



Request for Qualifications

RFQ Item #18-297

Design/Construction of a Gateway Sculpture

For

Augusta, Georgia – Recreation and Parks Department

RFQ Due: Thursday, November 1, 2018 @ 11:00 A.M.

One Original and Seven (7) Copies of RFQ shall be submitted

Thanks for doing business with us . . .

*Geri A. Sams, Procurement Director
535 Telfair Street, Room 605
Augusta, Georgia 30901*



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Request for Qualifications

Request for Qualifications will be received at this office until Thursday November 1, 2018 @ 11:00 a.m. for furnishing:

RFQ Item #18-297 Design/Construction of a Gateway Sculpture for Augusta, GA – Recreation and Parks Department

Qualifications will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Request for Qualification (RFQ) documents may be viewed on the Augusta Georgia web site under the Procurement Department **ARCbid**. RFQ documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, October 19, 2018 @ 5:00 P.M. No RFQ will be accepted by fax, all must be received by mail or hand delivered.

No RFQ may be withdrawn for a period of sixty (60) days after qualifications have been opened, pending the execution of contract with the successful vendor.

Request for qualifications (RFQ) and specifications. An RFQ shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the request for qualification including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the RFQ which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark RFQ number on the outside of the envelope.

Proponents are cautioned that acquisition of RFQ documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFQ documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

**Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov**

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle September 13, 20, 27, October 4, 11, 18, 2018
Metro Courier September 13, 2018

cc: Janice Allen Jackson Administrator
 Glenn Parker Recreation and Parks Department

Revised: 2/17/2016

INSTRUCTIONS TO SUBMIT

INSTRUCTIONS TO SUBMIT

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a proposal to supply Augusta, Georgia with equipment, supplies, and or services as listed above. All proposals are governed by the Augusta, Georgia Code.

1.2 **Viewing the Augusta Code:** All proposals are governed and awarded in accordance with the applicable federal and state regulations and the Augusta, Georgia Code. To view the Code visit Augusta's website at www.augustaga.gov or <http://www.augustaga.gov/index.aspx?NID=685> Guidelines & Procedures.

1.3 **Compliance with laws:** The Proponent shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or Augusta, Georgia statute, ordinances and rules during the performance of any contract between the Proponent and Augusta, Georgia. Any such requirement specifically set forth in any contract document between the Proponent and Augusta, Georgia shall be supplementary to this section and not in substitution thereof.

1.4 **Proposals For All Or Part:** Unless otherwise specified by Augusta, Georgia or by the proponent, **AUGUSTA, GEORGIA RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF AUGUSTA, GEORGIA.** Proponent may restrict his proposal to consideration in the aggregate by so stating, but must name a unit price on each item submitted upon.

1.5 **All protest shall be made in writing to:**

Attn: Geri A. Sams,
Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901,
Fax: 706-821-2811 or
Email:
procbidandcontract@augustaga.gov

1.6 **Minority/Women Business Enterprise (MWBE) Policy:** *Court Order Enjoining Race-Based Portion of DBE Program* **Augusta, Georgia does not have a race or gender conscious Disadvantaged Business Enterprises (DBE) program for projects having Augusta, Georgia as the source of funding. Augusta does enforce mandatory DBE requirements of federal and state agencies on contracts funded by such agencies and has a DBE Program to comply with U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Aviation Administration (FAA) and other federal and state mandated DBE requirements for certain DOT, FTA, FAA, and other federal and state assisted contracts as required by 49 C.F.R. Part 26, et. seq. and/or 49 C.F.R. Part 23, et. seq. This DBE program is only for DOT, FTA and FAA assisted contracts and other federal or state funded contracts having mandatory DBE requirements. (See Article 13 of the Augusta, GA. Code.)**

Augusta, Georgia prohibits any language in any solicitation, bid or contract that is inconsistent with the July 21, 2011 Court Order in the case, Thompson Wrecking, Inc. v. Augusta Georgia, civil action No. 1:07-CV-019. Any such language appearing in any Augusta, Georgia solicitation, bid or contract is void and unenforceable.

A copy of this Order can be reviewed at www.augustaga.gov home page.

1.7 **Augusta, Georgia License Requirement:** For further information contact the License and Inspection Department @ 706 312-5050.

General Contractors License Number: If applicable, in accordance with O.C.G.A. §43-41, or be subjected to penalties as may be required by law.

Utility Contractor License Number: If applicable, in accordance with O.C.G.A. §43-14, or be subjected to penalties as may be required by law.

1.8 **Terms of Contract:** (Check where applicable)
[] (A) Annual Contract
[] (B) One time Purchase
[X] (C) Other



NOTICE TO ALL VENDORS

(PLEASE READ CAREFULLY)

ADHERE TO THE BELOW INSTRUCTIONS AND DO NOT SUBSTITUTE FORMS

PLEASE READ CAREFULLY:

Attachment B is a consolidated document consisting of:

1. Business License Number Requirement (must be provided)
2. Acknowledgement of Addenda (must be acknowledged, if any)
3. Statement of Non-Discrimination
4. Non-Collusion Affidavit of Prime Proponent/Offeror
5. Conflict of Interest
6. Contractor Affidavit and Agreement (E-Verify User ID Number must be provided)

Attachment B Must be Notarized & the 2 Pages Must be returned with your submittal – No Exceptions.

Business License Requirement: Proponent must be licensed in the Governmental entity for where they do the majority of their business. Your **company's business license number must** be provided on Page 1 of Attachment B. If your Governmental entity (State or Local) does not require a business license, your company will be required to obtain a Richmond County business license if awarded a contract. For further information contact the License and Inspection Department @ 706 312-5050.

Acknowledgement of Addenda: You Must acknowledge all Addenda. See Page 1 of Attachment B.

E-Verify * User Identification Number (Company I.D.) The recommended awarded vendor will be required to provide a copy of Homeland Security's Memorandum Of Understanding (MOU)

Affidavit Verifying Status for Augusta Benefit Application (S.A.V.E. Program) (Must Be Returned With Your Submittal)

The successful proponent will submit the following forms to the Procurement Department no later than five (5) days after receiving the "Letter of Recommendation" (Vendor's letter will denote the date forms are to be received

1. Georgia Security and Immigration Subcontractor Affidavit
2. Non-Collusion Affidavit of Sub-Contractor

WARNING:

Please review "Notice to Proponent" regarding Augusta Georgia's Local Small Business Opportunity Program Proponent Requirements.

Vendors are cautioned that acquisition of proposal documents through any source other than the office of the Procurement Department is not advisable. Acquisition of proposal documents from unauthorized sources places the proposer at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Proposals are publicly opened. It is your responsibility to ensure that your company has met the Specifications and Licenses requirements prior to submitting a proposal.

Rev. 8/6/2015



Attachment B

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.

Augusta, Georgia Augusta Procurement Department

ATTN: Procurement Director

535 Telfair Street, Suite 605

Augusta, Georgia 30901

Name of Proponent: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Do You Have A Business License? Yes: _____ No: _____

Augusta, GA Business License # for your Company (Must Provide): _____

Your State/Local Business License # for your Company (Must Provide): _____

Utility Contractors License # (Must Provide if applicable): MUST BE LISTED ON FRONT OF ENVELOPE

General Contractor License # (Must Provide if applicable): _____

Additional Specialty License # (Must Provide if applicable): _____

NOTE: Company must be licensed in the Governmental entity for where they do the majority of their business. If your Governmental entity (State or Local) does not require a business license, please state above (Procurement will verify), your company will be required to obtain a Richmond County business license if awarded a RFQ. For further information regarding Augusta, GA license requirements, please contact the License and Inspection Department @ 706 312-5050.

List the State, City & County that issued your license: _____

Acknowledgement of Addenda: (#1) _____ : (#2) _____ : (#3) _____ : (#4) _____ : (#5) _____ : (#6) _____ : (#7) _____ : (#8) _____ :

NOTE: CHECK APPROPRIATE BOX(ES)- ADD ADDITIONAL NUMBERS AS APPLICABLE

Statement of Non-Discrimination

The undersigned understands that it is the policy of Augusta, Georgia to promote full and equal business opportunity for all persons doing business with Augusta, Georgia. The undersigned covenants that we have not discriminated, on the basis of race, religion, gender, national origin or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.

The undersigned covenants and agrees to make good faith efforts to ensure maximum practicable participation of local small businesses on the proposal or contract awarded by Augusta, Georgia. The undersigned further covenants that we have completed truthfully and fully the required forms regarding good faith efforts and local small business subcontractor/supplier utilization.

The undersigned further covenants and agrees not to engage in discriminatory conduct of any type against local small businesses, in conformity with Augusta, Georgia's Local Small Business Opportunity Program. Set forth below is the signature of an officer of the proposer/contracting entity with the authority to bind the entity.

The undersigned acknowledge and warrant that this Company has been made aware of understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;

That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;

That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;

That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling Augusta, Georgia to declare the contract in default and to exercise any and all applicable rights remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Non-Collusion of Prime Proponent

By submission of a proposal, the vendor certifies, under penalty of perjury, that to the best of its knowledge and belief:

(a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.

(b) Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor.

(c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition. Collusions and fraud in proposal preparation shall be reported to the State of Georgia Attorney General and the United States Justice Department.

Conflict of Interest

By submission of a proposal, the responding firm certifies, under penalty of perjury, that to the best of its knowledge and belief:

1. No circumstances exist which cause a Conflict of Interest in performing the services required by this RFQ, and
2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this RFQ, has any pecuniary interest in the business of the responding firm or his sub-consultant(s) has any interest that would conflict in any manner or degree with the performance related to this RFQ.

By submission of a proposal, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:

- (a) The prices in the proposal have been arrived at independently without collusion, consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the proposal have not knowingly been disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or competitor.
- (c) No attempt has been made, or will be made, by the vendor to induce any other person, partnership or cooperation to submit or not to submit a proposal for the purpose of restricting competition. For any breach or violation of this provision, the County shall have the right to terminate any related contract or agreement without liability and at its discretion to deduct from the price, or otherwise recover, the full amount of such fee, commission, percentage, gift, payment or consideration.

Contractor Affidavit and Agreement

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 contracting with Augusta, Georgia Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91. The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Augusta, Georgia Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Augusta, Georgia Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

Georgia Law requires your company to have an E-Verify*User Identification Number (Company I.D.) on or after July 1, 2009.

For additional information or to enroll your company, visit the **State of Georgia** website:

<https://e-verify.uscis.gov/enroll/> and/or http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf

**** E-Verify * User Identification Number (Company I.D.)**

NOTE: E-VERIFY USER IDENTIFICATION NUMBER (COMPANY I.D.) MUST BE PROVIDED: IN ADDITION, THE RECOMMENDED AWARDED VENDOR WILL BE REQUIRED TO PROVIDE A COPY OF HOMELAND SECURITY'S MEMORANDUM OF UNDERSTANDING (MOU)

The undersigned further agrees to submit a notarized copy of Attachment B and any required documentation noted as part of the Augusta, Georgia Board of Commissions specifications which govern this process. In addition, the undersigned agrees to submit all required forms for any subcontractor(s) as requested and or required. **I further understand that my submittal will be deemed non-compliant if any part of this process is violated.**

Company Name

BY: Authorized Officer or Agent
(Contractor Signature)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20__

Notary Public

My Commission Expires: _____

NOTARY SEAL

You Must Complete and Return the 2 pages of Attachment B with Your Submittal. Document Must Be Notarized.



You Must Complete and Return with Your Submittal. Document Must Be Notarized

Systematic Alien Verification for Entitlements (SAVE) Program

Affidavit Verifying Status for Augusta, Georgia Benefit Application By executing this affidavit under oath, as an applicant for an Augusta, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my proposal for an Augusta, Georgia contract for

[RFQ Project Number and Project Name]

[Print/Type: Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

[Print/Type: Name of business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant

Printed Name

*** Alien Registration Number for Non-Citizens**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

NOTARY SEAL

Note: THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL
REV. 7/12/2015

**Local Small Business Opportunity Program Ordinance
Requirements Notice To All Bidders (PLEASE READ CAREFULLY)
Shall apply to ALL Bids regardless of the dollar amount**

In accordance with Chapter 10B of the AUGUSTA, GA. CODE, Contractors agree to collect and maintain all records necessary to for Augusta, Georgia to evaluate the effectiveness of its Local Small Business Opportunity Program and to make such records available to Augusta, Georgia upon request. The requirements of the Local Small Business Opportunity Program can be found at www.augustaga.gov. In accordance with AUGUSTA, GA. CODE, Contractors shall report to Augusta, Georgia the total dollars paid to each subcontractor, vendor, or other business on each contract, and shall provide such payment affidavits, regarding payment to subcontractors, if any as required by Augusta, Georgia. Such utilization reports shall be in the format specified by the Director of Minority and Small Business Opportunities, and shall be submitted at such times as required by Augusta, Georgia. Required forms can be found at www.augustaga.gov. If you need assistance completing a form or filing information, please contact the LSBOP Program office at (706) 821-2406. Failure to provide such reports within the time period specified by Augusta, Georgia shall entitle Augusta, Georgia to exercise any of the remedies set forth, including but not limited to, withholding payment from the Contractor and/or collecting liquidated damages.

To print a copy of the Prime Contractor Data Collection Form visit:

<http://www.augustaga.gov/index.aspx?NID=1672>

Website: <http://www.augustaga.gov/index.aspx?nid=83>

SHALL APPLY TO PROJECTS \$100,000 & UP

Local Small Business Opportunity Program (Continued)

Sec. 1-10-129. Local small business opportunities program participation.

(a) **Sealed Bids** The following procedures and contract requirements will be used to insure that local small businesses are encouraged to participate in Augusta, Georgia contracts, including but not limited to construction contracts, requests for professional services and the performance of public works contracts. The Augusta, Georgia user department shall indicate goals for local small business in all solicitations for contracts over \$100,000 in value:

(1) Bid conditions for contracts awarded by Augusta, Georgia will require that, where subcontracting goal is utilized in performing the contract, the bidder or proponent, will make Good Faith Efforts to subcontract with or purchase supplies from local small businesses. Bid specifications will require the bidder or proponent to keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

(2) Each bidder shall be required to provide documentation of achieving goal or provide documentation of Good Faith Efforts to engage local small businesses as subcontractors or suppliers, the names of local small businesses and other subcontractors to whom it intends to award subcontracts, the dollar value of the subcontracts, and the scope of the work to be performed, recorded on the form(s) provided or made available as part of the bid package. If there are no sub-contracting opportunities, bidder shall so indicate on the appropriate form.

(6) All bid documents shall require bidders or proponents to submit with their bid the following written documents, statements or forms, which shall be made available by the Procurement Department.

(i) Non-Discrimination Statement which shall affirm the bidder's: (a) adherence to the policies of Augusta, Georgia relating to equal opportunity in contracting; (b) agreement to undertake certain measures as provided in this policy to ensure maximum practicable participation of local small businesses; and (c) agreement not to engage in discriminatory conduct of any type.

(ii) Proposed Local Small Business Subcontractor/Supplier Utilization Plan.

(iii) Documentation of Good Faith Efforts to use local small businesses.

Failure to submit the above documentation shall result in the bid being declared non-responsive.

(d) Post Contract Award Requirements. The purpose of this sub-section is to establish requirements for contractor compliance with the LSBOP after a contract has been awarded. This is incorporated into all Augusta, Georgia Contracts for which a local small business goal has been established or negotiated.

(1) Contractors shall have an affirmative, ongoing obligation to meet or exceed the committed local small business goal for the duration of the contract. The Augusta, Georgia may deem a contractor to be in violation of the LSBOP and in breach of its contract if at any time Augusta, Georgia determines that:

(a) The contractor will not meet the committed local small business goals; and

(b) the reasons for the contractor's failure are within the contractor's control. For example, if a contractor does not meet the local small business goal because the contractor terminated a local small business without cause or if the contractor caused and local small business to withdraw from the project without justification, then Augusta, Georgia is justified in finding the contractor to be in violation of the LSBOP.

(h) Compliance.

(4) The Director of minority and small business opportunities shall be responsible for evaluating good faith efforts documentation and subcontractor information submitted by bidders in conformance with, the AUGUSTA, GA. CODE and any State and Federal Laws applicable to any bid specifications for competitive sealed bid projects prior to award of the contract.

(i) Competitive Bids.

Nothing in this Policy is to be construed to require Augusta, Georgia to award a bid contract to other than the lowest responsible bidder, or to require contractors to award to subcontractors, or to make significant material purchases from local small businesses who do not submit the best overall pricing to Augusta, Georgia.

Sec. 1-10-130. Exceptions – federally funded projects.

In accordance with § 1-10-8 and Chapter 10B, the LSBOP shall only be utilized with federally funded projects, solicitations or contracts as authorized by federal (and Georgia) laws, regulations and conditions applicable to such projects. To the extent that there are any conflicts between any such laws, regulations or conditions and the LSBOP, the federal (and Georgia) laws, regulations and conditions shall control.

NOTE: All forms should be submitted in a sealed envelope labeled Local Small Business Required Forms, Company's Name & Bid/RFP/RFQ Number

For questions and or additional information please contact:

**Local Small Business Opportunity Program
535 Telfair Street, Room 710
Augusta, Georgia 30901
(706) 821-2406**

Website: <http://www.augustaga.gov/index.aspx?nid=83>

Revised 2/17/2016

SECTION I

INSTRUCTION TO BIDDERS

Augusta, Georgia is seeking to pre-qualify artist to create a gateway sculpture for the Augusta Recreation and Parks Department. Your submittal should respond to, and be based on the information included in this Request for Qualification.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until Thursday, November 1, 2018 @ 11:00 a.m. Each RFQ must be submitted in a sealed envelope, and must be plainly marked on the outside as **“RFQ 18-297 Design/Construction of Gateway Sculpture”**. They should be marked to the attention of Geri Sams, Director of Procurement. **You are required to submit one (1) marked unbound clipped original and seven (7) copies of your Request for Proposal.** Submittals will not be accepted after the date and time indicated.

All firms responding are cautioned to read this RFQ carefully for understanding and request clarification from Augusta, Georgia on any questions pertaining to this RFQ. **All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Friday, October 19, 2018, @ 5:00 P.M.** No RFQ will be accepted by fax; all must be received by mail or hand delivered. Issues and responses addressed in any other manner will not be considered valid or binding in consideration of proposals or any subsequent contract negotiations.

Failure to provide all of the requested information may cause the proposal to be rejected as non-responsive.

Interested and qualified firm(s) and/or party(ies) are requested to make a response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner, and form prescribed. For a proposal to be considered it must remain valid for at least 60 days after RFQs have been opened, pending the execution of contract with the successful vendor.

If an award of contract is awarded as a result of this solicitation, the contract will be made on the basis of the response which best satisfies the intent of this RFQ and other factors considered in the best interest of the Owner. Negotiations may be undertaken with the firm whose qualifications shows them to be the most qualified, responsible, and capable of performing the work. In addition to cost, the Owner will consider professional qualifications and related experience to determine which proposal would be in the Owner's best interest if a contract were made.

Additionally, appropriate professional registration and significant prior experience in projects of similar scope are considered minimal qualifications.

The Owner reserves the right to consider proposals or modification thereof received at any time before the award is made, if such action is in the interest of the Owner.

The Owner reserves the right to reject any or all proposals received as the result of this RFQ. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of the Owner. The Owner will not be liable for any costs incurred by any firm prior to the execution of a contract and approval by the Board of Commissioners.

Services must be provided by experienced personnel. Any sub consultants/contractors the proponent will be using to perform any part of the requested service shall be evaluated on the same criteria.

BACKGROUND AND PURPOSE

Augusta, Georgia is geographically located in East Central Georgia along the banks of the Savannah River. While rapidly transforming to a cyber-technology economy, Augusta is rich in history and culture, and host to the annual Masters Golf Tournament. Augusta believes in the importance of a place making and creating cultural spaces for a diverse community of 200,000 plus citizens and thousands of visitors who make Augusta a destination each year.

Over the next two to three years, Augusta, Georgia working through the Recreation and Parks Department (ARPD) in collaboration with the Greater Augusta Arts Council's Public Art Advisory Panel, will commission three Gateway Sculpture installations. These installations will each be valued at approximately \$225,000. The first installation will be located near the intersection of Riverwatch Parkway and Alexander Drive. The artist may choose to work alone or in coordination with other artists. This project may require Architectural, Civil, Mechanical, Plumbing, Structural, Landscape Architecture services and other services which the artist(s) may choose.

Augusta desires to contract with an artist(s) for the first of these installations. The purpose of this invitation is to evaluate a professional artist(s) ability to perform the design, construction and installation of the first Gateway Sculpture. The selected artist or artist team will work with the Augusta Recreation & Parks Department and the Public Art Advisory Panel to further develop and finalize their proposed concept. During the term of the contract for services, **Augusta, Georgia may engage the artist(s) for services independently or collectively.**

From the pool of artist(s) submitting qualifications, three artist(s) showing the highest aptitude to deliver a high quality, visually appealing monumental work of art will be selected. Each of the three artist(s) will provide conceptual design drawings and/or statuette prototypes for a final selection to be made. Each artist(s) finalist will be compensated \$3,000.00. The artist(s) finalists are to understand and agree that the conceptual design drawings and statuette prototypes will become property of Augusta, Georgia, but their creative processes and intellectual property remain their own. The selected artist(s) will be required to meet the scope of services as outlined below and adhere to the timeframe as defined in the attached timeline.

Once selected, the artist(s) will attend a mandatory site visit (in person) to the installation location with the Public Art Advisory Panel members. Over the course of the project, the artist(s) will be required to make at least one presentation to the local community to share the process of developing the Gateway Sculpture. In an effort to further expand the capabilities of local artists to implement art installations of this scale and scope, the selected artist(s) will be expected to select one to three pre-screened apprentice candidates with whom to work. The Public Art Advisory Panel will be responsible for the solicitation and pre-screening of the apprentice candidates. The selected artist(s) will be responsible for all apprentice-related employment benefits and regulatory compliance. **This apprenticeship may be paid or unpaid.** In no case shall Augusta, Georgia or the Greater Augusta Arts Council be responsible for the payment or supervision of the apprentice(s). Nor will such apprenticeship(s) constitute an employment and/or contractual relationship between Augusta, Georgia and the apprentice.

Please be advised that only new works specifically commissioned for this Gateway Sculpture project will be eligible. Previously created works will be disqualified.

Site Location of Gateway Sculpture: Georgia Department of Transportation Right-of-Way
Southwest corner of the intersection of Alexander Drive
and Riverwatch Parkway, Augusta, GA 30909

SCOPE OF SERVICES

Augusta, Georgia is soliciting statements of qualifications from qualified artists, or a team of artists, that are interested in providing professional services for the design, construction and installation of a Gateway Structure, including the development of construction plans, specifications, cost estimates, contract documents and construction administration services. Work may include architecture, landscape architecture, civil and electrical engineering, surveying, environmental and other professional services. Advising Augusta Recreation and Parks Department staff on permitting and other administrative concerns for this projects will also be part of the artist's responsibilities.

The artist(s) will furnish the necessary services to design, construct and install the structure. The selected artist(s) will perform the actual construction work, procurement of equipment, materials and supplies, together with all other work and labor necessary for the construction of this project. The method of awarding the contracts and the work contained therein shall be the sole decision of the Augusta, Georgia.

The work provided by the artist(s) for this project will consist of the following:

1. Upon selection the artist(s) will meet with the Augusta Recreation and Parks Department and the Public Art Advisory Panel to discuss the project scope and objectives. The artist will then prepare conceptual design drawings for discussions with the Augusta Recreation and Parks Department. Comments and suggestions generated from this initial review should then be incorporated into the preliminary design drawings.
2. Preparation of preliminary designs and estimates to establish suitable and economical forms of construction.
3. Preparation of preliminary cost estimates for the project.
4. Preparation of drawings and other assistance in obtaining necessary permits required for projects.
5. Preparation of a public participation plan developed in collaboration with Augusta, Georgia to delineate how the public might best engage with the development and installation of this premiere public art installation.
6. Planning and direction for the sub-surface investigation.
7. Making final inspection and reports on completed project.
8. The artist's work should reflect artistic excellence, originality and visual appeal as evidenced by professional quality of craftsmanship and mastery of skills and techniques.
9. Demonstration of professional and creative approaches to processes and presentation.
10. Communication of a unique vision or perspective.
11. The artist shall perform all services and furnish all supplies, material and/or work equipment as necessary for the design, fabrication, transportation and installation of the artwork. Services shall be performed in a professional manner and in strict compliance with all terms and conditions in this agreement.
12. The artist shall determine the artistic expression, design, dimensions and materials of the artwork, subject to review and acceptance by Augusta and any regulatory agencies with project oversight, as set forth in this agreement. The artist will do so in a manner that ensures that the artwork as installed shall not interfere with the intended use of the site, pedestrian and other traffic flow, parking, safety devices and procedures, and other needs and functions of the site as defined by Augusta, Georgia Department of Transportation and/or ordinance prior to the development of a design by the artist
13. The artist shall prepare the design concept for approval by Augusta, Georgia.
14. The artist shall complete the fabrication, transportation and installation of the sculpture by an agreed upon schedule which will be included in the contract.
15. The artist shall secure any and all personal liability insurance, required licenses, permits and similar legal authorizations at the artist's expense as may be necessary for the installation of the sculpture at the site.
16. The artist shall work with one to three local pre-screened artist apprentices, and be responsible for any wages, benefits, and compliance with workforce regulations and liability related to that apprenticeship.

17. The artist shall arrange for the transportation and installation of the artwork in coordination with Augusta. If the artist does not install the artwork him/herself, the artist shall supervise and approve the installation. Prior to the installation of the sculpture, artist shall inspect site to ensure that it is ready to accept the artwork and compliant with the specifications provided by the artist. Artist shall notify Augusta of any perceived conflict, defect or non-compliance with specifications, well in advance of scheduled installation. All work shall be performed by qualified professionals and by licensed contractors as required by law.

QUALIFICATIONS OF ARTIST

The artist shall provide a portfolio to include the following:

- Include at least three large-scale public sculpture installations for which the artist was primarily responsible for during the past five years.
- The portfolio should contain at least ten full-page, images (individual images only, no collages) demonstrating an ability of the artist to design, create, and install large scale, outdoor artwork. The portfolio should demonstrate the artist's professional experience meeting the demands of the project, including proven ability to meet project budgets, deadlines, commission parameters, and to perform work in a professional manner. The portfolio should showcase successfully collaboration with fabricators, structural engineers, landscape designers, government agencies, and other stakeholders. Each image should be labeled to include the artwork title, artist's name, year of installation, media, dimensions, location, project budget, commissioning agency contact, and any collaborators.
- A current resume
- List of three references, including title and contact information, must be provided for each member of the artist team.

QUALIFICATIONS REQUIREMENTS

Qualified artist interested in providing the services described herein are invited to submit a complete Statement of Qualifications (SOQ) for consideration. The SOQ shall address the items listed within the specification. Failure to provide all requested information may be sufficient cause for rejection of the SOQ.

The artist may provide additional information to the request, provided it is placed in a separate section at the end of the SOQ and the **overall submittal does not surpass 30 pages excluding the cover letter, tabs and required Procurement forms.**

The artist are required to submit one (1) marked unbound original and seven (7) copies of their SOQ.

- If the submittal includes any information in addition to the specific information requested in the RFQ, it should be included as an appendix to the proposal
- Proposals should be prepared simply and economically, providing a straightforward, concise description of offeror's capabilities to satisfy the requirements of the RFQ.
- **Each proposal will be evaluated using the following criteria of evaluation.**



EXHIBIT VIII - CRITERIA FOR EVALUATION
Request for Qualifications (RFQ) – Evaluation/Scoring Guidelines

Evaluation Process

All Qualifications will be evaluated by an Augusta, Georgia Selection Committee (Committee). The Committee may be composed of Augusta, Georgia staff and other parties that may have expertise or experience in the services described herein. The Committee will review the submittals and will rank the proposers. The evaluation of the Qualifications shall be within the sole judgment and discretion of the Committee. All contacts during the evaluation phase shall be through the Augusta, Georgia Procurement Office only. Proposers shall neither contact nor lobby evaluators during the evaluation process. Attempts by Proposer to contact members of the Committee may jeopardize the integrity of the evaluation and selection process and risk possible disqualification of Proposer.

The Committee will evaluate each proposal meeting the qualification requirements set forth in this RFQ. Proposers should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments may be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of Augusta, Georgia's requirements as set forth in this RFQ.

If needed, the selection process will include oral interviews. The consultant will be notified of the time and place of oral interviews and if any additional information that may be required to be submitted.

Cumulative Scores will include the totals from Phase 1 – items 1 through 10. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all Qualifications received. **The contract for this project/service will be awarded to the proposer who submitted a proposal that is most advantageous to the Owner.**

Evaluation Criteria

Qualifications will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project/service objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

1. Completeness of Response (Pass/Fail)

- a. Responses to this RFQ must be complete. Responses that do not include the proposal content requirements identified within this RFQ and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail and are not considered may be picked up at the delivery location or returned to the vendor (at vendor's expense). Please provide shipping instructions and/or fees upon the completion of the competitive process.

Conflict of Interest Statement (Pass/Fail)

- b. Discloses any financial, business or other relationship with the Augusta, Georgia that may have an impact upon the outcome of the contract or the construction project/service.
- c. Lists current clients who may have a financial interest in the outcome of this contract or the construction project/service that will follow.
- d. Discloses any financial interest or relationship with any construction company that might submit a bid on the construction project/ service.

2. Qualifications & Experience (15 points)

- a. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants/proposers to conduct the required services as listed in this RFQ and adhering to all required license requirement for federal, state and local services.

3. Organization & Approach (15 points)

- a. Describes familiarity of project/service and demonstrates understanding of work completed to date and project/service objectives moving forward
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project/service team.
 - ii. Some or all of team members have previously worked together on similar project/service(s).
 - iii. Overall organization of the team is relevant to Augusta, Georgia needs.
- c. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar project/services. This person's time is appropriately committed to the project/service.
 - ii. Team successfully addresses all requirements of this RFQ.
 - iii. The team and management approach responds to project/service issues. Team structure provides adequate capability to perform both volume and quality of needed work within project/service schedule milestones.
- d. Roles of Key Individuals on the Team
 - i. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project/service.
 - ii. Key positions required to execute the project/service team's responsibilities are appropriately staffed.
- e. Working Relationship with Augusta, Georgia
 - i. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.
 - ii. Team leadership understands the nature of public sector work and its decision-making process.
 - iii. Proposal responds to need to assist Augusta, Georgia during the /service.

4. Scope of Services to be Provided (35 points)

- Firm's General Financial Condition
- Pending litigation
- Related project specific experience – firm
- Related project specific experience – team leader
- Innovative approach to this project

5. Schedule of Work (5 points)

- a. Schedule shows completion of the work within or preferably prior to the Augusta, Georgia overall time limits as specified in the RFQ.
- b. The schedule serves as a project/service timeline, stating all major milestones and required submittals for project/service management and applicable law compliance.
- c. The schedule addresses all knowledgeable phases of the project/service, in accordance with the general requirements of this RFQ.
- d. Provide a Time-Logic Scale Critical Path Method (CPM) schedule with start and finish dates.

6. Financial and equipment statements Will NOT be disclosed in any part of the RFQ (5 points)

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- a. If a public company, include a recap of the most recent audited financial report.
- b. If a private company, provide a recap of the most recent internal financial statement; and a letter, on the financial institution's letterhead, stating financial stability.

7. References (5 points)

- a. Provide as reference the name of at least three (3) agencies you currently or have previously consulted for in the past three (3) years.

8. Proximity to Area (10 points)

- | | |
|--|-----------|
| a. Within Richmond County | 10 points |
| b. Within CSRA | 6 points |
| c. Within Georgia | 4 points |
| d. Within SE United States (includes AL, TN, NC, SC, FL) | 2 points |
| e. All Others | 1 points |

9. Presentation by Team (5 points) (Optional)

- b. Team presentation conveying project/service understanding, communication skills, innovative ideas, critical issues and solutions.

10. Q&A Response to Panel Questions (5 points) (Optional)

- c. Proposer provides responses to various interview panel questions.

Augusta, Georgia reserves the right to reject any or all RFQs, waive irregularities in any statement, accept or reject all or any part of any statement, waive any requirement of the proposals, and re-advertise as may be deemed in the best interest of Augusta, Georgia. The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner.

The Owner will not be liable for any costs incurred by the firm prior to the signing of a contract.

Weighted scores for each RFQ will be assigned utilizing the table below:

Phase 1				
No.	Evaluation Criteria	Rating (0-5)	Weight	Score (Rating * Weight)
1	Completeness of Response <ul style="list-style-type: none"> Package submitted by the deadline Package is complete (includes requested information as required per this solicitation) Attachment B is complete, signed and notarized 	N/A	Pass/Fail	Pass/Fail
2	Qualifications & Experience		15	
3	Organization & Approach		15	
4	<ul style="list-style-type: none"> Aesthetic quality of images presented in the submitted portfolio Demonstration of collaboration with associated stakeholders and partners to successfully install a large-scale public art installation Expressed ability to work with local artists via apprenticeship(s) 		35	
5	Schedule of Work		5	
6	Financial Stability		5	
7	References		5	
8	Proximity to Area <ul style="list-style-type: none"> a. Within Richmond County 10 points b. Within CSRA 6 points c. Within Georgia 4 points d. Within SE United States (includes AL, TN, NC, SC, FL) 2 points e. All Others 1 points 		10	
(Optional – Numbers 8 and 9)		Rating (0-5)	Weight	Score (Rating * Weight)
9	Presentation by Team		5	
10	Q&A Response to Panel Questions		5	
Total:			100	

Qualifications will be evaluated according to each Evaluation Criteria, and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A RFQ with a high weighted total will be deemed of higher quality than a RFQ with a lesser-weighted total. The final maximum score for any project/service is five hundred (500) points.