

INVITATION TO SUBMIT
PROPOSAL

REQUEST FOR PROPOSALS - QUALIFICATION BASED SELECTION
NO.: QBS 11-5-4

DESIGN AND ENGINEERING SERVICES FOR THE NEW ISLANDS BRANCH AND
GARDEN CITY BRANCH LIBRARY FACILITIES

PRE-PROPOSAL CONFERENCE.: 2PM, NOVEMBER 16, 2010
MANDATORY ATTENDANCE

QUALIFICATION PROPOSAL RECEIVED BY: 2PM, NOVEMBER 30, 2010
(PUBLIC WORKS CONTRACT)

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN J. STONE	COMMISSIONER HARRIS ODELL JR.
COMMISSIONER JAMES J. HOLMES	COMMISSIONER DAVID M. GELLATLY
COMMISSIONER PATRICK O. SHAY	COMMISSIONER DEAN KICKLIGHTER
COMMISSIONER PATRICK J. FARRELL	COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART
COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

**CHATHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the qualification proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her qualification proposal. FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFICATION.

 X GENERAL INFORMATION

 X PROPOSAL

 X SCOPE OF SERVICES

 X DRUG-FREE WORKPLACE CERTIFICATION (attachment A)

 X NON-DISCRIMINATION STATEMENT (attachment B)

 X DISCLOSURE OF RESPONSIBILITY STATEMENT (attachment C)

 X DEBARMENT CERTIFICATION (attachment D)

 X EVALUATION POINTS KEY (attachment E)

 X LEGAL NOTICE

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: _____
SIGNATURE

DATE

TITLE

COMPANY

MINORITY YES___ NO___

**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING AGENT
POST OFFICE BOX 15180
SAVANNAH, GEORGIA 31416
(912) 790-1622**

DATE: October 19, 2010

RFP NO.: QBS 11-5-4

GENERAL INFORMATION FOR REQUEST FOR QUALIFICATIONS

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA** up to **2PM, NOVEMBER 30, 2010**. Responses must either be mailed or delivered to the Purchasing Office. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a qualification proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink. If you do not submit a qualification proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our list.

A MANDATORY pre-proposal conference has been scheduled for **2PM, NOVEMBER 16, 2010** and will be held at the **Southwest Chatham Branch, Live Oak Library, 14097 Abercorn Street, Savannah, Georgia. (Behind the Savannah Mall near Target).** Your firm **must be represented at this conference to be allowed to submit a proposal for this project.**

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document approved changes. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its contractors to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

INSTRUCTIONS TO PROPOSERS

- 1.1 Purpose:** The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 How to Prepare Qualification Proposals: All proposals shall be:

- A. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 How to Submit Qualification Proposals: All proposals shall be:

- A. **Submitted in sealed opaque envelopes, plainly marked with the proposal number and title, date and time for submission, and company name.**
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.
- a. **Mailing Address: Purchasing Agent, Post Office Box 15180, Savannah, Georgia 31416.**
- b. **Hand Delivery: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**

QUALIFICATION PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED. However, if a well justified request to delay receipt of proposals is received at least one work day before proposal due date, it will be considered.

- 1.4 How to Submit an Objection:** Objections from Offerers to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:
- A. When a pre-proposal conference is scheduled, the proposer may object in writing any time prior to or at the pre-proposal conference.

- B. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
 - C. The objections contemplated must pertain both to form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.
- 1.5 Failure to Offer:** If a Proposal is not submitted, the business should return this Request for Proposal, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 Errors in Proposals:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.
- 1.7 Standards for Acceptance of Proposers for Contract Award:** The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.
- 1.8 Proposer:** Whenever the term "Proposer" is used it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.9 Compliance with Laws:** The Proposer 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 County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.
- 1.10 Contractor:** Contractor or subcontractor means any person, firm, or business having a contract with Chatham County. The Contractor of goods, material, equipment or services certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.11 Local Preference:** The Contractor agrees to follow the local preference guidelines as more fully specified in the contract documents.

- 1.12 Debarred Firms and Pending Litigation:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

**** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.**

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

- 1.13 Performance Evaluation:** On April 11, 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Agent.

PROPOSAL CONDITIONS

- 2.1 Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 Multiple Proposals:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 Offers to be Firm:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty day period.
- 2.4 Completeness:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 Liability Provisions:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.
- 2.6 Certification of Independent Price Determination:** By submission of this Offer, the Proposer certifies, and in the case of a joint offer each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
 - (3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

- 2.7 Award of Contract:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.
- 2.8 Procurement Protests:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.
- 2.9 Qualification of Business (Responsible Proposer):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or unresponsible whenever such Proposer cannot document the ability to deliver the requested service.

- 2.10 County Tax Certificate Requirement:** Contractor must supply a copy of their Tax Certificate as proof of payment of the occupational tax where their office is located. Please contact the County Building Safety and Regulatory Services (912) 201-4300 for additional information.

No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

- 2.11 Insurance Provisions, General:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid.
It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. Failure to do so may be cause for termination of contract.

2.11.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).

- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. A Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

Chatham County as an “Additional Insured”: Chatham County invokes the defense of “sovereign immunity.” In order not to jeopardize the use of this defense, the County **is not** to be included as an “Additional Insured” on insurance contracts.

2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident., disease policy limit, disease each employee and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an “Any Auto” basis.

2.11.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.

- B. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- D. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- E. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County.
- F. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.11.4 Additional Coverage for Specific Procurement Projects:

- A. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

<u>Minimum Limits:</u>	\$1 million per claim/occurrence.
<u>Coverage Requirement:</u>	If “claims-made,” retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional <u>must state</u> if “tail” coverage has been purchased and the duration of the coverage.

- B. **Builder’s Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.

Minimum Limits: All-Risk coverage equal 100% of contract value.

Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

- 2.12 **Indemnification.** The CONSULTANT agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONSULTANT or its subconsultants. The CONSULTANT's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONSULTANT further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONSULTANT or his subcontractors or anyone directly or indirectly employed by any of them.

The CONSULTANT's obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONSULTANT.

- 2.13 **Compliance with Specification - Terms and Conditions:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.

- 2.14 Signed Response Considered An Offer:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.15 Notice to Proceed:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.16 Payment to Contractors:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.
- A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
 - B. Contractors will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
 - C. Upon completion of the work, the Contractor will provide the County or contractor with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
 - D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This _____ day of _____ 20 ____.

BY _____
SIGNATURE

TITLE

COMPANY

ADDRESS

PHONE NO.

REQUEST FOR PROPOSALS

GENERAL CONDITIONS

SECTION I

1.1 DESCRIPTION AND OBJECTIVES: Chatham County is requesting qualification proposals from qualified firms to perform engineering services for **Design & Engineering Services for the New Islands Branch and Garden City Branch Library Facilities**. The County presents this “Request for Proposals - Quality Based Selection” (QBS) to describe its needs and those criteria which will be used to determine selection of services.

1.2 METHODOLOGY. The procurement described herein is being conducted as a Request for Qualifications through professional services selection, a method of selecting professional services as provided in The Chatham County Purchasing Ordinance and Procedures Manual. This will be a three-step selection process, a summary of which follows:

STEP 1/ACCEPTANCE AND EVALUATION OF QUALIFICATION PROPOSALS:

All technical requirements, unless otherwise specified, must be met by the proponent. The goal of Step 1 will be to accept, evaluate and score qualification proposals that meet technical requirements and develop a “short list” (finalists) usually of no more than three firms that represent the best of all proposals.

–In the interest of a fair, objective and competitive process, Chatham County intends to accept all qualified proposals and give them complete and impartial consideration.

–Any proposal which does not meet all technical requirements may be disqualified as being non-responsive.

–Qualification Proposals which are deemed to be incomplete as to substance and content may be returned without consideration. Proponents whose proposals are not accepted will be promptly notified that they are not being further considered and why.

–Recommending proponents that best qualify for the short list will be done through a committee evaluation process based on established technical criteria as described herein. Final decision on the staff’s recommendation is made by the Board of Commissioners.

–Do **not** submit a fee proposal.

STEP 2/INTERVIEWS: The evaluation committee **may** interview each finalist firm. If interviews are conducted, they will be scored. It will be at the discretion of the evaluation committee on the number of firms that will be interviewed **NOTE:** Do **not** submit a fee proposal.

STEP 3/NEGOTIATION OF FEE/SCHEDULE: The highest rated firm will be notified and brought in to negotiate fee and schedule with the County. Prior to negotiation, the highest ranked firm will be presented, with any updates to, a “Scope of Work” to base it’s fee upon. If a negotiated fee cannot be reached with the highest ranked firm, the County will then enter negotiations with the 2nd ranked firm.

- 1.3 **PRE-PROPOSAL CONFERENCE.** A MANDATORY pre-proposal conference will be held at **2PM, NOVEMBER 16, 2010, at The Southwest Chatham Branch, Live Oak Library, 14097 Abercorn Street, Savannah, Georgia. (Behind the Savannah Mall near Target).** Your firm must be represented at this conference to be allowed to submit a proposal for this project. Representatives from Chatham County will be in attendance. Attendance assures that all competitors hear the same information, can ask questions and suggest constructive changes to the solicitation.

- 1.4 **PROPOSAL DEADLINE.** The response to this ‘Request for Proposal’ must be received by the Purchasing Division no later than **2PM, NOVEMBER 30, 2010.** Any qualification proposal received after the time stipulated will be rejected and returned unopened to the proponent.

For good and sufficient reason, up to 24 hours before the advertised deadline, the County may extend the response schedule. Should such action occur, all proponents who attended the pre-qualification conference will receive an addendum setting forth the new date and time. This will be provided initially by oral message or fax and followed by written verification.

It is emphasized that late proposals will be rejected. Hence, all firms are warned that if they find they cannot meet the established due date that it is incumbent upon them to justify and submit a request for slippage of due date **at least 24 hours prior to due date for proposals.**

- 1.5 **WITHDRAWAL OF PROPOSAL.** Any proposal submitted before the deadline may be withdrawn by written request received by the County before the time fixed for receipt of qualification proposals. Withdrawal of any proposal will not prejudice the right of a proponent to submit a new or amended proposal as long as Chatham County receives it by the deadline as provided herein.
- 1.6 **CONFIDENTIALITY OF DOCUMENTS.** Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the qualification proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law.

- 1.7 **FORMAT OF RESPONSES.** To be considered, proponents must submit a complete response to the request for proposals. The format for responses is presented in Section 2. All responses must be presented in this format, which will not be negotiable.

The response to the QBS must be submitted in 5 copies to:

Mr. Robert Marshall
Senior Procurement Specialist
1117 Eisenhower Drive, Suite C
Savannah, Georgia 31406
(912) 790-1622
Fax (912) 790-1627
email: rmarshall@chathamcounty.org

Technical questions relating to the proposal may be directed to:

Mr. Clifford Bascombe
Assistant Director of Building Safety & Regulatory Services
1117 Eisenhower Drive, Suite D
Savannah, Georgia 31406
(912) 201-4319
Fax (912) 201-4301
email: cabascom@chathamcounty.org

- 1.8 **REJECTING QUALIFICATION PROPOSALS.** The County reserves the right to reject any or all proposals and will not be bound to accept any proposal should Chatham County consider that the proposal would be contrary to the best interest of Chatham County or this project.
- 1.9 **COSTS TO PREPARE RESPONSES.** The County assumes no responsibility nor obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 1.10 **EQUAL EMPLOYMENT OPPORTUNITY.** During the performance of this Contract, the CONTRACTOR agrees as follows:

The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION II

SPECIAL CONDITIONS

- 2.1** Factors such as proponent's relevant experience, reputation, past performance on similar projects, excellence of the team and project manager to be assigned to the project, technical competence, ability to meet program goals, completion within a reasonable time will be considered in the shortlist and contract award recommendations made to the Board for their decision. Commitment in the level of involvement of MBE firms, consultants and employees will also be regarded in evaluating proposals.

Firms will be evaluated initially on the basis of the written qualification proposals. Thus, the proposal must be complete, concise and clear as to the capability and intent of the respondent. Further evaluation may include an oral presentation which will be scheduled after receipt of the written qualification proposal.

As such, to maintain competitiveness and to ease evaluation, responses to the RFQ must be responsive to the following and presented in this format and order:

- Introduction/cover letter
- Experience in Similar Projects
- Qualifications/Key Personnel
- Project Understanding/Methodology
- Minority/Local Outreach
- References
- Miscellaneous (not scored)
- Appendix (not scored)

FORMAT ORDER AND GRADING CRITERIA OF RESPONSES TO THE RFQ

NOTE: All qualification proposals will be presented on 8 1/2" by 11" paper, either bound or in a notebook. The information will be tabbed according to each requested section.

PURPOSE AND RATING

Chatham County is selecting a consulting engineer to perform as outlined in the scope of work. County staff will use the following criteria for evaluating the proposals and presenting a recommendation to the Board of Commissioners for their consideration.

The following guidelines will be used for establishing a numerical value to each category.

<u>Rating</u>	<u>Evaluation Value Points</u>
Excellent	5
Good	4
Average	3
Below Avg.	2
Poor	1

This value is multiplied by the number which will make the *excellent* rating equal to the number of points of the specific category. Each committee member will then submit their individual scores which in turn will be averaged together to establish the "Total Score" for that firm.

I. INTRODUCTION/COVER LETTER: You should provide no more than a 2 page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, as a minimum, this section should include the name, address, telephone number and FAX number of one contact to whom any correspondence should be directed.

II. EXPERIENCE (50 points)

1. List of similar projects performed in the last five years with a brief narrative of each project, client, services provided by consultant, value of services, any LEED certifications, current status on date of completion, project management, client's project manager and phone number. Include a statement as to why it is considered a similar project. (50 points)
2. Basis of Evaluation;
 - a. Relationship of Experience to this project as it relates to size, quality and relevance, **along with previous LEED certification work.**
 - b. Experience with reporting to the State of Georgia and following State regulations and requirements.
 - c. Information should be complete.
 - d. Information should be in a clear and concise manner.

III. QUALIFICATIONS (50 points)

1. List of key personnel including project manager along with resumes. Identify person who on a day-by-day basis will be responsible for the work. Identify the key personnel necessary for implementing the project and who are **LEED certified**. (25 points)
2. Describe how key personnel will be involved in project, along with experience working and coordinating with a Construction Manager at Risk (CMR) (20 points)
3. Describe availability of project manager and key personnel for this project (5 points)
4. Basis of Evaluation
 - a. Quality and relevant experience to project and the County goals.
 - b. Does description include all categories and how personnel function within categories?
 - c. Are all potential categories included?

IV. METHODOLOGY & PROJECT UNDERSTANDING (40 points)

1. List key elements of project and how each will be addressed. (20 points)
2. Project schedule. (10 points)
3. Personnel needed to implement each phase. (10 points)
4. Basis of Evaluation
 - a. Is the project discussion and schedule reasonable?
 - b. Are personnel listed adequate to implement the schedule?
 - c. Discuss method and timing of implementing project.

V. MBE/WBE PARTICIPATION (10 points) Disadvantaged Firm Involvement. Indicate past efforts for minority outreach and any current ongoing activities. Indicate proposed level of involvement for this project.

VI. REFERENCES (20 points) References (a minimum of three), including contact, relationship, address and phone number. Note: Chatham County reserves the right to contact any known former clients about your performance.

VII. MISCELLANEOUS. This section provides an opportunity for you to provide other information that the project team considers relevant. Be specific.

VIII. **APPENDIX.** The Appendix may be used to provide additional or detailed information about your firm's project team, experience and background which you wish to have considered.

2.2 **EVALUATION CRITERIA (STEP 1).** Based on requirements in Section 3.1, responses will be evaluated by an evaluation committee. While each proponent's proposal will be rated on its merits, the following will be regarded as assumptions applicable to each:

--Responses will follow the format and instructions within each section or subsection (proponents should consider Section 3.1 as an outline or checklist).

--Responses should be complete.

--Responses should be presented in a clear and concise fashion.

Difficulty in reading any proponent's proposal because of confusing information, errors or missing information considered as key to a fair evaluation can result in its consideration as not responsive. PLEASE REMEMBER: EVALUATION OF THE QUALIFICATION PROPOSALS WILL DETERMINE WHICH FIRMS ARE SELECTED FOR THE SHORTLIST!

2.3 **EVALUATION CRITERIA (STEP 2).** Based on an evaluation of proposals under Step 1, those proponents that make the "short list" (finalists) may be interviewed. If interviews are conducted, they will be scored using the same process as the proposals. **(30 points possible)**

2.4 **NEGOTIATION OF FEE / SCHEDULE (STEP 3).** Under the final step, the highest ranked firm will be notified and called in to negotiate fee and schedule. Prior to negotiations, a "Scope of Work" will be provided for the basis of presenting a fee. The negotiated fee shall also include all reimbursibles. The County will not separately pay reimbursibles. If, during negotiations, a reasonable fee cannot be agreed upon, the 2nd rated firm will be called in to negotiate fee and schedule.

2.5 **DISCRETION.** The County shall have sole discretion in evaluating both the responses and qualifications of the respondents. **Please note that the evaluation committee will recommend the firm with the highest score after all steps are complete, but it is the Board of Commissioners which, after consideration of staff's recommendations, makes the final contract award decision.**

2.6 **ASSIGNMENT.** The contractor shall not assign or transfer any interest in the contract without the prior written consent of the County.

- 2.7 **CONTRACT.** The successful respondent will be expected to execute a contract within 30 days of notice of award.
- 2.8 **PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS.** The proponent will perform the project as an independent contractor and not as an agent or employee of the County. Joint ventures and sub-consultant arrangements are not prohibited; however, the proponent shall secure written permission from the County before subconsulting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- 2.9 **CHANGES.** In the event a contract is awarded, the County may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. Any changes in the project team, including consultants, will require prior approval of the County. At the least, replacements must be equal in experience and preserve commitment to local or MBE participants. If any such change causes any increase or decrease in the proponent's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract price, or in the time of performance, or in both, and a written memorandum of such adjustment shall be made. Any claim by the proponent for an equitable adjustment shall be supported by detailed cost and pricing data, which the County shall have the right to verify by audit of the proponent's records or, at the County's election, by other appropriate means. Any claim by the proponent for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or capital investments. The County may accept and act upon claims made later if, in the County's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the proponent from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.
- 2.10 **TERMINATION OF CONTRACT.** The County shall have the right to terminate any contract to be made hereunder for its convenience by giving the proponent written notice 30 days in advance of its election to do so and by specifying the effective date of such termination. The proponent shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a proponent shall fail to fulfill any of its obligations hereunder, the County may, by giving written notice to the proponent at issue, terminate the agreement with said proponent for such default. If this agreement is so terminated, the proponent shall be paid only for work satisfactorily completed.
- 2.11 **ADEQUACY AND ACCURACY.** The professional and technical adequacy and accuracy of designs, drawings, specifications, documents and other work products furnished under contract, will be conducted in a manner of the profession. Where Chatham County must have work done by change order or addition resulting from an error or omission by the Engineer/Architect, the Engineer/Architect shall provide, at no cost to the County, all professional services attributable to the change order. This is in addition to the County's right to recover from the Engineer/Architect damages for the Engineer's/Architect's errors and omissions.

SECTION III
SCOPE OF SERVICES
FOR THE DESIGN & ENGINEERING FOR
THE NEW ISLANDS BRANCH AND GARDEN CITY BRANCH LIBRARY
FACILITIES

Background and Objectives

Chatham County is seeking a qualified consulting firm to design and engineer a new library facility that can be built in both of the designated locations for the Live Oak Public Libraries System. Both libraries replace out-dated facilities. Library service is popular in both areas and the communities have many similarities in terms of their socio-economic profile. These facilities will have active circulation areas, popular children's departments, adult collections in a variety of formats, and space for public access computers. Additionally, the need for quiet study spaces, wifi, community gatherings and multiple-use areas are all important. Popular materials will be displayed in an area that echoes the feel of a café, a more casual space that users can feel relaxed and comfortable.

Overall, each facility shall be within 18,000 to 20,000 sq. ft. in size. Ideally, this can be on one floor. The majority of the facilities will be public service although there will be a need for staff spaces including shipping/receiving area for materials that move throughout the system. Materials and finishes used throughout the building will be durable and low-maintenance; able to withstand the rigors of public use yet not look institutional. Each facility will be sensitive to and reflect its unique site neighborhood.

Chatham County is committed to sustainable development. The two new facilities must be LEED certified. Our minimum goal is a silver designation.

Chatham County will be separately contracting with a Construction Manager at Risk (CMR) for the pre-construction phase as well as construction phase of this project. The A/E Design firm, along with the CMR will be members of the collaborative project team that will be responsible for the development of a joint effort.

The locations for the two library facilities are as follows:

1. Garden City, Ga.
2. Wilmington Island, Chatham County, Ga.

DESIGN REQUIREMENTS

The purpose of this program is to provide the design professionals with the information essential to the design of the Islands Branch and Garden City Libraries. This program outlines some of the generally desirable characteristics of a contemporary public library in a flexible and cost effective manner. In addition, the building must anticipate future needs that can be met in a functional manner with the least possible disruption of service. The following sections will describe some of the basic design factors that must be included in the facility.

The project budget makes it imperative to design a building that maximizes the ratio of net to gross square footage. Valuable space must not be lost through improper location, dimensioning and spacing of architectural and structural elements such as columns, mechanical cores, duct shafts, equipment rooms, etc. Structural spans must be as long as economically possible to create large, open, unobstructed and flexible spaces. The bay size created by interior columns should be compatible with the standard 3 foot shelving module.

The design of the building envelope includes many considerations. Materials used must be durable, resistant to vandalism, easy to maintain, and inexpensive to operate. The construction of the building enclosure—its color, levels of insulation and thermal mass—has a significant effect on energy efficiency. The architectural design team must consider these points throughout the design process. (See the California High Performance Schools *Best Practices Manual* project online at <http://www.chps.net> for specific recommendations for energy efficiency practices and requirements. This manual also provides excellent information about “green” construction.)

Design Responsibility

The design of the library and its interior are the responsibility of design professionals including the architect and interior designer. It is expected that these individuals will work closely with the system’s building team to ensure that the program’s goals are achieved. Chief considerations include economical operations and maintenance over the life of the building.

It is the responsibility of the design professionals to delineate the overall design and layout of the facility for opening day. The plans that are rendered for the Library must also give direction as to the future expansion of the facility in areas such as the collection, general seating, multipurpose space, computer layout, and other service points that will increase with population growth and use.

The library’s exterior should be designed to complement the neighborhood where the facility will be located and should use materials that are economical to construct, operate and maintain. The building should be constructed of standard components, which ensures ease of replacement in the future.

Design Parameters

The building should be distinctive in appearance yet fit well with the neighborhood. The new building should be inviting to the user, and the structure must be highly visible to approaching traffic. Potential users should be able to identify the entry and parking immediately, and have a sense of safety.

The interior and exterior of the building should be crafted to present a harmonious whole. As with most modern public libraries, the interior must be very flexible to adapt to changes in service philosophy and user needs. The interior should have as few interior walls as possible, except those which are essential, to provide for future alternations as necessary. No structural elements should be designed without carefully examining the impact on the building's flexibility and potential expansion as well as long term maintenance cost.

In general, the building should have no structural columns except where necessary to provide structural integrity for the facility. If, for economic reasons, columns are needed, considerations should be given to the standard sizes of shelving. All floors will have a uniform load bearing floor level of a minimum of 150 pounds per square foot.

Assignable and Non-Assignable Space

To avoid any confusion, this program will use the following definitions:

Net Square Feet will be used to indicate assignable space. This includes three feet of circulation space around objects such as tables and chairs; a 42" wide aisle space in front of stacks; a space of approximately 3' in front of public desks, workstations, and mounted systems including bulletin boards and display cases. 25 square feet per person will be calculated for each person seated at a table or desk. 10 sq. ft. per person will be allocated for fixed seating in a public meeting space with additional space for lecterns and special equipment needs.

Non-assignable space will include such things as structural elements including walls and columns, mechanical and electrical rooms, ducts, chases, public restrooms, janitor and custodial spaces, general circulation spaces other than those included in the net square footage, and transverse and perimeter aisles for shelving.

Collection Space

Converting the volumes to be housed in any part of the library requires conversion to estimated square feet. The square footage requirements will vary depending on the type of collection and height of the shelving desired. The conversion factor used is located in **Appendix I**. Each section of single faced shelving with a 42" aisle in front will require 15 net square feet.

In general, most of the collection space will be devoted to print materials, but there will be an emphasis on audio-visual materials as well. The reference collection will be limited in scope to general and homework resources; there will be many computers with Internet access.

Future expansion in collection areas should be shown.

Overall Ambience

The general atmosphere created by the building's components must be inviting and very user friendly. It cannot be intimidating or formal in its design or treatments. To maximize user convenience and to increase staff productivity, the layout of the building should encourage the public to serve themselves whenever possible. This goal requires logical arrangement of the collections with easy to follow sequencing of subjects and authors. Transitions from one area to the next should be smooth. The circulation area should be very businesslike while browsing should be inviting and comfortable. The shelving layout should be easily identified so that users can find needed materials with a minimum of assistance. The library's Strategic Plan calls for our new facilities to be destination libraries.

Library users tend to identify with the interior of the building and how well it is laid out, how easy it is to get from one part of the library to another, and the ambience of the overall design. Effective interiors are essential; each function of the library should be designed appropriately.

Whatever the purpose of their visit, users expect appropriate surroundings that promote the enjoyment and success of their visit. Lighting, acoustics, surroundings without noise or drafts, and comfortable furnishings lend a positive feel to the facility. 40dBa should be the general acoustic goal and consideration should be given to all sound reflective surfaces including the Children's Area and Reference.

Library Staff Needs

The ideal arrangement of service areas will eliminate potential barriers to supervision that would reduce visibility. Public restrooms, entry area of the building, and the multipurpose room should be visible from service points. How spaces are arranged and where functions are located will have a major impact on staff ability to assist library users.

Staff needs and expectations must also be met by the design. To some extent, these needs should parallel those of the public. Public desks will be carefully located for ease of service and supervision. Staff work areas should be designed for productivity and efficiency while also maintaining an atmosphere that is conducive to positive morale. When possible, staff work areas should have windows and be located within proximity to service points.

Building design and layout, furniture, environmental considerations, and other characteristics should be engineered to maximize productivity. How spaces are arranged and where functions are

located will have a profound effect on the ability of staff to assist users with a minimum of effort and time for travel.

Flexibility

A key element in the library design for the Islands Branch Library will be flexibility. The library must be able to adapt to changes in patterns of use and service that will continue to develop during the lifetime of this building. Load bearing walls should be kept to a minimum. Column spacing should be as great as economically feasible while consistent with the 3' module established by standard sections of shelving. Architectural elements should be avoided. Mechanical, electrical and structural systems should be chosen which permit maximum flexibility in the rearrangement of spaces in the future. Emphasis should be on wall space that can be used for wall shelving and display spaces.

All floors should have a uniform load bearing floor level minimum of 150 pounds per square foot. The project budget makes it imperative that the building be designed to maximize the ratio of net to gross square footage. Valuable floor space cannot be lost through improper location, dimensioning, and spacing of various structural elements.

Entrance and Exit

There can be only one public entrance, and it must be easily accessible to both pedestrians and those who arrive by car or bicycle. The public entrance should be fully visible to the circulation staff working at the desk. Emergency exits must also be visible and easily accessible in case of emergency. The public entrance also needs to be separated from the staff and delivery entrances so that there will be no confusion for the public. There will be at least two non-public doors—a separate staff entry and a double-wide door will be used by the courier service, for daily mail and box deliveries and pick-ups.

Book returns should be located under a covered walkway or drive-up so that books will be protected from weather problems. Staff should not have to cross parking lots to retrieve materials from the book return units. All thresholds in the building should be flat and easily crossed by book trucks.

Security and Life Safety

It is imperative that measures to protect the security of the staff and public using the facility are incorporated into the design. These may include electronic security to monitor for intruders, motion, glass breakage after hours, fire, and other hazards. Panic buttons should be incorporated in every public desk. Each of these systems should include automatic notification of fire and police departments. The local Fire Marshall will determine if the building will be sprinkled; if required, it will consist of dry piping.

The interior should be planned for supervision by limited staff. There must be no hidden corners. All doors will meet code requirements. They will be equipped with locks and will be keyed

to a master key. Exterior doors will have deadbolt locks or appropriate hardware approved by the Fire Marshall to minimize unauthorized entry. All financial transactions will be centralized at one desk, equipped with a fireproof and vandal-proof safe with a slot so that the last person doesn't have to know the combination.

The facility's service room may have outside cable connections to the building's internal communications backbone. It must be dry at all times, not subject to flooding, and clear of all other equipment. A digital closed circuit TV security system will be used. Monitors and cameras will be located once the final design is determined.

Environmental Conditions, Maintenance and Energy Efficiency

A. General considerations.

The design and orientation of the facility can make a huge difference in energy consumption. The building shell should be compact, requiring less energy for heating and cooling than complicated shapes. The long axis should have an East-West orientation to minimize solar gain in the summer and maximize solar gain in the winter. When site conditions permit, the building should be oriented so that major windows face either North or South. Solar orientation should guide the placement of building and site features. Landscaping should be used to shade windows on East and West facing building facades. Landscaping or shade structures should be used to shade paved areas to reduce the heat island effect. Landscaping can also reduce the impacts of heavy radiation loads on the roof and the East and West exposure in the summer.

Additional energy efficient measures may include:

- A. ceiling fans in all public areas
- B. Separate heating and cooling controls for areas of the building that may not be used all the hours of operation such as the multi-purpose room.
- C. Passive solar design to integrate heating, cooling and daylight to maximize efficiencies and cost savings

The architectural staff must consider energy efficiency and operating costs, maintenance and repair costs, HVAC, illumination, building orientation, insulation and the use of landscape materials. In the initial design, architects should examine the amount of air coming into or leaving the building and make every effort to keep this to a minimum. Interior wall cavities; chases for plumbing, electricity, and HVAC systems; and drop ceilings should be sealed or thermally isolated.

As an integral part of the building process, the architectural staff will be expected to evaluate HVAC systems available for heat, air conditioning, humidity control (40-60% humidity is desirable), dust control (dust is particularly damaging to computers), and fresh air ventilation. Mechanical ventilation should meet code requirements of 20 cubic feet of continuous fresh air circulation per

minute. All climate control units shall be accessible only to authorized staff. The architectural team should evaluate using alternative systems such as absorption cooling, thermal storage for heating and ground cooling, source heat pumps and/or infrared heating. An energy management system should be a basic part of the system.

Future maintenance and replacement costs must be a consideration in the election of all equipment, furniture, building materials, finishes, wall and floor coverings, fenestration, hardware, plumbing fixtures, lighting fixtures, etc. High quality paint should be selected from standard colors offered by a standard paint manufacturer. Some of the oversights which cause future maintenance problems include: poorly placed electrical outlets, lighting fixtures that cannot be reached without scaffolding, windows which can't be cleaned easily, inaccessible shut-off valves for plumbing fixtures, restrooms without floor drains, entries without walk-off mats, floor coverings which are difficult to maintain, and a myriad of other details.

Achieving an energy efficient building is important because it reduces the long term cost of energy - an annual budget consideration. Energy efficiency begins with the building orientation and a design that maximizes the use of natural light while minimizing heat loss and gain. Large vertical spaces such as an atrium should be avoided. Energy controls should be included as a part of the HVAC system.

Vertical access elements such as elevators, stairs, HVAC ducts and electrical risers should be kept on the perimeter of the building to assure future flexibility.

B. Fenestration

Windows should be used to provide a view of the building's activities, featuring highlighted areas. At the same time, windows selected should be energy efficient with shaded glass a possibility. No windows should be used in the Multipurpose Room. It would be desirable to have some operable windows, particularly in the workroom area, so that natural ventilation can be provided when the HVAC fails. Windows add to the attractiveness of a facility. It is desirable to use windows in the entry of the facility and in staff areas. Overhangs or clerestory windows that permit natural indirect light may be considered.

C. Illumination

The factors that determine good functional lighting design in libraries include not only the amount of light energy available for specific visual tasks, but also the direction of the light relative to the eye, the brightness of objects surround the task object and within the field of view, and the surface reflection and light-diffusing characteristics of the task object. Glare can result from light reflecting off a computer screen from overhead lights, bright light sources or bright windows. Low glare lighting is an essential design element in a library.

Electric lighting is one of the major energy uses in a library. By using efficient equipment, effective controls, and careful design, energy savings are possible. Lighting requirements shall conform to the IES Handbook's recommendations for levels of lighting in libraries. The quality of

the lighting is particularly important, more so than the intensity. For most general reading surfaces, the Illuminating Engineering Society of North America (IESNA) recently (1999) revised its recommended lighting design procedure. IESNA now suggests that the recommended horizontal illuminance level for classroom and office space be 30-40 foot candles of maintained intensity; reading areas at 30-40 foot candles; study areas or rooms at 50 foot candles measured horizontally at desktop. Restrooms, storage, utility rooms and hallways may vary from 15 to 30 foot-candles. Large multipurpose rooms should average 30-40 foot candles with all lights on and with separately controlled lighting for the podium or front of the room. The lighting should be dimmable or switchable to produce approximately 5 foot candles. For flexibility, there may be several different types of lighting used in the room such as down lights, coves, perimeter lighting, wall washers, etc.)

Task lighting for specific surfaces and jobs should be incorporated in all work areas. The architectural team should minimize the number of different types of light bulbs or tubes used in the building. Fixtures should have replacement tubes that are easily available.

Library book stacks must be adequately lit so that patrons can find books on the shelves. Evenness of illumination across the stack face is more important than achieving a high lighting level at any one single point. IESNA suggests 70 foot candles of maintained intensity to provide adequate lighting to prevent eyestrain, and insuring a minimum of 25 foot candles at floor level.

There are four approaches to stack lighting:

- Parallel, where rows of linear fixtures are located directly above the stacks.
- Perpendicular, where rows of fixtures run perpendicular to the stacks.
- Indirect where lighting is aimed upward rather than downward, and is bounced off the ceiling. The resulting light is diffuse and non-directional.
- Hybrid schemes where different approaches are combined with rows of direct-indirect fixtures suspended perpendicular to the stacks.

Glare reduction is another issue to be considered, particularly with placement of computers. Light sources that are too bright must be controlled to avoid causing discomfort. Common glare problems include overhead glare coming from direct lighting sources, reflected imaging on computer monitors, and direct glare from skylights or uncontrolled windows.

The building should employ a combination of lighting options. The combination offers an attractive and inviting environment in which objects have shape without harsh shadows. *Direct lighting* is light directed downward into an area and provides higher illumination levels. This is particularly good for staff work areas where task lighting is useful and in stack areas. *Indirect lighting* is when light is bounced off the ceiling and distributed throughout the space. We find this

lighting scheme very pleasant. Indirect lighting supplies a higher quality of light at lower light levels. Motion-sensor controls may be a good choice to use in areas with low use such as offices.

Parabolic fixtures or ambient lighting should be used where specified. A dual level switching capability enables the staff to evaluate the amount of lighting necessary and to switch to appropriate levels. All controls for the public area with the exception of the Multipurpose Room should be located in the Staff Work Area of the building. The ability to use multi-level switching allows staff to use one, two, or four florescent tubes. Dimming switches should be provided in the Computer Center, Conference Room, Board Room, Story Hour Room and Multipurpose Room. Lighting fixtures shall deliver uniform levels of lighting and shall be easy to maintain, quiet, economical and energy efficient. The number of different types of lighting fixtures must be kept to a minimum—five is the maximum number preferred; the ease of purchasing replacement bulbs must be considered; and relamping should be a consideration. A reasonable effort should be made to write specifications so that similar lamp types are consolidated into as few different types as practical.

Exterior lighting of the facility is essential. Security considerations require that the goal of the exterior lighting system will be to provide a uniform level of lighting outside with minimal shadows. Basic parking lot lighting requires 0.6 foot candles as a minimum measured horizontally on pavement, to achieve a 4:1 average to minimum ration with no spill light on adjacent properties. The system should be vandal-proof with concealed wiring. The transition from the building to the exterior parking and staff areas should be designed for maximum safety. The staff entry and parking may be located at the rear of the facility, and staff entering or exiting should have full visibility of the area as they exit. Other energy-savings measures may include the following:

1. Electronic high power factor ballasts in all fluorescent fixtures; these are energy efficient with less flicker and ambient noise
2. Use Reduced Light Output (RLO) ballasts where lower light levels will suffice
3. Lamps with a color rendering index (CRI) of 84 or more
4. Tungsten halogen flood lamps rather than incandescent flood lamps
5. High pressure sodium fixtures in parking lots and building exterior
6. Motion detector/infra-red light sensors for rest rooms and other areas of sporadic use

Another approach to be considered is daylight harvesting. This system requires that fluorescent dimming ballasts adjust energy output according to the amount of natural lighting that is available. This system may work in conjunction with energy management systems, daylight sensors, or time clocks.

Selection of fixtures should be made with a view to low operating cost, ease of maintenance, and are easily procured from local sources. Whenever possible, fixtures should be designed to be serviced without special equipment or scaffolding. In addition, designers should make every effort

to limit the number of different bulbs used in the facility to no more than five.

B. Plumbing.

Limiting water consumption helps to control energy use. In public restrooms, it is desirable to restrict water flow to 1 gallon per minute. Water heaters should have an energy efficiency factor (EF) of 0.93 for electric units or 0.62 or more if gas. Water heaters should be on timers to minimize heating during non-peak hours. Include infra-red self-activation features for both sinks and toilet fixtures. Hand dryers should also be self-activating. The merit of waterless urinals should be investigated.

In addition, water cut off valves should be in easily located positions for emergency access and never in a ceiling. All floors in restroom areas will be equipped with a drain. Hose bibs with removable handles should be located on each of the exterior walls of the building. The design team should discuss landscape needs with the library director and county facilities staff.

C. Electrical Power Supply.

Providing adequate electrical power, which shall meet all applicable building code requirements, is essential. As libraries become more and more technologically oriented, the need for additional power grows. 110v electrical outlets should be distributed throughout the building along perimeter walls at 6-8 foot intervals. Key areas such as the circulation desk, reference area, and other highly computerized areas may need additional outlets to handle the electrical needs. Each structural column in the facility should have a duplex electrical outlet on each side of the column. Because we anticipate the addition of even more technology, providing access to electricity, data, and telecommunications are important. Separate switches are required for office areas, and master controls for the building should be located in the staff work area.

All electrical equipment within a building must be grounded at appropriate points. The purpose for this is to provide a path in the event of a fault within a piece of equipment. It also ensures that any individual in contact with the equipment will be protected from electric shock. One common approach to this is to use isolated grounding which protects the equipment and indicates that the power receptacles are providing clean power for computers and other technology.

Within the library building there will be many different types of equipment, any one of these which could affect the quality of power and the operation of equipment. The solution is to isolate certain loads from the power supplying the telecommunications/data equipment. Surge suppression should also be considered. Lightning strikes on the incoming supply may cause an electrical surge or spike of power. By planning for transient voltage surge suppression, the library will be protected. The library staff will provide information about need for standby power and an uninterruptible power supply during the early design phase.

D. Communications, Data Management, and Computers

This is one of the most important components of the new library facility. There are some design principles that will enable the library to respond to future needs. The Live Oak Public Libraries uses the integrated library system SIRSI. This is propriety software used for our circulation system. In addition, users have come to expect access to the Internet, e-mail, Galileo, and other electronic resources. Bearing in mind that library technology is changing rapidly, the facility plan should be very flexible. The following points must be considered:

1. Computers will be located throughout the building. They will be connected to one another through a LAN. A “backbone” of fiber optic cabling will be installed horizontally in cable tracks or conduit, connecting to other parts of the building.
2. Wireless technology will be used where appropriate.
3. Columns provide numerous terminations for electricity and network access. Change is anticipated in the future; the floor layout may include a conduit grid that will create access points as needed. Horizontal pathways will be left to the designer to ensure full flexibility and access. Some of the options used include under-floor ducts, flush ducts, multi-channel raceways, cellular floors, trench ducts, raised flooring with access through modular panels, and perimeter pathways.
4. Specifications for cabling, connectors, hubs and other peripherals must be compatible with the most current equipment and will be established at the time of final design. The number of nodes, hubs, and parts composing the network can be doubled or tripled without rewiring. A star topology structured cabling system should be considered.
5. 600 amp electrical service or higher is required to meet future power demands. Parallel port connectors and duplex power outlets are integrated into work surfaces.
6. Work closets in wiring closets should be planned for future growth. Include ventilation for file-server maintenance areas.
7. All offices should have a minimum of two (2) data and phone outlets, located on opposite walls near electrical outlets. Every workstation should have voice/data parallel ports and task lighting.
8. In meeting spaces, provide access to parallel port connectors, outlet boxes for power supply, signal/control for satellite and cable television, and other equipment as specified.
9. The library will use the 3M intelligent library system which tracks an item through

checkout, security, and return. Further details on this system will be provided by 3M.

10. Wiring for computers requires design for both power distribution and low voltage transmission such as telephone lines.
11. Special power and communication centers should be identified and receive special design attention early in the planning process (checkout locations, reference work areas, staff work areas, multipurpose rooms, security systems, etc.)

Cable management is an important part of the modern library design. There are a number of methods to deal with this including poke-throughs, duct systems, and raised access floors. While initially more expensive, raised floor systems provide an open floor space below the floor level that makes it much easier to bring cabling to specific areas. Future upgrades are much easier. A system with up to 125 mm raised flooring offers space for telecom, electrical connectivity, and building control systems. The floor must be stable to withstand foot traffic and book carts.

A shallow cable tray system would also be used with the raised floor system to organize telecom cables and to maintain designated routes for end-to-end termination points. The selected system must conform to the requirements of ISO 9002.

G. Acoustics

When noise levels in the library are high, staff and patrons lose the ability to intelligibly understand one another. Typical sources of noise are outdoor sounds, loud HVAC systems, and internal noise from other spaces.

40dBa should be the general goal for the library. Additional acoustic consideration is needed for all sound reflexive surfaces, particularly in the Children's Area and in Reference. Segregation of activities will assist in reducing noise transfer.

Acoustical baffles should be considered in areas where conversation is essential and difficult to contain. Special attention should be given to restrooms and the staff room to keep noise from transferring to nearby areas and the lobby. Areas with mechanical equipment and ductwork should be well insulated and placed to keep noise and vibration to a minimum.

Parking

Parking is adjacent to the facility. Additional parking may be required.

Signage and Visual Display

A good system allows the library to communicate information effectively to its users. It is important for signage to respond to the user's needs to progress from general information to more

specific as well as to provide directional information. Graphics and signage are integral parts of the interiors package. They should be coordinated with the interiors layout to provide full information and direction within the library building. All signage should be made of durable materials. Every effort should be made to use standard terminology. The building directory should be near the lobby to orient visitors to specific locations within the building. Regulatory signs should be kept to a minimum.

Signage will comply with ADA requirements in terms of the size of lettering, Braille, and other considerations. All signage will convey a user-friendly atmosphere. Digital signage should be considered.

Interior bulletin boards will be located in the children's area, young adult section, and staff work areas. A whiteboard system will be used in the multipurpose and conference rooms along with an art display system, such as Walker. Built-in display units will be located in the entry.

The exterior sign which will meet any local sign ordinances should be lighted and large enough to be read from the street. It will identify the library and its entrance for car traffic and pedestrians. At the main entry to the facility, a sign with hours of operation and other information is needed. In addition, a directional sign for deliveries may be needed.

Furnishings and Equipment

Planning for the furniture in the library should begin early in the project. Planning the furniture and equipment for the project requires careful scheduling and budgeting. Whenever possible, performance standards should be reviewed for all items selected, with functionality and durability being the prime features to examine. The Business and Institutional Furniture Manufacturer's Association provides a list of available standards for furnishings at www.bifma.org/standards. This site lists the American National Standard for the following: general purpose office chairs, lateral files, vertical files, lounge seating, desk products, panel systems, and the ergonomics guidelines for VDT furniture.

All equipment and furniture selected for the Islands Branch/Garden City Libraries will harmonize with the overall architectural style of the building. It must provide an inviting environment and contribute to the efficiency of the library program. The following elements are required:

1. High pressure laminates on all reading table surfaces, no aprons
2. Minimum use of upholstery on reading chairs
3. Durability
4. Comfort
5. Cost

6. No sharp corners or points on furnishings and desks particularly in the children's area
7. Ease of cleaning
8. Technology requirements will be integrated into the furniture

The architect, interior designer, and director or a designate will work together to select appropriate furniture and equipment and to plan layouts. Ceiling fans, lighting plans, outlets and computer/data outlets cannot be finalized until the furniture layouts are approved.

In addition to functionality and cost, appropriateness to the over-all design is important. If the furniture is custom, then some of the materials used in the millwork and architectural design should be used in the furniture.

In looking at the life of furnishings, durability is a key factor. If the material cannot stand up to heavy use or wear, or it cannot be easily repaired, it should not be used. Some woods are harder than others, some types show fewer scratches, some paints are superior to others, and some laminates have special coatings or embedded metal particles to increase their lifespan. Maintenance instructions should be provided at installation for all furnishings.

Handicapped Accessibility

This building must meet all current requirements of the Americans with Disabilities Act. Of particular concern are the entry and exit, doorways, restrooms, water fountain, hardware on doors, signage, parking, and aisles between stacks. Reserved handicapped accessible parking will be located as close to the building entry as possible. All programs and activities will be accessible, so this may mean providing assistive devices in various spaces, appropriate signage, accessible furniture and equipment, and special needs materials and equipment.

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE **DRUG-FREE WORKPLACE**, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and

2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR) certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **DESIGN AND ENGINEERING SERVICES FOR THE NEW ISLANDS BRANCH AND GARDEN CITY BRANCH LIBRARY FACILITIES**

(PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR

DATE

NOTARY

DATE

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____

Name

_____, _____ (herein after
"Company"),

Title

Name of Bidder

in consideration of the privilege to bid/or propose on the following
Chatham County project procurement Design and Engineering Services for the New
Islands Branch and Garden City Branch Library Facilities
hereby consent, covenant and agree as follows:

(1) No person shall be excluded from participation in, denied the benefit
of or otherwise discriminated against on the basis of race, color, national
origin or gender in connection with the bid submitted to Chatham County or the
performance of the contract resulting therefrom;

(2) That it is and shall be the policy of this Company to provide equal
opportunity to all business persons seeking to contract or otherwise interested
with the Company, including those companies owned and controlled by racial
minorities, and women;

(3) In connection herewith, I (We) acknowledge and warrant that this
Company has been made aware of, understands and agrees to take affirmative action
to provide minority and women owned companies with the maximum practicable
opportunities to do business with this Company on this contract;

(4) That the promises of non-discrimination as made and set forth herein
shall be continuing throughout the duration of this contract with Chatham County;

(5) That the promises of non-discrimination as made and set forth herein
shall be and are hereby deemed to be made a part of and incorporated by reference
in the contract which this Company may be awarded;

(6) That the failure of this Company to satisfactorily discharge any of
the promises of non-discrimination as made and set forth above may constitute a
material breach of contract entitling the County to declare the contract in
default and to exercise appropriate remedies including but not limited to
termination of the contract.

Signature

Date

Attachment C

DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

2008 by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

ATTACHMENT D

CHATHAM COUNTY, GEORGIA

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

ATTACHMENT E

EVALUATION POINTS KEY

for 25 pts possible:

5 = 25 pts.
4 = 20 pts.
3 = 15 pts.
2 = 10 pts.
1 = 5 pts.

for 20 pts possible:

5 = 20 pts.
4 = 16 pts.
3 = 12 pts.
2 = 8 pts.
1 = 4 pts.

for 15 pts possible:

5 = 15 pts.
4 = 12 pts.
3 = 9 pts.
2 = 6 pts.
1 = 3 pts.

for 30 points possible:

5 = 30 pts.
4 = 24 pts.
3 = 18 pts.
2 = 12 pts.
1 = 6 pts.

POINTS KEY	
rating	points
excellent	5
good	4
average	3
below avg.	2
poor	1

for 40 points possible:

5 = 40 pts.
4 = 32 pts.
3 = 24 pts.
2 = 16 pts.
1 = 8 pts.

for 10 pts possible:

5 = 10 pts.
4 = 8 pts.
3 = 6 pts.
2 = 4 pts.
1 = 2 pts.

for 35 points possible:

5 = 35 pts.
4 = 28 pts.
3 = 21 pts.
2 = 14 pts.
1 = 7 pts.

for 5 pts possible:

5 = 5 pts.
4 = 4 pts.
3 = 3 pts.
2 = 2 pts.
1 = 1 pt.

for 50 pts possible:

5 = 50 pts.
4 = 40 pts.
3 = 30 pts.
2 = 20 pts.
1 = 10 pts.

LEGAL NOTICE

CC NO. 164364

REQUEST FOR PROPOSALS
QUALIFICATION BASED SELECTION (QBS)

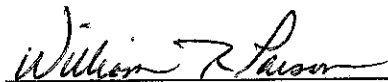
Sealed proposals will be received until **2PM, NOVEMBER 30, 2010** in Chatham County Purchasing and Contracting Department, 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA. for: **QBS 11-5-4 DESIGN AND ENGINEERING SERVICES FOR FOR THE NEW ISLANDS BRANCH AND GARDEN CITY BRANCH LIBRARY FACILITIES**

A MANDATORY PRE-PROPOSAL CONFERENCE will be held at 2PM, NOVEMBER 16, 2010, at the Southwest Chatham Branch, Live Oak Library, 14097 Abercorn Street, Savannah, Georgia. (Behind the Savannah Mall near Target) Your firm must be represented at this conference to be allowed to submit a proposal for this project.

Invitation to Submit Proposal Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, on the Chatham County Web Site <http://purchasing.chathamcounty.org> ,or by calling Robert Marshall, Senior Procurement Specialist, at (912) 790-1622. All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. THIS WILL BE THE ONLY SOLICITATION FOR THIS PROJECT. ONLY THOSE FIRMS RESPONDING TO THE QBS WILL BE ALLOWED TO PARTICIPATE IN THE PROJECT.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL PROPOSERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"



WILLIAM R. PARSON, CPPO, PURCHASING AGENT

SAVANNAH N/P INSERT: Oct. 25 , Nov. 8, 2010

Please send affidavit to:
Chatham County Purchasing and Contracting Department
P.O. Box 15180
Savannah, GA 31416
912-790-1622