



Request for Qualifications

RFQ Item #25-139

Design Services for the May Park Improvement Project
For

Augusta, Georgia – Parks and Recreation Department

RFQ Due: Monday, February 24, 2025 @ 11:00 a.m.

Until further notice

**All RFQ openings, conferences, and evaluation meetings
will be conducted by electronic teleconferencing via ZOOM
Instructions are enclosed**

Sec. 1-10-50. Sealed bids selection method:

Bid acceptance and bid evaluation. Provided that the bids are delivered to the Procurement Director at the time, place, and under the conditions contained in the Invitation for Bids, the bids shall be conditionally accepted without alteration or correction pending evaluation.

To Ensure Timely Deliveries, It Is The Responsibility Of The Vendor To Ensure Their Bid Submittal Is Received By The Time Specified Above. All Submittals MUST Be Received During Our Normal Office Hours From 8:30 A.M. To 5:00 P.M., Monday Through Friday. No Deliveries Will Be Accepted Prior To 8:30 A.M. Or After 5:00 P.M., As The Building Is Closed To The Public And Delivery Services Outside Of These Hours.

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

Thanks for doing business with us . . .
Darrell White, Interim Procurement Director
535 Telfair Street, Room 605
Augusta, Georgia 30901



Table of Contents

Request for Qualifications

Instruction to Submit

- Purpose
- Viewing of the Augusta Code
- Compliance with Laws
- Proposal for All or Part
- Minority/Women Business Enterprise (MWBE) Policy
- Augusta Georgia License Requirement
- Terms of Contract

Notice to All Proponents **Required to be returned with your submittal. Both documents must be notarized**

- Attachment B **Must return the 2 pages**
- Systematic Alien Verification for Entitlements (SAVE) Program

Minority and Women Owned Business Enterprise Program Ordinance Requirements

Request for Qualification Specifications

Revised 9/6/24

Request for Qualifications

Request for Qualifications will be received at this office until **Monday, February 24, 2025@ 11:00 a.m.** via ZOOM Meeting ID: **848 9763 7592** Passcode: **25139** for furnishing:

RFQ 25-139 Design Services for the May Park Improvement Project for Augusta, GA – Parks and Recreation Department

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

Darrell White, Interim Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

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.

A Pre-Qualifications Conference will be held on Monday, February 10, 2025 @ 10:00 a.m. via ZOOM. Meeting ID: 885 8100 1953; Passcode: 25139.

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 Tuesday, February 11, 2025, @ 5:00 P.M. No RFQ will be accepted by fax or email, all must be received by mail or hand delivered. **To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

No RFQ may be withdrawn for a period of **ninety (90) 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 bid 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 the RFQ number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for qualifications issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

Respondents 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: Darrell White, Interim Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

DARRELL WHITE, INTERIM Procurement Director

Publish:

Augusta Chronicle January 16, 23, 30, 2025 and February 6, 2025
Metro Courier January 16, 2025

cc: Tameka Allen Administrator
Tameka Williams Parks and Recreation Department

Revised: 10/02/2024

PROCUREMENT DEPARTMENT

ELECTRONIC ZOOM INFORMATION

The Augusta, Georgia Procurement Department conducts Public Pre-Qualifications Conferences and Openings to award quality contracts for Augusta. Proposers may participate in our Public Pre-Qualification Conferences and Openings via webcast or teleconference by following the instructions outlined below:

ELECTRONIC RFQ INSTRUCTIONS

Join from a PC, Mac, iPad, iPhone, or Android device

Pre-Qualification Conference

RFQ Item #25-139 - Design Services for the May Park Improvement Project

Monday, February 10, 2025 @ 10:00 a.m.

ZOOM Pre-Qualification Conference:

1. Go to <https://zoom.us/join> and enter meeting ID: **885 8100 1953**
2. **Password: 25139**
3. Teleconference: Telephone number: **646 876 9923**

Opening - RFQ Item #25-139

RFQ Item #25-139 - Design Services for the May Park Improvement Project

Monday, February 24, 2025 @ 11:00 a.m.

ZOOM Opening:

1. Go to <https://zoom.us/join> and enter meeting ID: **848 9763 7592**
2. **Password: 25139**
3. Teleconference: Telephone number: **646 876 9923**

OFFICIAL RFQ RESULTS will Post within 5 Days

For Assistance: Please Contact the Bid and Contract Team at (706) 821-2422

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: Darrell White, Interim
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

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 & Two (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). **Contractors, Bids, RFPs, RFQs - Any** contractors performing the physical performance of services" for your city, including those that respond to bids or requests for proposals, must submit an E-Verify affidavit. Your city cannot consider any contractors, even as part of a bidding or RFP process, unless they have given you the appropriate E-Verify contractor affidavits.

Contractors are defined as those who provide any "physical performance of services," which means any performance of labor or services for a public employer using a bidding process or by contract that costs over \$2,499.99 in value between December 1 and November 30 of any given year. Typically, eligible contracts may include: New construction or the demolition of structures/roads Routine operation, repair, and maintenance of existing structures. Any contracts for labor and service that exceed \$2,499.99. Contracts for the purchase of goods without any services provided are not subject to these E-Verify requirements.

The city, each contractor, and each subcontractor have different roles and responsibilities in the E-Verify process. The city collects E-Verify affidavits from the contractor. The contractor collects E-Verify affidavits from its subcontractors. The subcontractors collect E-Verify affidavits from its sub-subcontractors. Independent contractors (those with no employees) do not need to supply E-Verify information. Instead, they will provide a driver's license or state identification card from states on the "compliant" list created by the Georgia Attorney General. Those contractors and subcontractors that fill out the affidavits are responsible for the accuracy of the information. The city does not need to confirm that the E-Verify information is correct. The liability for incorrect information is on the contractor or subcontractor. NOTE: The authorization date can be found within the 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
3. **PLEASE NOTE GEORGIA LAW CHANGE: E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees. They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract.** Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

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. 4/09/21

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): _____

And/or 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 BID. 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.

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

Conflict of Interest

By submission of a bid, 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 BID, and
- 2. That no employee of the County, nor any member thereof, nor any public agency or official affected by this BID, 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 BID. By submission of a bid, the vendor certifies under penalty of perjury, that to the best of its knowledge and belief:
 - (a) The prices in the bid 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 bid 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 bid 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: Contractor Affidavit under O.C.G.A. § 13-10-91(b) (I)

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services **over \$2,499 in value to enroll in E-Verify, regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A. § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the 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(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

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

Federal Work Authorization User Identification Number: E-VERIFY REQUIRED FOR ALL CONTRACTS OVER \$2,499.00

Date of Authorization

**** (E-Verify Number)** _____

Name of Contractor

Name of Project / Bid Number

AUGUSTA, GEORGIA – RICHMOND COUNTY CONSOLIDATED GOVERNMENT

Name of Public Employer

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

Executed on _____, _____, 20_____ in _____ (City), _____ (State).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

Notary Public

My Commission Expires:

NOTARY SEAL

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.**

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 bid 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. 2/17/2016



**TRADE SECRET STATUS AFFIDAVIT
Augusta, Georgia**

All documents, data, letters and generated information received by Augusta, Georgia constitutes a “public record” and is subject to disclosure under the Georgia Open Records Act ("GORA"). O.C.G.A. § 50-18-70 *et seq.* However, pursuant to O.C.G.A. § 50-18-72(a)(34), "[an] entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 *et seq.*].”

O.C.G.A. § 10-1-761(4) defines “Trade secret” as “...information, without regard to form, including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which is not commonly known by or available to the public and which information:

- A. Derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and
- B. Is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.”

Therefore, the records listed below and attached hereto, that were submitted with _____ response to Augusta, Georgia Request for Proposal, Request for Quote, or Request for Qualified Contractor _____ are marked confidential pursuant to O.C.G.A. § 10-1-761(4):

- (List specific information that the supplier wishes to withhold and how that information constitutes a trade secret)
- Additional trade secret information requested to be withheld
- **Your company is requested to send a redacted copy of your submittal.**

Under penalty of perjury, acknowledging that O.C.G.A. §16-10-71 provides a penalty of a fine of up to \$1,000 and potential imprisonment of one to five years, I attest that the specific information in the records listed above constitutes trade secrets pursuant to O.C.G.A. § 10-1-761(4), and request that Augusta, Georgia not disclose this protected information under the Georgia Open Records Act ("GORA").

Signature:

[Signatory Name in Print]

[Signatory’s Title] [Company Name]

[Signatory’s Title]

Date: _____

SUBSCRIBED AND SWORN BEFORE
ME ON THIS _____ DAY OF
_____, 202__.

My Commission Expires: _____

NOTARY PUBLIC

Return form only if applicable. If form is not returned with your submittal it will be deemed there are no trade secrets in your package submittal.

Minority and Women Owned Business Enterprise Program Ordinance Requirements

Notice To All Bidders (PLEASE READ CAREFULLY)

Shall apply to ALL Bids regardless of the dollar amount

In accordance with the Commission Action on 7/25/24 and the adoption of Ordinance No. 7945 Chapter 10C of the AUGUSTA, GA, CODE, Contractors agree to collect and maintain all records necessary to Augusta, Georgia to evaluate the effectiveness of its Minority and Women Owned Business Enterprise Program and to make such records available to Augusta, Georgia upon request. The requirements of the Minority and Women Owned Business Enterprise 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 Compliance 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 M/WBE 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.

SHALL APPLY TO PROJECTS IN EXCESS OF \$300,000

Minority and Women Owned Business Enterprise Program (Continued)

Sec. 1-10-138. Race and Gender-Conscious Efforts

Contract-by-Contract Subcontractor Goals The City, through the Goal Setting Committee (GSC), will set specific, separate percentage-based MBE and WBE subcontracting goals on a contract-by contract basis for Prime contracts in Construction, Architecture & Engineering, Professional Services, and Other Services valued in excess of \$300,000. The City shall establish such goals based upon the type of contract, the type of subcontracting work that will be required, and the availability of M/WBE firms to perform the work for that specific contract.

The GSC shall not establish subcontracting goals on contracts where (a) there are no subcontracting opportunities identified for the contract; or (b) there are not at least three (3) MBE and/or WBE firms that are available and capable to perform a CUF for the overall subcontracting opportunities on the contract.

Good Faith Efforts (GFE) Requirements and Guidance

1. Achievement of subcontracting goals or documentation of Good Faith Efforts applies to every Contract for which such goals are established. **The Bidder shall submit a compliance plan detailing its achievement of the goals or its Good Faith Efforts to meet the goals. The compliance plan shall be due at the time set out in the solicitation documents.**

2. When a Bidder cannot achieve the goals, its compliance plan shall document its GFE to achieve the goals. The Director of Compliance will determine whether the Bidder has made such GFE.

Bid Documents

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.

- Proposed Letter of Intent MBE/WBE.
- Proposed MBE/WBE Utilization Plan.
- Documentation of Good Faith Efforts Form (*in the event the bidder will not meet the MBE and WBE goals*).

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

Sec. 1-10-154. Exceptions

In accordance with § 1-10-8, on federally funded projects or contracts, the M/WBE Program shall only be utilized when authorized by the applicable federal (and/or Georgia) laws, regulations, and conditions relating to that project or contract. To the extent that there are any conflicts between any such laws, regulations, or conditions and the provisions of the M/WBE Program, the federal (and/or Georgia) guidance shall control.

NOTE: All forms should be submitted in a separate, sealed envelope, labeled M/WBE Forms, Company's Name & Bid number

For questions and or additional information, please contact:

Minority-Owned and Women-Owned Business Enterprise Program
535 Telfair Street, Suite 530
Augusta, Georgia 30901
(706) 821-2406
mwbe@augustaga.gov

Website: <https://www.augustaga.gov/83/Disadvantaged-Business-Enterprise>

REV. 9/6/24

SECTION I - INSTRUCTION TO SUBMIT

Augusta is requesting Statement of Qualifications from qualified engineering and/or architectural firms to provide professional design services for May Park Improvement project for the Parks and Recreation Department. Your submittal should respond to, and be based on, the information included in this Request for Qualifications.

Responses will be received in the office of the Director of Procurement at 535 Telfair Street, Suite 605, Augusta, GA 30901 until **Monday, February 24, 2025 @ 11:00 a.m.** The RFQ must be submitted in a sealed package and labeled with firm's name and the name of the project - **RFQ 25-139 Design Services for the May Park Improvement Project for Augusta, Georgia Parks and Recreation Department.** No RFQ will be accepted by fax, all must be received by mail or hand delivered. **Vendors are required to submit one (1) marked unbound original and seven (7) copies of the RFQ.**

Opening will be via ZOOM - Meeting ID: 848 9763 7592 and Password: 25139

The RFQ shall be addressed and delivered accordingly to:

Mr. Darrell White, Interim Director of Procurement
Procurement Department
535 Telfair Street, Room 605
Augusta, Georgia 30901

After advertisement, the RFQs shall be opened per Procurement guidelines. The Procurement Director shall determine whether each package appears to be minimally responsive to the published RFQ requirements.

The User Department, in association with Procurement, will appoint a selection committee to review all acceptable minimally responsive packages. The selection committee members shall review and score each package individually based on the evaluation criteria. Failure to provide all of the requested information may cause the submittal to be rejected as non-responsive.

Any interested qualified firm and/or party is 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.

The Owner reserves the right to reject any or all submittals received as the result of this request. The Owner also maintains the right to negotiate with any firm(s), as necessary, to serve the best interests of Owner. The Owner will not be liable for any costs incurred by any firm prior to the signing of a contract.

A Pre-Qualifications Conference will be held on Monday, February 10, 2025 @ 10:00 a.m. via ZOOM. Meeting ID 885 8100 1953; Passcode: 25139.

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 Tuesday, February 11, 2025 @ 5:00 P.M.

An official authorized to bind the firm to the terms and provisions of the qualifications must sign the submittal. For a submittal to be considered it must remain valid for at least ninety (90) days from the time that the Owner receives it.

Qualified firms interested in providing the services described herein are invited to submit a complete Request for Qualifications for consideration. The qualifications shall address the requirements listed below. Failure to provide all requested information may be sufficient cause for rejection. The firm may provide additional information regarding the request, provided it is placed in a separate section at the end of the RFQ.

The firm's demonstrated technical capability and other qualifications, as described herein, will also be assessed.

The User Department and Procurement will evaluate the responses to the RFQ, verify the information presented, and conduct oral interviews, as deemed appropriate. This process will result in the selection of the Firm(s) who are deemed eligible to offer proposals for these services and may be invited for interviews. After evaluation of RFQ submissions, teams may be invited for interviews.

Augusta reserves the right to reject any or all respondents to this solicitation. Augusta will make a selection based on the RFQ Submittals and possible interviews then negotiate a final agreement with the selected firm(s). You are welcome to establish a team of firms in connection with this RFQ.

SECTION II – INTRODUCTION

Augusta Parks and Recreation (APRD) is currently requesting professional services from qualified engineering and/or architectural firms for May Park Improvements Project with extensive experience in engineering and architectural design that includes but not limited to park, building, site, and street design. This project is funded by the **Improving Neighborhood Outcomes in Disproportionately Impacted Communities State Grant**. Firms shall demonstrate the ability to provide design, permitting, bidding, surveying, civil/mechanical/electrical engineering, geotechnical, inspections, permitting, cost estimating, street design, and utility design services (water, sewer, electric, natural gas, internet, fiber, etc.). **The conceptual site plan submitted with the Grant have been included as Exhibit A.**

SECTION III – SCOPE OF SERVICES

- A.** Prepare schematic design plans based on the existing concept plan for review and approval by the Parks and Recreation Department. The schematic plans will identify general park layout, grading and drainage, and utilities. Prepare preliminary and final plans that is to include the following:
- Civil design to include site layout, grading, drainage, site utility plans, and erosion and sedimentation control plans.
 - Geotechnical investigation.
 - Landscaping design for the park greenspace.
 - Architectural design to include building plans, elevations, and sections.
 - Structural design to include foundations, framing, and structural details.
 - Electrical design to include building lighting, receptacles, and site lighting.
 - Mechanical and plumbing design to include water supply, drainage, and ventilation for the restrooms.
- B.** Develop and submit preliminary design and development plans (60% construction plans), and draft technical specifications to Parks and Recreation Department for review and approval.
- C.** Prepare preliminary construction estimates.
- D.** Develop and submit final design and development plans (90% construction plans) and technical specifications for Parks and Recreation Department review.
- E.** Meet with Parks and Recreation Department to review 90% construction documents and discuss review comments.
- F.** Final construction estimate.
- G.** Provide professional opinions of probable construction costs (OPCs) at each phase of design (i.e., 60% and 90% construction plan completion).
- H.** Upon approval from APRD, 100% final construction documents (plans and technical specifications) for solicitation of construction bids will be prepared.
- I.** Preparations and attendance for public meetings is also required.
- J.** Construction contract administration.
- K.** Construction observation as needed.
- L.** **Concept layout is presented Exhibit A.**
- M. Assigned Team Minimum Qualifications**
1. Assigned individual(s) to the project have a State of Georgia Engineering and Architectural License.
 2. Individual(s) have experience with similar projects within the State of Georgia.
 3. Qualified staff to perform the test research and required engineering and architectural calculations

SECTION IV - SELECTION CRITERIA:

The Selection Team will only consider those firms who are able to demonstrate the following qualification requirement(s):

- A. Specialized experience of firm and related experience on projects of similar scope.
- B. Expertise in urban design, landscaping, and infrastructure management.
- C. Past performance by the lead consulting firm, sub-consultants, and their employees on similar projects.
- D. Adequate staff with applicable and specialized expertise within the lead consulting firm and all sub-consultants, and current workload.
- E. Proposed project approach, including design team and sub-consultants; team organization and structure; proposed schedule; and understanding of Project objectives.
- F. Recent experience with maintaining schedules and budgets on relevant projects, demonstrating expertise in cost control, quality of work, and ability to meet schedules, and record of successfully completed projects without major legal or technical problems.
- G. Demonstrated experience conducting public meetings.
- H. Other factors relevant to the Project, including previous client satisfaction level.
- I. Rate structure for proposed staff including all sub-consultants.
- J. Understanding of the area and context where the project is located.

SECTION V - RESPONSE CONTENTS

An official authorized to bind the offeror must sign all statements. Any documents received after this time and date will not be considered and will be returned unopened to the vendor. Vendors that wish to join in a consortium must designate one vendor as principal or lead company. Consortiums will be evaluated according to the same requirements as a single vendor.

Other evaluation criteria, as outlined, should be addressed, and the vendor's abilities and compliance provided.

A selection of finalists firms will be made by a Selection Committee consisting of representatives of the Owner. The Selection Committee will receive and evaluate the Statements of Qualifications submitted in response to this Request for Qualifications (RFQ). To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

Submittals of Firm information and qualifications should be **no more than (15) pages in length** (exclusive of cover and index sheets) and should include the following information.

SECTION CONTENTS

A. PROCUREMENT DOCUMENTS:

All documents required under the Augusta Procurement regulations and procedures, properly executed, and notarized as required. The notary seal shall be visible on the original AND all copies.

B. COVER LETTER

Cover letter may be up to two pages, and should identify the Prime Firm and all firms proposed for the team. Include a contact telephone number and email address in the event the project manager needs to share follow-up information. The letter must be signed and dated by an official authorized by the prime consultant.

C. COMPANY QUALIFICATIONS

Demonstrate the firm's overall qualifications to fulfill the requirements of the scope of work along with the following:

1. Project understanding.
2. Summary of team organization
3. Approach to Scope of Work including proposed deliverables. The approach should be responsive to the items presented in this RFQ but, can be enhanced where it can be shown that doing so benefits the project.
4. Proposed timeline and deliverables schedule, with interim dates or deliverables, demonstrating an understanding of any federal, state, and local reviews required. The timeline shall commence as shown in the Submission Schedule and Key Dates.

D. TEAM QUALIFICATIONS

Elaborate on the general information presented in the introduction to establish the credentials and experience of the prime consultant and its team to undertake this type of project. The following must be included:

1. Team Organization Chart showing all firms, contractual relationship between firms, and names of specific staff proposed for this project, including their titles.
2. Identify a minimum of five similar projects the firm, acting as prime consultant, has conducted which demonstrate its ability to conduct and manage the project. Examples should have been completed within the past seven years. Provide a synopsis of each project and include the name of the project, project location, client name, date completed, amount of the firm's contract, and contact person.
3. If sub-consultants are involved, provide corresponding information describing their qualifications as requested in paragraph two above. All sub-consultants shall also show a minimum of three similar projects completed in the past seven years.

E. TEAM EXPERIENCE

Provide the professional credentials and experience of persons assigned to the project. Although standard resumes may be included, identify pertinent team experience to be applied to this project. Specifically, the City is interested in the experience, expertise, and total quality of the consultant's proposed team. If principals of the firm will not be actively involved in the project, do not list them. The submittal shall clearly indicate the Project Manager, and other key team members, and their qualifications. The following must be included:

1. Complete description of team organization including identification of the Project Manager, key personnel, office location, and roles and responsibilities of all sub-consultants.

2. Responsibilities to be fulfilled by each team member assigned to the Project. The description of responsibilities shall include an estimated percentage of the total project that is to be completed by each individual team member.
3. Ability of all sub-consultants to provide and maintain a local presence during the course of the Project. At a minimum, the Project Manager shall demonstrate availability for numerous coordination meetings that will take place in Augusta.
4. Current workload and firm/team capacity.

F. TECHNICAL APPROACH

Provide information on the consultant's understanding and approach to accomplishing the Project. The following must be included:

1. Project approach
2. Understanding of the area where the project is located
3. Approach to public outreach and public relations
4. Process for evaluation of alternatives, identifying permits and permit agencies, site and environmental analysis, if applicable
5. Knowledge and specific experience in green/sustainable design and construction practices
6. Management tools, techniques, and procedures used to maintain project schedules.
7. **Approach to project schedule. This project design and construction activities needs to be completed by October 31, 2026, with design being completed by September 30, 2025.**

G. FINANCIAL STABILITY

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 letter, on the financial institution's letterhead, stating financial stability.

NOTE: Will NOT be disclosed in any part of the RFQ. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.

H. REFERENCES:

Prime consultants must provide a minimum of three (3) references and sub-consultants must provide a minimum of two (2) references, each of which Augusta may contact regarding qualifications and past performance. All references must be familiar with projects for which members of the submittal team have participated, including the designated Project Manager and include:

1. Name of Organization and Contact
2. Title of Contact
3. Address (delivery and email)
4. Telephone Numbers

SECTION VI - SUBMISSION REQUIREMENT

Qualified firms interested in providing the services described herein are invited to submit a complete SOQ for consideration. Failure to provide all requested information may be sufficient cause for rejection of the qualifications. **One (1) marked unbound original and seven (7) copies** of the qualifications must be submitted for initial distribution and evaluation. **The overall submittal shall not surpass fifteen (15), single-sided, 8 ½ "x 11" pages in a minimum font of 11 point.** Submittals should be organized and tabbed (**Cover letter, tabs and other required forms are not a part of the 15 page limit**). **The original is to be single sided copies only. Additional copies may be double sided.** Supplemental materials, such as company brochures, tabs, cover letter and required Procurement Forms, etc. are not counted as part of the 15 page limit. Qualification packages that do not comply with the above instructions may be disqualified.

- 1. Vendors are required to submit one (1) marked unbound original AND (7) seven copies.** Original is to be unbound. Copies may be bound per vendor's discretion.
- 2. Do Not Include A Fee Proposal. Firms shall not include fee or cost information when responding to this solicitation.**
- 3.** All proposals 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 proposals 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.
- 4. Submittal Costs and Confidentiality:** All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award. **Vendors are required to submit a Trade Secret Affidavit and include a redacted copy of their qualifications.**



SECTION VII - CRITERIA FOR EVALUATION

Evaluation Process

All proposals 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 proposals 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 total from Phase 1 and Phase 2. It is the intent of the Owner to conduct a fair and comprehensive evaluation of all proposals 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

Proposals 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 requirements 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.

The Evaluation Criteria Summary and their respective weights are as follows:

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)

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

2. Qualifications & Experience (20 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 (20 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 Service (30 points)

Discuss your firm's understanding of the Scope of Services, tasks and requirements to be performed included in specifications to include the following.

- a. Specific relevant experience of your company specific to "drainage conveyance system" concept and design).
- b. A detailed description of the proposed technical approach to be taken for the performance of the required services.

5. Schedule of Work (5 points)

Approach to project schedule. **This project design and construction activities needs to be completed by October 31, 2026, with design being completed by September 30, 2025."**

Provide a Time Logic Scale Critical Path Method (CPM) schedule with start and finish dates. The schedule addresses all knowledgeable phases of the project/servicer, in accordance with the general requirements of this RFQ

6. Financial Stability (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 letter, on the financial institution's letterhead, stating financial stability.

NOTE: Will NOT be disclosed in any part of the RFQ. Failure to include the above listed financial stability requirements will affect your scoring on the evaluation sheet.

7. References (5 points):

Prime consultants must provide a minimum of three (3) references and sub-consultants must provide a minimum of two (2) references, each of which the City may contact regarding qualifications and past performance. All references must be familiar with projects for which members of the submittal team have participated, including the designated Project Manager and include:

- a. Name of Organization and Contact
- b. Title of Contact
- c. Address (delivery and email)
- d. Telephone Numbers

8. Presentation by Team (10 points) (Optional)

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

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

Proposer provides responses to various interview panel questions.

NO FEE Proposal is to be included in your response to this RFQ.

Weighted scores for each Proposal 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	Overall Qualifications & Experience		20	
3	Organization & Approach		20	
4	Scope of Services: Discuss your firm’s understanding of the Scope of Services, tasks and requirements to be performed included in specifications to include the following: a. Specific relevant experience of your company specific to “drainage conveyance system” concept and design). b. A detailed description of the proposed technical approach to be taken for the performance of the required services.		30	
5	Schedule of Work		5	
6	Financial Stability		5	
7	References		5	
(Optional – Numbers 8 and 9) Any Vendors that Receive Less Than a 3 Ranking in Any Category will not be considered for Phase II)		Rating (0-5)	Weight	Score (Rating * Weight)
8	Presentation by Team		10	
9	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 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.

SECTION VIII - SELECTION PROCESS

The Procurement Department will examine your qualifications to ascertain that all required documents are included, properly executed and in the correct quantity. Failure to meet these criteria **WILL** result in your qualifications submittal being deemed non-compliant and thus ineligible for further consideration.

A Selection Committee will review all QUALIFICATIONS submitted in response to this solicitation. Based upon the background information reported in the response, the Committee will determine whether the proposer is qualified or unqualified. 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.

Using the Statements of Qualifications and the selection criteria, the Committee will rank the firms based upon the quality and content included in their Statement of Qualifications as well as a demonstrated understanding of the project and Augusta's requirements. Depending upon the number of qualifications received, Augusta may request select firms to make presentations to the Selection Committee and field any questions they might have to clarify their qualifications and provide additional information.

Following the presentations, if deemed necessary, the Selection Committee will vote on the preferred vendor(s). All contracts with the selected Firm(s) are subject to approval by the Augusta, Georgia Commission.

The evaluation and selection process will be conducted in accordance with the Procurement regulations as described elsewhere in this RFQ.

Augusta, Georgia reserves the right to cancel or 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 qualifications, as may be deemed in the best interest of Augusta, Georgia.

Phase One Criteria (Identify short listed offerors only)

The Procurement Director, in consultation and upon the recommendation of the head of the using agency, shall select from among the offerors no less than three (3) offerors (the "short-listed offerors") deemed to be the most responsible and responsive; provided, however, they may select fewer than three (3) if deemed appropriate. If three (3) or less offerors respond to the solicitation, this requirement will not apply. The selection of the short-listed offerors shall be made in order of preference. From the date qualifications are received by Procurement Director through the date the contract is awarded, no offeror may make substitutions, deletions, additions or other changes in the configuration or structure of the offeror's teams or members of offeror's teams prior to award.

It is the intent of the Owner to conduct a fair and comprehensive evaluation of all qualifications received. **The final contract will be awarded to the vendor who submitted qualifications that are most advantageous to the Owner. The Department intent is to qualify single firm for the scope above; however, the department may choose to award to more than one vendor.**

Your team will be evaluated based on how well your firm and its individual professionals meet the criteria outlined including general and specific selection criteria. Based on the Evaluation Criteria, Augusta reserves the right to select more than one firm to provide the requested services. Please submit your qualifications in a concise written tabulated format indexed and organized. The recommended firm and contract will be presented to the Augusta Commission for final approval.

Each submittal must respond to the requested information for each section.

Phase Two Criteria (If deemed necessary)

(Rank the company that best address scope of services/ technical qualifications as outlined in the specifications

to be in the best interest of Augusta, Georgia).

After an initial screening process, a technical question and answer conference or interview will be conducted, if deemed necessary, to clarify or verify the offeror's qualifications and to develop a comprehensive assessment of the qualifications.

Final Negotiations and Letting of the Contract

The Committee shall rank the technical qualifications. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose qualifications are determined to be the most advantageous to Augusta, Georgia. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended.

The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter. In making this decision, the Using Agency and the Procurement Director shall take into account the scope, the complexity, and the professional nature of the services to be rendered.

Should the Using Agency and the Procurement Director be unable to negotiate a satisfactory contract with the offeror considered the most responsible and responsive for the Using Agency and the Procurement Director determines to be fair and reasonable to Augusta, Georgia; negotiations with that offeror shall be terminated. The Using Agency and the Procurement Director shall then undertake negotiations with the second most responsible and responsive short-listed offeror. If negotiations with the second most responsible and responsive short-listed offeror are unsuccessful, negotiations shall be terminated, and the Using Agency and the Procurement Director shall then undertake negotiations with the third most responsible and responsive short-listed offeror. Should Using Agency and the Procurement Director be unable to negotiate a contract with any of the short-listed offerors, the Using Agency, and the Procurement Director and the using agency may select from the additional offerors that were not short-listed in order of their responsibility and responsiveness and the Using Agency and the Procurement Director may continue negotiations in accordance with this section until an agreement is reached.

It is Augusta's intent to award the contract to the most qualified and responsible proponent(s) who provides the best overall proposal(s) in Augusta's sole discretion.

The Owner also maintains the right to negotiate with any firm, as necessary, to serve the best interests of Owner.

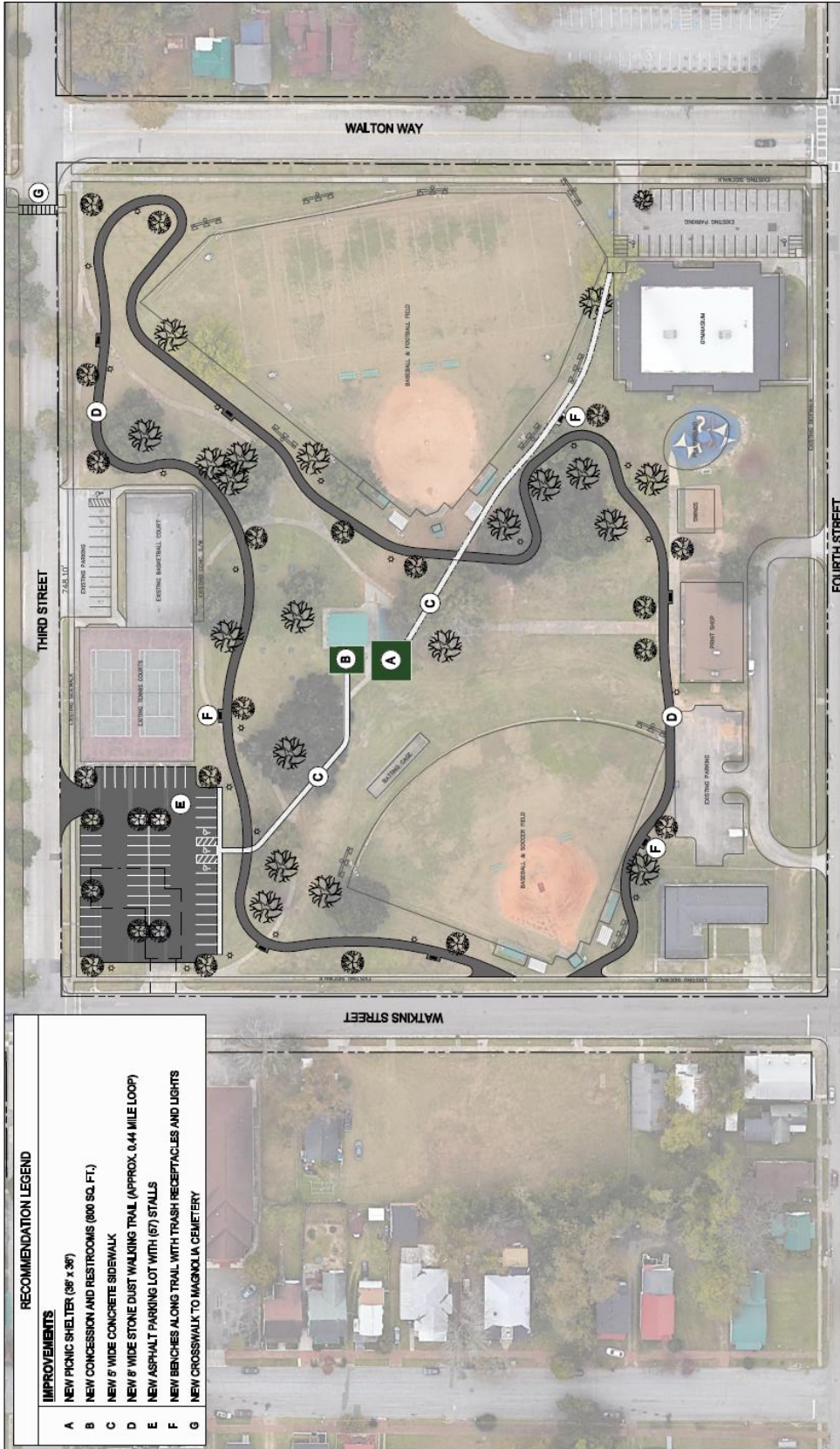
Do Not Include A Fee Proposal. Firms shall not include fee or cost information when responding to this solicitation.

Any or all of the firm(s) may be requested to expand on their response and/or make a formal presentation.

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 qualifications, as may be deemed in the best interest of Augusta, Georgia.

When in the best interest of the Augusta, Georgia, Augusta reserves the right to request additional information and to request a "Best and Final" offer.

EXHIBIT A - MAY PARK CONCEPTUAL SITE PLAN



RECOMMENDATION LEGEND

IMPROVEMENTS	
A	NEW PICNIC SHELTER (36' x 36')
B	NEW CONCESSION AND RESTROOMS (800 SQ. FT.)
C	NEW 5' WIDE CONCRETE SIDEWALK
D	NEW 8' WIDE STONE DUST WALKING TRAIL (APPROX. 0.44 MILE LOOP)
E	NEW ASPHALT PARKING LOT WITH (67) STALLS
F	NEW BENCHES ALONG TRAIL WITH TRASH RECEPTACLES AND LIGHTS
G	NEW CROSSWALK TO MAGNOLIA CEMETERY

CLIA Augusta Park Improvements
May Park - Conceptual Site Plan

Augusta, GA
September 2023



NO RESPONSE LETTER

PLEASE SUBMIT BY RESPONSE DUE DATE

RFQ #25-139	Design Services for May Park Improvement Project	Due: Monday, February 24, 2025 @ 11:00 a.m.
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To: **Augusta, Georgia - Procurement Department**

This is to certify that _____, will not be submitting a response to the above referenced solicitation document prepared by Augusta Procurement Department.

Reason(s) for No Submission:

Unavailability of required resources

Prior commitments

Inadequate anticipated funding Level

Project Duration

Potential conflict of interest

Duplication of ongoing effort

Other (please explain)

Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: ____/____/20____