



Request for Qualifications

to provide

Design Professional Services

For

Kell Hall/Library Plaza Demolition

Georgia State University
Atlanta, Georgia

GSU Project No. 0000-032-18

September 26, 2017

Caution: The only official source for this document is the one cited in the advertisement. Not getting this document directly from that source could mean that this document has been superseded by a later version. Only those requesting this document from the advertised source will be included on a mailing list for updates. GSU is not responsible for any reader's failure to heed this warning.

Solicitation Issue Date: 9/26/2017

Qualifications Packages Due: 10/25/2017

Georgia State University

REQUEST FOR QUALIFICATIONS

Design Professional Services

Project Name: Kell Hall/Library Plaza Demolition

GSU Project No. 0000-032-18

Georgia State University, (“GSU”), a representative of the Board of Regents of the University System of Georgia, is soliciting statements of qualifications from firms interested in providing Professional Design services for the project known as **Kell Hall/Library Plaza Demolition**, GSU project # 0000-032-18. This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined by GSU to be especially qualified, may be deemed eligible and may be invited to interview and offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. GSU reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion.

1. GENERAL PROJECT INFORMATION

1a. Project Background

Established in 1913, Georgia State University is one of the 28 higher education institutions that make up the University System of Georgia. It is one of only four enjoying designation as a major research university. With a current student enrollment of approximately 52,000 (head count), it is the largest institution of higher education in the state of Georgia and among the top ten in enrollment nationally. Students come from every county in Georgia, every state in the nation and from over 160 countries. The main campus is located in the heart of downtown Atlanta, consisting of approximately 71 acres and 67 buildings including parking decks. There are five more campuses composing its Perimeter College located in the metropolitan Atlanta area. These five campuses are located in Dunwoody, Decatur, Clarkston, Newton and Alpharetta.

1b. Project Description

In the Campus Plan Update, 2012, Sasaki and Associates recommended the creation of a pedestrian-friendlier campus with open spaces where possible. It was proposed that the first phase of this transformation would begin with the demolition of Kell Hall, one of the oldest buildings on the Downtown Campus, and the elevated Library Plaza serving it and four other buildings. This project is the first of a multi-phase plan to create a Greenway Mall in the midst of the core of academic buildings serving the university. Kell Hall, located at 24 Peachtree Center Avenue, Atlanta, Georgia, is a six story concrete and brick structure with 194,080 gross square feet of space. The building was built in 1925 as a garage and was acquired by the University in 1945 and renovated into classroom, teaching and research labs. The adjacent elevated Library Plaza, links Kell Hall with Langdale Hall, Library North, Sparks Hall and Arts and Humanities buildings and serves as a primary pedestrian link among them. The Library Plaza is approximately 7,800 square feet and connects to another elevated plaza, Langdale Hall Plaza, that will not be demolished. Kell Hall and Library Plaza are to be demolished as the first in a multi-phase process to convert the Kell Hall footprint and the site currently located beneath the Plaza into a campus street level greenway for pedestrian and other programmatic uses. This first phase for which design services are sought includes the demolition of these two structures which is scheduled for start of demolition in late 2018. An attachment indicates subsequent phases of work depending on funding availability and approvals.

Kell Hall currently houses multiple departments, research labs, and classrooms representing most of the colleges within the university. Operations to relocate all of these current building occupants are currently underway and are not within the scope of this design project. Kell Hall is physically linked to Sparks Hall, Langdale Hall and the Arts and Humanities buildings by way of interior corridors, stairs, and landings. Additionally, the building shares some infrastructure and utility connections with adjacent buildings. Likewise, the Library Plaza structure may carry some utilities piping and data conduit that will require re-routing/relocation.

The scope of this project is to fully examine and document where necessary existing conditions, particularly connectivity and interdependence between the Plaza/Kell Hall and the four buildings adjacent to them (Library North, Sparks Hall, Arts and Humanities, and Langdale Hall) and the Langdale Plaza. The scope will include identifying these structural and infrastructure issues and providing plans, recommendations and designs necessary to address accessibility, structural separations and capping, rerouting and/or terminating utilities running between Kell hall and adjacent buildings/Langdale Plaza as necessary to allow the demolition to occur. Scope includes provision of detailed drawings for the controlled demolition of Kell Hall and the adjacent elevated Library Plaza, and to design new temporary and code-compliant access means and entrances for the four buildings and Langdale Plaza, that are impacted by the demolition. Permanent entrances and additions to these adjacent buildings will be addressed and funded in future phases of the Greenway Project.

The scope of this RFQ also includes site clearance, grading and restoration of the site after demolition. The site shall be graded to conform to all surrounding areas and shall be finished to have a uniform surface that shall not permit ponding of water with walkways connecting adjoining buildings. Minor landscaping shall be included.

See attachments I and II .

First phase demolition which includes Kell Hall and Library Plaza is scheduled to begin November, 2018.

1c. Sustainable Approach

The project will incorporate the requirements of the Georgia Energy Efficiency and Sustainable Construction Act of 2008 (SB 130) and may include other sustainable concepts where feasible to do so.

1d. Project Delivery Method

The delivery method for this Project will be Design/Bid/Build.

1e. Project Budget

The preliminary stated cost limitation (SCL) or construction cost of the Project is estimated at **\$3.5M**. The eventual SCL may differ due to actual program requirements, funding, and other circumstances.

1f. Design Professional Fee

Design Professional Fees will be negotiated with the highest ranking firm after the interview process. Each finalist will submit their fee proposal in a sealed envelope at the interview. The fee proposal should include all specialty consultants and a **lump sum** for reimbursable expenses such as printing and travel. (See also 5e below)

1g. Project Schedule

The Design Professional's services are anticipated to commence in December 2017 with construction documents anticipated for completion by August 2018. Demolition is anticipated to start November 2018.

2. DESIGN PROFESSIONAL REQUIREMENTS

GSU is seeking the services of an architectural/engineering firm (the “Design Professional”) to provide all services including documentation of hazardous materials abatement, disconnection of all utilities and equipment, demolition of Kell Hall/Library Plaza, grading and restoration of site and new construction for temporary entrances into adjacent buildings.

3. SCOPE OF SERVICES

It has been deemed appropriate to engage a professional services firm to provide comprehensive planning and design services for the proposed project.

The scope of the design professional services at a minimum includes, but is not necessarily limited to, the items outlined below:

- Existing Site Conditions and Utility Analyses
- Existing Structural Analysis and Controlled demolition
- Pre-demolition Survey
- Demolition Plan and Sequences
- Material recycling/salvaging/disposal plans
- Measured Drawings of Existing Site Conditions as Needed
- Conceptual Design
- Schematic Design
- Design Development Documents
- Construction Documents
- Construction Administration
- Structural Design
- Civil Engineering
- Signage/Wayfinding/Graphics
- Code Review and Compliance
- Coordination with all applicable governmental entities
- Budgeting/Detailed Cost Estimates/Cost Management
- Typical construction administration services, including but not limited to project meetings, shop drawing review, payment application review, etc.
- Quality Assurance/Quality Control (QA/QC)
- Coordination with consultants hired by GSU
- Other requirements as per the Design Professional’s contract

4. RFQ SCHEDULE OF EVENTS

The following Schedule of Events represents GSU’s best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta, Georgia. GSU reserves the right to adjust the schedule as GSU deems necessary.

a. GSU issues public advertisement of RFQ	9/26/17	-----
b. Deadline for written questions/requests for clarification (see section 7).	10/11/17	2:00 p.m.
c. Deadline for submission of Statements of Qualifications	10/25/17	2:00 p.m.
d. GSU completes evaluation, post results, and issues notification to finalist firms	10/31/17	TBD
e. GSU conducts mandatory Pre-Proposal Site-Visit/Conference for finalist firms (MANDATORY ATTENDANCE REQUIRED)	11/7/17	TBD
f. Selection committee interviews finalist firms (Fee proposal to be submitted in sealed envelope)	11/14/17	TBD
g. GSU announces selection of finalist	11/17/17	TBD

5. SELECTION PROCESS

Selection of the Design Professional will be qualifications-based and will generally follow the requirements of Georgia Code Title 50 Chapter 22. A selection of finalists firms will be made by a Selection Committee consisting of representatives of the Georgia State University Design and Construction Services, and possibly other representatives designated by GSU. The Selection Committee will receive and evaluate Statements of Qualifications submitted in response to this RFQ, using the following criteria:

5a. Criteria for evaluation of Statements of Qualifications

20% factor – The firm’s stability, including corporate history, growth, resources, form of ownership litigation history, financial information, and other evidence of stability.

25% factor – The firm’s relevant project experience and qualifications, including the demonstrated ability of the firm in effective design of facilities comparable in complexity, size and function for owners such as the University System of Georgia or other similar organizations. This includes relevant experience, qualifications and competencies of the principal Design Professional(s) and their lead staff and consultants.

25% factor – The firm’s past performance on similar projects, including the financial, schedule and technical success history of projects for which the firm provided leadership, the firm’s ability to meet project goals, and the overall satisfaction of services to previous clients.

30% factor – The firm’s apparent suitability to provide services for the project, including the firm’s apparent fit to the project type and/or the needs of GSU, any special or unique qualifications for the project, current and projected workload, the proximity of the firm’s office to the project site, and the range of services offered by the firm. Experience and proficiency with the design of public buildings with regard to areas of public safety and health, accessibility for persons with disabilities and special needs, and environmental and sustainability concerns will be considered. The firm’s non-discrimination policies will also be considered.

5b. Finalist Notification

Once the evaluation of the Statements of Qualifications has been completed, a list of selected finalist firms will be posted on the Georgia Procurement Registry as an addendum to the original RFQ solicitation. Firms selected as finalists will receive notification from GSU via email of their required attendance at the pre-interview conference/site visit.

5c. Pre-interview Conference/Site Visit

A mandatory pre-interview conference/site visit will be scheduled by GSU in the notification, with instructions. At the conference, all finalist firms will be given any relevant available project information which has previously been developed (such as programs, studies, preliminary plans, maps, etc.), and an example of the standard Design Professional contract form. *GSU reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to attend a mandatory site visit.*

5d. Interview

Each finalist firm shall be notified via email and informed of the place and time for the interview session. Detailed interview instructions and requirements of the finalists will be provided in the Finalist Notification. All members of the Selection Committee will be present during all of the presentations and interviews. Firms shall not address any questions, prior to the interview, to anyone other than designated contact. (See Section 7.)

5e. Final Selection

Upon completion of the interviews by the Selection Committee, proposers will be ranked in descending order of recommendation. After evaluation of the rankings, the fee proposal envelope of the respondent with the highest-scoring qualifications and interview will be opened and reviewed by the Selection Committee. In the event a satisfactory fixed fee cannot be reached with the highest-scoring firm, GSU will formally terminate the negotiations in writing and open and review only the Fee Proposal of the second highest-scoring ranking firm, and so on until a mutually agreed upon fixed fee is established. Once the successful Design Professional and the agreed upon fee have been determined, a contract will be awarded.

6. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Each submittal shall be identical and include a transmittal letter. Submittals must be typed on standard (8-1/2" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to twenty (20) single-sided pages or less using a minimum of an 11-point font. Any exhibits, affidavits or other enclosure information called for may be included in an appendix and will not count toward the limit. Each Statement of Qualifications shall be prepared simply and economically, providing straightforward, concise delineation of respondent's capabilities. Spiral bound submittals or ring-bound binders are required. Emphasis must be on completeness, relevance, and clarity to content. **The content of all Statement of Qualifications must be categorized and numbered as outlined below and be responsive to all requested information:**

A. Description and Resources of Firm

- A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify the office from which the project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Please state whether the offeror is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure.
- A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices
- A3- Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.
- A4- Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.

- A5- List the firm’s annual average revenue for the past 5 years.
- A6- Supply financial references and main banking references.
- A7- Has the firm ever been removed from a design services contract or failed to complete a contract as assigned?
- A8- Complete the Certification Form (*exhibit “A” enclosed with the RFQ*) and include with firm’s Statement of Qualifications (*This one-page form submission will not be considered part of the number of pages limit*)
- A9 – Complete the Disclosure Statement (*exhibit “B” enclosed with the RFQ*), which will allow the Owner to evaluate possible conflicts of interest, and include with firm’s Statement of Qualifications (*This one page form will not be considered part of the number of pages limit*)

B. Experience and Qualifications

- B1- Provide professional qualifications and description of experience for principal Architect or Engineer personnel. (*At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as a finalist, GSU will request detailed information on the exact proposed expanded team and their relevant experience.*)
- B2- Provide information on the firm’s experience on projects of similar type, size, function, and complexity. Describe no more than ten (10) and no less than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
 - a. Project name, location and dates during which services were performed.
 - b. Project delivery method (e.g. construction manager at risk, design-build, or design-bid-build).
 - c. Brief description and representative photo of project and physical description (square footage, number of stories, site area).
 - d. Services performed by your firm.
 - e. If your firm has more than one office, indicate which office was responsible for each of the example projects.
 - f. Owner’s stated satisfaction in design and service of your firm.
 - g. Owner’s current contact information.
 - h. Contractor’s current contact information.

C. Statement of Suitability

- C1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm’s fit to the project and/or needs of GSU, any special or unique qualifications for the project; Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.
- C2- Describe any non-discrimination and affirmative action policies of the firm. Provide evidence of experience and proficiency with design of public buildings with regard to the areas of public safety, accessibility for persons with disabilities and special needs, and environmental and sustainability concerns.

7. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION – Contact Information

Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to:

GSU Asst. Director for Design and Construction Services, **Gowri Pillai**, gpillai@gsu.edu

The deadlines for submission of questions relating to the RFQ are the times and dates shown in the (*Schedule of Events- Section 4*). *All relevant questions and requests for clarification received by the Institution and the corresponding responses will be posted on the Georgia Procurement Registry as an addendum to the original solicitation for services.* Also see “**9. ADDITIONAL TERMS AND CONDITIONS - Restriction of Communication**”.

8. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Proposers should deliver **one electronic copy on USB drive and one hard copy** of their Qualifications submittal to GSU prior to the deadline indicated in the Schedule of Events (*Section 4 of RFQ*) at the exact address below:

Gowri Pillai
Assistant Director
Facilities Design & Construction Services
Georgia State University
34 Broad Street, Suite #1200
Atlanta, Georgia 30303

No submittals will be accepted after the time set for receipt. Statements of Qualifications submitted via facsimile or e-mail will be rejected.

It is the sole responsibility of the Proposers to assure delivery to the noted locations by the specified deadlines; GSU cannot accept responsibility for incorrect delivery, regardless of reason. No Qualifications submittals will be accepted after the time stipulated above. Qualifications submittals will not be accepted via facsimile or e-mail.

It is the responsibility of the Proposers to examine the entire Request, seek clarification in writing, and review their qualifications for accuracy before submitting a response. Once the deadline has passed, all submittals will be final.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. GSU is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of GSU. Labeling information provided in submittals “proprietary” or “confidential” or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Firms that are not selected as finalists may pick up their submittal packages for up to two weeks after the submission date. Packages will be available at the same location they were dropped off.

9. ADDITIONAL TERMS AND CONDITIONS

9a. Restriction of Communication

From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, **proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, or GSU** except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, GSU reserves the right to reject the proposal of the offending proposer.

9b. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. GSU is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of GSU. Labeling information provided in submittals “proprietary” or “confidential”, or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

9c. Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon GSU and does not obligate GSU to procure or contract for any services. Neither GSU nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by GSU and a party containing such terms and conditions as are negotiated between those parties. GSU reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, GSU will determine the party(s) and proposal that in the sole judgment of GSU is in the best interest of GSU (if any is so determined), with respect to the evaluation criteria stated herein. GSU then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

9d. Reciprocal Preference Law

For the purposes of evaluation only, a proposer that resides in the State of Georgia will be granted the same preference over proposers that reside in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State to proposers that reside therein. For the purposes of this law, the definition of a resident proposer is one who maintains a place of business with at least one employee inside the State of Georgia. A P.O. Box address will not satisfy this requirement.

9e. Joint-Venture Proposals

GSU does not desire to enter into “joint-venture” agreements with multiple firms. In the event two or more firms desire to “team up” it is required that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

9f. Minority and Small Business Enterprise

It is the policy of the State of Georgia that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), have a fair and equal opportunity to participate in the State purchasing process. Therefore, GSU encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of GSU is not intended to restrict or limit competitive bidding or to increase the cost of the work. GSU supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38. For more information, please contact:

The Governor's Entrepreneur and Small Business Office
75 Fifth Street, Suite 825
Atlanta, Georgia 30308
Phone: 404.962.4071
<http://www.georgia.org/Business/SmallBusiness/>

9g. Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Qualifications (RFQ), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein.

Exhibit A
CERTIFICATION FORM

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Board of Regents may, by means that the Board of Regents deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Board of Regents or their agents may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing GSU to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Sworn and subscribed before me _____
Signature

This ____ day of _____, 20__.

Firm

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

Exhibit B

Proposer's Disclosure Statement

All proposers should be aware that the project for which you are submitting a Statement of Qualifications is a public project, and GSU is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, GSU shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of the any submittal you intend to make for this project, you **must** include a **Disclosure Statement** with your submittal which answers the following specific questions:

1. Describe any business transactions occurring within the prior two years between your firm and the BOR, GSU or the ultimate end-user of the proposed project.

(insert response here)

2. Describe any gift, offer, hospitality or benefit of any sort that your firm has provided to the BOR, GSU or the ultimate end-user of the proposed project within the prior one-year period.

(insert response here)

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision or recommendation by a person acting in a capacity as a public official the effect of which is or could be used to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or relative is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with the BOR, GSU or the ultimate end-user of the project.

(insert response here)

The Disclosure Statement should be dated and signed by an authorized signator for the proposing firm, and submitted as directed with the Statement of Qualifications.

Name of Firm

Authorized Signature

Date