



REQUEST FOR QUALIFICATIONS (RFQ)

RFQ 15-133

Practice Pavilion Design/Build Construction Services

REQUEST FOR QUALIFICATIONS DUE: June 15, 2015 at 12:00 noon
Late Request for Qualifications will be rejected and returned unopened.

Information concerning this solicitation may be found at:

www.brookhavenga.gov

Deadline for Questions: June 7, 2015 at 5:00pm

(There is not a conference scheduled for this procurement)

Questions must be directed to

City of Brookhaven via e-mail: purchasing@brookhavenga.gov

Questions will only be accepted via email to ensure the same information is given to everyone. A questions addendum will be issued shortly after the deadline and posted on the City's Purchasing Page.

Instructions to Proposers

All spaced below are to be completed and the Request for Qualifications Letter on page two must be signed where indicated. Failure to sign and return Request for Qualifications Letter may cause rejection of the Request for Qualifications.

Request for Qualifications of:

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Facsimile: _____

Email: _____

Submit Request for Qualifications to:
City of Brookhaven Purchasing Office
4362 Peachtree Road
Brookhaven, GA 30319
City of Brookhaven

REQUEST FOR QUALIFICATIONS LETTER

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Request for Qualifications (RFQ) for which prices have been set. The price or prices offered shall apply for the period of time stated in the RFQ.

We further agree to strictly abide by all the terms and conditions contained in the City of Brookhaven Purchasing Policy as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this bid.

It is understood and agreed that this Request for Qualifications constitutes an offer, which when accepted in writing by the Purchasing Office, City of Brookhaven, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Brookhaven.

City of Brookhaven will have one hearing for public input, questions and concerns.

It is understood and agreed that we have read the City's specifications shown or referenced in the RFQ and that this Request for Qualifications is made in accordance with the provisions of such specifications. By our written signature on this Request for Qualifications, we guarantee and certify that all items included in this Request for Qualifications meet or exceed any and all such City specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City of Brookhaven reserves the right to reject any or all Request for Qualifications, waive technicalities, and informalities, and to make an award in the best interest of the City.

It is understood and agreed that this Request for Qualifications shall be valid and held open for a period of one hundred twenty (120) days from Request for Qualifications opening date.

REQUEST FOR QUALIFICATIONS SIGNATURE AND CERTIFICATION (Bidder to sign and return with Request for Qualifications)

I certify that this Request for Qualifications is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Request for Qualifications for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the Request for Qualifications and certify that I am authorized to sign this Request for Qualifications for the proposer. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____
 Print/Type Name _____
 Print/Type Company Name Here _____

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1.0 INTRODUCTION

1.1 Purpose of Procurement

The City of Brookhaven is requesting Request for Qualifications for design and construction of Practice Pavilion (Batting Cages).

The City of Brookhaven was incorporated December 17, 2012 and is the newest city in DeKalb County. The City's population is approximately 50,000 with a geographic area of approximately 11.5 square miles. In 2014, The Atlanta Business Chronical recognized the City of Brookhaven as the fastest growing residential zip code in the metro-Atlanta area. The demand for services from day to day operation, infrastructure maintenance and long term capacity, and the ability to react, track, and respond internally and externally are top priorities for the City of Brookhaven. Excellent performance and responsiveness are key service deliverables; therefore, a design/build for a practice pavilion is essential.

1.2 Basic Guidelines for This Request for Request for Qualifications

Competitive sealed Request for Qualifications shall be submitted in response hereto. All Request for Qualifications submitted pursuant to this request shall be made in accordance with the provisions of the City of Brookhaven Purchasing Policy, these instructions, and specifications. **Fee Request for Qualifications shall be sealed in a separate envelope.**

Request for Qualifications shall be presented in a sealed opaque envelope with the bid number and name (15-133) Practice Pavilion (Batting Cages) clearly marked on the outside of the envelope. The name of the company or firm submitting a bid should also be clearly marked on the outside of the envelope. ONE (1) ORIGINAL AND FOUR (4) COPIES OF THE BID MUST BE SUBMITTED.

The Request for Qualifications shall be evaluated in accordance with the evaluation criteria set forth in this Request for Request for Qualifications (RFQ). Award(s) shall be made to the responsible Offeror(s) whose Request for Qualifications(s) is determined in writing to be the most advantageous for the City, taking into account all of the evaluation factors set forth in this RFQ. No other factors or criteria shall be used in the evaluation. The City of Brookhaven reserves the right to reject any and all Request for Qualifications submitted in response to this request.

It shall be unethical for any Offeror to offer, give or agree to give any employee or official of the City or for any employee or official of the City to solicit, demand, accept from another person, a gratuity, rebate, loan, offer of employment or other services or property of value in connection with this RFQ. Rebates normally or routinely offered to customers in the ordinary course of business for the purchase of goods and services are acceptable and are the property of the City. It shall be unethical for any

payment, gratuity, or offer of employment to be made by or on behalf of Offeror as an inducement for the award. For violation of this provision, the City shall reserve the right to reject the Request for Qualifications of the offending Offeror.

1.3 Restrictions on Communications with Staff

From the issue date of this RFQ until a contractor is selected and the selection is announced, Offerors are not allowed to communicate for any reason with any City Staff except through the Purchasing Officer herein or as provided by existing work agreement(s). For violation of this provision, the City shall reserve the right to reject the Request for Qualifications of the offending Offeror. **All questions concerning this RFQ must be submitted in writing to purchasing at purchasing@brookhavenga.gov no later than May 1, 2015 at 5:00pm. No questions other than written will be accepted and all questions and responses will be posted to the Purchasing webpage shortly after the questions deadline. No response other than an official addendum shall be binding upon the City.**

2.0 DESCRIPTION OF REQUIREMENTS

2.1 Introduction

The City of Brookhaven has established certain requirements with respect to Request for Qualifications to be submitted by Offerors.

Whenever the terms "shall", "must", "will", or "is required" are used in the RFQ, the specification being referred to is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement will be cause for rejection of Offeror's Request for Qualifications.

Whenever the terms "can", "may", or "should" are used in the RFQ, the specification being referred to is a desirable and failure to provide any items so termed may not be cause for rejection, however, will probably cause a reduction in score awarded.

2.2 Scope of Work

The scope of services requested includes the following phases of work:

The required services will include all design services and consultant services necessary to obtain any and all building permits for this work, as well as the preparation of construction documents and the actual construction and commissioning of the facility. Firms wishing to be considered for the project must have previous experience providing design/build services for similar projects.

This procurement is a two-stage process. In the first stage, companies responding to this RFQ will

be evaluated and the finalist will be selected to design and proceed to the second stage. In the second stage, the finalist will develop a construction bid document to be issued by the City of Brookhaven.

Prior to award of contract, the respondent will have to submit a written certification that they have no conflict of interest with any the City of Brookhaven employees, boards, officials affiliated with any work on the project which is the subject of this RFQ.

Please see scope of work Addendum at the end of RFQ documents.

Responsibilities of City

The City shall:

- A. Provide a Project Manager
- B. Provide copies of all existing site maps, studies, plans, and other background data
- C. Provide contact information for both internal staff and external stakeholders

3.0 REQUEST FOR QUALIFICATIONS SUBMISSION AND EVALUATION

3.1 Requested Request for Qualifications Format

Each Request for Qualifications should contain the following elements:

1. Letter of interest, including name of organization and project contact information.
2. Current resume of Request for Qualifications.
3. Direct response to each of the Selection Criteria below.
4. Any other pertinent information that will assist the City in its decision.

At a minimum, the response must include the following information:

1. The understanding of and approach to the project.
2. Request for Qualifications of the Consultant and experience in this type of work including a list of at least four (4) similar projects completed by the Consultant team members, with the names and phone numbers of key contact persons for those projects.
3. The key staff persons who will be assigned to this project together with their experience and Request for Qualifications.
4. The consultant shall provide a timeline with the submission of the Request for Qualifications. The City would prefer this design/build to be conducted and prepared as quickly as possible.

3.2 Signature Requirements

Request for Qualifications must be signed by a duly authorized official of the responder. Consortia, joint ventures, or teams submitting Request for Qualifications, although permitted and encourages, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall not be a subsidiary or affiliate with limited resources. Each Request for Qualifications should indicate the entity responsible for execution on behalf of the Request for Qualifications team.

3.3 Submission of Request for Qualifications

Request for Qualifications must be submitted in two parts: a Request for Qualifications and Fee Request for Qualifications. The Request for Qualifications package should be sealed in separate envelope and identified as follows:

RFQ 15-133
Practice Pavilion Design/Build Construction Services
(You're Company Name)

3.4 Selection Criteria and Process

The following criteria will be weighed in evaluating the qualification of each Consultant:

1. Experience, and technical competence in the type of work required (25%)
2. Past performance on projects of comparable nature (25%)
3. Demonstration of consultant's approach to performing the work including an indication of the degree of availability the consultant anticipates in scheduling staff to meet project needs (25%)
4. Proposed Cost (25%)*

*Fee Request for Qualifications shall be **SEALED** in a separate envelope, which will not be opened until after other criteria have been considered. The fee should include: 1) A total cost estimate and not to exceed amount for the work described under the Scope of Work; 2) A rate schedule for computing any extra work not specified in the contracted Scope of Work, including hourly rates for all positions plus unit costs for incidental expenses.

4.0 TERMS AND CONDITIONS

4.1 RFQ Addenda

The City of Brookhaven reserves the right to addend the RFQ prior to the date of Request for Qualifications submission. Addenda will be posted to the City of Brookhaven's website. It is recommended that applicant vendors register for the City of Brookhaven bid and addenda notifications listserve located on the Purchasing Department website page.

4.2 Request for Qualifications Withdrawal

Prior to the Request for Qualifications due date, a submitted Request for Qualifications may be withdrawn by the Offeror by submitting a written request to the Purchasing Manager named herein. All such requests must be signed by a person authorized to sign for the Offeror. No Request for Qualifications may be withdrawn for a period of ninety (90) days after the time scheduled for the Request for Qualifications opening.

4.3 Contract

Prior to award, the apparent winning Offeror will be required to enter into discussions with the City to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within five (5) calendar days of notification, if not, this could lead to rejection of the Offeror's Request for Qualifications and discussions initiated with the second highest scoring Offeror.

4.4 Payment for Services

The city will make payments to the successful Offeror on a monthly basis. Monthly invoices are required.

4.5 Conflict of Interest

If an Offeror has any existing client relationship(s) that involve the City of Brookhaven that would prevent objectivity, the Offeror must disclose such relationship(s).

4.6 Confidentiality Requirements

The staff members who are assigned by the successful Offeror to this project may be required to sign a departmental non-disclosure statement. Request for Qualifications are subject to the Georgia Open Records Act and may be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in Request for Qualifications.

4.7 Georgia Open Records Act

All meetings of the City's Council are duly noticed public meetings and all documents submitted to the City as a part of or in connection with a Request for Qualifications may constitute public records under Georgia law regardless of any person's claim that proprietary or trade secret information is contained therein. By submission to the City, Proposers waive any declaration the entire response any solicitation to be proprietary information. The Proposer shall designate in the smallest increments possible, that part of the Request for Qualifications which is deemed to be proprietary. Request for Qualifications and all related correspondence are governed by the Georgia Open Records Act and shall be provided to anyone properly requesting same, after contract award. The City cannot protect proprietary data submitted in vendor Request for Qualifications unless provided for under the open records law and clearly marked as proprietary by the proposer. In the event the Proposer deems certain information to be exempt from the disclosure requirements, the Request for Qualifications must specify what content is considered exempt and cite the applicable provision of the law to support that assessment. In the event such information is requested under the open records law, the Proposer's assessment will be examined by the City Attorney who will make a determination. The decision to withhold or release the information will be at the City Attorney's sole discretion.

4.8 Policy on Drug-Free Workplace

The final award of a contract is contingent upon the contractor certifying to the City that a drug-free workplace will be provided for the Contractor's employees during the performance of the contract as required by the "Drug-Free Workplace Act" (O.C.G.A. 50-24-1).

4.9 Claim against the City of Brookhaven

A Proposer shall not obtain, by submitting a proposal in response to this RFQ, any claim of any sort against the City or their respective property by reason of all or any part of any of the following:

- Any aspect of this RFQ;
- The selection process;
- The rejection of any or all offers;
- The acceptance of any offer;
- Entering into any agreements or the failure to enter into any agreements;
- Any statements, representations, acts or omissions of the City to any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and,
- Any other matters arising out of the foregoing.

APPENDIX A
REQUEST FOR QUALIFICATIONS PRICE CERTIFICATION

In compliance with the attached specification, the undersigned offers and agrees that if this Request for Qualifications is accepted by the City Council within one hundred and twenty (120) days of the date of Request for Qualifications opening, that he will furnish any or all of the deliverables upon which prices are quoted, at the price set opposite each, to the designated point(s) within the time specified.

COMPANY _____

ADDRESS _____

AUTHORIZED SIGNATURE _____

PRINT / TYPE NAME _____

Total Cost \$ _____

Other Cost \$ _____

*Must be submitted in a separate envelope with the name of the Project and
RFQ number required.*

DEMOLITION:

- > Remove all existing cage netting, fence posts and chain link fencing shall be removed by others.
- > Cut down existing Sweet Gum tree at ground level and haul off.

CONCRETE FOOTINGS:

- > Excavate, place reinforcing steel, place anchor bolts and pour Six (6) each 5'-6" x 5'-6" x 1'-4" deep concrete base footings.
- > Excavate, place reinforcing steel, place anchor bolts and pour Six (6) each 4'-0" x 4'-0" x 1'-4" deep concrete footings.
- > Form, place anchor bolt templates and pour Twelve (12) each 2'-0"x 2'-0"x 1'-0" to 2'-0" tall pier footings.
- > Base Footing reinforcement shall consist of 6 each way #4 bars Grade 60 or better.
- > Pier footing reinforcement shall consist of #4 bar vertical reinforcement and #3 bar horizontal reinforcement Grade 60 or better.
- > Place four (4) to six (6) each 1" diam. x 16" leg x 3" foot anchor bolts per footing.
- > All concrete shall be standard commercial grade 3000 p.s.i.

WALLS:

- > Furnish and install 60' L x +/- 5' T granite walls to match the existing.
- > Furnish and install a 4"x 4" pressure treated (PT) border, at the entire perimeter, to contain the M-10.
- > All walls shall be backfilled as necessary.

STRUCTURAL STEEL:

- > Furnish and erect One (1) 33'-0" W x 115'-0" L x 16'-0" H main structure, a 12'-0" W x 55'-0" L lean-to, a 18'-0" W x 30'-0" L lean-to and a 35'-0" W x 10'-0" L overhang Pre-engineered Steel Structure.
- > Due to the width constraints Straight Columns will be used in lieu of tapered.
- > Portal Frame Bracing shall be used in lieu of standard cable bracing to allow for future enclosure.
- > All walls shall be open from finished floor to the eave.
- > Roof Panels shall be a 26 gauge screw down Galvanized "R" panel and carry a Twenty Year rust proof warranty.
- > No roof insulation has been included at this time.
- > Gutters and downspouts shall be included along both sidewalls.
- > Gable trim shall be install at both endwalls.

- >- Colors for the gutters, downspouts and gable trim shall be selected from the manufacture standard color chart.
- >- Pricing includes three (3) sets of Pre-engineered Plans stamped by a Georgia registered engineer.

PAINTING:

- >- All primary and secondary steel shall receive two (2) coats of dry fog paint.
- >- Paint material used is specifically designed for metal.
- >- All painting shall be performed after the steel is erected and prior to the roof installation.

ELECTRICAL:

- >- Furnish and install Twenty-two (22) TS energy efficient/ high output surface mount light fixtures with protective wire guards.
 - >- Furnish and install Four (4) weather-proof duplex receptacles.
 - >- Furnish and install One (1) 3 gang switch with lockable cabinet.
 - >- Furnish and install a meter base with disconnect and One (1) 100 AMP 120/208 volt single phase panel.
 - >- Furnish and install a wood or chain link enclosure around the meter, disconnect and panel.

CONCRETE PADS:

- >- Form, place concrete and broom finish One (1) 18'-0"x 10'-0"x 4" thick concrete mound at the Pitching Lanes.
- >- Form, place concrete and broom finish Two (2) 10'-0"x 20'-0"x 4" thick concrete pads at the Soft Toss areas.

M-10 BASE:

- >- Furnish, place and fine grade a 4" thick M-10 base under entire footprint of the proposed structure.

TURF:

- >- Furnish and install padded turf at the batting cages, pitching mound, catcher's area at the pitching lanes and the soft toss cages.
- >- The turf shall be stapled at the cages and glued at the mound and soft toss cages.

NETTING:

- >- Furnish and install four (4) each 12' W x 50' L x 14' H batting cages with sliding divider screens.
 - >- Furnish and install four (4) each 10' W x 10' L x 14' H soft toss cages.
- >- Furnish and install netting with a vinyl screen behind the catcher's area at the Pitching Lanes.
 - >- Furnish and install four (4) Batter's Pads at the Batting Cages.
 - >- All horizontal and vertical netting shall be suspended from the Pre-engineered Structure using steel cable.
 - >- Netting shall be 42 lb. weight.

EXCLUSIONS:

- The following items are not included in the base bid at this time.
- Demolition of the chain link fencing and framing.
- Site Plan(s) for a Land Disturbance Permit.
- No permitting or fees (Assumed to be waived like the AA Pavilion).