



**Board of Regents of the University  
System of Georgia**

**Request for Qualifications  
(Step I)**

**and**

**Request for Proposals  
(Step II)**

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To Provide

***Planning and Design Professional Services***

For

Project No. 0331-2020  
**Edge/Rice Complex  
Planning/Programming/Conceptual Design**

**Georgia Institute of Technology  
Atlanta, Georgia**

**Solicitation Issue Date: July 1, 2020**  
**Qualifications Packages Due: August 4, 2020**

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**STEP I**  
**REQUEST FOR QUALIFICATIONS**  
**To Provide**  
**Planning and Design Professional Services**  
**For**  
**Project No. 0331-2020**  
**Edge/Rice Complex Planning/Programming/Conceptual Design**  
**Georgia Institute of Technology, Atlanta, Georgia**

Georgia Institute of Technology (GT), on behalf of Georgia Tech Athletic Association (GTAA), is soliciting statements of qualifications from firms interested in providing Design services for a project known as **Project No. 0331-2020, Edge/Rice Planning/Programming/Conceptual Design** at Georgia Institute of Technology, Atlanta, Georgia. This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. Some firms that respond to this RFQ, who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to interview and offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. GT reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion. For the purposes of this document the term “architect” may be substituted as “Design professional”.

**1. GENERAL PROJECT INFORMATION**

**Project Context**

With 400-plus student-athletes across 17 varsity sports, Georgia Tech competes at the highest level of intercollegiate athletics as a member of NCAA Division I and the Atlantic Coast Conference (ACC), while also developing young people who will change the world. Georgia Tech has long been a leader in innovation in college athletics with the NCAA CHAMPS/Life Skills Program (known as the Total Person Program at GT), commitments to athletics scholarships until a student-athlete graduates and the use of virtual reality in recruiting among the many concepts that originated on The Flats. The Yellow Jackets have won five national championships during their illustrious history (four in football – 1917, 1928, 1952 and 1990; one in women’s tennis – 2007), appeared in two Final Fours in men’s basketball (1990 and 2004) and three College World Series in baseball (1994, 2002 and 2006). Combining world-class education with top-notch athletics, Georgia Tech has produced 83 Academic All-Americans.

**VISION:**

We develop the young people who will change the world.

**MISSION:**

Georgia Tech athletics inspires and empowers student-athletes to be **Everyday Champions** in academics, competition and life.

**FORMULA:**

**WINNING + THE INSTITUTE + TOTAL PERSON PROGRAM = EVERYDAY CHAMPIONS**

## **Project Background**

The Georgia Tech Athletic Association plans to reinvigorate their athletic headquarters complex, with a focus on student-athlete performance. The new facility will impact every Georgia Tech student-athlete's experience for athletic and academic success. The facility will be designed to develop a better student-athlete through innovative strength and performance training, nutrition, sports medicine, and academic support. The facility will contain state-of-the-art technology and innovation spaces that align with the mission and distinctive qualities of the Institute. It will impress recruits that their experience at Georgia Tech will be unique and prepare them for lifelong success. The complex currently consists of the Arthur B. Edge Intercollegiate Athletic Center and the Homer Rice Center for Sports Performance, as well as a potential portion of the Bobby Dodd Stadium North Stands (constructed in 2003).

The complex is in need of comprehensive renewal or replacement. The Edge Building was opened in 1981 and the Rice Building in 1996. The four level Edge Building and three level Rice Building serve as home to Georgia Tech's Intercollegiate Athletics Program. The complex houses all GTAA administrative offices, a dining hall for student-athletes, The Hearn Academic Center, physical therapy clinic, sports medicine area, and ticket offices.

Over time, piece-meal renovations and one-off decisions have rendered the buildings inefficient and have affected the functionality of the spaces in adverse ways. Necessary programmatic adjacencies have eroded to the point of inefficiency. This project will offer an opportunity to contemplate the changing role of GTAA functions, programmatic adjacencies and right sizing of spaces.

This project will reinvent the public facing components of GTAA so that it once again feels integrated and connected to the larger Institute community, rather than embedded deep into a concrete bunker. It will be the front door for GTAA and in many ways Georgia Tech, through athletic program visitors. The changing NCAA landscape related to recruiting, resource provision, and student-athlete academic success is also driving major changes to program and process, all of which impact space. Additionally, evolving work processes are changing work place environments to be more flexible and collaborative in nature.

Building infrastructure systems, such as HVAC, are at the end of their useful life and need replacement. Significant opportunities exist to create a building with lower energy use. Electrical and network upgrades are necessary. Toilet rooms, stairs and elevators need upgrades to accommodate physically challenged individuals. The buildings need ADA and seismic upgrades related to new code requirements. This project will address these systems issues and create a more sustainable home for Georgia Tech Athletics.

The vision for the finished project is three-fold. First, the renewed and/or new buildings will provide space that properly supports GTAA in their day-to-day operations for the near future, but most importantly the continued success of GT student-athletes. Second, the project corrects serious building systems deficiencies, envelope issues and functional items, such as the loading dock area. Third, and perhaps most exciting, the new facility will allow Georgia Tech to better compete for recruits furthering the rich tradition of the GT student-athletes. Programmatic enhancements such as a new Performance Lab in coordination with a new strength and conditioning component and improved Sports Medicine Lab will better position Georgia Tech for the opportunity to remain competitive within the Atlantic Coast Conference, and to meet expectations of the alumni fan base to compete on a national level.

This project will be carefully coordinated with the current planning for future Bobby Dodd Stadium improvements. Planners have been engaged to evaluate potential modifications and upgrades to enhance the premium opportunities, fan experience and operations of the Bobby Dodd Stadium complex starting in 2019. The final report for this plan will include recommendations for

incorporation into the renewal/replacement of the Athletic headquarters complex. Additionally, the selected team for this RFQ/P will update and test a previous renewal study on the Edge/Rice buildings started in 2015.

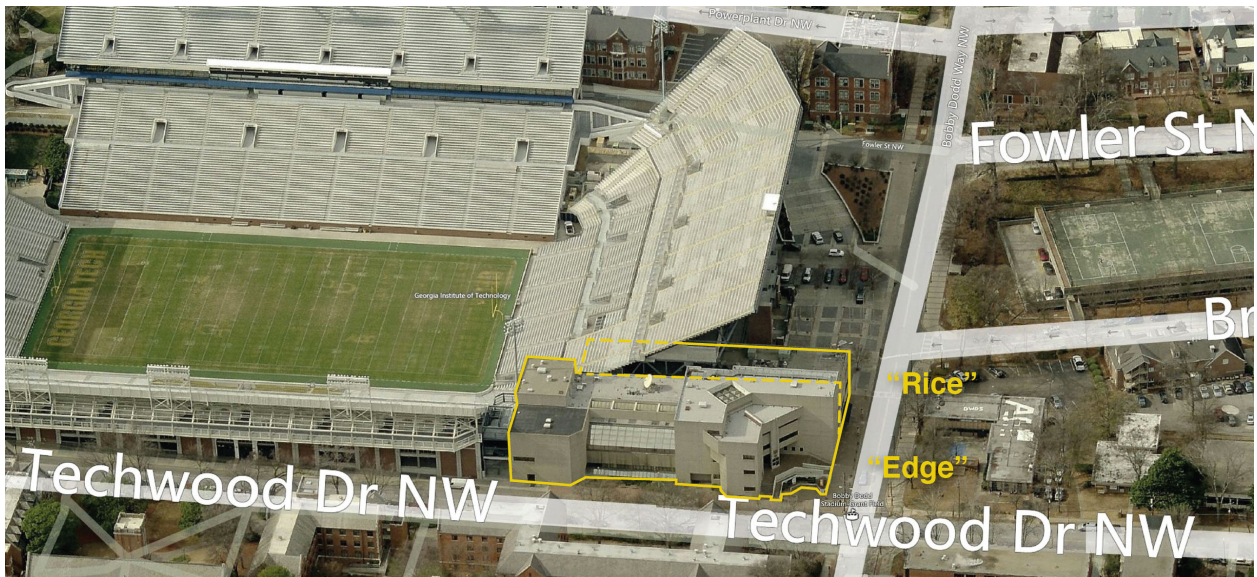


Figure 1 – Edge Center and Rice Center

### Design Professional Fee

The Design Professional Base Fee will be approximately \$500,000. Anticipated Design Professional service requirements include the services as listed in Item 3 below “Scope of Services”. The shortlisted Design/Programming Professional firms are required to submit a fee proposal that also includes anticipated fees for any specialty consultants needed and all reimbursable expenses such as printing and travel in the Step II – Request for Proposals (RFP) phase.

### Project Schedule

The Design Professional’s services are anticipated to commence by **October 2020** with final documents anticipated for completion in **February 2020**.

### Project Budget

The preliminary Stated Cost Limitation (SCL) or construction cost of the Project is estimated at \$44 million. The final SCL may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances.

## 2. DESIGN PROFESSIONAL SERVICES REQUIREMENTS

The Owner is seeking the services of a planning and design firm (the “Design Professional”) to provide all planning and programming services, including the development of data, analysis, concepts, and recommendations. The successful Design Professional will contract with the Owner in a timely manner. The applying firm shall be an individual firm fulfilling all contractual obligations and performing a minimum of 50% of the services in-house. An associated firm (if desired) may provide up to 50% services, allowing two or more firms to share in the effort on an equal basis. Georgia Tech reserves the right to retain the services of the successful DP firm or team for subsequent efforts of this project through a subsequent qualifications-based selection process; in other words, the contracted firm for planning can compete for future design phases.

### 3. SCOPE OF SERVICES

#### Detailed Project Description

As the anchor corner for Bobby Dodd stadium at an important campus intersection, this project has the potential to exemplify a fresh approach to operating a successful Power 5 athletic program. It will also showcase Georgia Tech Athletic Association as an innovative, forward thinking program that elevates its student-athletes to the pinnacle of intercollegiate competition and academics, creating what AD Todd Stansbury calls, “Everyday Champions.” The project site is on the corner of Techwood Drive and Bobby Dodd Way.

The site will be highly visible— both from outside the stadium and inside - located across from historic East Campus Housing and on a main circulation route to central campus. This project site is a quick walk from the North Avenue Marta station and is visible from many prospects in Midtown Atlanta. This intersection serves as ground zero for home football games. Being such a key site, it is vital that it develops thoughtfully, achieving needed functionality/access, while maximizing available capacity. In keeping with the scale, material and character of the surrounding stadium, the project can respond to needs like athletic resources, student-athlete academic support, and university-related retail program elements. It will be a showcase for GTAA to bring recruits and their families to the improved facility.

The new project envisions engagement with the street and landscape, but also addressing Callaway Plaza. It has the opportunity to transform moments of the interior of the stadium in a way that the current structure cannot, providing views, event spaces and recruiting vantages that do not exist today. Opportunities to organize service, operating activities and improved fan experience must be considered. The full development of the Bobby Dodd Masterplan envisions a phased approach, however, the Edge/Rice component of that will be constructed as one integrated project that works to keep the balance of the stadium operational. The target total project budget for the cost of the initial phase of stadium improvements, focused on the Edge/Rice complex is at least \$70 million, to be further explored by this study.

Programmatically, the project will enable GTAA to optimize its operation, react to changing NCAA regulations and thoroughly engage student-athletes, parents and alumni with the best facilities in the ACC. Space types relative to best practices need deep exploration and study. For example: current existing public space has become obsolete, specifically, the museum showcase and chapel. In this case, static exhibition material and unmanageable curation costs have created inefficient and underutilized space. The intention is to use newer technology to convey the rich culture of Georgia Tech athletics in a high impact display in a much smaller footprint. The project will also address outdated technologies for better communication and collaboration for staff and student-athletes. It will help the academic support resources to collocate to address space deficiencies, allow modernization and provide expansion capacity for growing programs. Simply put, it will allow GTAA to compete for the best students, employees and coaching staff.

#### Scope of Work

##### *Project Purpose*

To create an integrated, cohesive planning document for the development of Edge/Rice complex, outline the framework for long-term alignment with the Bobby Dodd Masterplan into the future, and develop the Edge/Rice project planning, programming and concept design.

#### A. Develop a Strategic Alignment Plan with Bobby Dodd Masterplan (BDMP)

- a. Create an integrated, cohesive strategic plan for the development of the Edge/Rice complex that outlines the framework for continued long-term alignment with the BDMP.

- b. The plan should address the following areas:
  - i. BDMP and Historic Structures Report
    - 1. How to showcase the history and culture of Grant Field and Bobby Dodd in the new project
    - 2. Weave BDMP objectives into Alignment Plan where applicable; ie operational optimization, circulation, access, fan experience etc....
  - ii. Identify detailed needs for Edge/Rice that BDMP doesn't completely address based on existing adjacencies/deficiencies – are there overlapping systems, circulation, structure that are considered prior to Edge/Rice?
  - iii. Enabling planning – What should Edge/Rice address to allow/amplify specific BDMP ideas? For example: floor elevation alignment, service concepts and/or premium opportunities

**B. Generate Site Analysis, Detailed Programming and Concept Design**

- a. Fully test the nature of the development potential in terms of site capacity, context, and scale; may be used for further phases as it relates to BDMP.
- b. This program and vision should stem from a balance between guiding principles and/or updates from the GTAA mission and vision and the full understanding of the unique programmatic drivers that will make this project successful
- c. The consultant should:
  - i. Adhere to BoR Design Guidelines/Checklists
  - ii. Explore multiple development scenarios in terms of massing, form, outdoor space, etc.
  - iii. Establish programming through interviews and workings sessions with potential building occupants, stakeholders, and GTAA and campus leadership
  - iv. Work should be coordinated with the BDMP and all appropriate GT Master Plans
  - v. Realize and leverage the campus fabric, site constraints/opportunities and program into a rich tapestry of creative place-making, synergistic activities/adjacencies, social spectacle, and urban space. Edge/Rice should become the destination for all interested in GT athletics; contrary to the existing building currently
  - vi. Develop a vision/strategy for academic and administrative programs' success in vertically distributed space
- d. Suggested Outline for Programming and Concept Visioning Document (but not limited to):
  - i. Executive Summary
  - ii. Vision and Culture of GTAA
  - iii. Project Aspirations & Goals
  - iv. Leveraging the GT Strategic Plan, BDMP, other campus plans
  - v. Incubator of Innovation and Performance
    - 1. Precedent Projects
    - 2. Diagram Studies
    - 3. Other
  - vi. Site Analysis
    - 1. Site Density Studies
    - 2. Site Analysis
    - 3. Site/Program Adjacency Diagrams
  - vii. Site Development Scenarios with multiple Alternatives
    - 1. Site Diagrams
    - 2. Floor Plan Diagrams

- 3. Massing
- 4. Material and Character
- viii. Building Space Program
- ix. Room Data sheets and other information
  - 1. Component/Typical by Space Type
    - a. Organized by FICM code
  - 2. Narratives/Checklists
    - a. Architectural
    - b. Codes and Standards
    - c. Accessibility
    - d. Audio Visual Technologies
    - e. Site Utilities / Civil
    - f. Landscape Design
    - g. Structural
    - h. District systems' strategies, i.e. district energy or water
    - i. Fire Protection Systems
    - j. HVAC Systems
    - k. Plumbing Systems
    - l. Electrical Systems
    - m. Data / Communications
    - n. Security
    - o. Traffic
    - p. Parking
    - q. ASHRAE 189.1
    - r. Well Building Program or similar goals
- x. Ecological Stewardship
  - 1. Sustainable Aspirations and Strategies
    - a. Land Use + Site Ecology
    - b. Water Cycle
    - c. Energy & Air Quality
    - d. Light
    - e. Materials
    - f. Carbon
- xi. Building Service Information
  - 1. Network
  - 2. Utilities
  - 3. Parking
  - 4. Loading/delivery
  - 5. Future proofing for technologies, ride sharing, drone delivery, etc....
- xii. Project schedule
- xiii. Cost models by alternative
  - 1. Note: GT will hire 3<sup>rd</sup> party to verify/reconcile cost estimate by Design Professional
- xiv. Appendices
  - 1. Process work
  - 2. Meeting Minutes
  - 3. Project Team Directory



#### 4. Relevant Material or Resources

##### C. Deliverables (suggested but not limited to)

- i. Integrated Planning Document in native and pdf format that will be utilized during the subsequent Design Documentation effort including renderings
- ii. Digital versions of all native files including, but not limited to: \*.rvt, \*.ai, \*.indd, \*.jpeg, \*.doc, etc....
- iii. Minimum of two high resolution renderings of final concept(s)
- iv. All digital building models should conform to GIT BIM standards

The process will include coordination with multiple GT campus users including, but not limited to, University System of Georgia, GT Executive Leadership, Academic Programs, Capital Planning & Space Management, Campus Services, Facilities Management, Office of Campus Sustainability, and Real Estate Development Office. The design team will need to respond to the goals outlined in the Bobby Dodd Master Plan, Campus Strategic Plan, Campus Master Plan, Campus Landscape Master Plan, South Central Master Plan, Campus Bike Master Plan, Campus Sustainability Plan, Stormwater Master Plan, Historic Presentation Plan, P&T Immediacy Plan (in progress) & Yellow Book Design Standards as appropriate (See Exhibit G).

#### 4. QUALIFICATIONS REVIEW PROCESS

Selection of the Design Professional will be a multi-step process generally following the steps outlined in the State Construction Manual.

**Step I - Qualifications Review**, is initiated with this RFQ for the purpose of acquiring Statements of Qualifications from prospective firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of Georgia Tech. The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ and then evaluate the submittals based on the criteria for evaluation listed below:

##### **Criteria for Evaluation of Statements of Qualifications**

**25% Factor:** Stability of the firm, including the firm's corporate history, growth, resources, continuity of team, familiarity with the Atlanta market, form of ownership, litigation history, financial information, and other evidence of stability.

**45% Factor:** Firm's relevant project team experience and qualifications, including the demonstrated ability of the team working together, experience in strategic planning, programming and conceptual design projects comparable in complexity, size, and function, for Owners such as the State of Georgia and other similarly-structured organizations. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project. We expect the team to effectively plan for a timeline of (10) years factoring in developmental pressures, changing landscape, existing conditions, and financial constraints on behalf of the Georgia Tech community.

**30% Factor:** Firm's apparent suitability to provide services for project, including past performance and firm's apparent fit to the project type and/or needs of the Owner, performance on past work and any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm. The firm's non-discrimination policies, any affirmative action policies and/or stated efforts for the inclusion of Minority-Owned Business Enterprises and/or Woman-Owned Business Enterprises will be a part of this evaluation.

Experience and proficiency with the design of public buildings with regard to the areas of public safety and health, accessibility for persons with disabilities and special needs, and environmental concerns will be considered.

## 5. SCHEDULE OF EVENTS (STEP I)

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP I (RFQ) Estimated Time Line		
a. Owner issues public advertisement of RFQ	7/1/20	----
b. Deadline for written questions/requests for clarification (see Section 6).	7/13/20	2:00pm
c. Owner issues final addendum (if necessary)	7/17/20	----
<b>d. Deadline for submission of Statements of Qualifications</b>	<b>8/4/20</b>	<b>2:00pm</b>
e. Owner completes evaluation, post results, and issues notification to finalist firms	No later than 8/11/20	----

## 6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual proposer regarding their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ, or the project, shall be submitted in writing via e-mail to:

**Amanda Jones**  
**Senior Planner**  
**Capital Planning and Space Management**  
**Georgia Institute of Technology**  
[amanda.jones@cpsm.gatech.edu](mailto:amanda.jones@cpsm.gatech.edu)  
**\*\*\* Phone Calls Will Not Receive a Response \*\*\***

**The deadline for submission of questions relating to the RFQ is the time and date shown in the *Schedule of Events (Section 5)*. All relevant questions and requests for clarification received by the Institution in writing, prior to the deadline will be compiled, and answers will be posted on the Georgia Procurement Registry as an addendum/notice to the original solicitation for services at <http://ssl.doas.state.ga.us/PRSapp/>. Any proposer exceptions to the RFP requirements or requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.**

## 7. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Submittals must be prepared in a manner that fits a standard 8 ½" x 11" paper format when printed. Responses are limited to using a minimum of an 11-point font. **The entire response shall not exceed 50 pages, including exhibits, affidavits or other enclosure information that may be included in an appendix.** All pages count regardless of content. Submittals that include

qualifications of more than one firm shall not exceed page limits. Submittals that exceed the page limit will be deemed non-responsive and will not be considered by the Selection Committee.

**STATEMENT OF QUALIFICATIONS  
(DELIVERABLES “A”, “B” and “C” FOR ALL FIRMS)**

Emphasis should be on completeness, relevance, and clarity to content. The content of all Statement of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

**A. Description and Resources of Firm**

- A1 Provide basic company information: Company’s legal name, address, name of primary contact, telephone number, fax number, email address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office’s proximity to the project site. If applicable, indicate the year the local office was established and the number of persons staffing that office and their disciplines. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure?
- A2 Briefly describe the history and growth of your firm(s). Provide general information about the firm’s personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
- A3 Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain. List any claims against your firm or against Owners where your firm is named.
- A4 Provide the name of the insurance carrier, types of coverage and deductible amounts per claim.
- A5 List the firm’s annual revenue for the past 5 years. List the parent office and the local office revenues separately, if applicable.
- A6 Supply financial references and main banking references.
- A7 Has the firm ever been removed from a design services contract or failed to complete a contract as assigned? If yes, provide an explanation.
- A8 Complete and submit the Certification Form (Exhibit “A” provided with RFQ) and provide a scanned notarized copy with response with the firm’s Statement of Qualifications.
- A9 Complete and submit a Certificate of Insurance and Minority Status Form (Exhibit “B” provided with RFQ) and provide a scanned notarized copy with response with the firm’s Statement of Qualifications.
- A10 Complete and submit the Project Team Composition Form, including subconsultants (Exhibit “C” provided with RFQ). This is to identify composition of the project team only. More detailed information about the consulting team members and relevant project experience will be requested in Step II, Request for Proposals (RFP).
- A11 Complete the Contractor Affidavit Form (Exhibit “E” provided with RFQ) and provide a scanned notarized copy with response with the firm’s Statement of Qualifications in compliance with the Georgia Security and Immigration Compliance Act.
- A12 Complete the Proposer’s Disclosure Statement (Exhibit “F” provided with RFQ) and include with firm’s Statement of Qualifications.

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT(S)**

“Contractor” in the following Affidavits shall mean “General Consultant/Architect/Design Professional” for the purpose of compliance with O.C.G.A. § 13-10-91, (b).

For the purpose of completing the attached Affidavits, please insert the following:

- “Name of Public Employer” shall mean “Georgia Institute of Technology”
- “Name of Project” shall mean “Edge/Rice Complex Planning/Programming/Conceptual Design”

**B. Experience and Qualifications**

- B1 Provide professional qualifications and description of experience for principal consulting personnel. *(At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as a finalist, the Owner will request detailed information on the exact proposed expanded team and their relevant experience during the RFP process.)*
- B2 Provide information on the firm’s experience on projects of similar type, size, function, and complexity. Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
- a. Project name, location and dates during which services were performed.
  - b. Brief description.
  - c. Services performed by your firm.
  - d. If your firm has more than one office, indicate which office was responsible for each of the example projects.
  - e. Respective Owner’s stated satisfaction in service of your firm. Provide any Owner-written letters of reference/recommendation about the firm’s performance on the project.
  - f. Owner’s current contact information.
  - g. Include key personnel participation in example projects, using a summary matrix similar to Standard Form 330 (Rev. 8/20/16) page 4.

**C. Statement of Suitability**

- C1 Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm’s fit to the project and/or needs of the Owner, any special or unique qualifications for the project; Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.
- C2 Provide Minority-Owned Business Enterprise (MBE) / Woman-Owned Business Enterprise (WBE) status and M/WBE participation on this project, as well as any non-discrimination and affirmative action policies of the firm. Provide evidence of experience and proficiency with design of public buildings with regard to the areas of public safety, environmental, accessibility for persons with disabilities and special needs or other related concerns.
- C3 Provide information on any special services offered by the firm that may be relevant and available for this project.

**8. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS**

Submit (1) electronic copy (.pdf via file sharing portal, such as, Dropbox, OneDrive, etc, not to exceed 5MB) of the complete package to the Owner. The entire submittal should be submitted as one (1) file. Please do not submit individual documents or sections separately. Submit to:

**Amanda Jones**  
**Senior Planner**  
**Capital Planning and Space Management**  
**Georgia Institute of Technology**  
[amanda.jones@cpsm.gatech.edu](mailto:amanda.jones@cpsm.gatech.edu)

Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (Section 5 of the RFQ).

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. Submittals will not be accepted via e-mail or fax; however, an email receipt of the files will be issued to each professional reflecting digital delivery by the Institute point of contact.

Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91 (b)(1) with the Statement of Qualifications (See Exhibit "E"). FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.

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.

#### **9. FINALIST NOTIFICATION**

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, a list of the finalist firms will be posted on the Georgia Procurement Registry as an addendum/notice to the original RFQ solicitation.

**Step II - DP Selection**, will be initiated by invitation to finalists to submit Design Professional Proposals as instructed in the Owner's Request for Proposals (RFP). Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as the Design Professional for this Project in accordance with the qualification criteria herein. The Owner will issue a notice to finalists to participate in an oral presentation/interview. The successful Design Professional will be determined from the interviews and proposals received. The successful Design Professional team for this planning phase will not be precluded from future phases.



**STEP II**  
**REQUEST FOR PROPOSALS**  
*(From Qualified Finalists ONLY)*

Project No. 0331-2020  
**Edge/Rice Complex Planning/Programming/Conceptual Design**  
 Georgia Institute of Technology  
 Atlanta, Georgia

**Note: The information in this Section, Step II (Request for Proposals) is provided for firms who have been issued notification as having been deemed eligible and are shortlisted for the project.**

To firms who have been issued notification as having been deemed eligible, the Georgia Institute of Technology (“User”), issues this Request for Proposals (RFP), for those firms to offer proposals for Design professional services for the specific project.

**1. CONTRACT INFORMATION**

The contract for Planning/Programming/Conceptual Design professional services will be based on the General Consultant contract included with this Request for Proposals. You are encouraged to review and become familiar with the terms and conditions of this contract. Owner does not intend to modify any language contained in general terms and conditions of the contract, and any significant exceptions proposed by a firm could lead to a firm being deemed non-responsive.

**2. PROGRAM**

**See General Project Information in RFQ (Step I), Section 1.**

**3. SCHEDULE OF EVENTS (STEP II)**

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. All times indicated are prevailing times in Atlanta. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

<b>STEP II (RFP) Estimated Time Line</b>		
a. Owner issues notice to finalist firms to propose as instructed in RFP	<b>8/11/20</b>	----
b. Owner conducts Mandatory Pre-Proposal <b>Virtual</b> Meeting for all team members	<b>8/18/20</b>	1:00 PM
c. Owner conducts Mandatory Pre-Proposal Site Visit for finalists (limit 2 per team)	<b>8/18/20</b>	3:00 PM
d. Deadline for submission of written questions and requests for clarification	<b>8/25/19</b>	2:00 PM
e. Owner issues final addendum (if necessary)	No later than <b>9/3/20</b>	-----

<b>f. Deadline for submission of Design Team Proposals</b>	<b>9/10/20</b>	<b>2:00 PM</b>
g. Owner interviews finalist firms and Fee Proposals are due	9/17/20	TBA

#### 4. PRE-PROPOSAL SITE VISIT

At this time, the Owner plans to hold a mandatory pre-proposal virtual meeting (for all team members) and a site visit to support this solicitation, however, reserves the right to cancel by 8/11/2020 if the fluid situation related to the COVID-19 pandemic is not sufficiently known. The site visit will include physical distancing, team member limit of two and required personal protective equipment. GT staff also will be limited.

#### 5. SELECTION PROCESS

**Step II - DP Selection**, will be initiated by the invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Statements of Qualifications) to submit **Design Team Proposals and Fee Proposals** as instructed in this RFP. Finalist interviews will also be conducted by the Owner. The successful PP will be determined from the evaluation of proposals received and interviews.

##### **Criteria for the Evaluation of Project Proposals:**

15% Factor: Previous Performance and References of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during design and construction, the firm's control of design schedule, quality and budget. The Owner will use references from stakeholders of the Owner's choosing from previous projects of the finalists, among other information as necessary. This information will be collected by the Selection Committee from project references provided in the RFQ (Step I) submittal.

20% Factor: Design Team Qualifications and Experience of the Proposed Project Team. Experience of the principal, lead designer, and project manager on completed projects of similar size, type, and complexity; assigned team's experience with effective budget and schedule control; availability of the proposed team for this project. Provide information regarding percentage of the primary team member's time will be committed to this project.

15% Factor: Quality of Proposed Management Plan: The firm's design and detailed work plans; Firm's approach for managing responsibility and accountability for project concerns; Firm's process for effectively resolving issues and maintaining project commitments.

##### **Criteria for the Evaluation of Finalist Interviews:**

25% Factor: Methodology Presented: The firm's ability to assure success to complete the project within the time and cost budgeted. The firm's presentation of the proposed execution plan, and the committee's overall impression of the firm and key team members (lead planner, project manager, project director, project executive, etc.)

25% Factor: Team Communications/Project Solutions: The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

## 6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFP, or the project, shall be submitted in writing via e-mail to:

**Amanda Jones**  
**Senior Planner**  
**Capital Planning and Space Management**  
**Georgia Institute of Technology**  
[amanda.jones@cpsm.gatech.edu](mailto:amanda.jones@cpsm.gatech.edu)  
**\*\*\* Phone Calls Will Not Receive a Response\*\*\***

**The deadline for submission of questions relating to the RFP is the time and date shown in the *Schedule of Events (Section 3)*. All relevant questions and requests for clarification received by the Institution in writing, prior to the deadline will be compiled, and answers will be posted on the Georgia Procurement Registry as an addendum/notice to the original solicitation for services at <http://ssl.doas.state.ga.us/PRSapp/>. Any proposer exceptions to the RFP requirements or requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.**

## 7. INSTRUCTIONS FOR PREPARING DESIGN TEAM PROPOSALS

### **READ CAREFULLY - THIS HAS CHANGED!**

Design Team Proposals must be prepared in a manner that when printed would typically fit on standard (8 ½ x 11") paper. Proposal responses **should not exceed 40 pages** and use a minimum 11-point font. Submittals that include qualifications of more than one firm shall not exceed the page limit. All cover sheets, tabs, table of contents, or other enclosure information required count towards the page limit. All pages count regardless of content. Exhibits A through F do not count against the page limit. Emphasis should be on completeness, relevance, and clarity of content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Project Proposals must be categorized and numbered as outlined in the following "DESIGN TEAM PROPOSAL DELIVERABLES", and must address in a responsible and responsive manner all requested information:

### **DESIGN TEAM PROPOSAL (DELIVERABLES "D", and "E" FOR FINALIST FIRMS ONLY)**

Emphasis should be on completeness, relevance, and clarity to content. The content of all Statement of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

#### **D. Qualifications and Experience of Proposed Design Team**

- D1 Describe your firm's proposed organization for the Design team, including sub-consultants. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project: At a minimum, the project organization chart shall show the names of key planners and staff; descriptions of responsibilities for all proposed staff. The Owner requests a primary and alternate MEP and IT consultant that can be selected based on qualifications at the time of selection.
- D2 Please provide for each of the above personnel current resumes listing relevant project experience and percentage of the person's time to be committed to this project.



- D3 Please identify the individual who, *from project start to finish*, will be the leader of your team and the principal point of contact between your firm and the BOR and the Using Agency. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection.
- D4 Provide examples of your team's *recent* experience in similar projects, including the following information:
- Provide detailed information on the three most recent relevant projects your firm has completed with proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of Client's representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.
  - Provide a reference from the Client and any other stakeholders (with current phone numbers) familiar with your performance on each of the above projects.
  - List the individuals who served as the Principal Designer, architect, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.

**E. Edge/Rice Complex Planning/Programming/Concept Design plan**

- E1 Provide a statement of your definition of your firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the BOR, Using Agency, and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.
- E2 Provide your proposed timeline covering the scope of work and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.
- E3 Provide your detailed plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

**8. SUBMITTAL OF DESIGN TEAM PROPOSALS**

Submit (1) electronic copy (.pdf via file sharing portal, such as, Dropbox, OneDrive, etc, not to exceed 5MB) of the complete package to the Owner. The entire submittal should be submitted as one (1) file. Please do not submit individual documents or sections separately. Submit to:

**Amanda Jones**  
**Senior Planner**  
**Capital Planning and Space Management**  
**Georgia Institute of Technology**  
[amanda.jones@cpsm.gatech.edu](mailto:amanda.jones@cpsm.gatech.edu)

It is the sole responsibility of the Proposer to assure delivery by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the time stipulated above. Submittals will not be accepted via e-mail or fax; however, an email receipt of the files will be issued to each professional reflecting digital delivery by the Institute point of contact.

Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. §13-10-91 (b)(1) with the Statement of Qualifications (See Exhibit "E"). FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.

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.

## **9. PRESENTATION/ INTERVIEW INFORMATION**

### **Interview Format**

Firms selected to make presentations shall be notified by the Invitation to Interview letter issued by the Selection Committee Manager. The Invitation to Interview letter shall designate a place and time for the interview session. The time allotted to each firm to present and be interviewed will be in accordance with the State Construction Manual. The Invitation letter will specify the manner in which the presentations will be conducted. This process could be virtual; the Owner will communicate interview format to the shortlisted Design Professionals.

- The interview will last a total of 60 minutes (5 minutes for setup, 35 minutes for the presentation, 15 minutes reserved for questions and answers and the last 5 minutes for knock down). The Selection Committee will consist of representatives of the institution.
- Electronic presentations, such as PowerPoint presentations are also allowed.
- If needed, GT will typically have a screen and projector available in the interview room, and possibly a laptop computer. Nevertheless, presenters must be prepared with their own flash drive and laptop computer in case unforeseen technical difficulties are encountered.
- The presentation may involve flip charts or boards along with the oral presentation.
- All members of the Selection Committee will be present during all of the presentations and interviews.
- Firms are not allowed to address any questions, prior to the interview, to anyone other than the designated contact.

### **Interview Requirements**

The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm. Information provided should assist the Selection Committee in making an informed decision as to the proposer best suited for the work.

Teams should focus their presentations on:

- Describing their detailed thoughts for planning, programming, and concept design including: project schedule, quality, feasibility, cost estimation; and
- Unique characteristics or services the team offers
- Specific roles of your team members

Teams are discouraged from reviewing general company history and past experience as submitted in Statements of Qualifications or Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview to discuss how the team will successfully complete the project.

## **10. SUBMITTAL OF FEE PROPOSALS**

Fee Proposals will be solicited from the finalists invited to interview. Fee proposals shall be submitted at the conclusion of the interview session in a sealed opaque envelope and shall not include any project proposal information. **Firms must use “Design Professional Fee Proposal” form (included as an Exhibit to this RFQ/RFP).** No sealed fee proposal will be opened until one firm has been judged to be the top ranked firm. Subsequently, only the fee proposal from that top ranked firm will be opened. Please understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

### **Final Selection**

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm and so on until a mutual agreement is established and the Owner awards an architectural services contract.

## **11. ADDITIONAL TERMS AND CONDITIONS**

### **Deadlines**

The deadline for submission of questions relative to the RFP/RFQ is the time and date shown in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing, and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP/RFQ requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

### **Restriction of Communication**

From the issue date of this (RFP/RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, the Institution, or BOR, except for submission of questions as instructed in the RFQ, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

### **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.

### **Award Conditions**

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in

responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

### **Reciprocal Preference Law**

For the purposes of evaluation only, a proposer that resides in the State of Georgia will be granted the same preference over proposers that reside in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State to proposers that reside therein. For the purposes of this law, the definition of a resident proposer is one who maintains a place of business with at least one employee inside the State of Georgia. A P.O. Box address will not satisfy this requirement.

### **Joint-Venture Proposals**

The Owner does not desire to enter into “joint-venture” agreements with multiple firms. In the event two or more firms desire to “team up” it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

### **Minority and Small Business Enterprise**

It is the policy of the State of Georgia that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), have a fair and equal opportunity to participate in the State purchasing process. Therefore, the Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38. For more information, please contact:

The Governor's Entrepreneur and Small Business Office  
75 Fifth Street, Suite 825  
Atlanta, Georgia 30308  
Phone: 404-962-4071  
<http://www.georgia.org/Business/SmallBusiness/>

### **Statement of Agreement**

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Qualifications (RFQ), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein.