



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES FOR BARTOW COUNTY COURTHOUSE EXPANSION

April 24, 2017

1. INTRODUCTION

Bartow County seeks consulting services from architecture (or A&E) firms relating to concept development and budgeting for a courthouse expansion of, or annex to, the existing Bartow County courthouse located at 135 W. Cherokee Ave, Cartersville. Bartow County intends for this to be a Level One SPLOST project for the 2020 SPLOST, which will be put before the voters in 2018. The County desires to have a general concept of the configuration of the expansion, the size, and the budget in order to properly craft an Intergovernmental Agreement with the municipalities in the County and to properly budget for the 2020 SPLOST. The 2020 SPLOST, if approved, would commence collections in January of 2020, and the courthouse expansion (or annex) would be constructed in the 2022-2025 timeframe. The County would also include a parking deck in this project to provide additional parking for the Courthouse and potentially the downtown Cartersville area. This RFP does not include a contract for actual full architectural design of and construction oversight for the facilities, although the selected firm would likely be in a strong position to win that work.

This Request for Proposals ("RFP") describes the required scope of services, winning bidder selection process, and the minimum information that must be included in the proposal. Failure to submit information in accordance with these requirements and procedures may be cause for disqualification.

2. GENERAL INFORMATION

Bartow County has a population of approximately 103,000, projected to grow to 180,000 by 2040. The current courthouse was completed in 1992, with considerable expansion space, all of which has been filled. The current courthouse contains four superior court courtrooms and space for four Superior Court judges, the Probate Court with its own courtroom, the Juvenile Court with its own courtroom, the District Attorney's office, Victim's Assistance, a drug court program, the Clerk of Court including real estate deeds, the Tax Commissioner's offices including tag and title divisions, the County Commissioner's offices (the county has a Sole Commissioner form of government) including the County Administrator, County Clerk, CFO and finance personnel, Human Resources, the Facilities Department, the Tax Assessors and the Community Development Department (housing zoning, engineering, building inspections,

transportation planning and business licensing), as well as a secure garage, holding cells and a document storage area for records retention.

Located nearby is the County annex, a former Baptist church with an education building that has been converted to house the Information Services/GIS department and the Magistrate Court as well as additional programs. The Circuit Public Defender is located across the street from the courthouse in an old home. The Purchasing Department is located across the street in a former Health Department building. The Historic 1903 courthouse is also in need of further renovation (which may be a separate 2020 SPLOST project) and is underutilized. The County also owns a contiguous parcel with an old church now housing the EMA department and the EOC, anticipated to be moved to a new public safety headquarters, and an old home used by Alcoholics Anonymous for meetings. The complex comprises a total of five separate tax parcels with seven separate buildings as shown in Section 10.4. The County additionally owns two parcels located within a half-mile of the courthouse, both being old schools converted to hold various uses, including Building Maintenance, Bartow Transit, Grant writing, Agricultural Extension and various non-profits.

3. SCOPE OF WORK

Bartow County desires to plan for courthouse space to serve the county through at least 2040 and the expected population growth. Many of the current offices have no room to add any additional personnel or are already overcrowded. Three of the superior court courtrooms are very small. The courthouse lacks a large jury assembly room which could also serve as the Commissioner's hearing room for public meetings and large zoning hearings. The parking situation is often difficult on days when court is scheduled; in addition, the downtown area could use additional parking. The County and court operations are scattered across multiple buildings that generate public confusion and inefficiency.

The County is committed to keeping the courthouse in downtown and has no desire to relocate from the historic downtown area to a greenfield site. The County is committed to preserving the 1903 Courthouse but would like to see more productive use made of it after it is fully restored. The current 1992 courthouse has been well-maintained and has ample functional life left, but the county is open to demolition of other buildings. Ideas considered in the past have included an annex building built across the street to the north after demolition of the purchasing building, or an annex building built to the east of the existing court wing where existing parking is located.

Bartow County seeks the following services from this consultant:

1. Understand the current space needs of the various tenants of the Bartow County courthouse and nearby annex buildings. Review the existing facilities and space arrangements. Meet with existing elected officials and departments regarding needs and wants.

2. Project the future space needs for each of the various tenants. The planned expansion should include vacant expansion space for future growth and unanticipated needs. Make recommendations as to space usage and relocation of departments and functions. Records retention is a significant space need and the County is contemplating constructing a separate off-site facility for records storage.
3. Understand the current parking needs and future parking needs of the courthouse and the potential to improve parking for the downtown area of Cartersville in general.
4. Propose a general conceptual plan of space needs, new construction, and renovation of existing buildings, including a parking deck. Propose general space needs and locations for tenants and departments. Proposals may include demolition of existing structures and relocation of departments to different locations or buildings. Security is an important consideration for the court functions and personnel. Security is provided by the Sheriff's Office.
5. Prepare a proposed project budget for purposes of the SPLOST 2020 Intergovernmental Agreement, including architecture and engineering costs, site development costs, and construction costs.
6. Perform other tasks as assigned by the County Administrator.

4. SCHEDULE

The schedule is as follows:

RFQ Advertised (Available)	April 24, 2017
Submissions Due	2 p.m. May 22, 2017
Interviews	Weeks of May 29 and June 5
Selection	anticipated by June 16, 2017
Master Service Agreement Award	late June/early July 2017
Anticipated deadline for budget and concept plan	September 2017 (flexible)

5. DESIRED CONSULTANT QUALIFICATIONS

1. The architectural or architecture and engineering firm must have an office in Georgia and have at least one registered architect on staff.

2. The County is looking for firms with experience in working with specifically county courthouses, and who understand the complexities of county government and working with the multiple elected officials and constitutional officers who are tenants of the courthouse.
3. The County is looking for firms with experience in county courthouse expansion projects, who have dealt with the complexity of adding space to a functioning courthouse, or renovating a functioning courthouse, as well as relocating court and county-related operations. The County would also consider firms that have experience expanding other types of office operations.
4. The County is looking for expertise in space planning and efficient usage of space by multiple users.

6. ELEMENTS OF PROPOSAL

Proposal Format: All proposals shall include the information outlined below and in the following order:

1. Cover Letter: A brief cover letter of introduction and interest.
2. Table of Contents: Including all sections and subsections.
3. Business Information and History: Provide basic information about your company, its structure and size, and a brief background history of your firm.
4. Key Personnel: Include an organization chart and summary resumes of key personnel proposed for the project including years of service to your firm, and designation of the team leader or Project Manager.
 - a. Identify who provides mechanical, electrical and plumbing design work for your firm, whether in house or a sub-consultant.
 - b. Identify any sub-consultants you anticipate using in this project.
 - c. Identify any sub-consultants you would anticipate using if you were chosen to prepare the detailed construction plans for the project.
5. Experience:
 - a. Previous experience with courthouse design and expansion, or expansion of other types of office space while the office maintained operations. Preferably provide examples of projects completed by the same key personnel you are proposing for this project, not simply similar projects that others in your firm have completed.

- b. Current Project Assignments: Identify the current project assignment(s) and the currently identified completion date(s) for projects currently being managed by the key individuals proposed for our project.
 - c. Provide a listing of ALL similar projects over the past five years your firm has worked on.
6. References: Include a minimum of five (5) references for projects that demonstrate successful service performance on contracts of a similar scope and size for public building projects. Include the name, address, telephone numbers, and point of contact and description of the contract for each reference.
7. Disputes and Problems: Provide a history of disputes and problems your firm has been involved with relating to any projects it has worked on.
- a. Termination or Failure to Complete Prior Projects – disclose, and clearly state, whether the firm was terminated from or for any reason has ever failed to complete a project. If so, list the date of commencement of the project and the entity for which the project was to be performed, and explain why the project was not completed.
 - b. Disclose information and provide explanation regarding any contracts involving your firm within the last three years which exceeded initial program or project budget, exceeded initial schedule, and any contract penalties or damages assessed.
 - c. Disclose any past (within last 10 years) or current litigation, arbitration, mediation, etc. which the Proposer or any sub-consultants are or were involved.
8. Pricing. Submit the hourly rates you would propose for the principal and all other levels of billable employee. Submit any other general conditions or billing practices.
9. E-Verify affidavit. Please submit an e-verify compliant affidavit.
10. Other Relevant Information: Include any other relevant information your firm wishes to provide.

7. SELECTION PROCESS

It is anticipated that a short list of firms will be selected for interviews, which may be by telephone. The winning consultant will be based on the proposal contents, qualifications of personnel, prior experience of the firm for the type of work being proposed, and pricing. The County will adopt a master services agreement and issue task orders under that agreement for the work.

8. PRE-SUBMITTAL ACTIVITIES

8.1 Registration of Interest

Interested consultants who obtain the RFP are requested to submit a brief email of their interest so that the County is aware of who should receive any addendums and responses to other questions.

8.2 Questions Concerning Request for Proposals

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. Questions about any aspect of the RFP shall be submitted in writing via e-mail no later than 5:00 p.m. on May 15, 2017 to:

Peter Olson, County Administrator
olsonp@bartowga.org

Questions and the answers will be provided to all registered parties, per Sec. 8.1.

8.3 Addendums to the Request for Proposals

Bartow County and the local municipals reserve the right to revise the RFP prior to the date the proposals are due. Addendums to the RFP shall be emailed to all registered parties, per Sec. 8.1. Bartow County and the local municipals reserve the right to extend the date by which the Proposals are due.

9 PROPOSAL SUBMITTAL

Bid proposals are due back no later than May 22, 2017 at 2:00 PM at the Bartow County Commissioner's office, Suite 251, located in the Bartow County Courthouse, 135 West Cherokee Avenue, Cartersville. The building does have security screening so those submitting in person at the last minute should arrive early enough to clear security. Proposers shall submit one (1) original and three (3) copies. The cost for developing the submittal is the sole responsibility of the respondent.

10 ADDITIONAL PROVISIONS

10.1 Reservations

This RFP does not commit Bartow County to award a contract, to defray any costs incurred in the preparation of a Proposal pursuant to this RFP or to procure or contract for work. Bartow County reserves the right to cancel or modify, for any or no reason, in part or in its entirety, this RFP.

10.2 Additional Information

Bartow County reserves the right to request additional information and/or clarifications from any or all parties submitted responses.

10.3 Immigration Reform Compliance Requirement

Proposed Bidders must comply with all the provisions of the “Georgia Security and Immigration Compliance Act” of 2007 and Georgia code §13-10-91 and §50-36-1. A completed E-verify form must be submitted before any response can be considered.

10.4 Location of Existing Facilities

