

**DOUGLAS COUNTY
BOARD OF COMMISSIONERS**

**Architect and Engineering Services
For Boundary Waters Park
Multi-Purpose Recreation Center
Douglas County, Georgia**

Request For Proposal # 17- 040

PURPOSE OF THE REQUEST FOR PROPOSAL

The Douglas County Board of Commissioners is soliciting proposals from qualified firms to provide Architect and Engineering services for the Boundary Waters Park Multi-Purpose Recreation Center. The facility will be located at 5000 GA-92, Douglasville GA (East side of Boundary Waters Park Aquatic Center). Douglas County owns the property.

Boundary Waters Park is a 492-acre park that hosts a multitude of scheduled and passive recreational activities for children and adults of all ages. Boundary Waters Park officially opened to scheduled recreational activities in the spring of 2007 when the first youth baseball league season was played. Much of the park is dedicated to active recreation which include a beautiful 8 field baseball complex, 2 regulation sized soccer fields, and a regulation sized football field. Additional amenities include a children's playground, 10-acre fishing pond, 12+ miles of multi-use trails for equestrian, running, mountain biking, and hiking, and an 18 hole Disc Golf Course. Boundary Waters Park also features the Douglas County segment of the Chattahoochee Hill Country Regional Greenway Trail which was completed in May of 2013. This is a 3/4 mile stretch of paved trail that connects to the current "natural" trail segment of Boundary Waters and once completed, will connect with Carroll, Coweta, Fulton, and the City of Chattahoochee Hills to complete a 98 mile greenway corridor.

Improvements at Boundary Waters Park, including a new Multi-Purpose Recreation Center (herein referred to as Rec Center), have been identified to be funded by the SPLOST.

For informational purposes, a general description of the county's vision for the facility is provided below. This description is subject to change and is only intended to provide prospective bidders a better feel for some of the features desired by the County. The specific facility description and scope of work will be determined during the design process. At this time, no preliminary floor plans have been developed and the shape of the building has not been determined.

It is the desire for the new Rec Center to be approximately 25,000 SF (size may be larger or smaller depending on layout and budget). The building shall include, but not be limited to the following: One gymnasium with two full court high school regulation basketball courts including space for spectator seating and the ability to have a divider that can be removed/retracted for full use of the entire space, mezzanine walking track around the basketball court; staff offices; game room with billiards, sub-dividable meeting room for up to 200 people, smaller program rooms for art, exercise, dance, fitness room, kitchen and lobby with reception area, all necessary items such as parking, lighting, kitchen, restrooms, furnishings, etc. that support the operation of the facility.

Due to the special requirements of this type facility, only firms having experience in the design and engineering of a Multi-Purpose Recreation Center will be considered.

All interested qualified firms or teams of firms are invited to submit a formal proposal with pricing information to accomplish the Scope of Work described herein, in conformance with the prescribed format. The proposal is to be signed by a principal of the firm or by a principal of the lead firm if the submittal is for a multiple firm project team.

While every effort has been made to ensure the accuracy and completeness of information in the RFP we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the County.

GENERAL INFORMATION

Proposals MUST be submitted in the format prescribed herein. Failure to comply with the directions listed in this RFP, or omission of requested information could result in disqualification of your firm's proposal. Proposals are to be submitted in a sealed envelope, clearly marked in the lower left-hand corner:

***“Proposal – RFP 17-040 – Architect and Engineering Services – Boundary Waters Park
Multi-Purpose Recreation Center”***

Closing Date/Time: December 20, 2017, 1:00 p.m.

The proposals and pricing information will be received at the offices of the Douglas County Purchasing Department:

**Douglas County Purchasing Department
8700 Hospital Drive
Douglasville, Georgia 30134**

One (1) unbound original and five (5) copies of the Proposal and Pricing Information must be received at the Purchasing Department's office not later than 1:00 p.m. December 20, 2017. Absolutely no Proposals and Pricing Information will be accepted after 1:00 p.m. Faxed or e-mailed Proposals and Pricing Information are not acceptable. Proposals and Pricing Information received after the deadline will be returned to the sender unopened. Names of submitting firms will then be read aloud at **1:00 p.m. December 20, 2017.** All interested parties and the general public are invited.

ALL QUESTIONS are to be directed to Bill Peacock, Director, Douglas County Purchasing Department, (Fax 770-920-7219, e-mail bpeacock@co.douglas.ga.us). All questions are to be received not later than seven days (7) before the due date of the Proposal and Pricing Information. Responses to substantive questions will be provided to all firms who have requested Proposal information.

Proposals and Pricing Information received will become the property of Douglas County and shall be used as the County sees fit. All information contained in the Proposals and Pricing Information will remain confidential until after the award and signing of contract. Douglas County reserves the right to cancel the Request for Proposal or to reject any and all responses received, to waive any technicalities or other minor informalities if it determines, in its sole discretion, that such cancellation or rejection is in the best interests of Douglas County.

COST OF PROPOSAL

Douglas County assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting Proposals and Pricing Information, or any work in connection therewith will be borne by the submitting firm or team of firms.

RESPONSIBILITY OF PROPOSER

Request for Proposals must be signed by an authorized official to bind the offeror and it shall contain a statement to the effect that the Request for Proposals is firm for a period of at least ninety (90) days from the closing date for submission.

PROHIBITION OF GRATUITIES

Firms shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Douglas County Board of Commissioners for the purpose of influencing consideration of this qualification.

OWNERSHIP OF MATERIAL

Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.

SELECTION AND NOTIFICATION

The selected firm will be given written notification of being selected by the County. The County will negotiate and execute a contract with the selected firm prior to the beginning of the actual services. Should contract negotiations fail, the County will negotiate with one of the highly ranked firms. In general, the contract will comply with applicable laws and standard provisions and shall contain the following terms: Detailed scope of services, Schedule for providing services, and Cost of services.

INSURANCE

Prior to commencing work, firm, at its own expense, shall furnish insurance certificate showing the certificate holder as Douglas County Board of Commissioners, with a special notation naming Douglas County as an additional insured on the liability coverage. At a minimum: Commercial General Liability and Automobile Liability: combined single limit at least \$1,000,000 per occurrence; Umbrellas liability in the amount of at least \$5,000,000 that follows the coverage forms for underlying liability policies or is broader; Worker's Compensation policy providing statutory limits; Architects' & Engineers' Professional Liability – errors and omissions policy in the amount of at least \$1,000,000 per occurrence. Coverage shall provide for professional errors and/or omissions in the preparation of design and and/or specifications and include the rendering of supervisory, inspection, or engineering services.

INDEMNIFICATION

The Firm shall indemnify, protect, defend and hold harmless Douglas County, their agents, and employees, from and against any and all claims, demands, judgments, or causes of action, including costs and attorney's fees by any party or parties whatever for loss, damage, injury, fines or penalties of any kind of character either to persons or property directly or indirectly arising out of the operations performed under the Contract except such lost, damage, or injury as is caused by the sole negligence of the County.

Ad Dates: 11/15 & 11/17