



85 South Main St.,  
Cleveland, GA 30528  
706-865-2017  
[www.cityofclevelandga.org](http://www.cityofclevelandga.org)

## **REQUEST FOR PROPOSALS RFP# 24-002**

**Design-Build Services – City Fire Department and Other City Facilities including, but not limited to, Administrative Offices, Police Department and Public Restrooms, in the same or various locations.**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

**May 10, 2024, AT 11:00AM, EST**  
City of Cleveland, Georgia  
ATTENTION: LISA RITCHIE, CITY CLERK  
“RFP 24-002”  
85 S. Main Street  
Cleveland, GA 30528

**DATE OF OPENING:**

**May 10, 2024 @ 1 p.m. EST**

**NOTE: THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.**

# **REQUEST FOR PROPOSAL RFP#24-002**

**Design-Build Services – City Fire Department and Other City Facilities including, but not limited to, Administrative Offices, Police Department and Public Restrooms, in the same or various locations.**

**City of Cleveland, GEORGIA**

**Date: May 10, 2024**

## **SECTION I – GENERAL REQUIREMENTS**

### **PURPOSE:**

The purposes of this Request are: 1) to provide interested Design-Build firms (“DB”) with sufficient information to enable them to submit a uniform responsive Proposals (“Proposals”) for the City’s review; 2) to set forth a systematic method of evaluation that will be fair and impartial to all interested DB’s; and 3) to generate uniform Proposals for evaluation by the City. This RFP is complex and requires your immediate and careful attention.

### **GENERAL:**

The City of Cleveland Georgia is requesting qualified candidates to submit all relative work experience and qualifications for full Design Build services to help the City of Cleveland in its planning for a City Fire Department and other City Facilities, including but not limited to, Administrative Offices, Police Department and Public Restrooms, in the same or various locations. It is the goal of the City of Cleveland to partner with the Design Builder for those services necessary to achieve the stated objectives in the following Scope:

- Evaluation of proposed site(s).
- Provide preliminary site plans.
- Provide preliminary cost estimates.
- Upon approval of preliminary design, provide full program development with necessary engineering.
- Provide project development and construction timelines.
- Accelerate the project to “fast track” if needed.

**Regular and Uniform Proposal:** Each Design-Builder must comply with all requirements for a regular Proposal as directed or required by this Request. Notice is hereby given to all proposing Design-Builders that Proposals found to be defective or irregular in any respect may be rejected immediately. To facilitate comparative analysis

and evaluation of Proposals, a uniform format shall be employed in structuring each Proposal. The required format will coincide with specifications given later in this request. The Design-Builder's degree of compliance with the requirements of this request will be a factor in the subsequent evaluation and award of the Construction Services Agreement for the designated services. All instructions contained herein, and attachments hereto shall constitute an integral part of this RFP.

**INQUIRIES:** Proposing DB's, or their representatives or agents **shall not** contact any members, or employees, of the City of Cleveland or any Elected Official or employee of any City of Cleveland Elected Official regarding this RFP, Qualifications evaluation, or selection process from the time the RFP is issued until the time a notification of intent to award is announced. **Questions relating to this RFP must be submitted in writing to: Kevin Harris (email: kharris@clevelandga.org).** The deadline for submission of questions relating to this RFP shall be at **1:00 p.m. on April 26, 2024.** All questions submitted in writing prior to the deadline will be compiled, answered in writing, and posted to the website as an addendum.

**SEALED PROPOSALS:**

- A. An **Original and Four (4) copies** of the Proposals must be submitted in a sealed envelope/package, addressed to City of Cleveland. Each sealed envelope/package containing a Proposal must be plainly marked on the outside as **“RFP#24-002 Design Build – City Fire Department and Other City Facilities including, but not limited to, Administrative Offices, Police Department and Public Restrooms, in the same or various locations.”**
- B. **Original** is to be unbound and should include the executed Construction Services Agreement. You do not have to include the executed Construction Services Agreement in the four copies.
- C. **Pricing Form** is to be placed in a separate Sealed Envelope from your Technical Submission.
- D. If the Proposal is forwarded by mail, the sealed envelope/package containing the Proposal must be enclosed in another envelope/package to the attention of the City of Cleveland at the address below and also marked on the outside as **“RFP#24-002 –Design Build – New City Fire Department and Other City Service Departments including, but not limited to, Administrative Offices, Police Department and Public Restrooms, in the same or various locations.”**
- E. City of Cleveland will not be responsible for late mail deliveries, and no Proposal will be accepted if received after the time as stipulated by this RFP. No Proposal may be withdrawn or modified in any way after the deadline for the RFP opening.
- F. **FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL RESULT IN DISQUALIFICATION.**
- G. **SEALED PROPOSALS SHALL BE SUBMITTED TO:**
  - City of Cleveland, Georgia
  - ATTN: LISA RITCHIE, CITY CLERK
  - “RFP 24-002”
  - 85 S. Main Street
  - Cleveland, GA
  - 706-865-2017

**EVENTS:** The following dates and times apply to this RFP:

- a. Issue Request for Proposals **April 10, 2024**
- b. Deadline for Questions **April 26, 2024**
- c. Responses to Questions available online **May 2, 2024**
- d. Mandatory Proposals Due Date **May 10, 2024 @ 11 a.m. EST**
- e. Mandatory Proposals Opening **May 10, 2024 @ 1 p.m. EST**
- f. Review and Reconcile Proposals **May 10-13, 2024**
- g. Selection Recommendation to Council **May 13, 2024**
- h. Award if approved **May 14, 2024**

**Sealed Proposals will be accepted no later than May 10, 2024.** Any Proposal received after said time and date will not be considered by City of Cleveland. Proposals will be opened at **Cleveland City Hall, Office of the City Clerk, 85 South Main Street, Cleveland, GA 30528**

**REJECTION OF SUBMISSIONS:** The City of Cleveland reserves the right to reject all Submissions submitted, or where it may serve the best interest of the City, to request additional information or clarification from those submitting Proposals. The City, in its sole discretion, also reserves the right to waive any informalities or technicalities relative to any or all Submissions. The City of Cleveland reserves the right to retain all Proposals submitted.

There is no expressed or implied obligation for The City of Cleveland to reimburse any Firm for any expense incurred in preparing or presenting a Proposal Submission in response to this RFP.

**LATE QUALIFICATIONS, LATE MODIFICATIONS AND LATE WITHDRAWALS:** Submissions received after May 10, 2024 at 11 a.m. EST will not be considered. Modifications received after May 10, 2024 at 11 a.m. EST will not be considered. The City of Cleveland shall bear no responsibility for the premature opening of a Submission Package not properly addressed and identified, and/or delivered to the proper designation.

**RIGHT TO SUBMITTED MATERIALS:** All responses, inquires, or correspondence relating or about this schedule, exhibit, and other documentation by the proposing Design-Builder shall be properly identified with their Firm name and will become the property of the City of Cleveland upon receipt by the City.

**ASSIGNMENT OF CONTRACTUAL RIGHTS:** It is agreed that the proposing Design-Builder selected will not assign, transfer, convey, or otherwise dispose of a Construction Services Agreement that results from this invitation or his right, title, or interest in or to the same, any part thereof, without written consent by the City of Cleveland.

## **SECTION II – PROPOSAL REQUIREMENTS**

Submissions shall not exceed seventy five (75) typed pages. Tabs do not count toward this limit. 8-1/2" x 11" Sheets printed on both sides counts as **one** page. 11" x 17" Sheets counts as **two** pages. Font shall be no less than 10 point and you may utilize double siding. All Submissions shall include the information indicated below **and in the following order with individual Tabs for each section and sub section.**

**All Submissions received will become a part of the official contract file and may be subject to disclosure.**

*The City of Cleveland is a governmental entity that is subject to the Georgia Open Records Act (“ORA”). After contract award, documents submitted to the City of Cleveland in the bidding process are presumed to be subject to the ORA; however, documents that an offeror contends that may contain specific trade secrets that may be marked as “Trade Secrets”. An offeror is required to submit and attach to the specific trade secret record an affidavit affirmatively declaring the specific information in the records that constitutes a trade secret, as defined by Georgia law. If the offeror attaches such an affidavit and if inspection or copies are requested under the ORA, the City of Cleveland will contact offeror to advise offeror that said documents have been requested and will be produced if the City of Cleveland determines they do not constitute trade secrets. Offeror shall have the amount of time stated in the notice to seek legal remedy preventing the disclosure of the documents. If the City of Cleveland has not received a valid judicial order or decree preventing the disclosure of the documents, they will be disclosed in accordance with the time requirements contained in the ORA.*

**A. QUALIFICATIONS SECTION:**

All Submissions should include the information outlined below in the following order and separated by tabs:

1. **A. Cover Letter & Statement of Interest** - Briefly, tell why your firm or team is interested in this City of Cleveland Project. This information shall include the following:
  - For Design firm(s), explain experience in working with the Municipal and County Governments or Educational institutions review and submittal process.
  - List of similar projects the Construction firm has undertaken in previous years. *Prefer Municipal, County or Educational projects.*
  - List of similar projects the Construction firm has undertaken in White County and the surrounding communities *utilizing local teams using local contractors and subcontractors.*
  - Explain work experience in managing and/or implementing project examples of similar clients and references in which these services have been performed.
  - Explain experience working with the Municipal and Counties and Fire Departments.
  - Explain experience delivering projects on time, within budget, and with high quality of standards.
  - Provide design creativity, awards, or acknowledgements.
  - Provide examples indicating your ability to be flexible and fluid when it comes to changes in your design or processes.
  
2. **Firm Description and Information**
  - Basic company information
  - Company name
  - Address & Zip code
  - E-mail address & Name of primary contact

- Telephone number
- Fax number
- Number of years in business
- DUNN and BRADSTREET Number
- Form of ownership, including state of residency or incorporation.

**3. Firm Financial Information**

**1) Letter from Financial Institution** indicating financial strength of firm or firm(s).

**2) Financial Statement** prepared by your CPA or internal Accountant.

**3) Certificate of Insurance as detailed on page 12**

**4) Bonding:**

**A. Identify the Construction Firm's surety or sureties:**

The Construction Firm's surety or sureties must be licensed in Georgia, be currently rated "A-" or better by A.M. Best Company and, additionally, shall be currently listed on the U.S. Department of Treasury's Listing of Approved Sureties (Department Circular 570) as a surety authorized to write bonds for the U.S. Government with a total underwriting limitation of the CM Firm's surety or sureties equal to or greater than the Estimated Construction Value for the project stated on page one of this form.

**B.** State the Construction Firm's current per project bonding capacity with its surety or sureties per project and aggregate.

**C.** State the unused amount of the line of bonding credit (aggregate) currently available to the Construction Firm:

**D.** State the name(s), address(s), and telephone number(s) of the Construction Firm's surety agent(s) or underwriting contact(s) for the past five (5) years:

Current \_\_\_\_\_

One Year ago, \_\_\_\_\_

Two Years ago, \_\_\_\_\_

Three Years ago, \_\_\_\_\_

Four Years ago, \_\_\_\_\_

**E.** State whether performance or payment bond claims have been made to the Construction Firm's surety on any project within the past five (5) years:

*If the answer to the preceding question is "yes," describe each claim, the name of the project, the owner, the name of the company or person making each claim, the date of each claim, the circumstances of each claim, and the resolution of each claim:*

**F.** State whether any surety has refused to bond the Construction Firm on any project in the past five years.

*If the answer is "yes," state the name of the project and specify the reasons given for each refusal, the date of each refusal, and the name and address of the surety that refused to bond:*

**4. Firm Current Legal Status**

- Regarding litigation with owners, project managers, sub-contractors/consultants, and vendors: List any active or pending litigation within the last Five (5) years with an owner, project managers, sub-contractors/consultants and vendors has against any member of the proposed Design Build team and explain. List any active or pending litigation within the last Five (5) years any member of the Design Build team has against any Owner, project manager, sub-contractors /consultants and vendors and explain.

- Other than that, just listed, has any member of the proposed Construction or Design Build firm or team been involved in any relevant litigation in the past five years? Explain.
- Has any member of the proposed Design Build firm or team ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? Explain.

**5. Firm’s Relevant Project Experience and Reference Projects**

Relevant project experience includes similar building type and delivery method relevant to the type of project to be constructed. Of special interest will be the firm’s experience with renovation/expansion of Public Safety facilities, Fire Stations or Educational facilities

Describe Five (5) projects in order of most relevant to least relevant that demonstrate the firm's capabilities to perform the Project(s) at hand. For each project, the following information should be provided:

- The name of the organization to which the services were provided.
- Project name
- Project location
- Dates during which services were performed
- Physical description (e.g., square footage, number of stories, site area, etc.)
- Brief description of project
- Services performed
- **Statement of performance versus owner expectations, including concept, cost, quality, and schedule**
- One (1) representative photo of the project
- Owner Budget \_\_\_\_\_ versus Delivered Cost \_\_\_\_\_
- Owner Schedule \_\_\_\_\_ versus Delivered Schedule \_\_\_\_\_

**6. Firm References**

For at least Two (2) of the Five (5) projects listed in item #5 above, provide the following:

- Provide minimum of Two (2) references from Owners for whom the team has provided design professional services and Construction Management Services of a nature and quality similar to those described herein.
- **Provide the written statement from each Owner as to whether the project finished on time and on budget or if not why.**

**7. Design Build Team / Personnel Capability**

- Provide general information about the firm's or team’s personnel resources, including classifications and numbers of employees and the locations and staffing of offices.
- Provide an organizational chart of key personnel proposed for these projects in the areas of architecture, engineering, construction management, major sub-contractors, and any other areas necessary to complete the projects.
- Provide summary resumes / qualifications and description of experience of key personnel proposed for the projects.

**B. PROPOSAL SECTION: All Submissions should include the information outlined below in the following order and separated by tabs:**

1. **Understanding of the Projects** – Provide a statement of the Team’s understanding of the Project type. Submit a list of services to be provided by the firm or team that will address the completion of projects. At a minimum, the following should be included:
  - Specific Pre-Construction / Design Phase approach to the identified Project
  - Specific Schedule approach to completing these projects within time constraints outlined.
  - Specific Cost management approach to developing, verifying, modifying, and submitting costs in a phased manner to the Owner for consideration that will ensure the completed projects will be within cost constraints and meeting their Design Standards.
  - Specific approach to developing, verifying, and managing potential and / or required long-lead items necessary for the project.
  - Specific Quality management approach to verifying and assuring quality materials are selected, procured, and installed with acceptable construction industry standards.
2. **Additional Services Required** – Based upon the Team’s understanding of the projects, identify any additional services that might be required in order to complete the projects that have not been previously covered elsewhere in the respondent’s qualifications submittal package. Describe how and when you would determine if these services were required, how you would notify the owner and who would be responsible for the fees for these services.
3. **Computer Capabilities**

Describe your Team’s in-house capabilities in the following areas:

  - Internet based collaboration tools for design and construction (name, version of software used).
  - Electronic transmittal of drawings, documents, and general construction communication. This should include software for contract and document management, document file transfer protocol and or repository, etc. (name, version of software used– e.g. Newforma).
  - Regular Business Software such as Spreadsheet, Word Processing, Presentation, and communications.
  - Project Construction Budgeting / Cost Estimating / Reporting in electronic format (name, version of software used).
4. **Statement of Why the Proposing Firm or Team Should Be Selected**

This section provides each firm or team the opportunity to provide specific information that differentiates them from other offerors. **This differentiation MUST be something stated that has not been previously stated in the RFP elsewhere.** This statement is limited to one page.

## SECTION III – EVALUATION AND SELECTION PROCESS

**1. Selection Committee**

The selection of Design Builder firm or team will be by a Selection Committee comprised of representatives of the City of Cleveland and others, as appointed by the City Administrator.

**2. Initial Written Submittal**

Review of Submissions by Selection Committee members will be to determine those firms or teams meeting minimal qualifications and those whose proposed approach best suits the needs of these Projects.

The Selection Committee will review the Qualifications & Proposal sections of the submittals. Once this review is completed, each Submission will be judged based on their fulfillment of the following Criteria:

| No. | <u><b>QUALIFICATIONS</b></u><br><b>Major Category</b>            | <b>Criteria</b>                                                                                                                                                                                                                                                             |
|-----|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Cover Letter & Statement of Interest                             | Introduction of team, team background if not single firm; clarity in expressing interest, specific and compelling reasons why program is a good fit for the firm/team                                                                                                       |
| 2   | Firm/Team Description and Information                            | Basic company information; Form of ownership; history and growth of your firm(s).                                                                                                                                                                                           |
| 3   | Firm/Team Financial Information                                  | See Section A -Item Number 2 in this RFP                                                                                                                                                                                                                                    |
| 4   | Firm/Team Current Legal Status                                   | Firm's/Team's litigation record                                                                                                                                                                                                                                             |
| 5   | Firm's/Team's Relevant Project Experience and Reference Projects | Firm/Team's experience with projects using Design Build delivery method<br>Firm/Team's experience with similar projects. Firm/Team's experience with preconstruction, construction, and post construction services                                                          |
| 6   | Firm/Team References                                             | Quality of references from an Owner for the proposed team; Quality of references from a Contractor for the proposed team; Professional recognition of the firm/team through general acclaim, awards, publications, etc.; Record of designing projects on time and at budget |

| <b>No.</b> | <b><u>QUALIFICATIONS</u></b><br><b>Major Category</b>   |  | <b>Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------|---------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7          | Firm's Team / Personnel Capability                      |  | Depth of resources with experience and ability, qualified and available for Lead CM Project Manager, Superintendent (s), and other Key personnel roles Specific personnel experience with similar facilities; Qualifications and experience of proposed Key sub- contractors & consultants                                                                                                                                                                                                |
| 1          | <b><u>PROPOSALS</u></b><br>Understanding of the Project |  | Firm/Team's demonstrated ability to present design-construction phase info, deliverables, and resources needed to complete each project; Firm/Team's demonstrated ability to communicate potential issues that may have an impact on the technical, administrative, staff participation, and design-construction tasks; Firm/Team's demonstrated ability to present their capabilities, through previous experience, which shows how the firm can solve complex project issues creatively |
| 2          | Additional Services Required                            |  | Identify any additional services that might be required in order to complete the projects.                                                                                                                                                                                                                                                                                                                                                                                                |
| 3          | Computer Capabilities                                   |  | <ul style="list-style-type: none"> <li>• File Transfer Protocol (FTP), Submittal processes</li> <li>• Regular Business Software such as Spreadsheet, Word Processing, Presentation, and communications</li> <li>• Project Construction Budgeting / Cost Estimating / Reporting and Management</li> </ul>                                                                                                                                                                                  |
| 4          | Statement of Why Firm Should Be Selected                |  | Provide specific information that differentiates firm/team from others in the competition                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5          | Responsiveness of Submittal                             |  | Extent to which the instructions in the RFP were followed                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## **SECTION IV – CONSTRUCTION SERVICES AGREEMENT REQUIREMENTS**

This section describes the City of Cleveland’s expectations for the selected Design Build firm or team. The final terms and conditions of the contract supersede the information provided here. The information below is intended to provide base requirements for Offerors. It is not the intent of the City of Cleveland to limit opportunities to reduce cost or expedite the schedule. Alternatives that allow the Design Build to “fast-track” the project and incorporate value engineering and the advantages of such alternatives should be adequately explained in the Submission.

It is also the intent of the City of Cleveland to a single contract with a Design Build firm or team for various projects. While contracted together, each project will maintain a separate budget, schedule, and delivery process.

### **A. FORM OF AGREEMENT**

- The Owner intends to enter into a Contract with the Selected Offeror. If the selected offeror is a single entity, the City of Cleveland will contract with that entity. If the selected Offeror is a team, the City of Cleveland will contract with the Construction firm, who shall be contractually obligated. The Construction firm and the design-build team may contract between themselves as prime/sub-contractors, joint ventures, etc. Conditions of the Contract Agreement shall be communicated via RFP or via Addendum.
- It is the intent of the Owner to utilize a Design Build contract for the Cost of the Work plus a Fixed Fee with a Guaranteed Maximum Price (GMP).
- It is the intent of the Owner to execute the contract allowing the Design Build firm or team to complete the Design phase in packages for expediency of construction. Along the way it will be the responsibility of the Design Build firm or team to work with the Owner to ensure the total cost of work is not outside the total project.
- Once a Design Phase Package is completed and Construction Documents for permit have been submitted for approval, the Design Build firm or team will be requested to provide the owner with a Guaranteed Maximum Price (GMP) for that package AND each successive design and construction phase with the total, including all previous Design phases and Construction estimates, not to exceed the total Project Budget.

### **B. TERMS OF PAYMENT AND COST CONTROL**

The project delivery method to be utilized for this project is Design Build that incorporates conditions of a cost-plus fixed fee with a Guaranteed Maximum Price contract. This total cannot exceed the project (s) budgets.

The Design Build firm or team will be required to provide a Part 1 detailed cost estimate for the Design. This Design Estimate shall be reviewed and evaluated by the Owner.

Furthermore, once Part 2, and any more successive Parts of the contract have been executed for construction, the Design Build firm or team shall obtain competitive bids for work that is not self-performing and prepare detailed cost estimates for work it intends to self-perform based on construction documents approved by the Owner and all appropriate permit-issuing agencies. The bids and detailed Construction Documents

Estimate shall be reviewed and evaluated by the Owner. While there are no minimum requirements for number of bids or limitations on self-performed work, the Design Build firm or team is required to take all reasonable steps to minimize costs while adhering to the City of Cleveland's Project Standards.

At no time will payments exceed the GMP without prior written and approved Change Orders.

c. **INSURANCE**

**INSURANCE REQUIRED OF CONSTRUCTION  
MANAGER**

1. The Design Build firm or team shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified in the Design Build Contract.
2. The Certificate of Insurance evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the City of Cleveland's interest shall not be effective until 30 days after the insurer or the Contractor gives written notice to the City of Cleveland.
3. The Certificate of Insurance shall reference the RFP identification number and description as evidencing this requirement.
5. **Comprehensive General Liability:**  
This shall be taken out in the name of the Construction Management firm with the City of Cleveland, its council members, officers, and employees, to be included as an additional insured.  
-Combined Single Limit shall not be less than \$1,000,000.00 for each occurrence and not less than \$2,000,000.00 aggregate.
6. **Automobile Liability Insurance:**  
Taken out in the name of the Construction Management firm
  - Combined Single Limit shall not be less than \$1,000,000.00 for each occurrence and not less than \$1,000,000.00 aggregate.
7. **Worker's Compensation Insurance:**  
Both the Construction Management Firm and the Design-Build Firm (if different) shall obtain and maintain Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance covering all employees of the CM Firm, the Design-Build firm and any uninsured Subcontractor(s). It shall be the responsibility of the Construction Management firm to ensure Subcontractors' compliance with this requirement.
  - For Employer's Liability Insurance coverage, the combined Single Limit shall not be less than \$1,000,000.00 for each occurrence.
8. **Professional Liability Insurance:**
  - This shall provide \$2,000,000.00 Minimum for Errors and Omissions.

Before commencing any work, the Construction Manager shall provide the City of Cleveland with certificates of insurance or other satisfactory evidence that the above-mentioned bonds are in force, to be evidenced by an affirmative approval of the insurance from the City of Cleveland.