

**Request For Proposals for Providing Design and Professional Services
for a
New Public Library Facility**



for
FANNIN COUNTY, GEORGIA

Posted By:
Fannin County Board of Commissioners
400 Main Street
Blue Ridge, Georgia 30513
Phone: 706-455-1097 – Fax: 706-632-2507

RFP ID: 2290 Library



Request For Proposal (RFP) ID: 2290 Library

Proposal Submission Deadline: October 6, 2023, 3:00 P.M.

Mandatory Site Visit: Prior To September 15, 2023

Question Submission Deadline: September 15, 2023

Answers To Posed Questions Will Be Posted: September 22, 2023

Contract To Be Awarded Within 30 Days After the Submission Deadline

Questions can be submitted prior to the Mandatory Site Visit on September 15, 2023; however, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written form to:

Contact Name: Keith Nicholson

Contact Address: 400 West Main Street Suite 100
BLUE RIDGE, Georgia 30513-8593

Telephone Number: 706-455-1097

Email Address: knicholson@fannincountyga.org

INVITATION TO SUBMIT PROPOSAL

INTRODUCTION

Fannin County Board of Commissioners and the Mountain Regional Library System invites and welcomes proposals for their Fannin County Public Library project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 2290 E First St, Blue Ridge, Georgia 30513.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Manager, contact:

Name: Keith Nicholson

Title: Chief Building Inspector

Phone: 7064551097

Fax:

Email: knicholson@fannincountyga.org

For questions or information regarding Project Finances, contact:

Name: Sherri Walker

Title: Finance Director

Phone: 7062585105

Fax:

Email: Swalker@fannincountyga.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to construct a fully functional public library. Total project budget not to exceed \$4 million USD. This budget includes all fixtures, furnishings and equipment.

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed in this document. Section: Proposed Outcomes

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

Structure to be Complete:

April 30, 2025

PROJECT PROPOSAL EXPECTATIONS

Any respondent interested in visiting the Fannin County Courthouse, site of the project, or the current Fannin County Library may contact Keith Nicholson via email at Knicholson@fannincountyga.org or by telephone at 706-455-1097.

All costs related to the preparation, submittal, or presentations of said proposal are the responsibility of the respondent and will not be assumed in full or in part by the Fannin County Board of Commissioners nor the Mountain Regional Library System.

The Fannin County Board of Commissioners is a Public Agency. Any information submitted to the Fannin County Board of Commissioners is subject to release as provided for by the governing authorities. The Fannin County Board of Commissioners will take reasonable efforts to protect any information marked "confidential." It is understood, however, that the Fannin County Board of Commissioners will have no liability for disclosure of such information. Any

proprietary or otherwise sensitive information contained in or with any Submittal is subject to potential disclosures.

This solicitation does not commit the Fannin County Board of Commissioners to award a contract, to pay any cost incurred in the preparation of the proposal or to procure or contract for goods or services. It is the responsibility of each submitter to see that the Fannin County Board of Commissioners receives all materials on or before the specified closing date and time. No Submittals will be accepted thereafter. The Fannin County Board of Commissioners assumes no responsibility for delivery of proposals that are mailed. The Mountain Regional Library System and the Fannin County Board of Commissioners reserves the right to reject any or all proposals, to waive any informalities and technicalities, and to accept the Submittal deemed to be in the best interest of the Fannin County Public Library. The fee proposal will only be but one factor in the grant award.

Fannin County Board of Commissioners and the Mountain Regional Library System shall award the contract to the proposal that best accommodates the various project requirements. Fannin County Board of Commissioners reserves the right to: (i) award the contract to the most responsive, responsible proposer, (ii) award the contract to more than one Proposer, and (iii) refuse any proposal or contract.

All proposals must be received by Fannin County Board of Commissioners **no later than 3:00 P.M. on October 6, 2023** for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process: 1. Proposals received by the stipulated deadline must be in the correct format. 2. Proposer's alleged performance effectiveness of their proposal's solution. 3. Proposer's performance history and alleged ability to timely deliver proposed services. 4. Proposer's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services. 5. Overall cost effectiveness of the proposal.

PROPOSAL SUBMISSION INSTRUCTIONS

The following is a list of information that should be included the proposal submission:

All information requested is required. Submission of a proposal is certification to the factual truth of all information presented:

- Name of Firm
- Address and Contact Information
- Name and Title of Respondent
- Years in Business
- Date of Incorporation
- State of Incorporation
- Firm's Insurance Coverage
- List names and addresses of all officers.
- List categories in which firm is legally qualified to do business. Include licenses and registrations where applicable.

Screening Of Respondents Will Be Qualifications Based, Rather Than Fee Based.

Each responding firm shall document with submittals the following qualifications:

1. A portfolio and at least 5 references of completed projects that demonstrate applicable qualifications. Digital files of completed project images can count as a portfolio rather than a physical portfolio.
2. A proven ability to develop creative solutions for square footage utilization that maximizes workflow, storage, and supervision requirements.
3. A proven ability to develop aesthetic solutions that reflect the tastes of the Fannin County Board of Commissioners and the Mountain Regional Library System and Director.
4. A proven ability to successfully perform all phases of work for library projects of comparable size and scope.
5. A proven ability to adhere to program and budget requirements.
6. A proven ability to integrate interior design considerations with building schematic and design development solutions.
7. A proven track record of integration and follow-through of owner input and concerns pertaining to details.
8. What is your current workload, and what do you expect it to be in the near future?
9. Has your firm defaulted on a contract, failed to complete any work awarded, failed to reimburse/pay subcontractors, or been involved in work-related litigation? If yes, please explain.

10. How do you assist the owner in obtaining corrective measures, when necessary, during the warranty period?

Proposals shall be evaluated based on their relative responsiveness to the criteria described

Above and with the criteria weighted as shown:

25%	Firm history of Public Library or Public Building design and construction projects
25%	Experience of the design team, project managers, and consultants designated to be responsible for design and coordination from conception to project completion
25%	Evaluation of previous design work and references
25%	Other considerations including but not limited to fee proposal, additional expenses and firm reputation for budget overruns and change orders for basic services and/or basic bid items

FINANCIAL INFORMATION

- Provide a copy of the most recent audited financial statement, annual report by a certified public accountant or other certified financial documents that will demonstrate the company's financial stability
- State whether the Proposer or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Proposer or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

PROPOSED OUTCOMES

The scope of required architectural, engineering, interior design and design project management services is summarized below:

- 1) Services required include architectural design, engineering, interior design, project management, and landscape design.
- 2) Obtain the services of other specialists, subcontract, or partner with others as necessary.

- 3) Meet with Fannin County Board of Commissioners staff, Mountain Regional Board of Trustees, Fannin County Board of Trustees, Mountain Regional Library System staff and the Fannin County Public Library staff, to review any specific needs, objectives and/or requirements.
- 4) Review requirements of the Georgia Public Library Service rules and meet these requirements throughout the entirety of the project.
- 5) Develop a preliminary schematic design, schedule, and budget within the limits of the available funding and regulatory requirements. Obtain approval from the Fannin County Board of Commissioners, Regional Board of Trustees and the Mountain Regional Library System Director.
- 6) Submit intermediate design development drawings for approval from the Fannin County Board of Commissioners, Regional Board of Trustees and the Mountain Regional Library System Director.
- 7) Develop final construction documents to include architectural, mechanical, electrical, landscaping, and site drawings and specifications. Develop furniture and equipment layout drawings and specifications, including network infrastructure equipment. Develop comprehensive signage and wayfinding systems designs. Submit these documents for approval to the Fannin County Board of Commissioners, Regional Board of Trustees and the Mountain Regional Library System Director.
- 8) Prepare a request for bid packages for construction as well as furnishings and equipment including network infrastructure equipment and signage systems.
- 9) Provide regular and frequent onsite inspection throughout the construction process to assure compliance with the construction documents, specifications, drawings and code compliance.
- 10) Receive, analyze, validate, and recommend action on requests for progress payments from the general contractor and other primary vendors based on the quality and quantity of work performed.
- 11) Receive, analyze, validate, and recommend action on any change orders which may originate with the general contractor. Assist the Library in preparing any change orders that management requires. Participate in negotiating fair and reasonable change order pricing. Obtain approval of change orders from the Fannin County Board of Commissioners and Regional Board of Trustees. Review, approve and coordinate all project shop drawings.
- 12) Maintain the same work team on the project throughout the duration of the project including the construction phase. Any changes to the team must be initiated by the Fannin County Board of Commissioners and the Mountain Regional Library System Director or result from a member of the project team leaving the employment of the selected Proposer.
- 13) Provide final inspection of all work including detailed punch lists.
- 14) Formal presentation meetings: The designer and architect will provide support to board and staff as required, to support board and other meetings with visual aids, responding to the Fannin County Board of Commissioners and the Mountain Regional Library System Director's questions and comments, public information and outreach,

City Council and Board of Commissioners meetings, and other formal presentation meetings as necessary.

FEE PROPOSAL

Provide a fee proposal, under separate cover in a sealed envelope, based on the percentage of construction cost to cover all consulting fees needed to complete the work. The total fee proposed shall be considered to be inclusive of all fees which will be generated by the primary architect and all subcontractors whose consulting services are required to complete the work described. If the architect anticipates that the services will be required to complete the work which will involve consulting services not outlined in the Scope of Work, the Fee Proposal should describe these services in a distinct line item. The architect shall describe completely any expected reimbursable expenses and provide rates and/or per diem items if applicable.

LICENSING AND BONDING

Provide details of licenses and bonds (if any) for any proposed services that the Proposer/contractor may plan on providing for this project.

MINIMUM LIMITS OF INSURANCE

Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily and property damage with a \$2,000,000 aggregate. Per project aggregate.

Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage. \$1,000,000 covering all owned vehicles, hired autos and non-owned autos.

Worker's Compensation: Covering all employees meeting statutory limits in compliance with the applicable state and federal laws. The coverage must include Employer's Liability with a minimum limit of \$500,000 for each accident.

Professional Liability Insurance: \$1,000,000 combined single limit per occurrence for Bodily and property damage with a \$2,000,000 aggregate.

Builders Risk Insurance: covering the full value of the new facility.

All policies shall name the Fannin County Board of Commissioners and the Mountain Regional Library System as additional insured parties on a primary non-contribution basis for ongoing and completed operations. Including waiver of subrogation.

Proof of Insurance: The Fannin County Board of Commissioners, Regional Board of Trustees and the Mountain Regional Library System Director shall be furnished with certificates of insurance with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by the person authorized

by that insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the Fannin County Board of Commissioners and the Mountain Regional Library System Director before services are begun.

Change of Coverage: The Fannin County Board of Commissioners and the Mountain Regional Library System Director will be notified of any cancellation or material change in coverage with a thirty (30) day written notice.

RESERVATIONS

The Fannin County Board of Commissioners and the Mountain Regional Library System reserves the following rights:

- Rejection of any and all proposals.
- Negotiation of changes in the Scope of Work.
- Negotiation of services to be provided.
- Negotiation of fee proposal.
- Waive any and all technicalities.

The selected Proposer will be expected to execute a contract within thirty (30) days of the contract award. The Fannin County Board of Commissioners and the Mountain Regional Library System anticipates awarding a contract to extend through the entire plan development and construction phase.

Upon award of the contract, the selected Proposer will be bound to deliver services on the terms and conditions of this document and any negotiations which may occur. As well, The Fannin County Board of Commissioners and the Mountain Regional Library System shall be bound on the said terms and conditions to procure the services described and remit payment to the successful Proposer on a progress basis when the work is accepted by the Fannin County Board of Commissioners and the Mountain Regional Library System. The selected Proposer shall understand that as work progresses, minor technical adjustments may be necessary. Timely delivery of services is essential.

The Fannin County Board of Commissioners and the Mountain Regional Library System shall have the right to terminate any contract to be made hereunder at its convenience by giving the selected Proposer written notice sixty (60) days in advance of its election to do so and by specifying the effective date of such termination. The selected Proposer shall be paid for services rendered and not in question or in dispute by the effective date of such termination. Further, if the selected Proposer fails to fulfill any of the obligations hereunder, the Fannin County Board of Commissioners and the Mountain Regional Library System may, by giving written notice to the selected Proposer, terminate the agreement with said firm for such default. If the agreement is terminated, only the portion of work satisfactorily completed will be paid.

This is to certify that I, the undersigned Proposer, have read the instructions contained in this document and agree to be bound by the provisions of the same.

Date _____

By: _____
Signature

Title

Company

Address