

**Columbia County Board of County Commissioners**  
**RFP 2017-AA**  
**Architectural Design Services**  
**Columbia County Administrative Offices**

The Columbia County Board of Commissioners is requesting statement of qualification proposals from firms interested in providing architectural services to Columbia County for the master site plan, design, construction plans, and bid specifications for construction of a new 350 Administrative Office Complex. The project site is located at 1689 NW Lake Jeffery RD, Lake City, FL 32055. Proposals are due in the Board Office Located at 135 NE Hernando Avenue, Lake City, FL 32055 no later than 2:00 PM on December 6, 2017.

The proposed schedule for this project is as follows:

<b>EVENT</b>	<b>DATE</b>
<b>Deadline for Receipt of Written Questions on RFP</b>	<b>November 29, 2017</b>
<b>RFP Question Responses Posted on County Website</b>	<b>December 1, 2017</b>
<b>RFP Proposals Due to Commissioners Office</b>	<b>December 6 , 2017</b>
<b>Ranking Committee Meeting (tentative)</b>	<b>December 13, 2017</b>
<b>Intended Date for Board Approval</b>	<b>December 21, 2017</b>
<b>Intended Date for Final Contract Approval</b>	<b>January 18, 2017</b>

Specifications and bid forms may be downloaded at the County web site, <http://www.columbiacountyfla.com/PurchasingBids.asp>.

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The Columbia County Board of Commissioners is requesting statement of qualification proposals from firms interested in providing architectural services to Columbia County for the master site plan, design, construction plans, and bid specifications for construction of new a new administrative office complex.

**Background Information:**

The project site is located at 1689 NW Lake Jeffery RD, Lake City, FL 32055.

**Scope of Work for Architectural Services:**

The basic services to be provided will include architectural and engineering services and construction oversight for the Columbia County Administrative Offices.

- Design building improvements to include structural engineering, electrical engineering, civil and landscaping design;
- Work with stakeholders to determine most appropriate final design;
- Prepare the construction bid package in conformance with applicable requirements and supervise the construction bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the pre-bid conference, bid opening, evaluation of bids, and subsequent recommendation of lowest responsive bidder;
- Conduct a pre-construction conference and issue the notice to proceed;
- Provide construction engineering including regular on-site supervision of construction work, facilitating and recording construction meetings, construction administration and preparing inspection reports;
- Provide quality control to ensure the contractor and subcontractors are providing materials, labor and products consistent with what is identified in the design and specifications;
- Provide quality control to ensure compliance with technical specifications and conformance with codes and standards;
- Review and approve all contractor requests for payment and submit approved requests to Columbia County for payment processing;
- Provide one complete set of as-built, reproducible plan drawings to the County upon project completion; and
- Conduct final inspection and testing.

## Statement of Qualifications Content & Evaluation Criteria:

### **Proposal Submittal:**

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents should submit **five (5)** copies of their RFP response proposals and **one (1)** electronic disk copy to the single point of contact for this solicitation by **2:00 PM, \_\_\_\_\_**. **No late, faxed, or email proposal submittals will be accepted.** Proposals should not exceed a total of 20 one-sided pages, excluding a one-page cover letter and personnel resumes. Minimum font size for all text is 12 point. Questions about the RFP must be submitted via e-mail to Ray\_Hill@columbiacountyfla.com on or before \_\_\_\_\_, 2017. A Response Addendum listing all questions received and Columbia County's responses will be posted by \_\_\_\_\_, 2017 on the Columbia County webpage at: <http://www.columbiacountyfla.com/>. It is the responsibility of each firm to check the website if they are interested in the questions received and the responses provided by Columbia County.

Subject to exceptions provided by Florida Law, all information received in response to this RFP, including copyrighted material is public information.

### **Proposal Content:**

Proposals should demonstrate that the firm has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Responses should include:

- 1) The firm's legal name, address, telephone number and principal contact e-mail address;
- 2) The principal(s) of the firm and their experience and qualifications;
- 3) The experience, qualifications and assigned roles of any and all staff to be assigned to the project;
- 4) a description of the firm's prior experience, including design of any similar projects, location of project, and total construction cost;
- 5) A description of the firm's current work activities and how these will be coordinated with the project, as well as the firm's anticipated availability during the term of the project;
- 6) The proposed work plan and schedule for activities to be performed; and
- 7) a minimum of three references that are knowledgeable regarding the firm's recent performance on similar projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact e-mail address, and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to

establish the ability of the firm to perform the contract. (Negative references may be grounds for proposal disqualification).

**Evaluation Criteria:**

Respondents will be evaluated and scored according to the following factors:

- 1) Overall quality of the Statement of Qualifications – 20%
- 2) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks – 25%
- 3) The consultant's capability to meet time and project budget requirements and the availability of personnel to respond and provide services in a timely manner– 25%
- 4) Consultant Location – 5%
- 5) Related experience on similar projects – 25%

**Selection Process:**

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. Highest ranking firms may be asked to attend an interview or Columbia County may opt to open direct negotiations with the firm that presents the most qualified, highest scoring proposal. If interviews are conducted, finalists are encouraged to bring renderings/photos of related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest- ranked architectural firm. The contract will be awarded upon reaching an appropriate price for this work. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm will be approached, and so on. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

The project involves planning and construction inspection, and no future work is implied or guaranteed. Columbia County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Columbia County are minimally required to provide independent contractors insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of workers compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee or agent of Columbia County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation or warranty made therein or in any connection with the agreement.

While Columbia County has every intention to award a contract resulting from this RFP, issuance of the RFP in no way constitutes a commitment by the County to award and execute a contract. Upon a determination such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Not award a contract, if it is in the County's best interest not to proceed with contract execution; or
- If awarded, terminate any contract if the County determines adequate funds are not available.

#### **TARGET SCHEDULE OF EVENTS**

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