

# City of Doraville

**Request for Qualifications (Step I)**

**and**

**Request for Proposals (Step II)**

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To Provide

**Architectural Design Professional Services**

For

**Doraville City Center Project**

**Solicitation Issue Date: December 18, 2024**  
**Qualifications Packages Due: January 31, 2025**

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# STEP I REQUEST FOR QUALIFICATIONS

## Architectural Design Professional Services for Doraville City Center Project

The City of Doraville (sometimes “City” or “Doraville”) is conducting a two (2) phase procurement for architectural design professional services (“Services”) for its **Doraville City Center Project** (“Project”). In this Step 1, the City is soliciting statements of qualifications (“Response” or “Statement of Qualifications”) from firms interested in providing the Services.. This Request for Qualifications (RFQ) seeks to identify potential qualified providers of the above-mentioned Services. Some firms that respond to this RFQ who are determined by the City to be especially qualified may be deemed eligible and may be invited to interview and offer proposals (“Proposals”) for these Services in Step 2 of this procurement pursuant to a Request for Proposals (“RFP”). Each firm responding to this RFQ (“Respondent”) is subject to instructions communicated in this document and is cautioned to completely review the entire RFQ and follow instructions carefully. The City of Doraville reserves the right to reject any or all Responses or Proposals, and to waive technicalities and informalities at its discretion.

### 1. GENERAL PROJECT INFORMATION

#### Project Background

Since 2005, the City of Doraville has been working on a vision for downtown development with the Doraville Town Center Master Plan, created through the Atlanta Regional Commission's Livable Centers Initiative (LCI) program. The area of focus was south of the Assembly site, west of I-285, east of the Doraville Boundary, and included businesses to the south along Buford Highway. Other plans such as the Buford Highway LCI (2017) and the City of Doraville Comprehensive Plan (2017-2037, 2022-2042) have included supporting language and recommendations for development and redevelopment in the historic city center. In 2021, the City of Doraville partnered with the Urban Land Institute (ULI) for a Technical Assistance Panel (TAP) focusing on redeveloping the downtown Doraville Area, which resulted in a straightforward Implementation Plan, which the City of Doraville has completed to reach the point of beginning demolition and construction in 2025.

A feasibility study/conceptual plan was completed in Spring 2024. This will serve as a starting point for the final design and development of the city’s 13-acre parcel adjacent to the Doraville MARTA Station.

#### Project Description

The Doraville City Center **Conceptual Master Plan** (“Plan”) includes space programmed for:

- Community Building - Incorporating City Hall, Library and other uses
- Public Green Space & interior road grid
- “Multi-Use” projects (anchored by multi-family & street-fronts with a mixed-use look/feel)
- Multiple restaurants and other commercial/retail uses framing the Green Space
- Boutique Hotel

It is important to note that the Plan is conceptual in nature, and the private uses will be further defined as to layout and location after a more detailed review and density studies are prepared by the architects & engineers who will be engaged for the project.

The Conceptual Master Plan is divided into 2 categories: **Public Improvements & Private Development.**

**Category 1- Public Improvements:**

A combination of (1) infrastructure/roads/stormwater/hardscape and a community green space (“Infrastructure & Green”) and the (2) City Hall/Library/Community space building (referred to during meetings as the “People’s Building”).

The City of Doraville’s leadership has decided that the “Peoples Building” shown on the Conceptual Master Plan is to be located on the City Green. The building is projected to be a 3-story structure and totaling approximately 30,000 RSF (10,000 RSF per floor).

It is important to note that the Plan does not include a location/space for Police & Courts as these will be moved outside of the City Center.

**Category 1- Private development:**

A Mixture of uses (multi-family, retail/commercial and restaurants) on various parcels, surrounding & adjacent to the City’s Green space and on both sides of Park Ave.

**Site Characteristics**

The Plan was greatly informed by its site characteristics, which includes a significant grade change that determined the general location for the stormwater detention facility and the “green space”. The following Site Investigation work has been performed by third party consultants:

- Survey (Boundary & Topographic)
- Preliminary Civil Engineering
- Preliminary Geotechnical Evaluation
- Environmental (Phase 1 Environmental Site Assessment) – Phase Two testing has been recommended due to the history of the area.

**Project Design**

The Conceptual Master Plan and the images presented are meant to give a high-level example of what the Project could look like, as it brings life to the new downtown City Center. The imagery that is being shared is to give a sense of idea only, and the final designs will be determined during this phase of the development process.

The City of Doraville will have final approvals over the design of the Public Improvements (including “People’s Building”). The design of the Private Development sites (including multi-family, mixed-use, retail, restaurants and commercial uses) will be determined in a collaborative effort with the owner and developer of each site, along with input from the City of Doraville.

**Summary**

The Conceptual Master Plan presents an exciting vision for Doraville. The “driver” of the new City Center will be the development of the Infrastructure and Green, which is anticipated to serve as the catalyst for Private Development to follow. Once the Infrastructure and Community Green Space nears completion, then the private development (multi-family, restaurant, retail and other commercial uses) will be poised to proceed. Given the multitude of new uses, the private development components of the plan will likely be built over a period of years.

The overall project is intended to be a collaborative effort of multiple stakeholders (public and private), and the prospective respondents to this RFQ should consider this to be an opportunity to demonstrate their vast level of experience to address each component.

**Project Delivery Method**

The delivery method for this Project will be Construction Manager at Risk Delivery method (CM/GC).

## **Project Budget**

The preliminary Stated Cost Limitation (SCL) or construction cost of the Project is estimated at **\$32,000,000**. The final SCL may be revised by the City due to final programmatic requirements, funding availability, or other circumstances.

## **Project Schedule**

The Services are anticipated to commence by **February 2025** with construction documents anticipated for completion in **July 2025**. The start of construction is contingent on the availability of funding. *(The dates above are estimates which are subject to change. The fee structure for design professional services relative to the schedule and fee amounts will be agreed upon by the City and the firm selected to perform the Services (“Design Professional”) prior to the start of performing the Services.)*

## **2. DESIGN PROFESSIONAL SERVICES REQUIREMENTS**

The City is seeking the Design Professional to provide all design services, including the development of plans and specifications. The Design Professional will provide complete schematic, design development, and construction documents. The Design Professional will contract with the City in a timely manner. The Design Professional shall be an individual firm fulfilling all contractual obligations and performing a minimum of seventy-five percent (75%) of the architectural design services (exclusive of engineering and specialty consultants) in-house. An associated firm (if desired) may provide up to twenty-five percent (25%) of the architectural design services, allowing two (2) or more architectural firms to share in the design effort.

## **3. SCOPE OF SERVICES**

The City deems it appropriate to engage a professional design services firm to provide comprehensive planning and design services for the proposed Project.

Specific guidelines for the Project include building designs that are:

- attractive and contextual with the City of Doraville
- energy-efficient and sustainable
- efficient and economical to construct and operate
- durable, comfortable, secure, and that achieve a high degree of value for the citizens of Doraville
- “smart” buildings with the flexibility to respond to rapidly evolving technology in the academic environment

The scope of the Services at a minimum include, but is not necessarily limited to, the items outlined below:

- measured drawings of existing site conditions, as needed
- conceptual design
- schematic design
- design development documents
- multiple component packages (if using cm at-risk delivery method)
- guaranteed maximum price (GMP) documents
- construction documents
- construction administration
- interior design
- furniture, fixture, and equipment layout
- material finish boards
- signage
- mechanical, electrical, plumbing, fire protection, and communication systems design
- structural design
- detailed third party cost estimates at design milestones
- Code review and compliance

- Commissioning support

Other Services May Include:

- full architectural programming
- civil engineering
- landscape and irrigation design
- furniture, fixtures and equipment selection
- acoustical design
- audio/visual/it design
- wayfinding/graphics
- budgeting/cost management
- regular coordination with the construction professional during preconstruction, design and construction phases
- quality assurance/quality control (QA/QC)
- coordination with consultants hired by the City
- other requirements as per the Design Professional’s contract
- surveying - topo, location of structures/site utilities/trees, construction limits

#### 4. QUALIFICATIONS REVIEW PROCESS

Selection of the Design Professional will be a multi-step process generally following the steps outlined in the RFQ and RFP.

**Step I - Qualifications Review.** This RFQ is initiated for the purpose of acquiring Statements of Qualifications from prospective design professional firms. A selection of finalist firms will be made by an evaluation committee consisting of representatives of the City of Doraville and may include other qualified individuals as deemed appropriate by the City, in its sole discretion (“Selection Committee”). The Evaluation Committee will receive and review Responses and then evaluate the submittals based on the criteria for evaluation listed below.

##### **Criteria for Evaluation of Statements of Qualifications**

- 25% Factor:* Stability of the firm, including the firm’s corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.
- 45% Factor:* Firm’s relevant project experience and qualifications, including the firm’s demonstrated ability in effective design of facilities comparable in complexity, size, and function, for municipalities and other similarly structured organizations. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this Project.
- 30% Factor:* Firm’s apparent suitability to provide services for the Project, including past performance and firm’s apparent fit to the project type and/or needs of the owner of the project, performance on past work and any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm. The firm’s non-discrimination policies, any affirmative action policies and/or stated efforts for the inclusion of Minority-Owned Business Enterprises and/or Woman-Owned Business Enterprises will be a part of this evaluation. Experience and proficiency with the design of public buildings in the areas of public safety and health, accessibility for persons with disabilities and special needs, and environmental concerns will be considered.

## 5. SCHEDULE OF EVENTS (STEP I)

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

STEP I (RFQ) Estimated Timeline		
Event	Projected Date	Projected Time
a. City issues public advertisement of RFQ	12/18/24	-----
b. Deadline for written questions/requests for clarification (see Section 6).	01/15/25	2:00pm
c. Deadline for submission of Statements of Qualifications	01/31/25	2:00pm
d. City completes evaluation, post results, and issues notification to finalist firms	02/28/25	-----

## 6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the Respondent’s responsibility to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the Response document. Once the submittal deadline has passed, all submissions will be final. The City will not request clarification from individual Respondents regarding their submissions but reserves the right to ask for additional information from all parties who have submitted Responses. Questions about any aspect of the RFQ, or the Project, shall be submitted via email to:

Chris Eldridge  
Doraville City Manager

**Email:** [chris.eldridge@doravillega.us](mailto:chris.eldridge@doravillega.us)

**The deadline for submission of questions relating to the RFQ is the time and date shown in the *Schedule of Events (Section 5)*. All relevant questions and requests for clarification received by the City of Doraville in writing prior to the deadline will be compiled, and answers will be posted on the City of Doraville procurement page as an addendum to the original solicitation for services at [https://www.doravillega.us/business/bid\\_opportunities.php](https://www.doravillega.us/business/bid_opportunities.php)**

## 7. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Interested firms shall submit/upload one (1) electronic copy in .pdf format of the complete Response package to Chris Eldridge at [chris.eldridge@doravillega.us](mailto:chris.eldridge@doravillega.us). Submittals must be prepared in a manner that fits a standard 8 ½” x 11” paper format when printed. Responses are limited to using a minimum of a 11-point font. **The entire Response shall not exceed fifty (50) pages, including exhibits, affidavits or other enclosure information that may be included in an appendix.** All pages count regardless of content. Submittals that include qualifications of more than one firm shall not exceed page limits. Submittals that exceed the page limit will be deemed non-responsive and will not be considered by the Selection Committee.

**STATEMENT OF QUALIFICATIONS  
(DELIVERABLES “A”, “B” and “C” FOR ALL FIRMS)**

Emphasis should be on completeness, relevance, and clarity to content. The content of all Responses must be categorized and numbered as outlined below, and responsive to all requested information.

**A. Stability**

A1 Provide basic firm information: firm's legal name, address, name of primary contact, telephone number, fax number, email address, and firm's website (if available). If the firm has multiple offices, the Response shall include information about the parent company and branch office separately. Identify the office from which the Project will be managed and this office's proximity to the Project site. Indicate the year the local office was established and the number of people staffing that office and their disciplines. Provide form of ownership (sole proprietorship, partnership, corporation, limited liability corporation (LLC), or other structure), including state of residency or incorporation, and number of years in business.

A2 Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.

A3 Has the firm been involved in any litigation in the past five (5) years? Describe the firm's experience in litigation with owners and/or contractors. List any active or pending litigation and explain. List any claims against your firm or against owners where your firm is named.

A4 Provide the name of the insurance carrier, types of coverage and deductible amounts per claim.

A5 List the firm's annual gross revenue for the past five (5) years. List the parent office and the local office revenues separately, if applicable.

A6 Supply financial references and main banking references.

A7 Has the firm ever been removed from a design services contract or failed to complete a contract as assigned? If yes, provide an explanation.

A8 Complete and submit the Certification Form (Exhibit "A" provided with RFQ) and provide a scanned notarized copy with the firm's Response.

A9 Complete and submit a Certificate of Insurance Form (Exhibit "B" provided with RFQ) and provide a scanned notarized copy with the firm's Response.

A10 Complete and submit the Project Team Composition Form, including subconsultants (Exhibit "C" provided with RFQ). This is to identify the composition of the Project team only. More detailed information about the consulting team members and relevant project experience will be requested in Step II, Request for Proposals (RFP).

A11 Complete the Contractor Affidavit Form (Exhibit "E" provided with RFQ) and provide a scanned notarized copy with the firm's Response in compliance with the Georgia Security and Immigration Compliance Act.

A12 Complete the Disclosure Statement (Exhibit "F" provided with RFQ) and include with firm's Statement of Qualifications.

**NOTE:** "Contractor" in the referenced Affidavits shall mean "General Contractor"/"Contractor" for the purpose of compliance with O.C.G.A. § 13-10-91, (b).

For the purpose of completing the referenced Affidavits, please insert the following:

- "Name of Public Employer" shall mean "City of Doraville, Owner, for the use and benefit of the Citizens of Doraville."



- “Name of Project” shall mean “Doraville City Center.”

**B. Experience and Qualifications**

B1 Provide professional qualifications and description of experience for principal architect or engineer personnel. *(At this stage, firms are asked for information on lead staff only but may list qualifications and experience on more than one lead individual who is qualified and available for proposed Project. If the firm is selected as a finalist, the City will request detailed information on the exact proposed expanded team for the Project and their relevant experience during the RFP process.)*

B2 Provide information on the firm’s experience on projects of similar type, size, function, and complexity. Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the Project at hand. For each reference project, the following information should be provided:

- a. Project name, location and dates during which services were performed.
- b. Project delivery method (e.g. construction manager at risk, design-build, or design-bid- build).
- c. Brief description and representative photo of project and physical description (square footage, number of stories, site area).
- d. Services performed by your firm.
- e. If your firm has more than one office, indicate which office was responsible for each of the reference projects.
- f. Respective owner’s stated satisfaction in design and service of your firm. Provide any owner-written letters of reference/recommendation about the firm’s performance on the project.
- g. Project owner’s current contact information.
- h. Contractor’s current contact information.

**C. Statement of Suitability**

C1 Provide any information that may serve to differentiate your firm from other firms in suitability for the Project. Provide evidence of the firm’s fit to the Project and/or needs of the City, any special or unique qualifications for the Project. Provide current and projected workloads, the proximity of office to Project location, and any services offered by the firm that may be particularly suitable for this Project.

C2 Provide evidence of experience and proficiency with design of public buildings with regard to the areas of public safety, environmental, accessibility for persons with disabilities and special needs, or other related concerns.

C3 Provide information on any special services offered by the firm that may be relevant and available for this Project.

**8. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS**

The Response shall be uploaded as one (1) complete Response package in .pdf format. Please do not submit individual documents or sections separately. The file shall be titled in the format below.

**EXAMPLE: (Doraville City Center, ABC Company, Qualifications)**

Responses must be received electronically by the City prior to the deadline indicated in the Schedule of Events (Section 5 of the RFQ). Printed copies will not be accepted.

If difficulty is encountered during upload, contact Chris Eldridge at (843) 353-7491 or [chris.eldridge@doravillega.us](mailto:chris.eldridge@doravillega.us) for assistance or confirmation that the file was received. **Firms are encouraged to verify their upload was successful** at least forty-five (45) minutes prior to the deadline.

A list of firms submitting Responses will be published on the City of Doraville website at [doravillega.us/business/bid\\_opportunities.php](http://doravillega.us/business/bid_opportunities.php)

It is the sole responsibility of the Respondent to assure delivery by the specified deadlines; the City cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Submittals will not be accepted via mail, courier, or fax.

Respondents are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91 (b)(1) with the Statement of Qualifications (See Exhibit “E”). **FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF RESPONSE.**

All expenses for preparing and submitting Responses are the sole cost of the firm submitting the Response. The City is not obligated to any party to reimburse such expenses.

All submittals upon receipt become the property of the City. Labeling information provided in submittals “proprietary” or “confidential” or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the Response documents will remain confidential until final award. All Responses shall be documents subject to the Georgia Open Records Act and public documents. Any proprietary information contained in the Response shall be so indicated; however, a general indication that the entire contents, or a major portion, of the Response is proprietary will not be honored. A final decision as to the exemption of documents marked “proprietary” from the Open Records Act shall be in the full discretion of the City.

## **9. FINALIST NOTIFICATION**

Once the Selection Committee has completed the evaluation of the Statements of Qualifications and has selected finalists, the finalist firms will be notified in writing. The shortlisted firms will also appear on the City of Doraville website at [doravillega.us/business/bid\\_opportunities.php](http://doravillega.us/business/bid_opportunities.php).

**Step II- Design Professional Selection** will be initiated by invitation to finalists to submit Proposals and Fee Proposals as instructed in the City’s Request for Proposals (RFP). Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as the Design Professional for this Project in accordance with the qualification criteria herein. The City will issue a notice to finalists to participate in an oral presentation/interview. The successful Design Professional will be determined from Responses, Proposals, and interviews.

**STEP II  
REQUEST FOR PROPOSALS  
(From Qualified Finalists)**

**Architectural Design Professional Services for  
Doraville City Center Project**

*Note: The information in this Section, Step II (Request for Proposals), is provided for firms who have been issued notification as having been deemed eligible and are shortlisted for the Project.*

To firms who have been issued notification as having been deemed eligible, the City of Doraville issues this Request for Proposals (RFP) for those firms (“Proposers”) to offer Proposals for design professional services for the Project.

**1. CONTRACT INFORMATION**

The contract for Architectural Design Professional Services will be based on the form of contract to be published as an addendum shortly after RFQ issuance.

You are encouraged to review and become familiar with the terms and conditions of this Contract. The City does not intend to modify any language contained in general terms and conditions of the Contract, and any significant exceptions proposed by a firm could lead to a firm being deemed non- responsive.

**2. PROJECT**

See General Project Information in RFQ (Step I), Section 1.

**3. SCHEDULE OF EVENTS (STEP II)**

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

<b>STEP II (RFP) Estimated Timeline</b>		
<b>Event</b>	<b>Projected Date</b>	<b>Projected Time</b>
a. City issues notice to finalist firms to propose as instructed in <b>RFP</b>	02/28/25	-----
b. City conducts Mandatory Pre-Proposal Site Visit for finalists	03/06/25	1:00 PM
c. Deadline for finalist submission of written questions and requests for clarification	03/14/25	2:00 PM
d. Deadline for submission of Proposals	03/21/25	2:00 PM
e. Deadline for submission of Fee Proposals	03/21/25	2:00 PM
f. City interviews finalist firms	03/28/25	TBA

#### 4. PRE-PROPOSAL SITE VISIT

A pre-Proposal site visit will be conducted by the City, and attendance of finalist firms is mandatory. Site visitors will convene at an exact date, time and location to be determined and communicated in the Notice to Finalists issued by the City. At the pre-Proposal site visit, all finalist firms may be given any relevant available information that has previously been developed, such as programs, studies, preliminary plans, maps, etc. ***The City reserves the right to disqualify a Proposer from the selection process due to a failure by a Proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.***

#### 5. SELECTION PROCESS

**Step II- Design Professional Selection** will be initiated by invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Statements of Qualifications) to submit Project Proposals and Fee Proposals as instructed in this RFP. Finalist interviews will also be conducted by the City. The successful Design Professional will be determined from the evaluation of Responses, Proposals, and interviews.

##### **Criteria for the Evaluation of Project Proposals:**

- 15% Factor: Previous Performance and References of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during design and construction, the firm's control of design schedule, quality and budget. The City will use references from stakeholders of the City's choosing from previous projects of the finalists, among other information as necessary. This information will be collected by the Selection Committee from project references provided in the RFQ (Step I) submittal.
- 20% Factor: Design Team Qualifications and Experience of the proposed Project team. Experience of the principal, lead designer, and project manager on completed projects of similar size, type, and complexity; assigned team's experience with effective budget and schedule control; availability of the proposed team for this Project. Provide information regarding percentage of the primary team member's time will be committed to this Project.
- 15% Factor: Quality of Proposed Design Plan: The firm's design and detailed work plans; Firm's approach for managing responsibility and accountability for project concerns; Firm's process for effectively resolving issues and maintaining Project commitments.

##### **Criteria for the Evaluation of Finalist Interviews:**

- 25% Factor: Methodology Presented: The firm's ability to assure success to complete the Project within the time and cost budgeted. The firm's presentation of the proposed design plan, and the Selection Committee's overall impression of the firm and key team members (lead designer, Project manager, Project director, Project executive, etc.)
- 25% Factor: Team Communications/Project Solutions: The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer Project questions and provide solutions during the interview.

## 6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each Proposer to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submittal deadline has passed, all submissions will be final. The City will not request clarification from individual Proposers relative to their submissions but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFP, or the Project, shall be submitted via email to:

Chris Eldridge  
Doraville City Manager

email: [chris.eldridge@doravillega.us](mailto:chris.eldridge@doravillega.us)

**The deadline for submission of questions relating to the RFP is the time and date shown in the *Schedule of Events (Section 3)*. All relevant questions and requests for clarification received by the City in writing, prior to the deadline will be compiled, and answers will be posted on the City of Doraville website at [https://www.doravillega.us/business/bid\\_opportunities.php](https://www.doravillega.us/business/bid_opportunities.php) Any Proposer exceptions to the RFP requirements or requests for Proposal deadline extensions must include the reason(s) for such a request. The City reserves the right to approve or reject such requests as it deems necessary.**

## 7. INSTRUCTIONS FOR PREPARING PROPOSALS

Proposals must be prepared in a manner that when printed would typically fit on standard (8 ½ x 11”) paper. Proposals **should not exceed forty (40) pages** and use a minimum 11-point font. Submittals that include Proposals of more than one firm shall not exceed the page limit. All exhibits or other enclosure information required count towards the page limit. All pages count regardless of content. Emphasis should be on completeness, relevance, and clarity of content.

To expedite the review of Proposals, it is essential that Proposers follow the format and instructions outlined below. The content of all Proposals must be categorized and numbered as outlined in the following “DESIGN TEAM PROPOSAL DELIVERABLES”, and must address in a responsible and responsive manner all requested information:

### **DESIGN TEAM PROPOSAL (DELIVERABLES “D”, and “E” FOR FINALIST FIRMS ONLY)**

Emphasis should be on completeness, relevance, and clarity to content. The content of all Proposals must be categorized and numbered as outlined below, and responsive to all requested information.

#### **D. Qualifications and Experience of Proposed Design Team**

D1 Describe your firm's proposed organization for the Project design team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the Project. At a minimum, the Project organization chart shall show the names of key designers and staff; descriptions of responsibilities for all proposed staff.

D2 Please provide for each of the above personnel current resumes listing relevant project experience and percentage of the person’s time to be committed to this Project.

D3 Please identify the individual who, *from Project start to finish*, will be the leader of your team and the principal point of contact between your firm and the City of Doraville. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual’s competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection.

D4 Provide examples of your team's *recent* experience in similar projects, including the following information:

- a. Provide detailed information on the three (3) most recent relevant projects your firm has completed with proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of client's representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.
- b. Provide a reference from the client and any other stakeholders (with current phone numbers) familiar with your performance on each of the above projects.
- c. List the individuals who served as the principal architect/executive/director, lead designers, project manager, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.
- d. Provide detailed information on the level of experience team members have with the design of facilities similar to this Project, including the project name and project type to the degree applicable to this type project.

#### **E. Design Plan**

E1 Provide a statement of your definition of your firm's proposed overall role in this Project, and your anticipated level of management responsibility and accountability for Project concerns. Describe your process for efficiently resolving issues and maintaining the Project commitments while working collaboratively with the City, City contractors, and others as applicable. Provide detailed procedures for routine solution of complex Project issues without compromising your team commitments. Provide your proposed methods and plans of communication.

E2 Provide your proposed timeline covering the scope of design and a detailed work plan for the Project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.

E3 Explain your process for construction administration.

E4 Provide your detailed plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this Project and how they benefit the Project.

### **8. SUBMITTAL OF DESIGN TEAM PROPOSALS**

Proposals shall be emailed as one (1) complete package in .pdf format to [chris.eldridge@doravillega.us](mailto:chris.eldridge@doravillega.us). Please do not submit individual documents or sections separately. The file shall be titled in the format below.

#### **EXAMPLE: (Doraville City Center, ABC Company, Proposals)**

Proposals must be received electronically by the City prior to the deadline indicated in the Schedule of Events (Section 3 of the RFP). Printed copies will not be accepted.

If difficulty is encountered during upload, contact Chris Eldridge at (843) 353-7491 or [chris.eldridge@doravillega.us](mailto:chris.eldridge@doravillega.us) for assistance or confirmation that the file was received. **Firms are encouraged to verify their upload was successful** at least forty-five (45) minutes prior to the deadline.

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines; the City cannot accept responsibility for incorrect delivery, regardless of reason. No Proposals will be accepted after the time stipulated above. Submittals will not be accepted via facsimile or fax.

All expenses for preparing and submitting Proposals are the sole cost of the firm submitting the Proposal. The City is not obligated to any party to reimburse such expenses.

**All submittals upon receipt become the property of the City. Labeling information provided in submittals “proprietary” or “confidential” or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the Proposal documents will remain confidential until final award. All Proposals shall be documents subject to the Georgia Open Records Act and public documents. Any proprietary information contained in the Proposal shall be so indicated; however, a general indication that the entire contents, or a major portion, of the Proposal is proprietary will not be honored. A final decision as to the exemption of documents marked “proprietary” from the Open Records Act shall be in the full discretion of the City.**

## **PRESENTATION/ INTERVIEW INFORMATION**

### **Virtual Interview Format**

Proposers selected to make presentations shall be notified by an invitation to interview letter (“Invitation Letter”) issued by the Selection Committee. The Invitation Letter shall designate a place and time for the interview sessions. The Invitation Letter will specify the manner in which the presentations will be conducted.

- The interview will be conducted virtually through Microsoft Teams and last a total of thirty (30) minutes (twenty (20) minutes for the presentation, ten (10) minutes reserved for questions and answers). Teams will have five (5) minutes prior to the interview to connect to the meeting and get your presentation set up. The Selection Committee will consist of representatives of the City and may include qualified individuals as deemed appropriate by the City, in its sole discretion.
- All members of the Selection Committee will be present during all the presentations.
- Firms are not allowed to address any questions to anyone other than the designated contact prior to the interview.

### **Interview Requirements**

The primary intent of the formal interview process is to provide the Selection Committee with in- depth and clarifying information about the firm. Information provided should assist the Selection Committee in making an informed decision as to the Proposer best suited for the work.

Firms should focus their presentations on:

- Describing their detailed plan for designing and administrating the construction, schedule, and quality on the Project
- Unique characteristics or services the firm offers
- Specific roles of Project team members

Firms are discouraged from reviewing general company history and past experience as submitted in Responses or Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview to discuss how the team will successfully complete the Project.

## **9. SUBMITTAL OF FEE PROPOSALS**

Fee proposals (“Fee Proposal”) will be submitted separately from the finalists invited to submit Proposals. Do not include any Project Proposal information in the fee proposal.

### **EXAMPLE: (Doraville City Center, ABC Company, Fee Proposal)**

No Fee Proposal will be opened until one firm has been judged to be the highest ranked firm. Only the Fee Proposal from the highest ranked firm will be opened. Please understand that this Fee Proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

## **Final Selection**

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract. In the event a satisfactory fee agreement cannot be reached with the highest-ranking firm, the City will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm and so on until a mutual agreement is established and the City awards an architectural services contract.

## **10. ADDITIONAL TERMS AND CONDITIONS**

### **Deadlines**

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing and issued directly to all Proposers via e-mail. Any Proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the City by the deadline to be properly considered. Any requests for Proposal deadline extensions must include the reason(s) for such a request. The City reserves the right to approve or reject such requests as the City deems necessary.

### **Restriction of Communication**

From the issue date of this (RFP/RFQ) solicitation until a Design Professional is selected and the selection is announced, Proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee or the City of Doraville, except for submission of questions as instructed in the RFQ, or during the Proposer's interview (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the City reserves the right to reject the Proposal of the offending Proposer.

### **Submittal Costs and Confidentiality**

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

### **Award Conditions**

This RFP is not an offer to contract or a solicitation of bids. This RFP 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 City and does not obligate the City to procure or contract for any services. Neither the City nor any party submitting a Response or Proposal 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 City and a party containing such terms and conditions as are negotiated between those parties. The City reserves the right to waive non-compliance with any requirements of this RFP and to reject any or all Proposals submitted in response. Upon receipt and review of Proposals, the City will determine the party(s) and Proposal that in the sole judgment of the City is in the best interest of the City (if any is so determined), with respect to the evaluation criteria stated herein. The City then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

### **Joint-Venture Proposals**

The City does not desire to enter into "joint-venture" agreements with multiple firms. In the event two (2) or more firms desire to "team up", it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

### **Statement of Agreement**

With submission of a Proposal, the Proposer agrees that he/she has carefully examined the RFQ and RFP, and



the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ/RFP with which the Proposer disagrees or needs clarification. 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 therein.

### **Miscellaneous**

All applicable federal and state laws and City ordinances, licenses and regulations of all agencies having jurisdiction shall apply to responding firms throughout the solicitation and the Project and are incorporated herein.

- Professionals requiring special licenses shall be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.
- No Proposal will be accepted from, and no contract shall be awarded to, any person, firm, or corporation that (i) is in arrears to the City with respect to any debt, (ii) is in default with respect to any obligation to the City, or (iii) is deemed irresponsible or unreliable by the City.
- The City shall be able to request of Proposer satisfactory evidence that it has the necessary financial resources to accomplish the requirements of the Project and the contract resulting from this procurement.
- From the date this RFP is issued until a selection has been made, Proposers are not allowed to communicate with any staff or elected officials of the City regarding this procurement, except as directed in this RFP. Any unauthorized contact may disqualify the Proposers from further consideration.
- While the City has every intention to make an award as a result of this procurement, 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:
  - Cancel or terminate the procurement at any time. A notice of cancellation will be issued if the procurement is cancelled.
  - Reject any or all Proposals received, make a contract award based directly on the Proposals received in the best interest of the City, in its sole discretion, or enter into further discussions with one (1) or more Proposers.
  - Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFP which would not have significant impact on any proposal.
  - Make partial award or no award if it is in the best interest of the City to do so.
  - Terminate any contract awarded pursuant to this RFP if the City determines adequate funds are not available or if it is in the City's best interest to do so.