

REQUEST FOR PROPOSALS (RFP/Q) FOR ARCHITECTURAL SERVICES to include an ENVIRONMENTAL REPORT (ER)

**RFP/Q Title: NEW BRANTLEY COUNTY COURTHOUSE
PRELIMINARY ARCHITECTUAL REPORT (PAR)**

RFP/Q Response Due Date and Time:	Number of Pages	Issue Date:
3:00 pm EDT/ July 15, 2022	(including cover): 6	June 10, 2022

ISSUING AGENCY INFORMATION

**Brantley County Board of Commissioners
33 Allen Road, Nahunta, GA 31553**

Single Point of Contact (SPOC): Rene' Herrin: ((912) 462-5256, bclerk@brantleycounty-ga.gov

Website: <http://brantleycounty-ga.gov>

INSTRUCTIONS TO FIRMS

Return Sealed Proposal to:	Mark Face of Envelope/Package with:
Rene' Herrin, County Clerk Brantley County Commissioners Office 33 Allen Road, Nahunta, GA 31553	RFP/Q Response-New Courthouse-PAR

Special Instructions:

FIRMS MUST COMPLETE THE FOLLOWING

Firm Name/Address:	
	(Name/Title)
	(Signature)
	Print name and title and sign in ink. By submitting a response to this RFP/Q, offeror acknowledges it understands and will comply with the RFP/Q specifications and requirements.
Type of Entity (e.g., corporation, LLC, etc.)	Phone Number:
E-mail Address:	FAX Number:

PLEASE RETURN THIS COVER SHEET WITH RFP/Q RESPONSES

The Brantley County Board of Commissioners is requesting a proposal and statement of qualifications from firms interested in providing architectural services to complete a Preliminary Architectural Report (PAR) to evaluate the county owned property on which to build a New Brantley County Courthouse. In addition to the PAR evaluation report, an Environmental Report (ER) checklist will be completed for the site that is identified as having the greatest immediate need for improvements.

Brantley County is seeking a low interest loan from the United States Department of Agriculture, Rural Development Office to build a new county courthouse.

RFP/Q/Q Submittal Terms: The Single Point of Contact (SPOC) for this solicitation is:

Rene' Herrin, Brantley County Commissioners Office
 33 Allen Road, Nahunta, GA 31553
 ((912) 462-5256, bclerk@brantleycounty-ga.gov)

- Questions about this RFP/Q must be submitted via e-mail or in writing to the SPOC by **5:00 pm, July 6, 2022**. No additional project questions will be addressed after this date. A response addendum listing all questions received and Brantley County's responses will be posted by 5:00 pm, **August 8, 2022** on the Brantley County web page: <http://brantleycounty-ga.gov> .
- **Proposals must be submitted to the SPOC no later than 3:00 pm EDT, July 15, 2022.**
- **Six (6) copies** of the RFP/Q response proposal must be submitted as well as **one (1) electronic copy**.
- Please label outside of response package envelope as: ***RFP/Q Response-New Courthouse PAR.***
- Proposals are scheduled for opening by the County Manager and County Clerk at **11:00 am, July 18, 2022** in the Commissioners Chambers.

TARGET SCHEDULE OF EVENTS

EVENT

Deadline for Receipt of Written Questions on RFP/Q:	July 6, 2022
RFP/Q Question Responses Posted on County Website:	July 11, 2022
RFP/Q Proposals Due to Commissioners Office:	July 15,, 2022
Bids opened :	July 18, 2022
Intended Month for Contract Award:	July 2022
Draft PAR Document Due:	September 1, 2022
Finalized PAR & Environmental Checklist Documents Due:	October 1, 2022

BACKGROUND INFORMATION

The Brantley County public buildings and Courthouse are aging and limited funds are available to support building improvements. Accessibility, electrical issues, amenities and safety challenges exist at some buildings. A number of facilities have space limitations, making it difficult to increase service to the growing number of citizens in Brantley County. Thoughtful evaluation of each of the buildings was necessary to develop a successful course of action to ensure that funds are invested wisely to insure efficient delivery of County services and programs. In order to thoroughly evaluate the existing conditions, a Preliminary Architectural Report (PAR) is needed. A Site evaluation will be conducted for conditions and challenges that need to be assessed. Reasonable solutions will be evaluated, and cost estimates will be completed to satisfy the RFP/Q.

Brantley County has a long history. The original Brantley County Courthouse, finished in 1929, has provided services throughout the years. Although Commissions and staff have worked hard to maintain the Courthouse, due to its age, it presents challenges for a growing populace and employee base. Currently, County Functions are housed in five separate buildings, and there is a need for a one stop shop concept to assist citizens. The site for the New Courthouse currently houses a 14 room 6,040 square foot motel built in 1950 which will be demolished to make way for the new building. It sits on a 2.23 acre property.

SCOPE OF WORK FOR ARCHITECTURAL SERVICES

The basic services to be provided will include, but are not limited to the preparation of a Preliminary Architectural Report (PAR) evaluating the New Courthouse site in Nahunta, Georgia, and providing an Environmental Report (ER) evaluation and completion of the Uniform Environmental Checklist for the site. ADA accessibility will be evaluated as necessary in the PAR.

The PAR must:

- Be prepared by a professional architect licensed to practice in the State of Georgia;
- Adequately describe existing building condition and problems, present and analyze reasonable alternatives and propose a specific course of action for solving any identified problems; Provide sufficient information to adequately assess the need for feasibility and general estimated cost of the proposed project;
- Address all other issues identified in the PAR outline and follow the format provided by the US .
(See Attachment #1)

The Environment Checklist must:

- Conform to the outline provided by the USDA, Rural Development. (See Attachment #2)
- Be completed for the property identified as Parcel NA05 045, located at the street address of 10405 N. Main Street, Nahunta, GA, 31553.

STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

Proposal Submittal:

Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP/Q. Respondents should submit six full copies of their RFP/Q response proposals and one electronic (USB Drive) copy to the single point of contact for this solicitation by **3:00 pm EDT, July 15, 2022. No late, faxed, or email proposal submittals will be accepted.** Proposals should not exceed a total of 30 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/Q must be submitted via e-mail or in writing to the single point of contact on or before **5:00 pm, July 6, 2022.** A Response Addendum listing all questions received and Brantley County's responses will be posted by **5:00 pm, July 11, 2022** on the **Brantley County web site at:** <http://brantleycounty-ga.gov> . It is the responsibility of each firm to check the website if they are interested in the questions received and the responses provided by Brantley County.

Subject to exceptions provided by Georgia Law, all information received in response to this RFP/Q, including copyrighted material is public information. Proposals will be made available for public viewing and copying shortly after the proposal due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFP/Q responses for interested parties to review during regular business hours at the County Commissioners Office, 33 Allen Road, Nahunta, GA 31553. If interested parties would like a copy of the RFP/Q, one will be provided on the Brantley County website at: <http://brantleycounty-ga.gov> .

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/Q. 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 similar work related to Preliminary Architectural Reports;
- 5) A description of the firms 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
A minimum of three references that are knowledgeable regarding the firms recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact email 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).

- 7) Names, Principals, contact information, credentials, staff and experience for all subcontractors in performance of the PAR-ER.

Evaluation Criteria:

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

- 1) Overall quality of the Statement of Qualifications - 15%
- 2) The qualifications and experience of the professional personnel to be assigned to the project, including reference checks and sub-contractor credentials- 20%
- 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- 15%
- 4) Consultant Location - 10%
- 5) Present or projected workload that would affect completion of the project - 15%
- 6) Related experience on similar projects - 20%
- 7) Recent or current work related to Brantley County - 5%

ARCHITECTURAL FIRM 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 Brantley 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 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 federal and 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.

The project involves planning and site evaluation and no future work is implied or guaranteed. Brantley County reserves the right to increase the scope of work with the selected firm as long as the selected firm. Firms interested in contracting with Brantley 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).

Firms awarded this contract, are not precluded from participation in future RFP/Q's for Architectural, engineering and other services for construction of a new Brantley County Courthouse.

In no event shall any official, officer, employee or agent of Brantley 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 Brantley County has every intention to award a contract resulting from this RFP/Q, issuance of the RFP/Q 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/Q;
- Reject any or all proposals received in response to this RFP/Q;
- 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.

Brantley County is an Equal Opportunity Employer.



EQUAL HOUSING

OPPORTUNITY



Attachment 1 - Brantley County PAR RFP

(Guide 6)

RD Instruction 1942-A

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

I GENERAL. The following may be used as a guide for preparation of the Preliminary Architectural Feasibility Report as required for Rural Development financed facilities.

A Need for the facility.

B Existing facilities. Describe - include condition, adequacy, suitability for continued use and other pertinent information.

C Proposed facility. General description of proposed facility including design criteria adopted for continued use and other pertinent information. Building sites.

- 1 Amount of land required.
- 2 Location - Alternate locations.
- 3 Site plan.
- 4 Site suitability.

E Cost estimate.

- 1 Development and construction.
- 2 Land and rights.
- 3 Legal.

Architect fees. Costs should be broken out for the PAR, Design, Inspection, and Recoverables.

Interest. This pertains to the construction loan interest and origination costs. Should be based on construction draw schedule.

Equipment. This estimate needs to be supported by a listing of the equipment and cost breakdown.

Contingencies. Ranges from 5-10%. Projects involving renovation or other unknown factors require a higher percentage.

8 Refinancing.

9 Other (described).

This should include detail on the other costs to the project not identified by the items above: This could include but not be limited to: other consultant fees, working capital and debt service reserves, construction management fees, debt issuance costs, surveys, testing, appraisals, site utilities and access, project escalation for inflation, and furniture if not included under equipment

Annual operating budget. See Below comments.

RD Instruction 1942-A (Guide 6) (Page 2)

1 Income - Include rate schedule. Project income realistically.

2 Operation and maintenance costs - Project costs realistically. In the absence of other data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates.

G Maps, drawings, sketches, and photographs.

1 Maps - Show locations, boundaries, elevations, population existing and distribution, proposed facility, right-of-way, and land ownership.

2 Drawings and sketches - Show preliminary design and layout elevations.

3 Photographs - As needed.

H Construction problems. Discuss in detail - Include information on items which may affect the cost of construction.

I Conclusions and recommendations. Discuss possible alternatives to proposed plans.

F Annual Operating Budgets (Continued) You should work with the applicant's staff responsible for the financial affairs in assembling this information and/or their financial consultant. In this area it would be important for the Architect to indicate any design or equipment aspects that would impact the overall operational costs of the plant. The applicant and/or their financial consultant should incorporate this information in the financial feasibility report. It is not necessary for the architect to go into a great deal of detail on income and expenses when a separate financial feasibility report is being prepared by the applicant or their consultant.

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**PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT
CHECK LIST**

Project: _____

Owner: _____

Location: _____

Reviewer: _____

- A. _____ Need for the Facility
- B. _____ Existing Facility (what will happen with existing)
- C. _____ Proposed Facility
- D. _____ Building Site Information
 - _____ 1. Amount of land required
 - _____ 2. Location (alternate locations)
 - _____ 3. Site Plan (legal, site grades, flood map)
 - _____ 4. Site suitability
- E. _____ Cost Estimate (include all Project Cost, not just Construction Cost)
 - _____ 1. Development and construction
 - _____ 2. Land and rights
 - _____ 3. Legal
 - _____ 4. Architect/Engineer fee
 - _____ 5. Interest during construction
 - _____ 6. Equipment
 - _____ 7. Contingencies
 - _____ 8. Refinancing
 - _____ 9. USDA Required Resident Inspector (if cost is involved)
 - _____ 10. Other (describe)_____
- F. _____ Annual Operating Budget for Facility and Owner
 - _____ 1. Income from facility and other Owner sources (loan payback potential)
 - _____ 2. Operation and maintenance cost for new facility (include staff cost)
- G. _____ Project Preliminary Design (what is currently known)
 - _____ 1. Maps (location)
 - _____ 2. Drawings (site plan, floor plan, building elevations)
 - _____ 3. Photos (site)
- H. _____ Construction Problems (potential site or building specific issues)
- I. _____ Conclusions



USDA – Rural Development, Athens, Georgia Environmental Report (ER) / Environmental Assessment (EA)

Owner: _____ **Project:** _____

Date: _____ **Consultant:** _____

Refer to: 7 CFR Part 1970, Subpart B - 1970.54 and Subpart C - 1970.101

Determination By: _____ **Action: Returned** ____ **Approved** ____
William G. (Rickey) Adair, P.E., State Engineer & State Environmental Coordinator Correct "No" Items

Item	Description	Yes	No	Comments
0.0	Administrative			
0.1	Report to include all Sections of 1.0 through 7.0			Show initial and any revised dates on cover of Report.
0.2	Include Table of Contents			Include page numbers.
0.3	All studies to be completed prior to submittal and included within Report			Pertinent studies as required by Federal or State Agencies.
0.4	Include color pictures of project area(s)			
0.5	Report to be bound (3 ring binder not acceptable).			Electronic copies are accepted.
0.6	If report submitted by engineering firm, verify active Georgia license of firm			Include COA number on cover page if engineering firm is used.
0.7	Georgia PE seal, signature across seal, and date below seal on title/cover page of active engineer in responsible charge			Georgia PE sealing of the document is required if report is prepared by an engineer or engineering firm.
0.8	Civil Rights Analysis, Form 2006-38			
0.9	Notes			
1.0	Purpose and Need for Project			
1.1	Project Description			
1.2	Purpose and need			
2.0	Alternatives to Proposed Action			
2.1	Alternatives Considered			Include "No Action" alternative.
3.0	Affected Environment and Environmental Consequences			Reference specific Federal / State Agency letters in each section.
3.1	Land Use / Important Farmland / Formally Classified land			
3.1.1	Affected Environment			
3.1.2	Environmental Consequences			
3.1.3	Mitigation			
3.2	Floodplains			
3.2.1	Affected Environment			
3.2.2	Environmental Consequences			
3.2.3	Mitigation			
3.3	Wetlands			
3.3.1	Affected Environment			
3.3.2	Environmental Consequences			

Environmental Report / Environmental Assessment

Owner:

Project:

Date:

Item	Description	Yes	No	Comments
3.3.3	Mitigation			
3.4	Water Resources			
3.4.1	Affected Environment			
3.4.2	Environmental Consequences			
3.4.3	Mitigation			
3.5	Coastal Resources			
3.5.1	Affected Environment			
3.5.2	Environmental Consequences			
3.5.3	Mitigation			
3.6	Biological Resources			
3.6.1	Affected Environment			
3.6.2	Environmental Consequences			
3.6.3	Mitigation			
3.7	Cultural & Historical Resources			
3.7.1	Affected Environment			
3.7.2	Environmental Consequences			
3.7.3	Mitigation			
3.8	Socio-Economic and Environmental Justice Issues			
3.8.1	Affected Environment			
3.8.2	Environmental Consequences			
3.8.3	Mitigation			
3.9	Air Quality			Refer to EPA Green Book
3.9.1	Affected Environment			Include EPA non-attainment map.
3.9.2	Environmental Consequences			
3.9.3	Mitigation			
4.0	Summary of Mitigation(s)			
5.0	Correspondence			
5.1	Include list of Agencies providing correspondence			
5.2	Include correspondence sent to and approvals received from All Agencies			See Attachment A Environmental Federal and State Contact List.
6.0	Exhibits and Maps			
6.1	Include list of Exhibits, Maps, and Color Pictures			
6.2	Include location, floodplain, wetland, and project maps.			Maps are to be readable and clearly identify project location on each.
7.0	Preparers			
7.1	Include list of preparers, identifying by name and title			

(Remainder of page left blank)



Environmental Contacts

Tribal Consultation: As part of the 106 consultation process, Tribes are to be contacted for their review. This consultation with the Tribes is “Government to Government” or USDA-RD to the Tribes. Therefore, please provide RD with a summarized project description and location maps (Georgia map and localized map), so we can then forward the information to each Tribal Historic Preservation Officer (THPO).

Federal & State Agencies: The following listing is Federal and State Agencies to be contacted for environmental review. The Environmental Report (ER) or Environmental Assessment (EA) documents are to contain approval/concurrence letters from each Agency. While there are multiple Agency addresses shown, choose the office that would service your particular project location.

Federal Agencies and the Georgia State Historic Preservation Division (SHPO) have no time limit to respond, while the remaining Georgia Agencies have 60 days to respond.

Important: When writing to each Agency, request their approval/concurrence to the project, rather than simply requesting information.

- **U.S. Fish and Wildlife Service**

Important: Only send concurrence / approval requests to FWS using the following email address: gaes_assistance@fws.gov . Once received, the request will be assigned to the appropriate FWS staff member for review and comment.

North Georgia Office

Georgia Ecological Services
355 E. Hancock Ave.
Room 320, Box 7
Athens, GA 30601
706.613.9493

West Georgia Office

Georgia Ecological Services
P.O. Box 52560
Highway 27 @ First Division Rd
Ft. Benning, GA (P.O. Box zip 31995-2560), (Highway zip 31905)
706.544.6428

Coastal Georgia Office

Georgia Ecological Services
4980 Wildlife Drive, NE
Townsend, Georgia 31331
912.832.8739
www.fws.gov/athens
706.613.9493

Environmental Contacts continued

Page 2 of 3

- **U.S. Army Corps of Engineers – Savannah District**

- **Coastal Branch**

- Attention: CESAS-RD-C
P.O. Box 889
100 West Oglethorpe Ave.
Savannah, GA 31402
912.652.5768 or 912.652.5964

- **Piedmont Branch**

- The Plaza
Suite 200
1590 Adamson Parkway
Morrow, GA 30260-1777
678.422.2720
kevin.d.thames@usace.army.mil
678.422.2735

- www.sas.usace.army.mil/
800.448.2402

- **USDA Natural Resources Conservation Service (NRCS)**

- State Conservationist
355 E. Hancock Ave.
Mail Stop 200
Athens, GA 30601
www.ga.nrcs.usda.gov
706.546.2272

- **Georgia Department of Natural Resources**

- 2 Martin Luther King, Jr. Drive, S. E.
Suite 1152
East Tower
Atlanta, GA 30334
www.gadnr.org
404.463.1511

Environmental Contacts continued

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Environmental Protection Division Watershed Protection Branch

2 Martin Luther King, Jr. Drive, S. E.

Suite 1152

East Tower

Atlanta, GA 30334

www.georgiaepd.org

See Website for District Office Listings

404.463.1511

Wildlife Resources Division

www.georgiawildlife.com

770.918.6400

Coastal Resources Division

One Conservation Way

Brunswick, GA 31520

www.coastalgadnr.org

912.264.7218

Flood Plain Management

Flood Plain Management Coordinator

2 Martin Luther King Jr. Drive

Suite 1152 East

Atlanta, GA 30334

404.463.1511

- **Georgia Department of Community Affairs**

Historic Preservation Division (including Archeological) (SHPO)

60 Executive Park South, NE

Atlanta, GA 30329 - 4940

www.dca.ga.gov

404.679.4940

- **Georgia Department of Transportation**

<http://www.dot.ga.gov/AboutGDOT/Districts>

See Website of District Office Locations

- **Georgia Regional Commission Office**

<https://garc.ga.gov/>

See Website for 12 Regional Office Locations