

**DOUGLAS COUNTY
BOARD OF COMMISSIONERS**

**Architect and Engineering Services
For
Douglas County Senior Center
Douglas County, Georgia**

Request For Proposal # 17-041

November 22, 2017

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 new Douglas County Senior Center. The facility will be located at 7217 S. Sweetwater Road, Lithia Springs GA. Douglas County owns the property. The facility will be located adjacent to Douglas County Fire Station #1. The Fire Station/Senior Center Complex area contains 7.09 acres. The available vacant area of the complex for the Senior Center is approximately 4.7 acres.

Improvements at 7217 S. Sweetwater Road, including a new Douglas County Senior 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, the location on the site has not been identified and the shape of the building has not been determined.

It is the desire for the new Douglas County Senior Center to offer classes, activities and resources to support, enhance and encourage an active healthy lifestyle while meeting the physical challenges of Douglas County Senior Citizens. The facility should be approximately 14,500 SF (size may be larger or smaller depending on layout and budget). The building shall include, but not be limited to the following: functional entry/lobby/reception area; lounge/café area; warming kitchen with conventional oven, microwaves, refrigerator and ice machine; multipurpose room; arts and crafts areas; book exchange area; two outdoor pickleball courts; sports\exercise room(s); staff offices; game room, a large meeting room for up to 200 people, smaller meeting rooms, dance studio, vending area and, all necessary items such as parking, lighting, furnishings, etc. that support the operation of the facility. Fencing or landscape buffer between the Senior Center and the adjacent subdivisions. See Scope of Work and Design Process for more details.

Due to the special requirements of this type facility, only firms having experience in the design and engineering of a Senior 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 17-041 – Architect and Engineering Services –
“Douglas County Senior Center”
Closing Date/Time: January 12, 2018, 2:00 p.m.***

Pricing information is to be included within the proposal in a separately sealed envelope. 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 2:00 p.m. January 12, 2018. Absolutely no Proposals and Pricing Information will be accepted after 2:00 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 **2:00 p.m. January 12, 2018.** 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.

Ad Dates: 11/22 & 11/24