



**REQUEST FOR PROPOSALS
(RFP) FOR ARCHITECTURAL
SERVICES**

BREMEN CITY SCHOOLS

Future School Projects

1. REQUEST FOR PROPOSALS. Bremen City Schools (District) is requesting proposals from qualified firms or individuals (Architect) to provide planning and architectural services for the District:

- A. Scope and Nature.** The District is considering several options for school construction. Project(s) are contingent upon a bond issue with an anticipated ESPLOST (Education Special Purpose Local Option Sales Tax) and bond referendum vote occurring in November of 2020.
- B. Schedule.** The tentative schedule for the project(s) is as follows:
- August 12, 2019 – Solicit proposals from architects.
 - September 16, 2019 at 2:00 PM – RFP Submission Deadline
 - September 30, 2019 – Architect/firm presentations to a committee. (Firms Selected for Presentations)
 - November 3, 2020 – ESPLOST/Bond Referendums.
 - January 2021 – Construction Bidding
 - Winter 2021 – Construction begins.

2. PROPERTY INSPECTION. All interested parties should contact Russell Cooper at (770) 537 - 5508 or russell.cooper@bremencs.com to schedule a time to view school sites.

3. PROPOSAL SUBMISSION. 8 copies of the proposal shall be addressed and delivered in a sealed envelope to Bremen City Schools, Attn: Superintendent David Hicks, 501 Pacific Avenue, Bremen, GA 30110.

4. EXPERIENCE AND QUALIFICATIONS. Each Architect submitting a proposal should include, but not be limited by, the following information:

- A. The name of the firm and location of all its offices, specifically indicating the principal place of business.
- B. A brief history of the firm and the range of services offered.
- C. The age of the firm, the total number of years of experience providing architectural services for educational projects.
- D. A Management Plan that provides at least the following information: (The Management Plan should be concise yet contain sufficient information for evaluation by the selection committee.)
 1. How the firm intends to manage their responsibilities and provide energy modeling, value engineering for life cycle costs, cost control, risk identification, and risk mitigation.
 2. The experience, qualifications, and expertise of the firm with educational projects. Reflect management plans, community relations, innovative ideas, technical capabilities, project experience, and ability to perform the services as reflected by workload and having adequate personnel, equipment, and facilities.
 3. The plan should also clearly identify the Architect's methods for providing the following:
 - Comprehensive architectural services from pre-design through construction.
 - Deliverables review and approval by the District at various stages of project development.
 - Construction administration.
- E. Financial proposals regarding the architectural and engineering costs and fees for the professional services to be provided to District (on an hourly, lump sum, and/or percentage basis),

including those for pre-construction and construction services. The financial proposals shall provide a detailed breakdown of the architectural and engineering fees, including a list of all services included in the fee and all exclusions.

- F. The names of at least three (3) clients who may be contacted, for whom educational facilities were designed in the past five (5) years.
- G. Indicate the present level of professional liability and other insurance coverage for the firm.
- H. List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the Architect has been involved in with an owner within the past ten (10) years.
- I. List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.
- J. Provide any other pertinent information regarding qualifications and performance data requested by District.
- K. To be considered responsive to the requirements of this RFP, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in the State of Georgia and meet all the requirements and qualifications described herein. The District reserve the right to request additional information which, in the Districts' opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.
- L. Provide a list of projects currently under contract.

5. EVALUATION CRITERIA AND SELECTION. The District will evaluate each RFP submitted based on responsiveness to the Districts' needs. Evaluation criteria shall also include:

- A. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
- B. Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
- C. Past performance as reflected by the evaluation of others who have retained the services of the Architect with respect to

factors such as control of costs, quality of work, and an ability to meet deadlines.

- D. Experience, qualifications, and ability to perform educational entity design and construction services.
- E. Experience with construction management at- risk.
- F. Costs, durability, energy efficiency, and educational benefits of prior school/educational building designs.
- G. Interview presentation.

6. INTERVIEWS. The selection committee will set up interviews as needed based upon submitted materials in response to this RFP. The purpose of the interview is to allow the architectural firm to present its qualifications, experience, education, training, past performance, etc., in regards to the professional services to be provided to the District. Interviews will also provide an opportunity to seek clarifications from the Architect. Architects selected for an interview will be notified of the date, time, and place of the interview.

7. BONDS AND INSURANCE. The Architect shall procure and maintain bonds and insurance as required by law or the contract documents.

8. IDENTIFICATION OF PROPOSAL. Proposals shall be submitted in a sealed envelope with the Architect's name, address, and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: "PROPOSAL FOR ARCHITECTURAL SERVICES."

9. NOTICE. By submitting a proposal, the Architect agrees to waive any claim it has, or may have, against the District and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents.

10. WITHDRAWAL OF PROPOSAL. A request to withdraw a proposal must be made in writing and filed with the Superintendent of Schools prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.

11. OPENING OF PROPOSALS. Proposals will be opened and reviewed by the selection committee on the morning of Tuesday, September 17, 2019.

12. DISQUALIFICATION OF BIDDERS. Architects may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:

- A. The District has reason to believe that the Architects have engaged in collusion.
- B. The Architect being interested in any litigation against District.
- C. The Architect is in arrears on any existing contract or has defaulted on a previous contract.
- D. The Architect has uncompleted work which, in the judgment of the District, will prevent or hinder the prompt completion of this construction project(s), if it were awarded to the Architect.

13. NON-RESPONSIVE PROPOSALS. An Architect that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

14. DEBARMENT. Submission of a proposal in response to this RFP is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Georgia.

15. REJECTION OF PROPOSALS. District reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. District further reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by District to be necessary for the successful performance of the contract. District further reserves the right to cancel or amend this RFP at any time and will notify all recipients accordingly.

16. INQUIRIES. Submit all questions, inquiries, or requests for clarification about the project in writing to Superintendent David Hicks, Bremen City Schools, 501 Pacific Avenue, Bremen, GA 30110. david.hicks@bremencs.com