



**Purchasing Department**  
140 Stonewall Avenue West, Ste 204  
Fayetteville, GA 30214  
Phone: 770-305-5420  
[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

September 3, 2021

**Subject: Request for Proposals 2009-P: Fire Training Classroom Building – Architectural & Engineering Services**

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a proposal for architectural and engineering services for a Fire Training Classroom Building. You are invited to submit a proposal in accordance with the information contained herein.

A mandatory pre-proposal conference will be held **Thursday, September 23, 2021 at 10:00 a.m. at the Sheriff's Office Training Center located at 340 Hewell Road, Jonesboro, GA 30238** to provide an opportunity for you to become more familiar with the project, and to ask questions. Companies that attend will be invited to submit proposals.

Questions concerning this Request for Proposals should be addressed to Natasha Duggan, Contract Administrator, in writing via email to [nduggan@fayettecountyga.gov](mailto:nduggan@fayettecountyga.gov) or fax to (770) 719-5534. Questions will be accepted until **3:00 p.m., Wednesday, September 29, 2021.**

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Please return your response to the following address:

Fayette County Government  
Purchasing Department  
140 Stonewall Avenue West, Suite 204  
Fayetteville, GA 30214

Request for Proposals #2009-P  
Request for Proposals: **Fire Training Classroom Building – Architectural & Engineering Services**

Your envelope *must* be sealed, and should show your company's name and address.

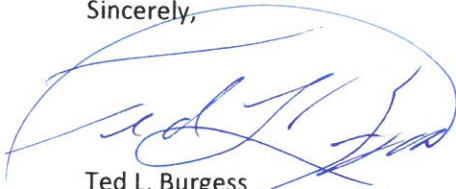
Request for Proposals will be received at the above address until **3:00 p.m., Wednesday, October 6, 2021** in the Purchasing Department, Suite 204. The proposals will be opened at this time. For proposals that you may drop off in person, there will be a large metal parcel drop box located outside the front door of the Purchasing Department, Suite 204, in the county complex at 140 Stonewall Avenue West, Fayetteville, GA 30214. You must place your proposal in the drop box no later than 3:00 p.m. on Wednesday,

October 6, 2021. Proposals must be signed to be considered. Late proposals cannot be considered. Faxed or emailed proposals cannot be considered.

If you download this request for proposals from the county's web site, it will be your responsibility to check the web site for any addenda that might be issued for this solicitation. The county cannot not be responsible for a vendor not receiving information provided in any addendum.

Thank you for participating in the solicitation process.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ted L. Burgess', is written over a large, loopy blue oval that serves as a background for the signature.

Ted L. Burgess  
Director of Purchasing

## GENERAL TERMS AND CONDITIONS

### RFP #2009-P: Fire Training Classroom Building – Architectural & Engineering Services

1. **Definitions:** The term "contractor" as used herein and elsewhere in these Terms and Conditions shall be used synonymously with the term "successful offeror." The term "county" shall mean Fayette County, Georgia.
2. **Preparation of Offers:** It shall be the responsibility of the offeror to examine specifications, scope of work, schedule and all instructions that are part of this request for proposal. Failure to observe any of the instructions or conditions in this request for proposal may result in rejection of the offer.

All of the specifications and information contained in this request for proposal, unless specifically excepted in writing by the offeror and such exceptions being included with the offer, will form the basis of the contract between the successful offeror and the county. The offeror should take care to answer all questions and provide all requested information.

3. **Submission of Offers:** Offerors must submit their proposal, along with any amendments issued by the county, in a sealed opaque envelope with the following information written on the outside of the envelope:
  - a. The offeror's company name,
  - b. The Request For Proposals (RFP) number, which is **2009-P** and
  - c. The RFP Name, which is **Fire Training Classroom Building – Architectural & Engineering Services**

Price schedules shall be placed in an additional opaque sealed envelope, identified as the price schedule, and enclosed in the sealed envelope with the proposal.

Mail or deliver one (1) original, unbound proposal, signed in ink by a company official authorized to make a legal and binding offer, and a copy on one (1) flash drive(s) to:

Fayette County Government  
Purchasing Department  
140 Stonewall Avenue West, Suite 204  
Fayetteville, GA 30214

Request for Proposals #2009-P

Request for Proposals: Fire Training Classroom Building – Architectural & Engineering Services

4. **Timely Receipt:** Offers not received by the time and date of the scheduled proposal opening will not be considered, unless the delay is a result of action or inaction of the county.
5. **Open Offer:** The offer, once submitted and opened, shall remain open for acceptance for a period of at least ninety days from the date of the opening unless this time-frame is specifically excepted to in your offer.

6. **Corrections or Withdrawals:** The offeror may correct a mistake, or withdraw a proposal before the proposal opening date by sending written notification to the Director of Purchasing. Proposals may be withdrawn after the opening only with written authorization from the Director of Purchasing. In case of discrepancy between the unit price and the extended or total price, the unit price shall prevail.

The county reserves the right to waive any defect or irregularity in any proposal received.

7. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See Georgia law at O.C.G.A. § 50-18-72 (A)(34).
8. **Site Conditions:** Offerors are urged to visit the site to familiarize themselves with site conditions. Upon submission of an offer, it is understood that the offeror is acknowledging his acceptance of all site conditions.
9. **References:** Offerors shall submit with proposals a list of three (3) jobs the offeror has done that are of the same or similar nature to the work described herein. For each job listed include a brief description of the work, a contact person, mailing address, valid telephone number and the date job was completed.
10. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

11. **Evaluation of Offers:** The evaluation of offers and the determination as to acceptability of services offered shall be the responsibility of the county. Accordingly, to insure that sufficient information is available, the offeror may be required to submit literature, samples, or other information prior to award. The county reserves the right to obtain clarification or additional information from any firm regarding its proposal. The county reserves the right to select a responsive, responsible firm on the basis of best value that is deemed to be most advantageous to the owners. The county further reserves the right to reject any proposal, or all proposals, and to re-release the request for proposals.

12. **Non-Collusion:** By responding to this request for proposals, the offeror shall be deemed to have represented and warranted that the proposal is not made in connection with any other offeror submitting a separate response to this request for proposals, and is in all respects fair and without collusion or fraud.
13. **Ability To Perform:** The offeror may be required, upon request, to provide to the satisfaction of the county that he/she has the skill, experience and the necessary facilities, as well as sufficient financial and human resources, to perform the contract in a satisfactory manner and within the required time. If the available evidence is not satisfactory to the county, the county may reject the offer.
14. **Notice to Proceed:** The County shall not be liable for payment of any work done or any costs incurred by any offeror prior to the county issuing a written notice to proceed.
15. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
16. **Payment Terms:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the awarded contract, and both parties must agree on such deviation.
17. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
18. **Indemnification:** The contractor shall indemnify and save the county and all its officer, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the contractor or other persons employed by or utilized by the contractor in the performance of the contract. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such damages, losses, or expenses, but only to the extent such damages, costs and expenses are adjudicated to have been caused by or resulted from the negligence, recklessness, or intentionally wrongful conduct of the Contractor or other persons employed or utilized by the Contractor in the performance of the contract.
19. **Non-Assignment:** Assignment of any contract resulting from this request for proposals will not be authorized, except with express written authorization from the county.
20. **Insurance:** The contractor shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits set forth as follows:
  - **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
  - **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.

- **Worker's Compensation:** Workers Compensation as required by Georgia statute.
- **Professional Liability (Errors and Omissions) Insurance:** \$2,000,000 limit per claim and aggregate.

Before a contract is executed with the successful offeror, the successful offeror shall provide Certificates of Insurance for all required coverage. The successful offeror can provide the Certificate of Insurance after award of the contract, but must be provided prior to execution of the contract document by both parties. Certificates shall list an additional insured as follows:

Fayette County, Georgia  
140 Stonewall Avenue West  
Fayetteville, GA 30214

21. **Building Permits:** Work performed for the county requiring building permits by licensed contractors will not have permit fees assessed, although any re-inspection fees for disapproved inspections will be the responsibility of the contractor prior to final inspections and the Certificate of Occupancy or Certificate of Completion being issued.
22. **Termination for Cause:** The county may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.
23. **Termination for Convenience:** The county may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion submitted by the contractor, which shall itemize each element of performance completed.
24. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
25. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in the appropriate venue in Fayette County, Georgia.

## **Request for Proposals**

### **Fire Training Classroom building – Architectural & Engineering Services**

#### **OBJECTIVE**

Fayette County, Georgia is seeking architectural and engineering (A&E) services for a new Fire Training Classroom building located at the proposed Fire Training Ground, located at 340 Hewell Road, Jonesboro, GA 30238.

#### **INTRODUCTION / BACKGROUND**

Fayette County is situated approximately 25 miles south of Atlanta, Georgia. The county's Fire Department is developing a Fire Training Facility. This facility will ultimately include a burn tower, a vehicle extrication pad, a pump testing cistern, and a classroom building with 2 vehicle bays.

This facility will become the place where new recruits will be educated and trained, along with providing a place for the ongoing training and testing of Fayette County Firefighters and associated equipment.

#### **STATEMENT OF NEED / SCOPE OF SERVICES**

The county seeks the services of an A&E firm to provide the usual and customary services including, but not limited to, architectural, structural, mechanical, electrical, and plumbing design services.

The selected A&E firm shall provide design services, initial cost estimates, construction documents, project manual and bidding assistance, pre-bid conference and limited contract administration services. The A&E firm will work with the Client Project Manager during the construction phase to ensure that the building is built to all relevant codes and the agreed design.

The Fire Training Classroom Building should include the following:

- At least 2 classrooms with space for 35 people in each classroom with a moveable sound-proof partition to create a larger classroom space for 70 persons.
- At least 2 breakout rooms with a moveable sound-proofed partition approximately 700sqft
- Office space with space for minimum of 4 people, including 1 private office.
- Break room with associated kitchen facilities.
- Male and female bathrooms with shower facilities for Trainers.
- Space for storage.
- Space for future laundry facilities.
- Two vehicle / apparatus bays with roll up doors with enough space for two Fire Engines to be parked inside.
- Associated storage space for the vehicle bays.
- Any necessary mechanical, electrical, IT & data areas.

An initial concept design has already been produced and a copy of that design is attached to this RFP for your information. This concept design is included only to give you an indication of the type of facility

required and should not necessarily be a guide to your design. The overall square footage of the building should be in the 10,000 to 11,000 sqft. range. The County already has a civil engineer engaged for the external works as this building is just one part of the larger Fire Training Facility.

The classroom building should be a cost sensitive design and compliment the overall design and layout of the whole Fire Training Facility and the nearby Sheriff's Office Training Center. The county has a project budget of \$1,500,000 for the design & construction Fire Training Classroom Building.

## **RESPONSE REQUIREMENTS**

1. **Cover Page:** Include the Request for Proposal number (#2009-P) and title (Fire Training Classroom Building – Architectural & Engineering Services). Also include your firm's name, address, telephone number, fax number, and e-mail address.
2. **Table of Contents**
3. **Required Documents:**
  - a. Company information Page
  - b. Contractors Affidavit under O.C.G.A. 13-10-91(b)(1)
  - c. Certificate of Absence of Conflict of Interest
  - d. List of References & Similar Projects
  - e. Exceptions & clarifications
  - f. Signed Addenda if any are issued
4. **Understanding and Approach:** State your understanding of the objectives of this project. Describe the approach you propose to take in addressing the needs as outlined in the Statement of Need / Scope of Services. Identify potential challenges you may face, and how you would resolve them. Describe any specialization or unique capabilities of your firm that may be beneficial in delivery of this project.
5. **Project Team:**
  - a. Identify the key team members who would be assigned to this project (the project team may include personnel employed by the firm, or a mixture of personnel and outside consultants).
  - b. Include a resume for the key team members (the company's personnel and sub-consultants). Describe each key team member's experience with comparable projects, the role that each member played, and the expected role of each for this project.
  - c. Identify the main contact person for the project team.
6. **Firm's Expertise and Experience:** Provide a brief overview of your company, including its size and number of employees, corporate structure, legal status, number of years in business, background and history. Include the firm's experience in providing services such as those described in this RFP.

Demonstrate the Firm's experience and qualifications by listing three relevant or comparable construction projects, on the enclosed "List of References & Similar Projects" form, that were similar to the work addressed by this RFP. Projects within the last five years are preferred, but projects over five years ago may be considered if relevant. The county reserves the right to contact any of thee listed project owners to use as references.

7. **Proposed Schedule:** Timely completion of the project is important to the operation of the Fayette County Fire Department. Provide a design schedule including relevant milestones and timings for each task / activity.
8. **Fees & Hourly Rates Schedule:** All fees and other price information shall be provided in a sealed envelope, separate from the proposal.

Fees for the base A&E services shall be detailed in your pricing information as follows:

- Programming and Concept Design
- Schematic Design Phase
- Design Development Phase
- Construction Documents Phase
- Bidding Assistance
- Contract Administration Phase
- As Built Drawings
- Allowance for reimbursables or other charges (will be a not to exceed amount)
- Other (specify)
- Total Not-to-Exceed-Price

All fees or other prices shall be clearly identified as firm-fixed prices or not-to-exceed prices. For any not-to-exceed prices, include the basis for calculating charges. Include not-to-exceed allowances for reimbursable or other charges that cannot be determined in advance.

Include a separate list of hourly rates to be used for other tasks that may be awarded during the term of project.

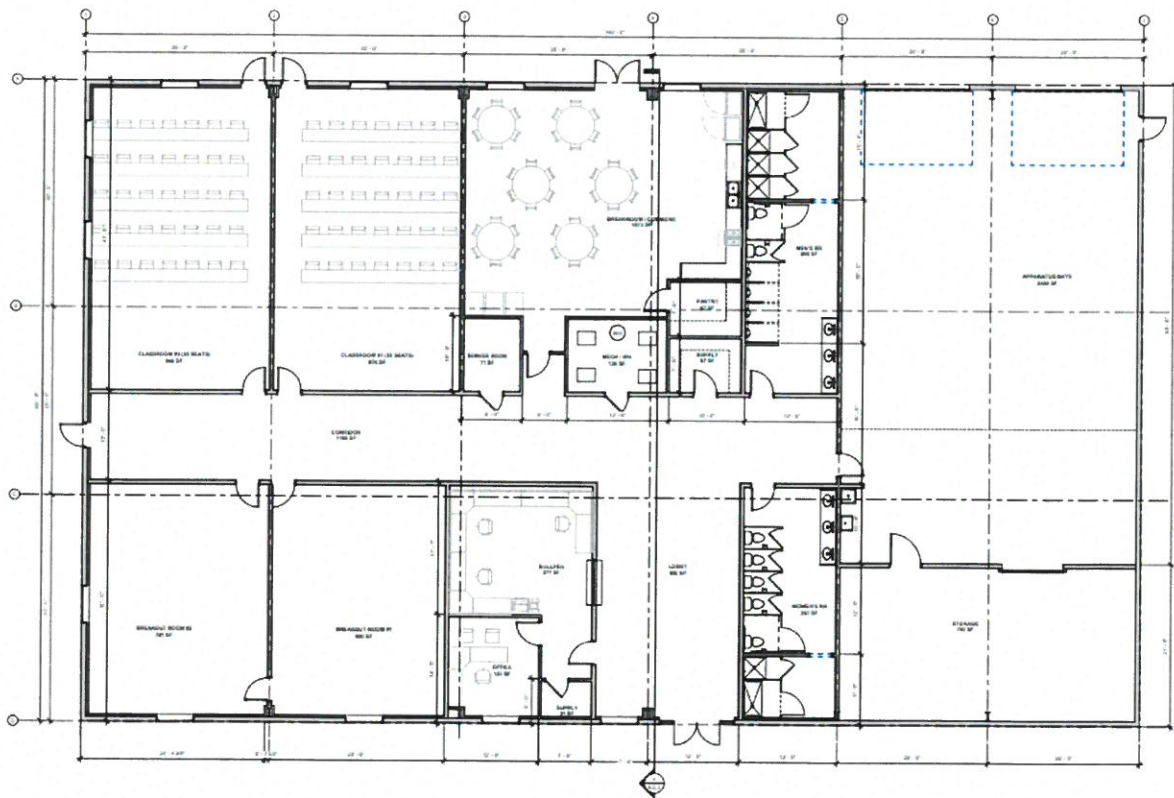
## EVALUATION CRITERIA

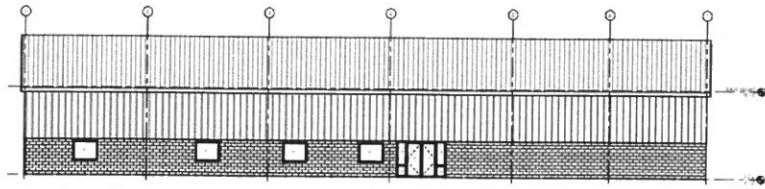
Award will be made to the firm whose proposal is most advantageous to the county, with price and other factors considered. An Evaluation Committee will review and evaluate proposals, including technical merit and proposed prices.

**Technical Merit:** Evaluation scores will be based 70% on technical merit of the proposal (please see items 4-7 in the Proposal Response Requirements section above), as follows:

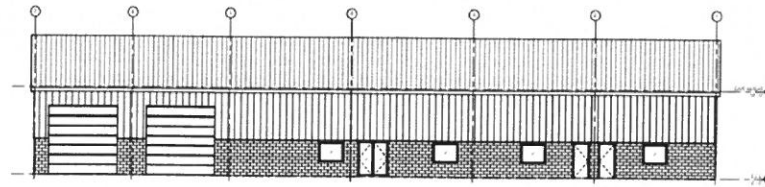
	<u>Maximum points</u>
i) Understanding and approach	30
ii) Project Team	20
iii) Firm's expertise and experience	15
iv) Proposed Schedule	5

**Presentations:** The County may, at its discretion, choose one or more of the best-scoring firms to make in-person presentations. If more than one company makes a presentation, the Evaluation Committee will evaluate and score the presentations, and adjust evaluation score totals accordingly, by up to a maximum of 30 points.

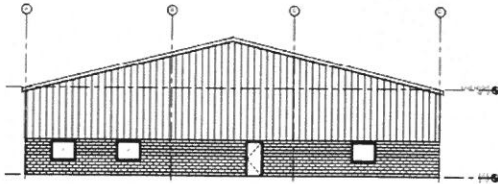




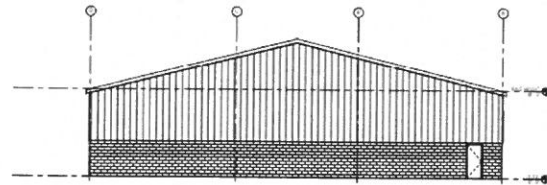
1 FRONT ELEVATION  
1/8" = 1'-0"



2 BACK ELEVATION  
1/8" = 1'-0"



3 SIDE ELEVATION A  
1/8" = 1'-0"



4 SIDE ELEVATION B  
1/8" = 1'-0"

**List of References & Similar Projects**  
**RFP #2009-P: Fire Training Classroom Building – Architectural & Engineering Services**

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

3. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

## EXCEPTIONS TO SPECIFICATIONS

**RFP #2009-P: Fire Training Classroom Building – Architectural & Engineering Services**

Please list below any exceptions or clarifications to the specifications of this bid. Explain any exceptions in full.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

COMPANY NAME: \_\_\_\_\_

**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) **The Contractor has registered with, is authorized to use and uses the federal work authorization** program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) **Contractor acknowledges its responsibility to** submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
#2009-P Fire Training Classroom Building -  
Architectural & Engineering Services  
\_\_\_\_\_  
Name of Project

Fayette County, Georgia  
\_\_\_\_\_  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 2021 in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

### COMPANY INFORMATION

RFP #2009-P: Fire Training Classroom Building – Architectural & Engineering Services

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

### AUTHORIZED REPRESENTATIVE

Signature: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### PROJECT CONTACT PERSON

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office Number: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Certification of Absence of Conflict of Interest  
For Development of Specifications or Scope of Work  
For Fayette County Request for Proposals #2009-P

*Required for each contract or arrangement to prepare or develop specifications or requirements  
(O.C.G.A. § 36-80-28)*

The undersigned Consultant, who is entering into a contract or arrangement with Fayette County, Georgia (the County) to prepare or develop specifications or requirements for an invitation for bids, request for proposals, purchase order, or any other type of solicitation for said County certifies that:

1. Consultant shall avoid any appearance of impropriety and shall follow all policies and procedures of the County, as may be related to the project.
2. Consultant discloses below any material transaction or relationship currently known to Consultant that reasonably could be expected to give rise to a conflict of interest, including, but not limited to, that of the Consultant, or the Consultant's employees, agents or subsidiaries (Include past, present, or known prospective engagements, involvement in litigation or other dispute, client relationships, or other business or financial interest):  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Consultant shall immediately disclose any material transaction or relationship subsequently discovered during the pendency of the contract or arrangement.
4. Consultant acknowledges that any violation or threatened violation of the agreement may cause irreparable injury to the County, entitling the County to seek injunctive relief in addition to all other legal remedies.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Printed Name & Title of Authorized Official

\_\_\_\_\_  
Date