



Requests for Proposals (RFP) #23-01

Manchester Community Building – Conceptual Design

Proposals Due: November 20, 2023, 2 PM EST

RFP issued by:

City of Manchester

Mark Pullium, City Manager

manager@manchester-ga.gov

Manchester City Hall, 116 Second St, Manchester, GA 31816

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Proposal Letter

**(FAILURE TO INCLUDE THIS SIGNED PROPOSAL LETTER AND PROPOSAL CERTIFICATION
MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.)**

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Proposals (“RFP”) for Manchester Community Building – Conceptual Design, for the City of Manchester (“City”) for proposed fee for the Project. The price(s) offered herein shall apply for the period of time stated in the RFP.

It is understood and agreed that this proposal constitutes a good faith offer. As such, if it is accepted in writing by the City of Manchester, then a contract will be negotiated by the two parties in accordance with the terms and conditions outlined in the proposal.

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

PROPOSAL SIGNATURE AND CERTIFICATION

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal (“Proposer”) 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 proposal and certify that I am authorized to sign this proposal for the Proposer.

Authorized Signature for Proposer _____

Date _____

Print/Type Name _____

Print/Type Proposer Name Here _____

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Schedule of Events

EVENT	DATE
Owner issues public advertisement of RFP for a period of 30 days	October 16, 2023
Virtual site walk – please RSVP with Mark Pullium, manager@manchester-ga.gov	October 31, 2023, 11:00 a.m.
Deadline for Receipt of Written Questions	October 29, 2023
Deadline for Posting of Written Answers via addendum	November 5, 2023
Deadline for submission of qualifications and proposals	November 20, 2023, 2:00 p.m.
Firms to advance to interview round are notified and interviews are scheduled	November 24, 2023
Owner completes evaluation, posts results, and issues notification to finalist firm	December 1, 2023

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Restriction of Communication

From the issue date of this RFP until a successful proposer is selected and announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee or the Owner staff, except for:

- a. Submission of questions as instructed in the RFP
- b. During the proposer's conference (if applicable), or
- c. As provided by any existing work agreement(s).

For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

The Request for Proposal package may be obtained at City Hall, 116 Second St., Manchester, GA 31816. Statements of Qualifications and the Proposal Bid package must be delivered to the City Manager Mark Pullium, and should be delivered in accordance with instructions in the RFP package.

Questions may be directed to City Manager Mark Pullium by email at manager@manchester-ga.gov, subject line: RFP 23-01 Questions. The deadline for submitting questions is Oct. 29, 2023. Questions will be answered via addendum only by Nov. 5, 2023.

The Owner reserves the right to reject any and all statements of qualifications, as well as to waive technicalities and informalities.

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Background and Purpose of Request for Proposals

The City of Manchester seeks to revitalize the historic Manchester Community Building to meet current needs for education and workforce development, public event space, and tourism. The Building is a prized part of the Manchester community, built in 1935 with Work Progress Administration funds. It is on the National Register of Historic Places, and the historic nature must be respected. It is located at 103 2nd Ave., Manchester, GA, 31816.

This project will serve citizens in Manchester and the surrounding communities. Manchester is the largest city in Meriwether County, and a portion of the city is in Talbot County.

The Community Building is divided into a main level comprising a lobby, a gym equipped with stadium seating, a stage, and restroom facilities. The basement level currently serves as storage space. While the Community Building has historically functioned as a community center, its current configuration does not fully align with the economic and community development objectives of the City of Manchester.

In addition, there are structural issues that require attention:

- Lack of ADA accessibility
- Non-compliance with 2018 NFPA 101 Life Safety Code
- Outdated mechanical, electrical, and plumbing systems
- Non-conformance with current building codes
- Water intrusion

Section 1 – Project Information

A. Request for Qualifications and Proposals

- a) The City of Manchester (City) is soliciting Requests for Proposals from firms interested in providing **Architectural and Engineering related services** for the project known as Manchester Community Building ("Project"). Firms that respond to this RFP, and who are determined by The City of Manchester to be sufficiently qualified, may be deemed eligible, invited to interview, and offered proposals for these services. All respondents to the Request for Proposals (RFP) are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. The City of Manchester reserves the right to reject any or all RFP responses, and to waive technicalities at the discretion of the Mayor.
- b) There will be no mandatory pre-proposal conference associated with this RFP.
- c) The cost for preparing this proposal is the sole responsibility of the Applicant. The City will not provide reimbursement for said costs. The City will hold all proposals in strict confidence.
- d) Proposers failing to comply with these instructions may be subject to scoring reductions. The City may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

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- e) Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Proposer's sole risk to assure delivery to the Director of Economic Development by the designated time. Late proposals will not be opened and may be returned to the Proposer at the expense of the Proposer or destroyed if requested.
- f) While the City has every intention to make an award as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to:
 - i. Cancel or terminate this RFP at any time. A notice of cancellation will be issued on the City's website. If the RFP is cancelled, the City will not reimburse any Proposer for the preparation of its proposal. Proposals may be returned upon request if unopened;
 - ii. Reject any or all proposals received in response to this RFP;
 - iii. Make a contract award, based directly on the proposals received, determined to be in the best interest of the City, in its sole discretion;
 - iv. Enter into further discussions with one or more Proposers;
 - v. Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFP which would not have significant impact on the proposal;
 - vi. Not award if it is in the best interest of the City of Manchester; or
 - vii. Terminate any contract if the City determines adequate funds are not available.

B. Project Scope

The scope is to provide Architectural Design and Engineering Services for a historic building, a total of 13,400 square feet, at 103 2nd Ave., Manchester, GA, 31816.

The City of Manchester seeks to revitalize the Manchester Community Building, which was built in 1935 with Work Progress Administration funds. It is on the National Register of Historic Places. The historic nature must be respected while adapting the building to meet current needs for education and workforce development, public event space, and tourism.

This project will serve citizens in Manchester and the surrounding communities. Manchester is the largest city in Meriwether County, and a portion of the city is in Talbot County.

The City of Manchester seeks to revitalize and adapt the building. The Conceptual Design should address plans to:

- Correct structural deficiencies caused by inadequate construction in 1935 and inadequate repairs following the 1950 fire.
- Retrofit the basement with modern classrooms.
- Wire the building with high-speed internet access.
- Enhance the upstairs gymnasium and stage with up-to-date technology, a small catering kitchen, storage space, and ADA-accessible seating.

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- Retrofit ADA access to meet current standards while maintaining the historic façade of the building.
- Create museum or gallery space to celebrate this building's and the City of Manchester's history.

In addition, the Applicant must provide robust grant application services to meet the requirements of the Southeast Crescent Regional Commission State Economic and Infrastructure Development Grant Program. (<https://scrc.gov/state-economic-and-infrastructure-development-seid-grant-program/>)

C. Project Goals

This RFP is NOT a request for permit or construction documents. It is a request for conceptual architectural design and schematic design documentations, conceptual engineering narratives, and a construction cost estimate.

The Applicant will provide:

- Conceptual floor plan with 3D axons, demo plans, floor plans, building sections, a preliminary site plan, exterior elevations and interior 3D views.
- Provision of an architectural design report and schematic design drawings for pricing.
- Structural Engineering and MEP Engineering narratives.
- Preliminary construction cost estimate.
- Preparation of the SCRC Grant application.

D. Project Ownership

The ownership of all data, drawings, charts, etc., which are prepared or produced under this proposal or with regard to the Project, shall be that of Owner.

E. A/E Consultant Requirements

Upon execution of a contract, the architect will meet with the Owner to discuss the project scope and the objectives of the Owner for future use of the building. The architect will then prepare conceptual drawings for discussions with the Owner. Comments and suggestions generated from this initial review will be incorporated into the schematic design drawings and estimate.

Upon completion of the schematic design drawings, the architect and Owner will review the drawings and estimates. Evaluation of these schematic design drawings and estimate will be used to finalize the project scope. If deemed necessary by the Owner, revisions to the schematic design drawings may be required.

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Section 2 - Instructions for RFP

A. RFP Submission

All firms responding are cautioned to read this RFP carefully for understanding. If there are questions pertaining to this RFP, request clarification from Owner. The Proposer should examine all documents and requirements of the services requested to become fully informed. Failure to examine these areas will not relieve the successful Proposer of its obligation to furnish all products and services necessary to carry out the provisions of the contract. After RFPs have been submitted, the Proposer shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

B. Firm Qualifications

To be deemed eligible for evaluation, firms must meet the following minimum qualifications and provide proof of compliance in their RFP response:

Minimum Qualifications Required

- a) The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority.
- b) The firm or its principals have not been terminated for cause or currently in default on any public works contract.
- c) Firms must have all necessary, valid and current licenses to do business in the State of Georgia.

Proposer is to submit the following information for evaluation of firm qualifications.

Qualifications Submittal Format

- a) Letter of Interest: A letter executed by a principal of the Architecture firm committing to the requirements specified in this Request. Provide a brief summary of the firm's experience and capabilities in related endeavors with public agencies and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for this project.
- b) Description of Firm: Provide basic company information including name of firm; street address, mailing and e-mail addresses; phone and fax numbers; and the name of a primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership, and state of incorporation. If the firm has multiple offices, the RFP submittal should primarily include information about the office that will perform the work.
- c) Experience – Adaptive Reuse: Provide examples of specific project experience in historic preservations and/or adaptive reuse including experience relevant to the type of project to

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- be constructed. Describe two to three roughly equivalent projects that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
- a. Project name and dates during which the project was constructed.
 - b. Project location and governing municipality.
 - c. Physical description (square footage, photo depiction, scope of work, techniques used, drawings, and/or efficacy reports).
 - d. General description of project
 - e. Representational photos or renderings.
- d) Experience - General: Provide examples of specific projects that demonstrate your company's capability in performing any type of project. Provide up to ten (10) projects that demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
- a. Project name and dates during which the project was constructed.
 - b. Project location and governing municipality.
 - c. Physical description (square footage, photo depiction, scope of work, techniques used, drawings, and/or efficacy reports).
 - d. General description of project
 - e. Representational photos or renderings.
- e) References: Include one to two references for each project mentioned above. Provide the name, address, telephone number, and e-mail address of each contact. Explain the role the contact played in the project and how closely the contact worked with your firm.
- f) Personnel: Provide general information about the firm's personnel resources, including classifications, number of employees, locations and staffing of offices. Summarize the qualifications, experience, education, background information, and other significant information for each proposed key member of the team.

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C. Project Proposal

Proposer is to carefully review the Project Scope description to provide the following information.

1. Proposed Fee
2. Schedule of hourly rates
3. Schedule for completion of schematic design drawings and engineering narratives

D. RFP Submittal Format

Submit Firm Qualifications and Full Cost Proposals as instructed below.

The Proposer is to ensure that all requested information and exhibits have been provided in full. Information should be focused on relevant experience and qualifications appropriate to this project. Submit one electronic document (pdf format). Document size is to be under 10MB.

Please submit your response prior to 2:00 pm, November 20, 2023, in electronic form to:

City of Manchester

Mark Pullium, City Manager

manager@manchester-ga.gov

Manchester City Hall, 116 Second St, Manchester, GA 31816

Section 3 – Evaluation Criteria

Selection of the General Contractor (GC) will be a multi-step process.

After receiving the digital RFP submissions, the Selection Committee will review the proposals and select three to five semifinalists. The Selection Committee will schedule and conduct interviews with the semifinalists. Then, the Selection Committee will carefully evaluate all information and select the finalist.

A. Selection Criteria

Criteria for the evaluation are listed below:

10% Factor} Stability of the firm. This shall include the documented financial viability of the firm, the firm’s years of successful operation, stability of management structure and Ownership, active litigation and litigation history, proven ability to consistently gather resources for projects similar to the Manchester Community Building project in size, type, complexity, and location.

10% Factor} Skill of proposed staff. An evaluation of how well the proposed design team demonstrates the skills and competence in design and construction and of its understanding of the Owner’s overall goals for the project.

15% Factor} Firm’s relevant project experience and qualifications, including the demonstrated ability of the firm in architectural design of similar facilities of comparable complexity, size, and function, for

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Owners such as other municipalities and other similarly-structured organizations. This includes relevant experience and qualifications of the firm's principal Owner, Project Manager, and Superintendent.

25% Factor} Scope of services to be provided. This section looks at the Applicant's experience and approach to the following:

- Code review for egress, ADA, and life safety issues.
- Retrofitting historic buildings
- Assimilation of mechanical, electrical, and plumbing narratives
- Preparation of conceptual design drawings
- Estimation of construction costs
- Preparation of grant applications

30% Factor} Proposed Fee will be evaluated by the Selection Committee for compatibility with project goals. The lowest proposed fee is awarded 30 points. Higher fees and general conditions will be scored on a pro rata basis.

10% Factor} Proposer's responses to various interview panel questions.

B. Finalist Notification/Award

The name of the firm selected as finalist will be posted on the Georgia Procurement Registry. The Owner will contact the firm selected as finalist and coordinate a time to discuss and potentially negotiate services. Negotiations may then be initiated with the firm to finalize the terms and conditions of the contract, including the fees to be paid. In the event a satisfactory fee agreement cannot be reached with the highest scoring firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest scoring firm, and so on until a mutual agreement is established and the Owner awards a contract. The actual Form of Contract shall be developed by the Owner.

Section 4 – Additional Terms and Conditions

A. Restriction of Communication

From the issue date of this RFP 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, the Owner, except for submission of questions as instructed in the RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

B. Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. 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 Georgia Open Records Act, the details of the proposal documents will remain confidential until the final award.

C. 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 the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner 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 the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner 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, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

D. Statement of Agreement

With the submission of a statement of qualifications or proposal, the Proposer agrees that he/she has carefully examined the solicitation, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the solicitation with which the Proposer disagrees or needs clarifying. 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. With the submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false

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or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

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Appendix A – Required Forms

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 and any principal employee of the proposer have 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 or any principal employee of 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 or have been terminated for cause on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Owner and/or the City of Manchester may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner and/or the City of Manchester may contact any individual or entity named in the Request for Proposals for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01. Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the RFP response is submitted for the express purpose of convincing the Owner that the Proposer meets or exceeds all proposal requirements and qualifies for the contract award.

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.

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Name and Title of Proposer or Proposer’s Representative

Signature of Proposer or Proposer’s Representative

Sworn and subscribed before me

This ____ day of _____, 20__.

Printed Name of NOTARY PUBLIC

Signature of NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

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Exhibit C: Disclosure Statement

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (the City of Manchester) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, the City of Manchester 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 any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years (from the date of application) between your firm and the City of Manchester, the Using Agency, or the ultimate end-user of the proposed project.

Insert Response

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the City of Manchester, the Using Agency, or the end-user of the proposed project within the prior one-year period (from the date of application).

Insert Response

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 to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person 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 City of Manchester, the Using Agency, or the end-user of this project.

Insert Response

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This Disclosure Statement should be dated and signed by an authorized signator for the Proposer and submitted with the RFP.

Name of Firm

Authorized Signature

Date