accordance with an addendum may be cause for rejection. In unusual circumstances, the City may postpone an opening in order to notify vendors and to give Respondents sufficient time to respond to the addendum.

SECTION 4: SUBMITTAL OF RESPONSE

Responses shall be submitted through the Bonfire portal at:

<https://sandysprings.bonfirehub.com/opportunities/9074t>

No later than 2:00 PM on July 25, 2018.

A Response received after this date and time or at any other location will not be accepted or considered. The City is not responsible for delays caused for any reason. It is the sole responsibility of the Respondent to submit its Response before the required deadline. Hard copy, electronic and facsimile submittals **will not** be accepted.

SECTION 5: CONTENTS OF RESPONSE, EVALUATION CRITERIA AND SELECTION PROCESS

GENERAL INFORMATION

The RFQ and Responses will enable the City to gather additional information and identify qualified companies to perform the services described in the Scope of Work (Section 2) and specifications. The City will conduct a comprehensive, fair and impartial evaluation of all Responses received. An evaluation committee will be established by the City to evaluate Responses (“Evaluation Committee”). The City reserves the right, among others, to determine that no qualified Responses have been received and reject all Responses.

RESPONSE FORMAT

It is not necessary or desirable to prepare an elaborate or extensive Response for this Project; however the Response shall include:

- A. Company overview. (One (1) page)
- B. Names and resumes of proposed team members. (Appendix)
- C. Team members’ roles on Project. (Two (2) pages)
- D. Examples of three (3) to five (5) similar projects the firm and/or team members have worked on in the past seven (7) years and client reference contact information. (One (1) page each)
- E. All proposed sub-consultants, if any, firm description and involvement in example projects, if any. (One (1) page each)
- F. Brief discussion of Respondent’s approach to the work in order to meet Project goals. The City welcomes suggestions for any innovative delivery approaches that can expedite the schedule or reduce Project costs. (Five (5) to Seven (7) pages)

- G. Information regarding the firm's financial history and stability. Please submit the most recent financial statement. (Appendix)

EVALUATION CRITERIA

The City will evaluate Responses based on criteria stated within this document. A Respondent's qualifications and experience will be assigned the greatest value including but not limited to the following:

- A. Firm's qualifications and experience.
- B. Strength and demonstrated architectural and engineering design experience and capability to develop similar projects in a similar setting.
- C. Quality of team proposed to manage the Project.
- D. Sub-consultants' qualifications and experience.
- E. Firm's approach and innovations to meet Project goals.
- F. Firm's financial history/stability.

Project teams that the Evaluation Committee feels can best meet the requirements of this RFQ will then be invited to submit detailed development proposals in Phase II. The Phase II RFP will contain the evaluation criteria and process to be implemented in making a selection recommendation for Development Agreement award. City Council will make the final decision on the selection of a Master Developer and Project Team.

SELECTION PROCESS

"The City will implement a two-phase process to select a Cultural Center Architect and Engineer. Phase I is this RFQ process pursuant to which the City anticipates selecting a list of qualified firms from responses submitted. The City will review qualification packages to select qualified firms to advance to the next phase, which will be a Request for Proposals ("RFP"). In Phase II, qualified firms will respond to an outline of more specific transaction terms and developer obligations for evaluation leading toward the selection of a qualified cultural Center Architect and Engineer and the eventual disposition of the development sites under mutually beneficial financial terms. Final selection of a Cultural Center Architect and Engineer will be made by City Council following recommendation of the RFP Evaluation Committee. The City will select the Cultural Center Architect and Engineer and Project Team deemed by the City to be in its best interests."

The process for selection of a firm for contract award shall be as follows:

- A. Based on information provided in the Responses, firms will be selected for further consideration.
- B. Firms selected for further consideration will be asked to respond to a detailed RFP.

C. Presentations / interviews with selected firms may be conducted, and a final selection will be made after the interviews are concluded and the Evaluation Committee has had an opportunity to evaluate all information received.

SECTION 6: FORM OF CONTRACT

The City anticipates using AIA Document B101-2017 Owner-Architect Agreement as the form of contract. Respondents may offer an alternate form of contract for the City’s consideration.

SECTION 7: SCHEDULE OF EVENTS (SUBJECT TO CHANGE)

EVENT	DATE
RFQ Released	June 27, 2018
Pre-Qualification Conference	July 12, 2018 (10:00 AM)
RFQ Deadline for Receipt of Inquiries	July 17, 2018 (2:00 PM)
RFQ Deadline for Posting Written Answers to Inquiries	July 20, 2018
RFQ Response Due Date	July 25, 2018 (2:00 PM)
RFQ Evaluations Completed	August 3, 2018
RFP Released	August 7, 2018
RFP Deadline for Receipt of Inquiries	August 14, 2018
RFP Deadline for Posting Written Answers to Inquiries	August 17, 2018
RFP Proposal Due Date	August 23, 2018 (2:00 PM)
Presentations/Interviews	September 6, 2018
Final Selection	September 2018

*This proposed schedule of events is informational and is subject to change at the discretion of the City.

SECTION 8: TERMS AND CONDITIONS

The Response and supporting materials as well as correspondence relating to the Response become property of the City when received. Any proprietary information contained in a Response shall be so indicated; however, a general indication that the entire contents, or a major portion, of the Response is proprietary will not be honored. The following terms and conditions shall also apply:

A. All applicable federal, state and local laws, ordinances, licenses and regulations of all agencies having jurisdiction shall apply to this procurement and are incorporated herein.

B. Professionals requiring special licenses shall be licensed in the State of Georgia, and shall be responsible for obtaining licenses for applicable portions of the work as may be required by law.

C. No Response shall be accepted from, and no contract shall be awarded to, any person, firm, or corporation that (i) is in arrears to the City with respect to any debt, (ii) is in default with respect to any obligation to the City, or (iii) is deemed irresponsible or unreliable by the City.

D. The City reserves the right to request of the Respondents satisfactory evidence that they have the necessary financial resources to accomplish the requirements of this procurement.

E. From the date this RFQ is issued until a firm is selected, Respondents shall not communicate with any staff or elected officials of the City regarding this procurement, except at the direction of Charise Glass, Purchasing Manager for the City and procurement agent in charge of this solicitation. Any unauthorized contact may disqualify the Respondent from further consideration. Contact information for this single point of contact is as follows:

Charise Glass, Procurement Manager
City of Sandy Springs
1 Galambos Way
Sandy Springs, GA 30328
E-mail Address: purchasing@sandyspringsga.gov

F. All costs for developing and delivering a Response or other materials in connection with this RFQ and any subsequent interviews or presentations of a Response as requested by the City are entirely the responsibility of the Respondent. The City shall not be liable for any expense incurred by the Respondent in the preparation and presentation of its Response.

G. While the City has every intention to make an award as a result of this solicitation, issuance of the RFQ in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:

1. Cancel or terminate this solicitation at any time. If the City terminates the solicitation, notice of cancellation will be issued. In such event, the City will not reimburse any Respondent for preparation of its Response. Responses may be returned upon request if unopened;
2. Reject any or all Responses received, make a contract award based directly on the Responses received in the best interest of the City, in its sole discretion, or enter into further discussions with one (1) or more Respondents;
3. Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any Response;
4. Make partial award or no award if it is in the best interest of the City to do so; and
5. Terminate any contract if the City determines adequate funds are not available.

H. The contract term shall be as stated in the contract awarded as a result of this procurement.

I. The successful Respondent will be the prime contractor if a contract is awarded and shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, shall be listed in the Response. The City reserves the right to approve all subcontractors. The successful Respondent shall be responsible to the City for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the successful Respondent. Further, nothing contained within this document or any contract documents created as a result of any contract award derived from this procurement shall create any contractual relationships between any subcontractor and the City and its partners.

J. The City reserves the right to award multiple contracts for the Scope of Work described in this procurement. If the contract awarded pursuant to this procurement is terminated for any reason, the City reserves the right to request from an eligible Respondent a cost proposal and an executed contract for consideration of award. The City also reserves the right to request such other documents at that time as deemed necessary to consider whether or not to make a contract award, or it may determine to pursue other methods available to it to procure required services.

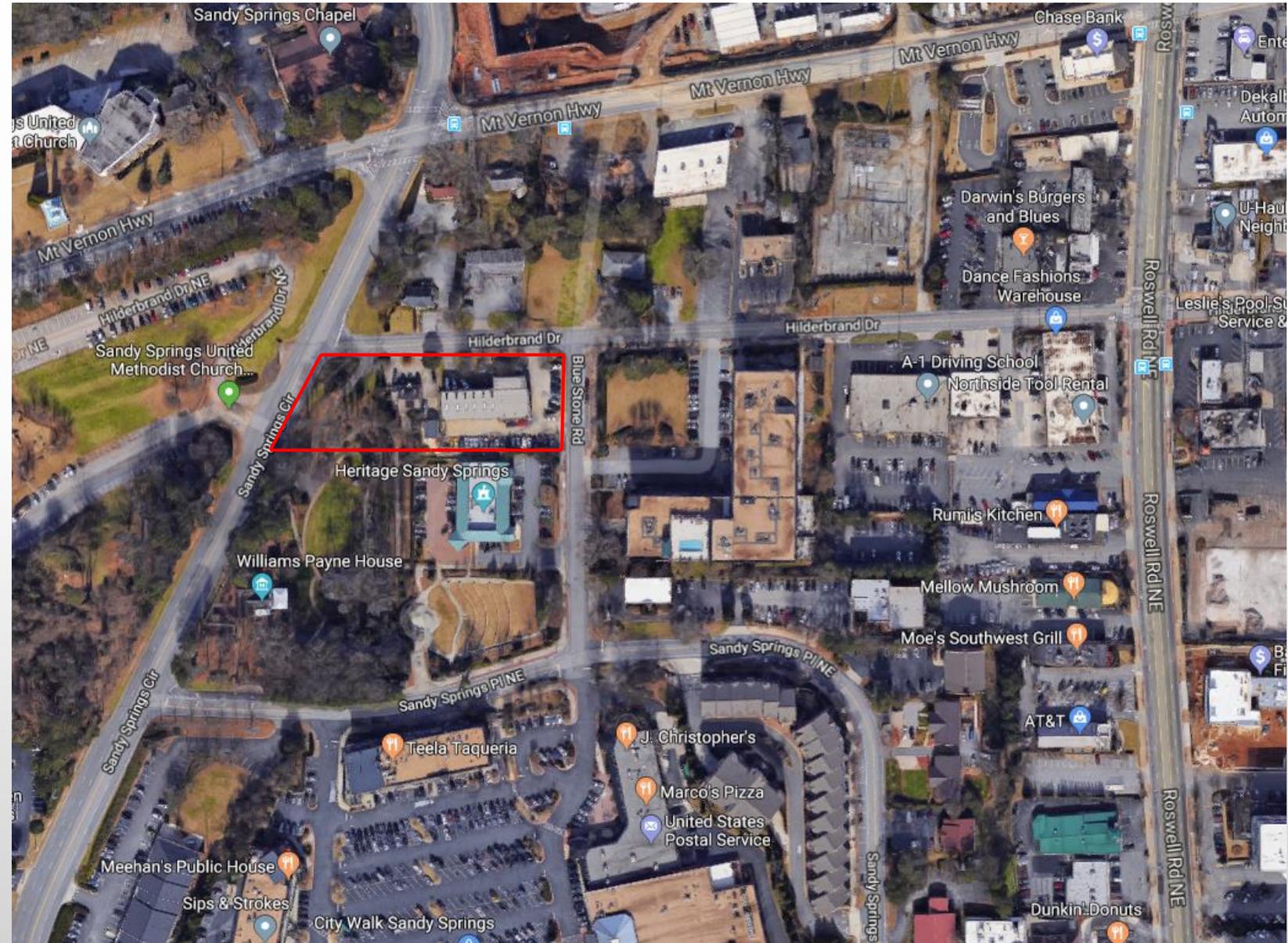
Approximate Space Needs

Use	Square Feet
Hospitality & Tourism	2,000
Anne Frank/Holocaust	5,000
Perimeter Chamber	3,000
Shared Space	2,000
Gallery/Museum	7,000
TOTAL	19,000

SANDY SPRINGS

Target Area

- Approximately 1 acre



CORPORATE CERTIFICATE

I, _____, certify that I am the Secretary of the company named as Respondent in the foregoing statement of qualification; that _____, who signed said statement of qualification on behalf of the Respondent, was then _____ (title) of said company; that said statement of qualification was duly signed for and on behalf of said company by authority of its Board of Directors, and is within the scope of its corporate powers; that said company is organized under the laws of the State of Georgia or is duly authorized to do business in the State of Georgia.

This _____ day of _____, 2018.

(Company – Legal Corporate Name)

(Signature)

(Title)

(Seal)