

**Jefferson County Board of Commissioners
c/o the CSRA Regional Commission
3626 Walton Way Extension, Suite 1
Augusta, Georgia 30909**

MEMORANDUM

SUBJECT: Architectural/Engineering Qualifications for Recreational Facilities

DATE: August 3, 2023

Enclosed is a Request for Qualifications directed to qualified architectural/engineering firms interested in working with Jefferson County to design and perform construction management on the Jefferson County Park and Recreation.

Funding for the project is provided by the American Rescue Plan Act (ARPA), State Fiscal Recovery Fund (SFRF), awarded under the Governor's Office of Planning and Budget's Improving Neighborhood Outcomes in Disproportionately Impacted Communities grant program.

To be considered, 3 hard copies of the Request for Qualifications must be received by 4:00 p.m., September 5, 2023 and addressed as follows: Attn: Nicee Long, Planning and Development Specialist, CSRA Regional Commission, 3626 Walton Way Ext., Suite 1, Augusta, GA 30909. All proposals must be sealed and should be clearly labeled, Jefferson County RFQ. RFQ's received after the specified date and time will not be considered.

Please direct all questions to Nicee Long, Planning and Development Specialist, 706-651-7301 or nlong@csrarc.ga.gov. All questions pertaining to this RFQ must be submitted in writing or email no later than August 29, 2023.

REQUEST FOR QUALIFICATIONS ARCHITECTURAL/ENGINEERING SERVICES

Background: Jefferson County was awarded American Rescue Plan Act (ARPA), State Fiscal Recovery Fund (SFRF), under the Governor's Office of Planning and Budget's Improving Neighborhood Outcomes in Disproportionately Impacted Communities grant program to design and construction the Jefferson County Park and Recreation.

The County is seeking an architectural/engineering firm with broad experience to provide analysis, design, and construction supervision for this project. Therefore, all activities must be performed in strict adherence to applicable federal and state law, regulations, executive orders, policies, procedures, and directives as indicated by OPB and the Final Rule of the US Treasury.

Project Title for Identification Purposes:

Jefferson County Recreation Park

Scope: See Exhibit A.

The contact for the project is Nicee Long who can be reached at 706-651-7301 or by emailing nlong@csrarc.ga.gov.

The following services must be provided at a minimum:

1. Preparation of design development report, construction drawings and specifications.
2. Securing all necessary permits and clearances as applicable to comply with state and federal mandates. For this project the selected firm will be required to provide plans/drawings showing all dimensions drawn to current construction 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 including bid tabulation and letter of recommendation for contract award.
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 include supervision/administration of construction, review of payment requests, invoices for construction, 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 provide for the same.
6. Construction close-out, final inspection, final reimbursement request, project certification, and coordination with Jefferson County and the CSRA Regional Commission to provide periodic updates to satisfy OPB ARPA SFRF program requirements.

Schedule

To be considered, 3 hard copies of the Request for Qualifications must be received by 4:00 p.m., September 5, 2023 and addressed as follows: Attn: Nicee Long, Planning and Development Specialist, CSRA Regional Commission, 3626 Walton Way Ext., Suite 1, Augusta, GA 30909. All proposals must be sealed and should be clearly labeled, Jefferson County RFQ. RFQ's received after the specified date and time will not be considered.

Please direct all questions to Nicee Long, Planning and Development Specialist, 706-651-7301 or nlong@csrarc.ga.gov. All questions pertaining to this RFQ must be submitted in writing or email no later than August 29, 2023.

The successful respondent will be notified by telephone on or before September 22, 2023, and will be notified in writing.

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 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 firm's proposal should also provide the following information:
 - a. A brief history of the firm and its principal personnel including resumes.
 - b. The length of time the firm has been providing the specific kind of engineering 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 with recreational facilities.
 - 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.) The

contract must include clauses pertaining to federal regulations that will be supplied by the RC.

- h. 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 the contract.
- i. A proposed timetable 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 Procurement Standards in Title 2 C.F.R. §§ 200.317 – 200.327, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and applicable subparts and within the grant managements system administered by the Governor’s OPB Georgia Grants.

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 project within budget, and other factors.

Compliance with Federal Law, Regulations and Executive Orders

Jefferson County represents and warrants that federal financial assistance funds will be used to fund or reimburse claims made under the OPB Grant Award. The County will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives as established within the Terms and Conditions of the ARPA SFRF OPB Improving Neighborhood Outcomes in Disproportionately Impacted Communities Award.

Performance Period

Funding has been authorized for eligible construction expenditures incurred by the County during the performance period for this grant, which is between May 19, 2023 and October 31, 2026, or the date of exhaustion of funding for the purpose of this Grant as solely determined by OPB, whichever is earlier (“performance period”).

Disclaimer

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

EXHIBIT A -- Summary Scope of Work

Jefferson County is proposing an upgrade and expansion of its current Recreation Park due to the current condition of the park as well as increased usage. The Jefferson County Recreation Park site is a 32.69-acre located at 1377 Highway 17 S., Louisville, GA 30434. The park currently has the Jefferson County Recreation Center that was completed in 2010. The upgrades and expansions will include improvements to the softball, baseball, football, and soccer fields like new fencing and backstops, additional lighting, new benches, trash cans, and bleachers, two covered batting cages, additional parking that is ADA-accessible, a new restroom and concessions building, a walking space, and a new playground. The Jefferson County Recreation Department hosts regular events and provides recreational opportunities designed for all age groups within its facilities. The department hosts free camps for many sports, allowing nearby children to try out and improve in ways that will encourage them to stay healthy and active.

The goal of the new facility is to provide active and passive recreational opportunities to meet the current and future needs for the residents of the disproportionately impacted communities located in Qualified Census Tracts (QCT) 9603. The objective is to create a community space to meet the varied needs and interests of our community. The new facility will provide recreational opportunities for people of all ages, races, and socio-economic status. This new community asset will provide a safe and cost-free gathering place within walking distance for many of these QCTs households, where financial resources are limited, as well as everyone in Jefferson County.