

Request for Qualifications

Architectural Services for 2205/2207 Martin Luther King, Jr. Blvd.

Savannah Development and Renewal Authority (SDRA)
September 2016

About SDRA

Created in 1992 by the Georgia General Assembly, Savannah Development and Renewal Authority (SDRA) is an independent public development authority. We work with the local government and private sector to plan, develop, and promote greater downtown Savannah. Quality cities and business environments don't just happen; they have to be created and nurtured. At SDRA, our goal is to be the leader in developing both the physical environment and a successful community culture.

The geographic focus of SDRA is greater downtown Savannah, which comprises the area bounded by the state border to the north, Victory Drive to the south, the Truman Parkway to the east, and Stiles and Lathrop Avenues to the west. Since our founding, we have focused on specific corridors in the area in order to help jump-start economic development activity therein. Our current initiatives primarily address the Martin Luther King, Jr. Boulevard and Montgomery Street corridor on the west side of downtown. In the long term, we expect our capacity to increase so we may serve additional corridors and neighborhoods, including Hutchinson Island, the Canal District, Waters Avenue, and more.

Project Background and Goals

2205 and 2207 Martin Luther King, Jr. Blvd. (MLK) are urban residential lots currently owned by the City of Savannah. 2205 houses a former duplex destroyed by fire, and is open to the elements. 2207 used to house a similar structure that was torn down and is now a vacant lot. Both properties have access to a narrow public lane in back. To the south is an active convenience store, laundromat and gas station, and to the north are two vacant lots and a duplex.

SDRA proposes to rehabilitate the duplex on 2205 and put it back into service as two residential units. Parking would be accessed from the lane in back. 2207 would be fenced and held as vacant for now.

Scope of Work

This Request for Qualifications for Architectural Services (RFQ) relates to the programming, design, entitlement, permitting, and rehabilitation of a duplex at 2205 and 2207 Martin Luther King, Jr. Blvd.. The selected firm (the "Architect") will provide full architectural and engineering services, including Project

Administration, Conceptual Design, Schematic Design, Design Development, Construction Documents, Bidding/Negotiation, Construction Administration and Post-Construction Services. The exact scope of work will be finalized through negotiations between SDRA and the Architect. During the Conceptual Design phase, the Architect will assist SDRA in researching planning/zoning requirements and finalizing the project design. Subsequently, the Architect will assist SDRA in preparing an application to the City and MPC for the proposed project. The Architect may be requested to participate in the selection of a general contractor. The Architect will be responsible for ensuring compliance with design requirements of funding agencies and local government agencies as they may affect the building and unit design, including, but not limited to, the Metropolitan Planning Commission, the City of Savannah Development Services, Fire Department, and Public Works. The Architect may be called upon to provide letters, certifications, representations, and other information in connection with project financing.

RFQ Responses

Please respond to this RFQ by submitting the information listed below. SDRA reserves the right to disqualify firms from consideration if the information requested in this RFQ, including all attachments, is not provided. Where applicable, please provide responses in the form and/or format requested.

1. Cover Letter: Provide a letter expressing interest in this project. You may include a brief written profile of your firm including any unique skills or experience of your firm, and note any benefits they may have to SDRA. Please feel free to comment specifically on why this development may be an appropriate project for your firm and describe the approach your firm would employ in the design of this project. If applicable, please speak to your firm's ability and commitment to designing projects that have social impact or contribute to broader neighborhood, regional, or social goals. Include any other unique qualifications that you feel would be relevant to SDRA and would assist us in choosing an architect.
2. Firm Profile: Provide the information requested in Attachment B: Firm Profile
3. Project Team: Provide resumes or bios of key staff from the firm who will be assigned to this project, and a list of proposed engineers and consultants.
4. Project Experience: Provide information on a minimum of three projects completed by your firm that demonstrate your ability to successfully complete the proposed project.
5. Fee Structure: Please provide a description of how your firm proposes structuring fees for this project (negotiated, fixed fee, etc.) and the methodology and assumptions that will be used to compute the fee. Fee structure should assume full architecture and engineering services; please note which engineers/consultants are included in your assumptions. Please provide a breakdown by percentage of fees

per phase of design (schematic design, construction documents, etc.). Scoring of RFQ responses will take into account the clarity, specificity, and transparency of the firm's methodology for structuring fees. At the conclusion of the selection process, the top ranking firm will be required to submit a fee proposal that will be the basis for negotiating a contract between SDRA and the selected Architect.

Selection Process & Schedule

Architect selection will take place as follows:

Phase I: SDRA will score the applications according to the criteria outlined in Attachment C: Scoring Criteria. Based on the resulting scores, a short-list of no more than three applicants will be selected to proceed to Phase II.

Phase II: SDRA may choose to interview all short-listed firms. Following interviews, SDRA will conduct reference calls using the project contact information submitted in the qualifications package. SDRA will rank candidates based on interviews, reference calls, and RFQ responses.

Phase III: SDRA will initiate negotiations with the highest ranking firm to establish fee and contract terms for the project. In the event no agreement can be reached to the satisfaction of both parties, SDRA reserves the right to cease negotiation and commence negotiation with the next highest ranking firm under the same conditions.

Architect Selection Schedule

RFQ Issued:	September 28, 2016
Questions re: RFQ Due:	October 7, 2016
Responses to Questions Issued:	October 10, 2016
RFQ Proposal Packages Due:	October 14, 2016 @ 5:00pm
Short List Issued	October 21, 2016
Phase II Interviews	October 24-28, 2016
Initiate Contract Negotiations	October 31, 2016

Questions or clarification regarding the RFQ should be submitted to: Kevin Klinkenberg, Executive Director via email at kevink@sdra.net by October 7, 2016. SDRA will provide responses to all questions submitted by October 10, 2016. If you would like to receive a copy of the RFQ Questions and Answers, please notify Kevin Klinkenberg. Submit one digital copy (CD, flash drive, link to FTP or other file sharing platform is acceptable) of your completed proposal package to the following address: Savannah Development and Renewal Authority attn: Kevin Klinkenberg 2203 Abercorn Street, Savannah, GA 31401 kevink@sdra.net.

Qualification packages must be submitted no later than 5:00 pm on October 14, 2016; SDRA reserves the right to reject proposals submitted after this deadline.

- **Attachment A: Project Information & Assumptions**
(attached as a separate pdf file)

• **Attachment B: Firm Profile**

Name of Firm:

Address of Firm:

Main Telephone:

Website:

Number of Staff:

Years in Business:

Single Point of Contact for this Architect Selection Process:

Name:

Title:

Email:

Telephone:

Does the architect of record possess a current and valid license to practice architecture in the State of Georgia? Yes ☐ No ☐

Does your firm have a valid City of Savannah Business Tax Certificate? Yes ☐ No ☐

Has there been any legal proceeding (arbitration, complaint, or court action) filed against your firm in the past five years? (if yes, please attach an explanation) Yes ☐ No ☐

Firm has, or can obtain, General Liability Insurance with limits no less than \$1,000,000 per claim/\$2,000,000 aggregate per project; and Professional Liability Insurance including Errors and Omissions coverage with limits no less than \$500,000 per claim/\$1,000,000 aggregate per project

Project Examples and References

Proposed Schedule and Staffing

• **Attachment C: Scoring Criteria**

Team Experience and qualifications of firm's proposed staff	30 points
Track record of successfully completing comparable projects	25 points
Quality and appropriateness of firm's design based on past projects	15 points
Unique qualifications, approaches, knowledge, or understanding that will benefit the proposed project or owner/developer.	10 points
Evaluation of proposed fee structure	20 points
Total Possible Points 100 points	