

**REQUEST FOR QUALIFICATIONS AND SEALED FEE PROPOSAL**

**PWUP20-02  
RENOVATION DESIGN & CONSTRUCTION ADMINISTRATION SERVICES FOR  
NORCROSS POLICE ADMINISTRATION BUILDING**

**INSTRUCTIONS**

The qualification package and 4 copies (5 total) should be submitted in a sealed envelope, clearly marked "NORCROSS POLICE ADMINISTRATION BUILDING" on its face, to:

City of Norcross Community Development Department  
65 Lawrenceville Street, 2<sup>nd</sup> Floor  
Norcross, GA 30071  
Attn: Erica Madsen, City Engineer

All Proposals must be submitted by Thursday April 30, @ 11:00 a.m. to:

Erica Madsen, City Engineer  
[erica.madsen@norcrossga.net](mailto:erica.madsen@norcrossga.net)  
Community Development and Planning Department

Please submit questions via e-mail only. Submit questions/requests to Erica Madsen via e-mail at [erica.madsen@norcrossga.net](mailto:erica.madsen@norcrossga.net) All questions/requests must be submitted via e-mail prior to 5 p.m. Friday April 10, 2020.

In the interest of public health no pre-proposal meeting will be held. Please email questions and we will work to generate addenda on a rolling basis until the deadline for questions has passed.

No proposal will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the firm.

No proposal may be withdrawn within thirty (30) days after the proposal opening and all proposals shall remain firm during this period.

We appreciate your interest in the City of Norcross!

## **REQUEST FOR QUALIFICATIONS AND SEALED FEE PROPOSAL**

### **RENOVATION DESIGN & CONSTRUCTION ADMINISTRATION SERVICES FOR NORCROSS POLICE ADMINISTRATION BUILDING**

#### **I. BACKGROUND**

The City of Norcross and Gwinnett County are jointly funding construction of a new library at Lillian Webb Park. Upon completion of the library, anticipated mid-year in 2022, the existing library at 6025 Buford Hwy, Norcross, GA will be closed. The City of Norcross will renovate this existing building to serve as the new Norcross Police Administration Building. The City's desire is to have renovation construction plans finalized for bidding upon closure of the library. The police department has developed a conceptual space programming plan for the new Administration Building, included in this Request for Qualifications Package.

The 2017 SPLOST program currently includes \$970,000 in funding toward this project, which is anticipated to include design and a portion of construction. The City of Norcross has an established Green Building policy included in this Request for Qualifications package.

The existing Gwinnett County Public Library is located at 6025 Buford Hwy, Norcross, GA 30071. It was constructed in 1990 and is approximately 1,328 SF on 1.92 acres. Water and sewer is provided by Gwinnett County Water Resources

#### **II. SCOPE OF WORK**

The Scope of Services includes all architectural and site design services to convert the existing Norcross Public Library Branch into a new Norcross Police Administration Building. Project will include construction cost estimation, development of a comprehensive project manual of specifications and all construction documents needed for public bidding of the construction project. The scope of construction administration/commissioning services will be developed during the design process. Design plans shall include interior demolition, site renovations, erosion control, and tree protection/landscape design. Irrigation to be design/build.

##### **Kickoff/Develop Base information**

- Design team shall commission a field run survey including all underground utility locations, topography and tree locations. A boundary survey plat from 1988 will be provided in hard copy format.
- Design team will develop base as-built building plans based on building design plans (hard copy) and field measurements.
- Design team shall coordinate a kickoff meeting with City Staff including City Engineer, Police Chief, and Public Works Director at a minimum to discuss project goals, programming, budgets and overall project schedule. Stakeholder group to be identified.
- Design team shall be prepared to discuss recommendations for compliance with the Green Building policy and how to achieve LEED certification.

## Design Phases

- Conceptual Design shall include a 30% design level construction document package, including PDF and Hard copy submittal to the City, with associated cost estimate for budgeting purposes. A design review meeting with the City Stakeholders shall be included. Stakeholders will provide review comments within 1 week.
- Schematic Design shall include 60% design level construction document package including PDF and hard copy submittal to the City, associated cost estimate and project specification manual outline. Design team shall update compliance toward the Green Building policy. Design team shall meet with City Stakeholder for design review and then develop a short project update presentation for a City Council Policy Work Session. Stakeholders will provide review comments within 1 week.
- Construction Document Design shall include 90% design submittal, with associated cost estimate, in PDF and hard copy format. Submittal shall include all design disciplines for municipal permitting review, including site and building design and a complete project manual of specifications for review. Land Disturbance Permitting will be handled through the City of Norcross. The consultant will be required to submit design plans for municipal plan review, including submittal Gwinnett county Fire Marshall's office. GDOT will require approval for all streetscape work along Buford Highway. All revisions for permitting approval shall be included in the fee. The City of Norcross has online plan submittal, so hard copy design plans are only required upon plan approval.
- Bid Package shall include full 100% construction documents and specifications integrating all stakeholder comments and municipal review comments to date for construction bidding.

### **III. PROPOSAL SUBMISSION INSTRUCTIONS**

#### **9 pages maximum, exclusive of resumes, cover sheets and lump sum fee proposal**

1. **Cover Letter (1 page)** – Submitters shall include a cover letter indicating interest in the project and identifying the consultant's point of contact.
2. **Firm Information (1 page)** – including office locations, size, and contact information
3. **Organization Chart (1 page)** – Submitters shall include an organization chart showing team structure and personnel for the project.
4. **Project Approach/Schedule (3 pages, maximum)**– Submitters shall include a summary of the recommended approach and milestone dates for data gathering, design development and presentation of recommendations
5. **Experience/References (3 pages, maximum)** – Submitters shall include a summary of 3 projects of similar size/scope within the past 5 years. Include a reference with contact information for each project. Also include approximate project construction budget, key sub consultants and project status (in design, in construction, complete, for example)
6. **Resumes** – Submitters shall include resumes for key personnel on the project
7. **Lump Sum Fee Proposal – in separate envelope**

## **EVALUATION CRITERIA**

Project Approach:	45%
Schedule:	5%
Experience/References:	40%
Fee:	10%

Projects will be ranked by qualifications first, and then the fees for the highest ranking 3 firms will be opened and given 10, 6, or 3 points respectively by lowest fee to highest fee

The fee proposal should be responsive to the range of issues elaborated in this Request for Proposal. Provide a written scope including the information outlined above a line item lump sum fee proposal prepared to cover ALL consulting fees needed to complete the work. The total fee proposed shall be considered to be indicative of all fees which will be generated by the prime consultant and all sub-consultants whose consulting services are required to complete the work described in Section III, Scope of Work. Please structure the fee proposal as follows:

- I. Kickoff/Base Plan Development (Lump Sum)
- II. Design Phase (Lump Sum)
- III. Reimbursable Expenses (NTE)
- IV. LEED Design Coordination (Lump Sum)

If the Consultant anticipates that services will be required to complete the work which is not outlined in the Scope of Work, the Fee Proposal should describe these services in a distinct line item.

Proposers are expected to carefully examine the scope of work, the attached concept plan and conditions of the RFP prior to submission. All interpretations or corrections will be issued as addenda and will be sent to all proposers. No addenda will be issued during a period beginning 48 hours before the date for receipt of proposals.

## **IV. RESERVATIONS**

The City of Norcross reserves the right to reject all proposals, to negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities.

THANK YOU FOR YOUR INTEREST IN THE CITY OF NORCROSS.

## CITY OF NORCROSS

### GREEN BUILDING POLICY

#### 1. Purpose

The purpose of this policy is to establish guidelines for the City of Norcross to plan, design, construct, manage, renovate and maintain its facilities and buildings in a sustainable manner. Green buildings are designed to reduce the overall impact of the built environment on human health and the natural environment by reducing the carbon footprint. Green buildings accomplish these goals in three main areas:

- a. by efficiently using energy, water and other resources,
- b. by protecting occupant health and improving employee productivity, and
- c. by reducing waste, pollution and environmental degradation.

Several certification programs and benchmarks exist to rate the sustainability of a building. These are:

- a. United States Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system and
- b. Environmental Protection Agency and Department of Energy's EnergyStar and EarthCraft Light Commercial programs include guidelines for buildings that are not LEED certified.

The intent of this policy is to ensure that all new buildings constructed by the City of Norcross shall be designed, measured and constructed using these programs.

#### 2. Scope

This policy applies to both new construction and renovations as specified below:

##### New Construction

- a. The LEED rating system shall be used as guidance for a design and measuring tool to ensure that new construction and renovations are designed and constructed by sustainability in accordance with accepted national standards.
- b. Facilities and buildings over 5000 square feet of occupied space shall be certified under the LEED-NC certification standards. The certification can be Certified, Silver, Gold or Platinum depending upon the most practical application for the project at hand. A recommendation for such certification will be made by the city staff and approved by the Mayor and Council for each project individually.
- c. Facilities and buildings less than 5000 square feet of occupied space are encouraged to be designated LEED-NC certified. However, if LEED-NC certification is not feasible in the judgment of the city staff and the Mayor

and Council per the exceptions in Section 5, smaller buildings must be certified using Energy Star or EarthCraft Light Commercial standards.

Renovations

- a. Facilities and buildings requiring greater than 50% of space or occupants to be remodeled would be LEED-NC (New Construction).
- b. Facilities and buildings requiring less than 50% of space or occupants to be remodeled would be LEED-EB (Existing Building).

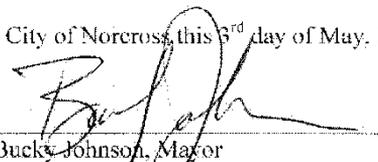
3. Exceptions

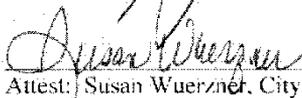
- a. Historically designated building with design considerations which limit the inclusion of green materials or building techniques to maintain the historical character.
- b. Buildings or projects for which achieving LEED certification would increase the costs by 20% or more such that the project is no longer financially feasible. Examples are development on brownfield sites, sites with no infrastructure or historic preservations sites.
- c. No practical green alternative exists for the particular project or improvement.
- d. If a Return On Investment (ROI) analysis does not indicate this is a reasonable and prudent business decision.

4. Responsibility

The responsibility to ensure implementation of this policy is delegated to the City Manager and city staff.

Adopted by Mayor and Council of the City of Norcross, this 6<sup>th</sup> day of May, 2010.

  
Buck Johnson, Mayor

  
Attest: Susan Wuerzner, City Clerk





E-Verify Contractor Affidavit
O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over \$2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov(click on E-verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Project Name: \_\_\_\_\_ Date of Project: \_\_\_\_\_

Legal Name of Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Federal Work Authorization User Identification Number (E-Verify Number): \_\_\_\_\_ (4-6 digit numeric #)

Date of Authorization: \_\_\_\_\_

EXEMPT: YES OR NO

\*If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers' License Number: \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct

Signature of Authorized Officer/Agent

Date

Printed Name and Title of Authorized Officer/Agent

MUST BE COMPLETED BY NOTARY

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

Executed in \_\_\_\_\_ (City), \_\_\_\_\_ (State)

NOTARY PUBLIC Signature

My Commission Expires



SAVE Public Benefit Affidavit
O.C.G.A. § 50-36-1

Instructions: As required by Georgia Security and Immigration Compliance Act of 2006, as amended, every agency administering or providing Public Benefits is responsible for requiring that applicants for public benefits execute a sworn affidavit verifying the applicant's lawful presence in the United States (Ga. Code 50-36-1(f)(2). The applicant shall execute this affidavit in front of a Notary and return it to the city along with the associated application, renewal form, contract, bid packet, or other applicable document.

By executing this affidavit under oath, as an applicant for \_\_\_\_\_(Occupational Tax license or Alcoholic Beverage license or any other Public benefit) as referenced in O.C.G.A. § 50-36-1, from the City of Norcross, the undersigned applicant verifies one of the following with respect to my application for public benefit. (Please check one)

- 1) \_\_\_\_\_ I am a United States citizen. (REQUIRES VERIFICATION AT SUBMISSION)
2) \_\_\_\_\_ I am a legal permanent resident of the United States.
3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant has also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by Georgia Law O.C.G.A § 50-36-1(f) (1) A complete list of secure and verifiable documents on back of this form.

REQUIRES VERIFICATION AT SUBMISSION - Which type of secure and verifiable document was provided with this affidavit? \_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully who makes a false, fictitious, or fraudulent statement or representation in this affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

MUST BE COMPLETED BY NOTARY

I, \_\_\_\_\_(representative for) \_\_\_\_\_
(Printed NAME of individual and natural person) (Name of BUSINESS, corporation, partnership, etc.)

Signature of Applicant Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

Executed in \_\_\_\_\_(City), \_\_\_\_\_(State)

NOTARY PUBLIC Signature

My Commission Expires

# SECURE AND VERIFIABLE DOCUMENTS

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2 contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card
- A United States military identification card
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. \*\*Please note that a driver's license from one of the following states is NOT acceptable at this point due to non-compliance with the immigration verification prior to issuance: Alaska, Idaho, Illinois, New Jersey, New Mexico, New York, Rhode Island, Utah or Washington, PENDING: Maryland and Massachusetts.
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer.
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
- A United States Permanent Resident Card or Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph of the bearer
- A passport issued by a foreign government
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- A Free and Secure Trade (FAST) card
- A NEXUS card
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- A driver's license issued by a Canadian government
- A Certificate of Citizenship issued by the United States Department of Citizenship and
- Immigration Services (USCIS) (Form N-560 or Form N-561)
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)

In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]