



Request for Proposal  
For  
Architectural Services

Prepared by:  
Lowndes County  
Purchasing Department  
June 4, 2012

**Lowndes County, Georgia**  
**Request for Proposals for Architectural Services**  
**June 8, 2012**

The Lowndes County Board of Commissioners request written proposals for professional architectural services in the design and construction for the Lowndes County Library System Board of Trustees of a new Main Library located in Valdosta, Georgia.

Architectural responsibilities will include building design and site design as well as construction administration for all aspects of the project. Architectural responsibilities will also include working closely with the Lowndes County Library System Board of Trustees and its personnel and the successful construction company.

Written proposals are to be mailed or otherwise delivered to Lisa Burton, Purchasing Agent, Lowndes County Board of Commissioners, 327 North Ashley Street, Valdosta, Georgia 31601. Written proposals are due no later than 10:00am, Monday, July 9, 2012. Late submittals will not be accepted. All submittals will be evaluated and from that process approximately three architects will be selected to give more detailed presentations.

For information regarding the RFP packets, contact Lisa Burton, Purchasing Agent, at (229) 671-2527 or [lbarton@lowndescounty.com](mailto:lbarton@lowndescounty.com).

All costs related to the preparation, submittal, or presentations of the proposals hereby requested for this project are the sole responsibility of the respondent and will not be assumed in full or in part by the Lowndes County Board of Commissioners or the Lowndes County Library System Board of Trustees.

## **BACKGROUND**

Due to the continuous population growth of Lowndes County, the Lowndes County Library System Board of Trustees has recommended to the Lowndes County Board of Commissioners that a new main library be constructed to help relieve the growing demand placed by library users on the existing library facilities.

The new library will occupy approximately 62,000 sq. ft. Due to the heavy emphasis that the library system places on automation via online circulation transactions and information services supplied via Wide Area Network transmissions, extensive design work will be required in areas relating to significant computer tele-communications and universal wiring systems. Other building aspects include digitally programmable HVAC

systems, security alarm system, fire alarm, closed circuit TV monitors and sprinkler systems, interior and exterior signage, and automatic door systems.

The new main library will be constructed separately but in conjunction with the proposed Municipal Auditorium that will be constructed by the City of Valdosta at 3103 N. Ashley Street Valdosta, GA 31606. Attached is an aerial showing the delineated boundaries for the site for the proposed new library facility. The new main library should be compatible in design to the proposed Municipal Auditorium. The Lowndes County Library System Board of Trustees would like to keep the design of the new library facility to a maximum of two stories or less.

## **SCOPE OF WORK**

Anticipated building design includes but is not limited to: architectural design of the building; design of all building electrical, mechanical and plumbing systems; estimation of project construction cost; interior design services; furniture and equipment bid documentation. A Building Program document prepared by library consultants Greg Heid and Kathryn Ames is part of the RFP and should be followed with substantial compliance by the architect. The selected architect also must follow all Georgia Public Library Systems Guidelines. Architect shall provide all drawings, specifications, and bid documents necessary for bidding and completing the development and construction of the project. All architectural plans and purchase of furniture and equipment for these projects will be subject to the approval of the Lowndes County Board of Commissioners and the Lowndes County Library System Board of Trustees.

Anticipated site design includes but is not limited to: boundary and topography survey work needed to provide a base plan including location of temporary mobile facilities; geotechnical analysis of site with regard to soil bearing capacity, location of rock and/or unsuitable base materials; development of site plans, and erosion control plans; the design of any retention/detention basins and associated structures and the provision of all necessary hydrology studies; design of storm and sanitary sewer systems needed to service the building or site; design of a balanced grading plan with the provision of cut and fill calculations; design for the provision of all water (including fire services lines and hydrants), telephone, electric, data communication, and gas service to the building; design of landscape planting and irrigation system; design of vehicular and pedestrian circulation system; design of exterior security and pedestrian system lighting; all interior design; and selection of furniture. An illustrative site master plan must be prepared which clearly depicts the integration of the new building with the surrounding residential or commercial area. The selected architect must work closely with the consultant hired by the City of Valdosta to ensure that the new library plan works with the proposed Five Points Steering Committee master plan.

Anticipated construction administration services include but are not limited to; acquisition of building development permits (this does not mean paying the associated

fees); attend pre-bid conferences as required; evaluate bids and provide a recommendation for contract awards; conduct pre-construction conferences as required; acquisition of geotechnical and materials testing services as needed; conduct regular site inspections and attend scheduled site meetings; provide observation of contractor's operations and work to determine compliance with plans and specifications, quality of workmanship and progress including a written report to the owner every two weeks at a minimum until final acceptance of work; provide shop drawings and review other necessary contractor's submissions; process payment applications, lien waivers, permit acquisition, occupancy certificates, and warranty packages; provide revised plans to compensate for construction problems which arise due to insufficient information on the construction documents; work with contractors and make recommendations to owner to resolve conflicts and problems that may arise during the course of the project; evaluate requests for changes in the project, exclusive of design services, and if necessary recommend supplemental agreements; participate in the final inspection of the project for compliance with contract documents including all mechanical systems.

## **SUBMITTAL INSTRUCTIONS**

All information requested is required. Submission of a firm's qualifications is certification to the factual truth of all information presented. Submittals shall include one (1) original and eight (8) copies. Each firm is to also submit a rendering of what they believe would be the new main library and provide a cost estimate for construction for the same.

Name of Firm

Address

Name and Title of Respondent

Years in Business

Date of Incorporation

State of Incorporation

Firm's Insurance Coverage

1. List names and addresses of all officers.
2. List categories in which firm is legally qualified to do business. Include licenses and registrations where applicable.
3. Has your firm defaulted on a contract, failed to complete any work awarded, or been involved in work-related litigation? If yes, please explain.
4. List firms that present officers have been associated with as officers during the past ten years.
5. What is your current workload, and what do you expect in the near future?
6. Provide three references
  - a. Owner
  - b. Engineer
  - c. Contractor

7. Provide a brief resume of the educational training and experience with particular attention to the design and construction of the facilities, of each member of your firm that you anticipate would be working on the project.
8. Provide a brief resume of the educational training and experience with particular attention to the design and construction of the facilities of each sub-consultant that you anticipate would be working on the project.
9. Provide information on projects completed in the last five years that had a building construction cost of more than \$10,000,000 and were for new construction of a library or similar facility.
10. The owner wants a particular design or wishes to make changes in the design. How would you respond?
11. Describe and give examples of how your firm supervises and inspects the work on a project to insure quality workmanship and conformity to the contract documents.
12. What process and/or procedure do you use to keep the owner informed as to the status of the project?
13. Illustrate, using examples, how diligent you are in seeing that punch list items are completed in a timely manner.
14. How do you assist the owner in obtaining corrective measures, when necessary, during the warranty period?

## **RESERVATIONS**

Lowndes County Board of Commissioners reserves the following rights:

Rejection of any and all submittals  
Negotiate changes in the Scope of Work  
Negotiate services to be provided  
Negotiate fee proposal  
Waive any and all technicalities

## **ADDITIONAL INFORMATION**

Questions regarding this Request for Proposal must be submitted in writing to Lisa Burton, Purchasing Agent, via email to [lburton@lowndescounty.com](mailto:lburton@lowndescounty.com) . Questions must be submitted prior to 5pm. EST, June 29, 2012. Answers will be sent out on or before July 3, 2012. The approximately three architectural firms selected to make presentations must be prepared to make their presentations on July 16, 2012.

Submit your firm's design fee in a separate envelope specifically marked on the outside of the envelope: Architectural Fee.