Board of Regents of the University System of Georgia

Request for Qualifications

To Provide

Design Professional Services

For

GT Facilities Bid-Contract No. 0079-16

“Holland Plant Chilled Water System Modernization and Expansion”

Georgia Institute of Technology
Atlanta, Georgia

Solicitation Issue Date: 8/7/2015
Qualifications Packages Due: 9/4/2015
REQUEST FOR QUALIFICATIONS

Design Professional Services
GT Facilities Bid-Contract No. 0079-16
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The Board of Regents of the University System of Georgia (BOR) on behalf of the Georgia Institute of Technology ("GIT") is soliciting statements of qualifications from firms interested in providing professional design services for the construction of a project known as the Holland Plant Chilled Water System Modernization and Expansion located at Power Plant Drive NW on the Georgia Institute of Technology campus, Atlanta, GA.

This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to interview and/or offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. The BOR reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion.

1. GENERAL PROJECT INFORMATION

Project Background
The Holland Plant introduced chilled water production in 1970 and has been incrementally expanded since that time to support the campus’ growth. Currently there are several projects planned that will exceed the existing chilled water capacity of the Holland plant. This project will enable the GIT to reliably serve the chilled water needs of the central and eastern sectors of campus as well as providing the cooling tower capacity required for the future replacement of its existing 8000ton cooling tower.

Project Description
At the time of execution of this construction contract the Holland plant will be supporting five chillers capable of delivering 8,000 tons of chilled water with N+1 redundancy. This project will provide for an additional 2000tons of chilled water and cooling tower capacity and will enable the Holland Plant to reach its full potential. It is expected that this project will need to be closely coordinated with other ongoing work at Holland. In particular the equipment installed will tie into newly provided optimization controls and water treatment systems. Georgia Institute of Technology/Office of Facilities Design and Construction will oversee this project as the Owner.
**Sustainable Approach**

GIT is committed to sustainable design practices. The Holland Plant Chilled Water System Modernization and Expansion shall adhere to the requirements of the GIT Office of Facilities Design and Construction "Architecture and Engineering Design Standards for Building Technology" ("GT Yellow Book"). In addition, the project will be required to be in compliance with the International Energy Conservation Code 2009 edition with 2011 & 2012 Georgia Amendments.

**Project Budget**

The project’s construction cost has been approved by the BOR at $3,995,000.

**Project Schedule**

RFQs are due on September 4, 2015. Interviews may be scheduled at the discretion of the GIT selection committee. Notice of a shortlist or selected firm will be posted to the GA Procurement site on or about September 11. Construction is anticipated to begin in April 2016 with a completion in December 2016 and is subject to coordination with other projects in the Holland Plant.

2. **DESIGN PROFESSIONAL REQUIREMENTS**

The Owner is seeking the services of an engineering firm (the “Design Professional”) to provide all design services, including life cycle cost analysis and the development of plans and specifications. The Design Professional will provide the complete schematic design, design development, construction documents, bidding/ negotiation assistance, and construction administration services.

3. **SCOPE OF SERVICES**

**Construction Document Development**

The scope of services for this phase of work should at a minimum include, but are not necessarily limited to, the items outlined below:

- Conditions assessment. Develop and define the existing conditions through interviews and site observation.
- Review, develop, and document detailed requirements for the project, covering items such as project goals and objectives, design objectives, limitations, and criteria; gross area and space requirements; spatial relationships; needs and options for expandability; identifying the need for special equipment and systems; site requirements; project scheduling and budget requirements.
- Life cycle cost analysis of options presented utilizing owner’s metered and utility cost data.
- Design Development Drawings
- Construction Documents including a 3dimensional Revit model
- Associated Construction Administrative services

**Resources and Guidelines**

The following information will be available for use by the selected firm:

- Access to the site & operations personnel
- Existing construction documents
- Metered data
- Utility data
- Existing Pipe-Flo (by Engineered Software, Inc) models

The selected firm shall meet or exceed the requirements established within the following guidelines:
• Georgia Tech Campus Master Plan, 2004 update: includes detailed recommendations for the future development of the Georgia Tech campus; includes information on Georgia Tech’s mission, goals and strategic plan (http://www.space.gatech.edu/masterplan/index.html).
• Georgia Tech Landscape Master Plan, June 2010: includes recommendations and guidelines related to sustainable, ecological landscape performance within sectors and design corridors of campus (http://www.space.gatech.edu/landscapeplan/).
• Georgia Tech Architectural and Engineering Design Standards for Building Technology (also known as the Georgia Tech “Yellow Book”): includes campus technical design standards for both renovation and new construction projects (http://www.facilities.gatech.edu/dc/standards/)

4. RFQ SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner’s best estimate of the schedule for the implementation of this selection process. All times indicated are prevailing times in Atlanta, Georgia. The Owner reserves the right to adjust the schedule as necessary.

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Owner issues public advertisement of RFQ</td>
<td>8/7/15</td>
<td>------</td>
</tr>
<tr>
<td>b. Deadline for written questions/requests for clarification (see section 7)</td>
<td>8/21/15</td>
<td>4:00pm</td>
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<tr>
<td>e. Deadline for submission of Statements of Qualifications</td>
<td>9/4/15</td>
<td>2:00pm</td>
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<tr>
<td>f. Owner completes evaluation and issues notification to finalist firm(s)</td>
<td>9/11/15</td>
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5. SELECTION PROCESS

Selection of the Design Professional will be qualifications-based and will generally follow the requirements of Georgia Code Title 50 Chapter 22. Finalist firms will chosen by a Selection Committee consisting of representatives of the Institution. The Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFQ, using the following criteria:

Criteria for evaluation of Statements of Qualifications

25% Factor: Stability of the firm, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.

45% Factor: Firm’s relevant project experience and qualifications, including the demonstrated ability of firm in effective evaluation and design of facilities comparable in complexity, size, and function. Emphasis will be placed on the relevant experience and qualifications of the key team members, including but not limited to the principal Design Professional(s), lead staff, and key subconsultants. Evidence of relevant competencies for comparable projects will be taken into consideration.

30% Factor: Firm’s apparent suitability to provide services for project, including past performance on firm’s apparent fit to the project type and/or needs of the Owner, performance on past work and any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm.
firm’s non-discrimination policies, any affirmative action policies and/or stated efforts for the inclusion of Minority-Owned and/or Woman-Owned Business Enterprises (M/WBE) will be a part of this evaluation. Additional factors for a firm’s suitability will include the design professional’s office location/proximity to the project, and current/recent BOR project workload.

Finalist Notification
Each finalist firm shall be notified in writing (via email) and informed of the place and time for the interview session if deemed necessary. Detailed interview instructions and requirements of the finalists will be provided in the Finalist Notification. All members of the Selection Committee will be present during all of the presentations and interviews. Firms shall not address any questions, prior to the interview, to anyone other than designated contact.

Final Selection
Upon completion of the evaluation process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm and so on until a mutual agreement is established and the Owner awards a professional services contract.

6. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8-1/2” x 11”) paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to twenty (20) double-sided pages or less using a minimum of an 11-point font. Any exhibits, affidavits or other enclosure information called for may be included in an appendix and will not count toward the total. Each Statement of Qualifications shall be prepared simply and economically, providing straightforward, concise delineation of respondent’s capabilities. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity to content. The content of all Statement of Qualifications must be categorized and numbered as outlined below and be responsive to all requested information:

A. Description and Resources of Firm
A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office’s proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure? The Owner does not desire to enter into “joint-venture” agreements with multiple design professional firms. In the event two or more firms desire to “team up”, it is strongly recommended that one incorporated firm propose and maintain status as the Design Professional Firm of Record with the remaining firms participating as major consultants.
A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices
A3- Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.
A4- Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
A5- List the firm’s annual average revenue for each of the past 5 years.
A6- Supply financial references and main banking references.
A7- Has the firm ever been removed from a design services contract or failed to complete a contract as assigned?

B. Experience and Qualifications

B1- Provide professional qualifications and description of experience for all key team members and where they are physically located. **Emphasis shall be placed on experience with the evaluation and implementation of systems noted earlier including but not limited to: chiller plant systems, water treatment systems, energy life cycle cost analysis and Pipe-Flo (by Engineered Software, Inc.) modeling.**

   a. Resume, professional qualifications, design philosophy, and a representative portfolio of past work of the specific individual proposed as the Design Executive/Lead Designer and any other key team members.
   b. Proposed team organization including sub-consultant firms that will form the design team and the past history of collaboration with these firms.
   c. Narrative briefly describing the design approach that will be taken on the project.
   d. List of all sub-consultants including addresses, qualifications, areas of responsibility, experience, professional certifications, and licensing as appropriate.

B2- Provide information on the firm’s experience on projects of similar type, size, function, and complexity. Describe no more than ten (10) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:

   a. Project name, location and dates during which services were performed.
   b. Brief description and representative photo of project and description.
   c. Services performed by your firm.
   d. Identify the roles and responsibility of proposed team members involved for each project. If no proposed team members were involved, indicate, "NO PROPOSED TEAM MEMBERS WORKED ON THIS PROJECT".
   e. Owner’s stated satisfaction in design and service of your firm.
   f. Owner’s current contact information.

C. Statement of Suitability

C1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm’s fit to the project and/or needs of the Owner, any special or unique qualifications for the project; Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.

C2- Provide W/MBE status, and any non-discrimination and affirmative action policies of the firm.

7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to:

   **Greg Spiro**

Georgia Institute of Technology  Holland Plant Chilled Water System Modernization and Expansion
GT Facilities Bid-Contract No. 0079-16
The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (Schedule of Events- Section 4). **All relevant questions and requests for clarification received by the Institution and the corresponding responses will be posted on the Georgia Procurement Registry as an addendum to the original solicitation for services.** From the issue date of this solicitation until a successful proposer is selected and the selection is announced, respondents are not allowed to communicate for any reason with any members or employees of the BOR or the Institution except for submission of questions as instructed in the RFQ, or during the proposer’s conference (if applicable), or as provided by any existing work agreement(s). For violation of his provision, the Owner shall reserve the right to reject the proposal of the offending proposer.

8. **SUBMITTAL OF STATEMENTS OF QUALIFICATIONS**

Proposers should deliver one (1) hard copy and one (1) electronic copy (.pdf format on a disk) of the Qualifications submittal to the Institution to:

**Greg Spiro**  
c/o Karen Cannon  
Georgia Tech/ Facilities Design & Construction  
955 Fowler St., N.W.; Room 322  
Atlanta, Georgia 30332-0410

It is the sole responsibility of the Proposers to assure delivery to the noted locations by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Qualifications submittals will be accepted after the time stipulated above. Qualifications submittals will not be accepted via facsimile or e-mail.

It is the responsibility of the Proposers to examine the entire Request, seek clarification in writing, and review their qualifications for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals “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.

9. **ADDITIONAL TERMS AND CONDITIONS**

Restriction of Communication

From the issue date of this RFQ solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Institution, or BOR, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality
All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals “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.

**Award Conditions**

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a 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 the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

**Reciprocal Preference Law**

For the purposes of evaluation only, a proposer that resides in the State of Georgia will be granted the same preference over proposers that reside in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State to proposers that reside therein. For the purposes of this law, the definition of a resident proposer is one who maintains a place of business with at least one employee inside the State of Georgia. A P.O. Box address will not satisfy this requirement.

**Joint-Venture Proposals**

The Owner does not desire to enter into “joint-venture” agreements with multiple firms. In the event two or more firms desire to “team up” it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

**Minority and Small Business Enterprise**

It is the policy of the State of Georgia that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), have a fair and equal opportunity to participate in the State purchasing process. Therefore, the Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38. For more information, please contact:

The Governor's Entrepreneur and Small Business Office
75 Fifth Street, Suite 825
Atlanta, Georgia 30308
Phone: 404.962.4071