



Board of Regents of the University  
System of Georgia

**Request for Qualifications  
(Step I)**

and

**Request for Proposals  
(Step II)**

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To Provide

***Design Professional Services***

for

Project No. J-300

**Greenblatt Library Renovations Project, Phase 2**

**Augusta University  
Augusta, Georgia**

**Solicitation Issue Date: October 28, 2020**  
**Qualifications Packages Due: December 1, 2020**

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# STEP I REQUEST FOR QUALIFICATIONS

## Design Professional Services Project No. J-300 Greenblatt Library Renovations Project, Phase 2 Augusta University, Augusta, Georgia

The Board of Regents of the University System of Georgia (“BOR”) as (“Owner”), on behalf of Augusta University (AU), (“User”) is soliciting statements of qualifications from firms interested in providing professional design services for the construction of a project known as **Project No. J-300, Greenblatt Library Renovations Project, Phase 2** at Augusta University, Augusta, Georgia. 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 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. 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**

Augusta University’s 2015 Campus Master Plan identified necessary upgrades in the Greenblatt Library. During 2016, a feasibility study was developed that included conceptual improvements, phasing options and order of magnitude cost estimates. In 2018, Augusta University completed the Greenblatt Library Renovations, Phase 1 project, which included increased classroom space, renovation of the main restroom facilities, improved technologies, new high density storage, new lighting, finishes and furniture. Phase 2 will continue the implementation of improvements identified in prior studies.

#### **Project Description**

The Greenblatt Library Renovations Project, Phase 2 is anticipated to provide improved student study spaces, 2<sup>nd</sup> floor upgrades including lighting and finishes, and infrastructure improvements to the electrical and HVAC systems. A new entrance on the south side of building is also contemplated.

#### **Sustainable Approach**

The project will incorporate the requirements of the Energy Efficiency & Sustainable Construction Act of 2008 (O.C.G.A. 50-8-18) and it is the desire of the Owner to incorporate sustainable design and construction concepts in the project where feasible to do so.

### **Project Delivery Method**

The delivery method for this Project will be Construction Manager (CM) At-Risk and, as a minimum, will employ the services of a Construction Manager in addition to the services of the Design Professional.

### **Project Budget**

The preliminary Stated Cost Limitation (SCL) or construction cost of the Project is estimated at **\$3,500,000**. The final SCL may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances.

### **Design Professional Fee**

The Design Professional Base Fee will be approximately **\$300,000**, which includes Basic Design and Construction Administration services. Anticipated Design Professional service requirements include the services as listed in Item 3 below "Scope of Services". The shortlisted Design Professional firms are required to submit a fee proposal that also includes anticipated fees for any specialty consultants needed and all reimbursable expenses such as printing and travel in the Step II – Request for Proposals (RFP) phase.

### **Project Schedule**

The Design Professional's services are anticipated to commence by **January 2021** with construction documents anticipated for completion in **August 2021**. The start of construction is contingent on the availability of funding. *(All of the dates above are estimates which are subject to change. The fee structure for design professional services relative to the schedule, and fee amounts will be agreed upon by the Owner and the Design Professional prior to the start of design professional services.)*

## **2. DESIGN PROFESSIONAL SERVICES REQUIREMENTS**

The Owner is seeking the services of an architectural/engineering firm (the "Design Professional") to provide all design services, including the development of plans and specifications. The Design Professional will provide the complete schematic, design development, and construction documents. The successful Design Professional will contract with the Owner in a timely manner. The applying firm shall be an individual firm fulfilling all contractual obligations and performing a minimum of 50% of the architectural design services (exclusive of engineering and specialty consultants) in-house. An associated firm (if desired) may provide up to 50% of the architectural design services, allowing two or more architectural firms to share in the design effort on an equal basis. The Owner may also employ a Commissioning Agent to perform design analysis of the various building systems. The Design Professional is expected to work closely with the Commissioning Agent.

## **3. SCOPE OF SERVICES**

It has been deemed appropriate to engage a professional services firm to provide comprehensive planning and design services for the proposed project.

Specific guidelines for the project include building designs that are:

- attractive and contextual with the existing campus buildings and meet the design guidelines established in the campus master plan.
- energy-efficient and sustainable
- efficient and economical to construct and operate
- durable, comfortable, secure, and that achieve a high degree of value for the Institution
- "smart" buildings with the flexibility to respond to rapidly evolving technology in the academic environment.

The scope of the design professional services at a minimum include, but is not necessarily limited to, the items outlined below:

- Program Validation/Cost Model
- Existing Site Conditions Analyses
- Measured Drawings of Existing Site Conditions as Needed
- Conceptual Design
- Schematic Design
- Design Development Documents
- Guaranteed Maximum Price (GMP) Documents
- Construction Documents
- Construction Administration
- Interior Design
- Furniture, Fixture and Equipment Layout
- Material Finish Boards
- Signage
- Mechanical, Electrical, Plumbing, Fire Protection and Communication Systems Design
- Structural Design
- Detailed Cost Estimates
- Code Review and Compliance
- Commissioning Support
- Two (2) 22" x 32" Framed Renderings

Other services may include:

- Full Architectural Programming
- Civil Engineering
- ~~Parking/Traffic Design~~
- ~~Landscape and Irrigation Design~~
- ~~Furniture, Fixtures and Equipment Selection~~
- ~~Laboratory Design~~
- ~~Acoustical Design~~
- Audio/Visual/IT Design
- Wayfinding/Graphics
- Storm Water Management Permitting
- ~~Budgeting/Cost Management~~
- ~~Multiple Component Packages~~
- Regular coordination with the Construction Professional during preconstruction, design and construction phases
- Quality Assurance/Quality Control (QA/QC)
- Coordination with consultants hired by Owner
- Other requirements as per the Design Professional's contract
- ~~\*Surveying—topo, location of structures/site utilities/trees, construction limits~~
- ~~\*Testing Agency—geotechnical evaluation, material testing, special inspections~~
- ~~\*Environmental—Phase I Environmental Site Assessment, GEPA~~

\*The Design Professional will be responsible for procuring and contracting for the services of this firm (costs will be reimbursed by the Owner without cost mark-up).

#### 4. QUALIFICATIONS REVIEW PROCESS

Selection of the DP will be a multi-step process generally following the steps outlined in the State Construction Manual.

**Step I - Qualifications Review**, is initiated with this RFQ for the purpose of acquiring Statements of Qualifications from prospective DP firms. A selection of finalist firms will be made by a Selection Committee likely consisting of representatives of the Board of Regents and Augusta University. The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ and then evaluate the submittals based on the criteria for evaluation listed below:

##### Criteria for Evaluation of Statements of Qualifications

*20% 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.

*50% Factor:* Firm’s relevant project experience and qualifications, including the demonstrated ability of firm in effective design of facilities comparable in complexity, size, and function, for Owners such as the State of Georgia and other similarly-structured organizations. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project.

*30% Factor:* Firm’s apparent suitability to provide services for the project, including past performance and 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. The firm’s non-discrimination policies, any affirmative action policies and/or stated efforts for the inclusion of Minority-Owned Business Enterprises and/or Woman-Owned Business Enterprises will be a part of this evaluation. Experience and proficiency with the design of public buildings with regard to the areas of public safety and health, accessibility for persons with disabilities and special needs, and environmental concerns will be considered.

#### 5. SCHEDULE OF EVENTS (STEP I)

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. All times indicated are prevailing times in Augusta, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

<b>STEP I (RFQ) Estimated Time Line</b>		
a. Owner issues public advertisement of <b>RFQ</b>	10/28/20	-----
b. Deadline for written questions/requests for clarification (see Section 6).	11/6/20	2:00pm
c. Responses provided to written quotations/clarification requests	11/13/20	-----
d. Deadline for submission of Statements of Qualifications	12/01/20	2:00pm
e. Owner completes evaluation, post results, and issues notification to finalist firms	12/10/20	-----

## 6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual proposer regarding their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ, or the project, shall be submitted in writing (email is preferable) to:

Tom Dunaway, PE, MBA  
Director, Planning, Design & Construction  
Facilities Division, Suite BC 1100  
Augusta University  
1120 15<sup>th</sup> Street  
Augusta, Georgia 30912

Email: [wdunaway@augusta.edu](mailto:wdunaway@augusta.edu)

**The deadline for submission of questions relating to the RFQ is the time and date shown in the *Schedule of Events (Section 5)*. All relevant questions and requests for clarification received by the Augusta University in writing, prior to the deadline will be compiled, and answers will be posted on the Georgia Procurement Registry as an addendum to the original solicitation for services at <http://ssl.doas.state.ga.us/PRSapp/>.**

## 7. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Interested firms shall submit/upload one (1) electronic copy in .pdf format of the complete qualifications package. Submittals must be prepared in a manner that fits a standard 8 ½" x 11" paper format when printed. Responses are limited to using a minimum of an 11-point font. **The entire response shall not exceed 50 pages, including exhibits, affidavits or other enclosure information that may be included in an appendix.** All pages count regardless of content. Submittals that include qualifications of more than one firm shall not exceed page limits. Submittals that exceed the page limit will be deemed non-responsive and will not be considered by the Selection Committee.

### **STATEMENT OF QUALIFICATIONS (DELIVERABLES "A", "B" and "C" FOR ALL FIRMS)**

Emphasis should be on completeness, relevance, and clarity to content. The content of all Statement of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

#### **A. Description and Resources of Firm**

A1 Provide basic company information: Company's legal name, address, name of primary contact, telephone number, fax number, email 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. If applicable, indicate the year the local office was established and the number of persons staffing that office and their disciplines. 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?

- 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. List any claims against your firm or against Owners where your firm is named.
- A4 Provide the name of the insurance carrier, types of coverage and deductible amounts per claim.
- A5 List the firm's annual revenue for the past 5 years. List the parent office and the local office revenues separately, if applicable.
- 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? If yes, provide an explanation.
- A8 Complete and submit the Certification Form (Exhibit "A" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications.
- A9 Complete and submit a Certificate of Insurance and Minority Status Form (Exhibit "B" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications.
- A10 Complete and submit the Project Team Composition Form, including subconsultants (Exhibit "C" provided with RFQ). This is to identify composition of the project team only. More detailed information about the consulting team members and relevant project experience will be requested in Step II, Request for Proposals (RFP).
- A11 Complete the Contractor Affidavit Form (Exhibit "E" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications in compliance with the Georgia Security and Immigration Compliance Act.
- A12 Complete the Proposer's Disclosure Statement (Exhibit "F" provided with RFQ) and include with firm's Statement of Qualifications.

### **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT(S)**

"Contractor" in the following Affidavits shall mean "General Contractor"/ "Contractor" for the purpose of compliance with O.C.G.A. § 13-10-91, (b).

For the purpose of completing the attached Affidavits, please insert the following:

- "Name of Public Employer" shall mean "Board of Regents of the University System of Georgia, Owner, for the use and benefit of Augusta University.
- "Name of Project" shall mean J-300, Greenblatt Library Renovations Project, Phase 2

#### **B. Experience and Qualifications**

- B1 Provide professional qualifications and description of experience for principal Architect or Engineer personnel. *(At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as a finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience during the RFP process.)*
- B2 Provide information on the firm's experience on projects of similar type, size, function, and complexity. Describe no more than five (5) 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. Project delivery method (e.g. construction manager at risk, design-build, or design-bid-build).
  - c. Brief description and representative photo of project and physical description (square footage, number of stories, site area).



- d. Services performed by your firm.
- e. If your firm has more than one office, indicate which office was responsible for each of the example projects.
- f. Respective Owner's stated satisfaction in design and service of your firm. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
- g. Owner's current contact information.
- h. Contractor'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 Minority-Owned Business Enterprise (MBE) / Woman-Owned Business Enterprise (WBE) status and M/WBE participation on this project, as well as any non-discrimination and affirmative action policies of the firm. Provide evidence of experience and proficiency with design of public buildings with regard to the areas of public safety, environmental, accessibility for persons with disabilities and special needs or other related concerns.
- C3 Provide information on any special services offered by the firm that may be relevant and available for this project.

**8. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS**

Submit one (1) electronic copy of the complete package in .pdf format via email or appropriate electronic file transfer mechanism. Uploaded responses (file names) must reference the **Project No. J-300, the firm's name, and the word "Qualifications"**.

(File name Example: J-300, ABC Company, Qualifications)

The entire submittal should be submitted as one (1) file. Please do not submit individual documents or sections separately.

Statements of Qualifications must be received electronically by the Owner prior to the deadline indicated in the Schedule of Events (Section 5 of the RFQ). Printed copies will not be accepted.

If difficulty is encountered during file transfer, contact Latoya Williams at [lwilliams7@augusta.edu](mailto:lwilliams7@augusta.edu) 706-446-5845 for assistance or confirmation that the file was received. **Firms are encouraged to verify their upload was successful** at least 45 minutes prior to the deadline.

A list of firms submitting responsive Statements of Qualifications will be published on the Georgia Procurement Registry site, as well as the Board of Regents' Office of Real Estate and Facilities' website at [http://www.usg.edu/facilities/external\\_partners/consultant\\_selections](http://www.usg.edu/facilities/external_partners/consultant_selections).

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Submittals will not be accepted via facsimile or fax.

Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91 (b)(1) with the Statement of Qualifications (See Exhibit "E"). FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.

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. FINALIST NOTIFICATION**

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, a list of the finalist firms will be posted on the Georgia Procurement Registry as an addendum to the original RFQ solicitation, as well as the BOR Office of Real Estate and Facilities website at <http://www.usg.edu/ref/contracts/consultants>.

**Step II- DP Selection**, will be initiated by invitation to finalists to submit Design Team Proposals as instructed in the Owner’s Request for Proposals (RFP). Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as the Design Professional for this Project in accordance with the qualification criteria herein. The Owner will issue a notice to finalists to participate in an oral presentation/interview. The successful DP will be determined from the interviews and proposals received.



**STEP II**  
**REQUEST FOR PROPOSALS**  
**(From Qualified Finalists)**  
**Design Professional Services for**  
**Project No. J-300**  
**Greenblatt Library Renovations Project, Phase 2**  
**Augusta University**  
**Augusta, Georgia**

***Note: The information in this Section, Step II (Request for Proposals) is provided for firms who have been issued notification as having been deemed eligible and are shortlisted for the project.***

To firms who have been issued notification as having been deemed eligible, the Board of Regents of the University System of Georgia (BOR), as “Owner” on behalf of Augusta University (“User”), issues this Request for Proposals (RFP), for those firms to offer proposals for design professional services for the specific project.

**1. CONTRACT INFORMATION**

The contract for Architectural and Engineering professional services will be based on the Design Professional Agreement for the Construction Management at-Risk Contract located on the University System of Georgia’s Office of Real Estate and Facilities website: [http://www.usg.edu/facilities/resources/construction\\_management](http://www.usg.edu/facilities/resources/construction_management)

You are encouraged to review and become familiar with the terms and conditions of this contract. BOR does not intend to modify any language contained in general terms and conditions of the contract, and any significant exceptions proposed by a firm could lead to a firm being deemed non-responsive.

**2. BUILDING PROGRAM**

**See General Project Information in RFQ (Step I), Section 1.**

### 3. SCHEDULE OF EVENTS (STEP II)

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

<b>STEP II (RFP) Estimated Time Line</b>		
a. Owner issues notice to finalist firms to propose as instructed in <b>RFP</b>	12/10/20	-----
b. Owner conducts Mandatory Pre-Proposal Site Visit for finalists	12/16/20	11:00 AM
c. Deadline for finalist submission of written questions and requests for clarification	12/18/20	12:00 PM
d. Owner responds to questions/requests for information	12/22/20	-----
e. Deadline for submission of Design Team Proposals	1/12/21	12:00 PM
f. Owner interviews finalist firms and Fee Proposals are due	1/19/21	TBD

### 4. PRE-PROPOSAL SITE VISIT

A pre-proposal site visit will be conducted by the Owner, and attendance of finalist firms is mandatory. The site visitors will convene at an exact date, time and location to be determined and communicated in the Notice to Finalists by the Owner. At the pre-proposal site visit, all finalist firms may be given any relevant available information that has previously been developed, such as programs, studies, preliminary plans, maps, etc. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.***

### 5. SELECTION PROCESS

**Step II- DP Selection**, will be initiated by the invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Statements of Qualifications) to submit **Design Team Proposals and Fee Proposals** as instructed in this RFP. Finalist interviews will also be conducted by the Owner. The successful DP will be determined from the evaluation of proposals received and interviews.

#### **Criteria for the Evaluation of Project Proposals:**

15% Factor: Previous Performance and References of the firm including level of quality of the services of the firm to previous customers, customer’s statements of that quality, the firm’s ability to meet established time requirements, the firm’s response to project needs during design and construction, the firm’s control of design schedule, quality and budget. The Owner will use references from stakeholders of the Owner’s choosing from previous projects of the finalists, among other information as necessary. This information will be collected by the Selection Committee from project references provided in the RFQ (Step I) submittal.

20% Factor: Design Team Qualifications and Experience of the Proposed Project Team. Experience of the principal, lead designer, and project manager on completed projects of similar size, type, and complexity; assigned team’s experience with effective budget and schedule control; availability of the proposed team for this

project. Provide information regarding percentage of the primary team member's time will be committed to this project.

15% Factor: Quality of Proposed Design Plan: The firm's design and detailed work plans; Firm's approach for managing responsibility and accountability for project concerns; Firm's process for effectively resolving issues and maintaining project commitments.

#### **Criteria for the Evaluation of Finalist Interviews:**

25% Factor: Methodology Presented: The firm's ability to assure success to complete the project within the time and cost budgeted. The firm's presentation of the proposed design Plan, and the committee's overall impression of the firm and key team members (lead designer, project manager, project director, project executive, etc.)

25% Factor: Team Communications/Project Solutions: The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

### **6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION**

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFP, or the project, shall be submitted in writing (email is preferable) to:

Tom Dunaway, PE, MBA  
Director, Planning, Design & Construction  
Facilities Division, Suite BC 1100  
Augusta University  
1120 15<sup>th</sup> Street  
Augusta, Georgia 30912

Email: [wdunaway@augusta.edu](mailto:wdunaway@augusta.edu)

**The deadline for submission of questions relating to the RFP is the time and date shown in the *Schedule of Events (Section 3)*.** All relevant questions and requests for clarification received by the Institution in writing, prior to the deadline will be compiled, and answers will be posted on the Georgia Procurement Registry as an addendum to the original solicitation for services at <http://ssl.doas.state.ga.us/PRSapp/>. Any proposer exceptions to the RFP requirements or requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

### **7. INSTRUCTIONS FOR PREPARING DESIGN TEAM PROPOSALS**

Design Team Proposals must be prepared in a manner that when printed would typically fit on standard (8 ½ x 11") paper. Proposal responses **should not exceed 30 pages** and use a minimum 11-point font. Submittals that include qualifications of more than one firm shall not exceed the page limit. All exhibits or other enclosure information required count towards the page limit. All pages count regardless of content. Emphasis should be on completeness, relevance, and clarity of content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Project Proposals must be categorized and numbered as outlined in

the following “DESIGN TEAM PROPOSAL DELIVERABLES”, and must address in a responsible and responsive manner all requested information:

**DESIGN TEAM PROPOSAL  
(DELIVERABLES “D”, and “E” FOR FINALIST FIRMS ONLY)**

Emphasis should be on completeness, relevance, and clarity to content. The content of all Statement of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

**D. Qualifications and Experience of Proposed Design Team**

- D1 Describe your firm's proposed organization for the design team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project: At a minimum, the project organization chart shall show the names of key designers and staff; descriptions of responsibilities for all proposed staff.
- D2 Please provide for each of the above personnel current resumes listing relevant project experience and percentage of the person's time to be committed to this project.
- D3 Please identify the individual who, *from project start to finish*, will be the leader of your team and the principal point of contact between your firm and the BOR and the Using Agency. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection.
- D4 Provide examples of your team's *recent* experience in similar projects, including the following information:
  - a. Provide detailed information on the three most recent relevant projects your firm has completed with proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of Client's representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.
  - b. Provide a reference from the Client and any other stakeholders (with current phone numbers) familiar with your performance on each of the above projects.
  - c. List the individuals who served as the Principal Architect/Executive/Director, lead designers, project manager, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.
  - d. Provide detail information on the level of experience team members have with the design of facilities similar to this project; include the project name and project type. To the degree applicable to this type project.

**E. Design Plan**

- E1 Provide a statement of your definition of your firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the BOR, Using Agency, and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.
- E2 Provide your proposed timeline covering the scope of design and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done.

Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.

E3 Please explain your process for construction administration.

E4 Provide your detailed plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

## 8. SUBMITTAL OF DESIGN TEAM PROPOSALS

Submit one (1) electronic copy of the complete package in .pdf format via email or appropriate electronic file transfer mechanism. Uploaded responses (file names) must reference the **Project No. J-300, the firm's name, and the word "Qualifications"**.

(File name Example: J-300, ABC Company, Qualifications)

The entire submittal should be submitted as one (1) file. Please do not submit individual documents or sections separately.

Statements of Qualifications must be received electronically by the Owner prior to the deadline indicated in the Schedule of Events (Section 4 of the RFQ). Printed copies will not be accepted.

If difficulty is encountered during file transfer, contact Latoya Williams at [lwilliams7@augusta.edu](mailto:lwilliams7@augusta.edu) 706-446-5845 for assistance or confirmation that the file was received. **Firms are encouraged to verify their upload was successful** at least 45 minutes prior to the deadline.

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Design Team Proposals will be accepted after the time stipulated above. Submittals will not be accepted via facsimile or fax.

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. PRESENTATION/ INTERVIEW INFORMATION

### Interview Format

Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee Manager. The Invitation to Interview letter shall designate a place and time for the interview session. The time allotted to each firm to present and be interviewed will be in accordance with the State Construction Manual. The Invitation letter will specify the manner in which the presentations will be conducted.

- The interview will last for not more than a total of 50 minutes (5 minutes for setup, 20 minutes for the presentation, 20 minutes reserved for questions and answers and the last 5 minutes for break down). The Selection Committee will consist of representatives of the institution, and potentially the Board of Regents Office of Real Estate and Facilities.
- Electronic presentations, such as PowerPoint presentations are allowed.
- PU will typically have a screen and projector available in the interview room, and possibly a laptop computer. Nevertheless, presenters must be prepared with their own projector, flash drive and laptop computer in case unforeseen technical difficulties are encountered.
- The presentation may involve flip charts or boards along with the oral presentation.

- All members of the Selection Committee will be present during all of the presentations and interviews.
- Firms are not allowed to address any questions, prior to the interview, to anyone other than the designated contact.

### **Interview Requirements**

The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm. Information provided should assist the Selection Committee in making an informed decision as to the proposer best suited for the work.

Firms should focus their presentations on:

- Describing their detailed plan for designing and administrating the construction, schedule, and quality on the project; and
- Unique characteristics or services the firm offers
- Specific roles of your team members

**Please bring a copy of your interview presentation on a thumb-drive to leave with the DP Selection Committee.**

Firms are discouraged from reviewing general company history and past experience as submitted in Statements of Qualifications or Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview to discuss how the team will successfully complete the project.

## **10. SUBMITTAL OF FEE PROPOSALS**

Fee Proposals will be solicited from the finalists invited to interview. Fee proposals shall be submitted at the conclusion of the interview session in a sealed opaque envelope and shall not include any project proposal information. **Firms must use “Design Professional Fee Proposal” form (included as an Exhibit to this RFQ/RFP).** No sealed fee proposal will be opened until one firm has been judged to be the top ranked firm. Subsequently, only the fee proposal from that top ranked firm will be opened. Please understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

### **Final Selection**

Upon completion of the evaluation and interview 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 an architectural services contract. Refer to the BOR website for the most current version of Design Professional Contract Between Design Professional and Owner for Construction Management projects: [http://www.usg.edu/facilities/resources/construction\\_management](http://www.usg.edu/facilities/resources/construction_management)

## **11. ADDITIONAL TERMS AND CONDITIONS**

### **Deadlines**

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing, and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered.



Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

### **Restriction of Communication**

From the issue date of this (RFP/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  
<http://www.georgia.org/Business/SmallBusiness/>

**Statement of Agreement**

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Qualifications (RFQ), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein.

**END**