

TUGALO STREET GREENSPACE RFP

Architectural Services RFP



Abstract

The City of Toccoa is looking for qualified architectural firms to provide stamped architectural drawings for the construction of a Greenspace & Stage on Tugalo Street.

City of Toccoa

92 North Alexander Street, Toccoa, GA 30577

1.0 Introduction

1.1 Purpose of Procurement

The City of Toccoa (The City), considered the “Owner” for this solicitation, is seeking proposals from qualified architectural firms interested in providing architectural and engineering services for the design of the Tugalo Street Greenspace.

The Greenspace will be located on the existing city-owned Tugalo Street parking lot. Design renderings have been solicited and completed, and the selected Proposer will utilize these renderings to draft engineered drawings to be utilized for construction and implementation.

This Request for Proposal (RFP) seeks to identify qualified engineering/architectural firms with a proven successful performance record of the services specified in this document.

1.2 Communications

All respondents to this solicitation are strictly subject to the instructions communicated in this document and any addenda thereto. The City of Toccoa’s Community Development Department (Issuing Officer[s]) shall be the only point of communications for all interested parties.

From the issue date of this RFP until a contractor is selected and engaged, Proposers shall not communicate for any reason with any staff excepted through the Issuing Officer(s) named herein, or as provided by existing work agreement(s). For violation of this provision, the City reserves the right to reject the Proposal. Submit all questions concerning this RFP via email to the Issuing Officer(s). Only written and formatted questions will be accepted. No response other than written will be binding upon the City. All pertinent questions and respective answers will be provided to interested Proposers in addenda format.

1.3 Tentative Schedule of Events

The following matrix is the “Tentative Schedule of Events”. All times indicated shall be prevailing times in Toccoa, Georgia. The City reserves the right to adjust the schedule.

Tentative Schedule of Events			
ITEM	EVENT	DATE ¹	TIME ²
1	Release Date of RFP – Post to GPR ³	Thursday, September 1, 2022	5:00 PM
2	Deadline for submission of written questions and requests for clarification.	Thursday, September 15, 2022	12:00 PM
3	<i>Proposal Closing Date & Time – Deadline for submission of solicitation.</i>	Friday, September 30, 2022	12:00 PM
4	Public Bid Opening – Toccoa City Hall	Tuesday, October 4, 2022	10:30 AM
5	Notice of Intent to Award	October 2022	TBD
6	Negotiations/Contracting Period	October 2022	TBD
7	Contract Effective Date	October 2022	TBD

¹ All dates and times are subject to change.

² All times shown are to be in local Toccoa, GA times.

³ GPR: Georgia Procurement Registry located at <https://ssl.doas.state.ga.us/gpr/>.

1.4 Questions Submittal

Direct all questions about this RFP in writing via email to the Issuing Officer(s):

Christian Hamilton, Main Street Manager
City of Toccoa
92 North Alexander Street, Toccoa, GA 30577
Phone: 706.282.3232 – chamilton@cityoftoccoa.com

Please submit your questions by the designated date and time in the following format.

QUESTION SUBMITTAL FORMAT	
COMPANY NAME:	
COMPANY CONTACT (name & email address):	
<i>Question</i>	<i>Referenced RFP Section</i>
1.	
2.	
3.	

1.5 Definition of Terms

- **Greenspace:** Site for which architectural drawings are being drafted.
- **City:** City of Toccoa
- **GPR:** Georgia Procurement Registry – Official State of Georgia Bid Service
- **O.C.G.A.:** Official Code of Georgia Annotated (State Statute or Laws)
- **RFP:** This solicitation document
- **Proposer, Bidder:** Respondent to this Solicitation
- **Licensed Party:** The Proposer
- **Project Manager:** Contractor's authorized representative, or work manager/representative
- **Issuing Officer(s):** Procurement Officer or his/her designee

1.6 Contract Term

The term of the resulting contract shall correspond to agreed-upon time frame for the engineering of facility. The City reserves the sole right to extend the contract.

Failure to perform as contracted will prohibit the contractor from participating in any subsequent issued replacement solicitation.

1.7 Background

The City of Toccoa is responsible for the operation and maintenance of the proposed Tugalo Street Greenspace, located with the boundaries of the Downtown Toccoa Local Historic District.

In an effort to promote Tugalo Street as an important corridor and gateway into the downtown, as well as provide for a dedicated location for concerts and events, and to contribute to the greater sense of place in the Downtown District, architectural services are being solicited. Draft design renderings have already been completed. The chosen Proposer will utilize these renderings to create stamped construction drawings to be utilized for project implementation.

2.0 Mandatory Requirements

All respondents must address the following items in their written response.

2.1 Proposer Qualification Requirements

- The Proposer (firm/company) shall have a minimum of ten (10) years verifiable experience providing similar services to clients with comparable requirements to those of this RFP.
- The Proposer must demonstrate experience with at least three (3) similar contracts within the last ten (10) consecutive calendar years.
- The Proposer must be currently incorporated and licensed in the State of Georgia or provide verifiable proof they are authorized to provide the required services pursuant to all applicable laws and the rules and regulations set forth by the Georgia Secretary of State. Please provide your written proof as an attachment to your proposal response.
- The Proposer must hold a current business license from the location of its home office/headquarters to perform the services required by this solicitation (RFP). Proposer must provide written proof of a license or permit with the proposal response.
- The Proposer will designate a central point of contact (project manager) for all aspects of this RFP:
 - The Proposer must submit the resume for the project manager.
 - Resume must reflect years of experience in the industry and the employer(s).
 - Resume must show percent of time project manager is expected to spend on the project.
 - Resume must show percent of time manager has available to spend on the project.
 - On the provided form, a list of at least five (5) verifiable references must be provided for the project manager.
- Proposer must be financially viable. Proposer must show its current and projected financial status and capability to provide the work as needed.

2.2 Business Requirements

- Proposer shall submit a rate sheet for all principals providing architectural services.
- Proposer shall submit preliminary justifiable estimate for cost of construction.
- The Proposer will designate a dedicated Project Principal (Executive) with at least five (5) years of experience for all aspects of this RFP. Please provide the Project Executive's resume and pertinent credentials in the Resume section.

2.3 Staffing Plan

- Proposer shall provide an organizational chart showing name, title, and duties for each position assigned to this work.
 - Proposer shall provide resumes for the individuals shown in the organizational chart. Resumes shall reflect pertinent education, duties, assignments, licensing, etc.
 - Proposer shall provide percent of assigned duties for each of the project principals.

2.4 Corporate Status

Proposer shall provide documentation of corporate status and proper licensing.

2.5 Firm Background

Proposer shall describe the firm's background, relevant experience and qualifications; include dates and contact information for each contractual engagement.

2.6 Company References

Proposer shall provide five (5) company references pursuant to applicable form attached hereto.

2.7 Financials

Proposer shall provide required Financial Information as prescribed herein.

2.8 Business Litigation

Proposer shall disclose any business litigation in the form provided herein:

- Has the firm been involved in any litigation in the past five (5) years?
- Describe your experience with litigation with Owners or any other similar contract litigation.
- Proposer shall disclose if they have ever been removed from a contract or failed to complete a contract as awarded for a legal or other reason.

2.9 Lost Accounts

Proposer shall provide a list of lost accounts in the form provided and as prescribed in Section 2.0.

2.10 Stability/Suitability

Proposer shall include documentation of the viability of the firm such as the firm's years of successful operation, stability of management structure, and ownership. Proposer shall provide their suitability for the work.

2.11 Project Management

Proposer shall provide:

- Verifiable references attesting to the performance of the Project Manager on the attached form.
- Resume for Project Manager.
- Staff certifications and licensing proof of all assigned personnel.

2.12 Quality Control Program

Proposer shall provide their program to ensure that services rendered will meet or exceed the requirements of this contract.

2.13 Drug-Free Workplace

Proposer shall provide proof that the Proposer has implemented and is administering a compliant drug-free workplace program.

2.14 Fees

Proposer shall provide estimated fees needed to complete the work. If provided as a percent of the cost of the project, proposer shall estimate the cost of the project.

2.15 Required Attachments/Forms

Proposer shall complete and return all required forms designated as exhibits, attachments, and attached hereto or otherwise referenced. Proposer shall return documents with their proposal in the manner described. Failure to do so may result in the proposal being deemed unresponsive or the lowering of the proposal score.

3.0 Proposal

Submission Requirements

- Cover Letter – The proposal must contain a signed cover proposal letter on company letterhead identifying the company, its principals, home office physical address/phone, and emails of the project leads.
- Mandatory Requirements – As described herein.
- Financial Proposal.

3.1 Cover Letter (2 pages maximum)

Proposer shall identify current conditions, principals, and other pertinent information about the company and its project principals.

3.2 Mandatory Requirements (10 pages maximum)

Proposer shall provide answers and necessary documentation for all aspects of the “Mandatory Requirements” as set forth in Section 2.0 above.

3.3 Company Background and Experience (10 pages maximum)

The Proposer shall describe the company background, relevant experience, and qualifications, including, but not limited to the following:

- A description of the firm’s background and relevant experience supporting qualification requirements; include dates and contact information for each contractual engagement.
- Documentation of corporate status and proper licensing including:
 - Disclosing its principal owners and their respective corporate locations.
 - Providing proof of their authorization to do business in Georgia prior to engagement.
 - Providing verifiable proof of their incorporation.
- Provide required financial information that would allow the City to determine the financial stability of the firm. A current audited financial statement from an independent auditor is acceptable. Also acceptable are the following:
 - The Provider may provide a copy of their most recent internal financial statements and a letter from their financial institution, on the financial institution’s letterhead, stating the Proposer’s financial stability.
- Disclose any involvement by the organization or any officer or principal in any material business litigation within the past five (5) years. The disclosure will include an explanation, as well as the status and/or disposition of the litigation.
- Disclose if the firm has ever been removed from a contract or failed to complete a contract as assigned for legal reasons during the past five (5) years.

3.4 Project Delivery Plan (10 pages maximum)

The Proposer must provide a Project Delivery Plan, which at a minimum, addresses:

- Manner in which the drawings will be managed to meet the City’s requirements.
- Manner in which the Proposer will deliver the product.
- Estimated schedule of events showing critical path and project milestones.

3.5 Innovations and Project Cost Saving Factors (5 pages maximum)

- Proposers are asked to provide current innovation and cost saving measures in a narrative.
- Proposers are asked to be creative in their approach to the available space with heavy consideration to budget adherence.

3.6 Financial Proposal (10 pages maximum)

This proposal shall constitute the entirety of the cost estimate to complete the architectural drawings utilizing renderings provided in conjunction with this RFP.

3.7 Proposal Packaging

- Proposers must submit one individually wrapped proposal designated as follows:
 - Proposers shall submit five (5) hard copy originals of the required proposal clearly marked as such. Proposers will also submit one complete flash thumb drive whose contents shall fully and clearly reflect the proposal.
 - The hard copy original shall be the legally binding document.
 - The primary package holding the proposal shall be fully sealed and plainly marked on the exterior with the following information:

Name of Company
Primary Contact for Company
Phone Number and Email of Primary Contact
Re: Greenspace Architectural RFP

Proposers shall submit their proposal package to:

Attn: Christian Hamilton
City of Toccoa
92 North Alexander Street
Toccoa, GA 30577

3.8 Proposal Period Validity

All proposals submitted in response to this solicitation shall remain valid for a period of sixty (60) consecutive calendar days after the solicitation closing date. The City reserves the right to request reasonable extension of all Proposals received.

3.9 Evaluation Process

The evaluation of offers received on time will be conducted by the City of Toccoa Selection Committee, who will consider the following in the phases shown:

- **Financial Proposal Review.** Proposers shall provide financial response addressing the following two elements:
 - Proposed fee to perform the scope of work for the project. The Proposer should consider that this project will be completed through value engineering so as to determine the best quality product for the most reasonable cost.
- Proposals will be reviewed by the Selection Committee for quality and completeness. Failure to provide all required documentation could result in an application being considered incomplete.

Proposers are asked to produce realistic estimates for the Greenspace architectural drawings with the following basic parameters:

- Site grading and preparation.
- Drainage, electrical, irrigation, and landscaping.
- The construction of a Greenspace
- Repaving and restriping remaining parking lot spaces
- Removal and relocation of dumpsters on site
- Construction of a bandshell with attached bathroom and green room/storage
- Restructuring of public sidewalk
- ADA-accessible bathroom facilities.

Proposers are advised that all fees and project costs shall be negotiated within the budgetary parameters available to the City of Toccoa. Attention to cost and fiscal economies will be highly valued.

- **Identification of Apparent Successful Proposer.** This project is funded partially through grant funding received from the State of Georgia. Thus, it is subject to state procurement standards. **A firm-fixed price contract must be made to the lowest bidder conforming with the requirements of this RFP.**

4.0 Minimum Specifications & Expectations

4.1 General Requirements

General Responsibilities. The Architectural & Engineering Firm (AEF) shall prepare and provide comprehensive A&E plans, including cost estimates for construction. These must be prepared in close communication with the City of Toccoa. The City expects that the AEF will fully address all functionality of the Greenspace, including but not limited to, all systems and products as agreed to and specified for A&E specific to project scope requirements.

A&E shall comply with all current applicable federal, state, and local codes, including but not limited to ADA, NFPA, GSWCC, and State Building and Fire Protection Codes. Design shall also comply with the State Property Officer Standards Manual as applicable. If there are conflicts between the applicable laws, codes, standards, regulations, or specifications, the most stringent requirements shall apply.

The following are general parameters subject to negotiations, updates, City additional changes, and applicable cost savings, value engineering, or innovations.

4.1.1 Project Requirements

- Preparation of final design, plans, and specifications.
 - All drawings shall show dimensions based on provided design standards.
- Upon completion of the project, the Proposer shall provide three (3) physical sets of certified and stamped architectural drawings.
- A thumb drive shall also be provided with all project deliverables contained within.

4.1.2 Design Phases Required

- **Design Development.** Utilizing provided design renderings, the AEF shall prepare A&E development documents showing the project scope, incorporating basic structural, stormwater, electrical, and HVAC systems, and showing other design, code, or construction requirements. Provide building section(s) and show relationship to finish grade on elevations. Provide calculations for electrical and HVAC loads, and occupancy and egress requirements.
- **Construction Documents.** After approval of the design development documents, the DBT shall prepare the construction documents, showing all required details for construction and specifications for purchased materials. These drawings shall be provided for approval before proceeding with construction. Construction drawings shall include discipline-appropriate schedules with equipment performance characteristics, plumbing riser diagrams, and final calculations.
- **Please note that, as this project will make use of grant funding, all drawings must be submitted for approval by the Georgia Department of Community Affairs.**

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5.0 Terms and Conditions

5.1 Addenda

The City reserves the right to modify, alter, or otherwise withdraw this RFP prior to the bid due date. All addenda identifying any material change to the RFP shall be distributed to all interested parties. Proposers are encouraged to check the official City of Toccoa website (www.cityoftoccoa.com) frequently and are solely responsible for incorporation of all addenda.

5.2 Proposal Withdrawal

Prior to the Proposal due date, a submitted Proposal may be withdrawn by the Proposer without penalty by submitting a written request to the Issuing Officer. All such requests must be signed by a person authorized to sign for the Proposer.

5.3 Proprietary Information

All Proposals upon receipt become the property of the City of Toccoa. Notwithstanding current laws, to the contrary, labeling information provided in Proposals as “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the Proposal documents will remain confidential until final award.

5.4 Right to Reject

The City reserves the right to reject all Proposals, to waive any irregularity or informality in a Proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the right of the City to reject Proposals that do not contain all elements and information requested in this document.

5.5 Small & Minority Business Policy

The City of Toccoa encourages all small and minority-owned businesses to compete for contracts to provide the services outlined within the scope of this RFP, and encourages contractors to solicit small and minority-owned businesses in procuring subcontractors and suppliers. The desire on the part of the City of Toccoa to encourage use of small and minority-owned businesses is not intended to restrict or limit competitive bidding or to increase the cost of the work. The City supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development.

5.6 ADA Guidelines

The City of Toccoa adheres to the guidelines set forth in the Americans with Disabilities Act. All construction completed within the new Greenspace shall adhere to ADA accessibility requirements.

5.7 Sales and Use Tax Registration

In compliance with §48-8-59 of the O.C.G.A., every company or individual doing business within the State of Georgia is required to file an application for a certificate of registration with the State Revenue Commissioner.

5.8 Compliance with Laws

The Proposer acknowledges that any proposal and/or any contract that may be awarded will comply with all state and federal laws, rules, and regulations. Further, Proposer acknowledges that this proposal and any subsequent contract issued pursuant to this request for proposal is to be governed by the law of Georgia and Stephens County, Georgia will be the exclusive venue. In the event of any dispute that cannot be otherwise resolved the parties agree to attempt mediation or alternative dispute resolution as the same as authorized by the laws of the State of Georgia.

5.9 Conflict of Interest

Proposers are advised that the City of Toccoa is a public agency and the solicitation for which you are submitting a Proposal involves public projects. As such and pursuant to the laws, rules, and Executive Orders of the State of Georgia, the City shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in the solicitation process, negotiations, and performance of any resulting contract.

5.10 Submittal Costs

All expenses for preparing and submitting responses to this solicitation shall be solely borne by the party submitting the response. The City of Toccoa is not obligated to any party to reimburse such expenses.

5.11 Award Conditions

This RFP does not guarantee that a contract will be issued by the City of Toccoa. Regardless of whether the bid is determined to be low, responsive, and responsible, it shall not be binding upon the City and does not obligate the City to procure or contract for any services. Neither the City nor any party submitting a Proposal response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by both parties. The City reserves the right to waive non-compliance with any requirements of this RFP and to reject any or all bids submitted.

In accordance with State Procurement Standards, upon completion of the contract, a performance bond and payment bond may be required by the successful Proposer before work can begin.

5.12 Order of Precedence

All attachments, exhibits, plans, specifications, addenda, and the like are hereby incorporated into this Proposal document by this reference. Proposers will be held responsible for all such documents and failure to properly execute, include, address, or otherwise acknowledge same may result in the disqualification of the Proposal response. This Proposal Document is to be considered in a comprehensive manner whereby no section, subsection, attachment, exhibit, plans, or specification outweighs or is more or less important than another.

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6.0 Exhibits

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Exhibit 1: Proposal Certification

[Proposer to sign below and return with Proposal response.]

We propose to furnish and deliver any and all of the deliverables and services named in this Request for Proposals (RFP) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP. We propose to provide all services pursuant to the policies of the State of Georgia and the City of Toccoa.

Any exceptions to the bid are noted in writing and included with the Proposal response. It is understood and agreed that the Proposal is an offer to perform, which when accepted in writing by the City of Toccoa and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned at the City of Toccoa.

It is understood and agreed that the Proposer has read the specifications shown or referenced in the RFP and that this Proposal is made in accordance with the provisions of such specifications. By written signature on this sheet, Proposer guarantees and certifies that all items included in the Proposal meet or exceed all specifications.

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services, and is in all respects fair and without collusion or fraud. I understand 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 the proposal and certify that I am authorized to sign this proposal for the Proposer. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. Seq. have not been violated and will not be violated in any respect. The Vendor further certifies that the Vendor and its Lobbyists have complied with the Lobbyist Registration Requirements in accordance with Georgia State Law.

Authorized Signature: _____ **Date:** _____

Print/Type Name: _____

Company Name: _____

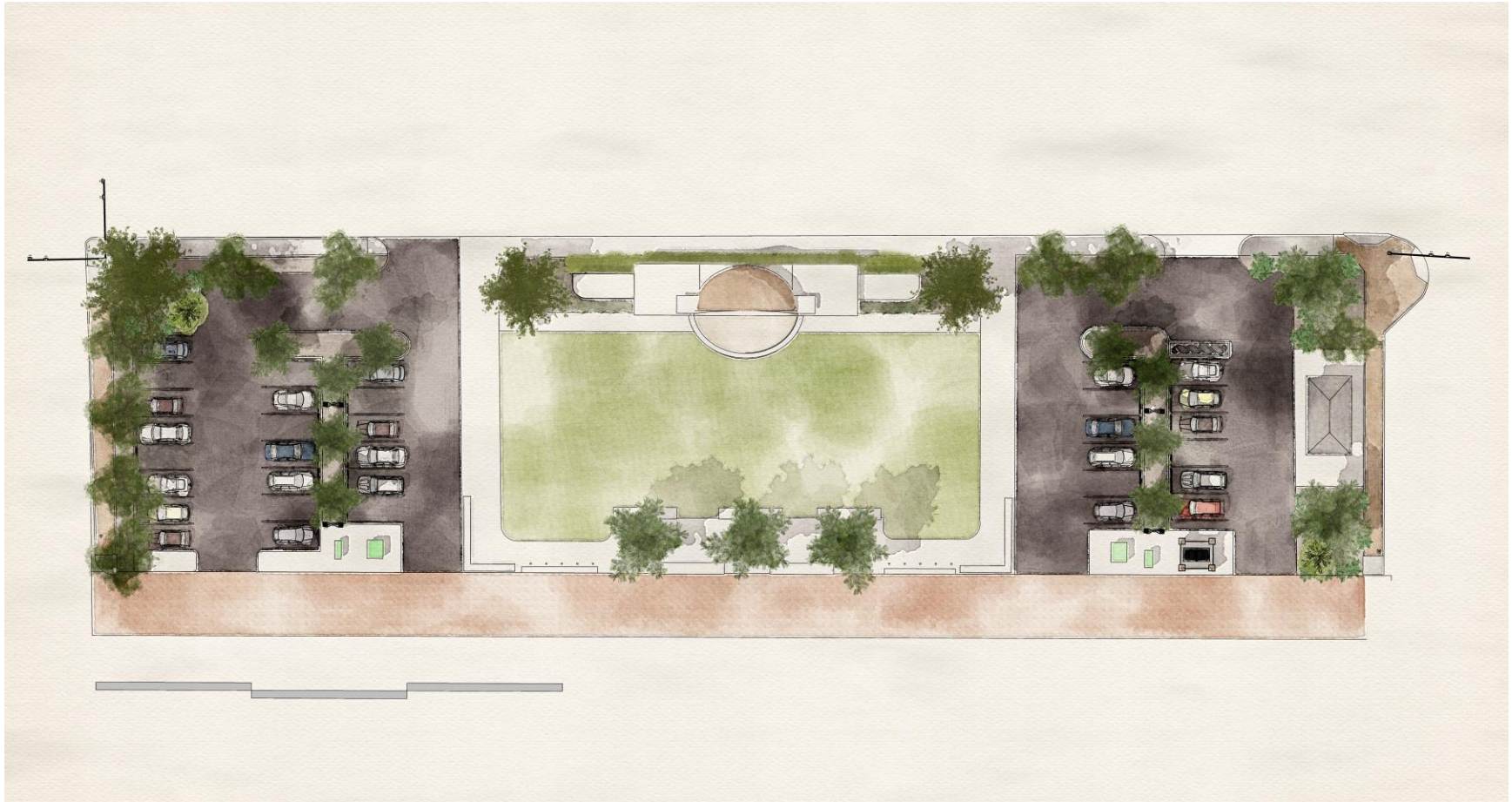
Address: _____

Phone Number: _____ **Email:** _____

Exhibit 2: Completed Design Renderings

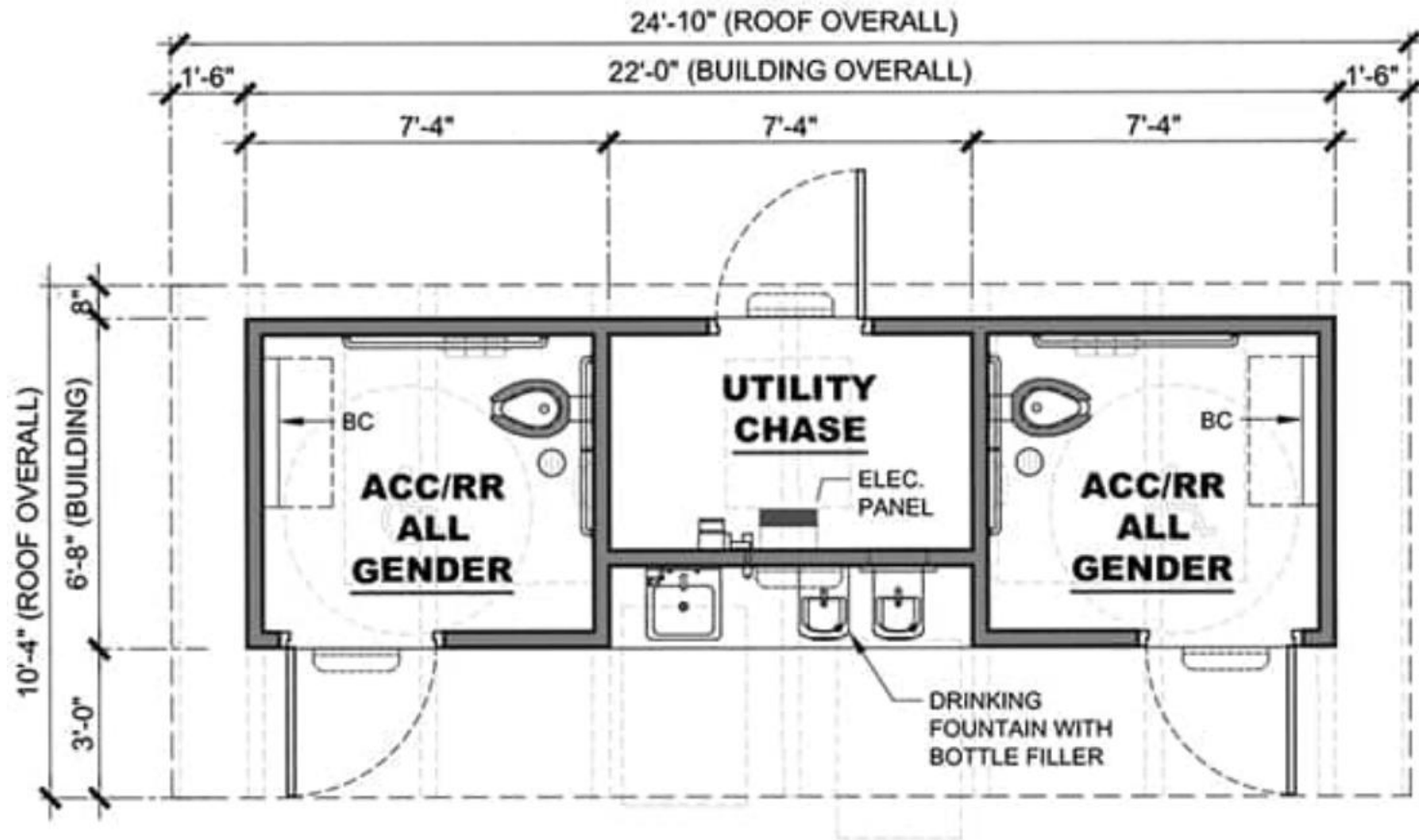


Tugalo Street Greenspace
Toccoa, GA 30577



Tugalo Street Greenspace
Toccoa, GA 30577





End Document.

Addendum #1. Dated September 13, 2022.

Addendum 1.1 Public Bid Opening Date

Let it be hereby proclaimed that the Public Bid Opening Date, to be found in **Section 1.3 Tentative Schedule of Events**, has been scheduled for **Tuesday, October 4th, 2022 at 10:30 AM** in the Second Floor Conference Room of Toccoa City Hall. At this time, the bids will be unsealed and recorded.

Addendum 1.2 Questions Answered

ITEM	Question	Answer
1	Is there a complete site survey that shows underground utilities?	No, there is not a complete site survey available. The alleyway was last surveyed in the late 1990s as part of a streetscape project. Water, gas, sewer, and telecommunications are located underground in the alley. There are external electrical lines that run through conduit connected to each individual parking lot island.
2	Will we need to obtain permits from agencies other than the city?	There is no permitting required for Phase One of this project. Due to the total scope involving land disturbance, general contractors may be required to pull permits from the Georgia Environmental Protection Division as part of Phase Two. Permitting may be required with the Health Department for bathroom creation.
3	Is space lighting for night concerts and events needed?	Yes. Existing overhead lighting in the current parking lot is available. Lighting will be needed for the stage. Bollard lighting is also shown in the design renderings and should be considered part of the scope of work.
4	Will there be any streetscape design on the adjacent ROW of the streets or is everything within the property?	No. The scope of work is entirely within the property.
5	What is the program and square footage size of the proposed building, stage, restrooms, etc.?	This is to be determined. The restrooms will consist of two unisex, single-person bathrooms. A space for storage is required at the restroom facility. The bandshell will require a small "Green Room", single-person bathroom, and storage.
6	Will parking on each side of the greenspace stay in place or be demolished and rebuilt?	The remaining parking to each side of the greenspace will need to be repaved and restriped. The islands in each of the remaining lots should be expanded in width to accommodate greater tree development, irrigation, and electrical needs.
7	Will the railroad car remain as part of the project?	The railroad car will be removed once Phase Two begins.
8	Will you consider allowing section 3.2 Mandatory Requirements to be a 10-page maximum?	Section 3.2 Mandatory Requirements has been updated within the narrative of the RFP to now reflect 10 pages maximum.

Addendum #2. Dated September 13, 2022.
Addendum 1.2 Questions Answered

ITEM	Question	Answer
1	Will there be any public involvement/presentations?	No , there will be no public involvement, presentations, or pre-bid meetings held regarding this architectural services RFP.
2	What is the maximum expected event capacity for the venue?	The outdoor greenspace is expected to comfortably hold 500 individuals. There will be no permanent seating onsite, apart from several suggested seat-walls drawn on the project design renderings, and it is expected that event attendees will bring lawn chairs, picnic blankets, and other items to enjoy the outdoor music venue.