

REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

Background: Jefferson County has extended its date to receive Request for Qualifications in the process of applying for a Community Development Block Grant Coronavirus (CDBG-CV) application for funding to assist with improvements to a Jefferson County Public Facilities (Rural Health Care Facility).

The County is seeking an architectural firm with broad experience to provide design and construction supervision for this project that will utilize funds primarily from the CDBG grant program, if awarded. These grants are funded by the federal government and administered at the state level by the Georgia Department of Community Affairs. Therefore, all activities must be performed in strict adherence to applicable federal and state regulations. All project activities will be coordinated with the Health Department, County Administrator, Chairman and Jefferson County Board of Commissioners.

Project Title for Identification Purposes: Jefferson County CDBG-CV Application

Scope: The initial work documents required of the selected firm will consist of the preparation of comprehensive architectural plans, including cost estimates. These must be prepared in close communication with Jefferson County. The contact for the project is Anne S. Floyd, who can be reached at (706) 210-2015 or by e-mail at afloyd@csrarc.ga.gov

The following architectural services must be provided at a minimum:

1. Preparation of final design, plans, and specifications.
2. Securing of all necessary permits and clearances as applicable to comply with state and federal mandates. For this project the architect will be required to provide architectural plans/drawings showing all dimensions drawn to current architectural standards and the required plans for the contractor to apply for permits.
3. Preparation of bid and contract documents, including advertising and bidding procedures, holding the bidders conference, bid openings, and evaluations.
4. Post-award services, including securing the construction firm's certifications and review of specifications, warranties, operation manuals, and as-built drawings.
5. Construction services including supervision/administration of construction, review of payment requests, change orders, and other coordination with the construction firm. Periodic construction review (at least one visit per week during regular working hours) and other work as required in assuring proper execution of the work. Periodic construction review must ensure that the construction firm's methods of construction provides for the same.
6. Construction close-out, final inspection, project certification, and coordination with Jefferson County and the CSRA Regional Commission to provide periodic updates to satisfy CDBG-CV program requirements.

Schedule

To be considered, 3 copies of the Request for Qualifications proposals must be received by the extended date and time of 4:30 pm, October 25, 2021, at the CSRA Regional Commission, Attn: Anne S. Floyd. All proposals must be sealed and should be clearly labeled. Any proposals received after 4:30 pm, October 25, 2021, or at any location other than the CSRA Regional Commission at 3626 Walton Way Extension, Suite 300 Augusta, Georgia 30909 will not be considered. The successful respondent will be notified by telephone on or before October 28, 2021 and will be notified in writing.

In addition to the requirements set forth in the Request for Qualifications, the selected architectural firm will be required to submit a completed Preliminary Architectural Report no later than 5:00 p.m. on December 1, 2021. No fee will be charged for the Preliminary Architectural Report. The selected architectural firm will work with the CSRA Regional Commission to provide all information necessary to meet the Community Development Block Grant application deadline of December 10, 2021.

Proposal Contents

Responses are to be returned to the CSRA Regional Commission where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to Jefferson County for final selection.

Respondents are requested to include letterhead pages immediately behind the cover letter that briefly, directly, and exactly answers the following evaluation criteria questions:

1. Your firm's experience, particularly with CDBG grants as well as other grant projects. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects (MUST INCLUDE THE NAME OF PROJECT, OWNER, YEAR AWARDED, YEAR COMPLETED, AND AMOUNT AWARDED).
2. Your firm's prior experience with Jefferson County.
3. At a minimum, the architectural firm's proposal should also provide the following information:
 - a. A brief history of the architectural firm and its principal personnel including resumes of the principals.
 - b. The length of time the firm has been providing the specific kind of architectural services requested herein.
 - c. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation?
 - d. The name(s) and professional experience of the firm's key personnel who will be assigned to this project. Firm must also state how much direct experience the personnel assigned to this project has had with CDBG-funded projects.

- e. Cost schedules for general services, in addition to cost schedules for additional services.
- f. Fees for reimbursable expenses, if applicable.
- g. The firm must provide a professional services contract. (Note: The contract will be written as “direct costs plus a fixed fee, not to exceed a lump sum.” If the architectural firm is contracted for the project, the contract must include additional clauses pertaining to federal regulations that will be supplied by the CSRA Regional Commission). The firm should also include the percentage fee that it normally charges for design and construction supervision on this size project and a list of other services included under contract.
- h. A proposed plan to implement the project.

Selection

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements (“the common rule”) 24 CFR Part 85.

All qualifications will be evaluated in terms of project approach, quality of work, experience, capacity to perform, mobility, and project familiarity. Past performance on other projects may also be assessed in terms of timeliness, completing within budget, and other factors.

Section 3

This is a Section 3 contract opportunity. This project is covered under the requirements of Section 3 of the HUD Act of 1968. This project must ensure that employment and other economic opportunities generated by CDBG funds shall, to the greatest extent feasible, and consistent with federal, state and local laws and regulations, be directed toward low and very low-income persons, particularly those who are recipients of government funding for housing, and to business concerns which provide economic opportunities to low and very low-income persons in coordination with the Section 3 provisions of the Housing and Urban Redevelopment Act of 1968 – 24CFR Part 135.

Fair Housing

This project must affirmatively further fair housing, take steps to analyze impediments to fair housing choice in Jefferson County, and take steps to overcome any identified impediments in efforts to promote fair housing for county residents.

Section 504

This project must ensure that no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination of any such entity as prescribed by law in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended.

Disclaimer

Jefferson County reserves the right to accept or reject any or all proposals. Jefferson County is an Equal Opportunity Employer.