



## **Macon Bibb County**

# **REQUEST FOR PROPOSALS**

**17-011-CW**

**906-72**

**805-17**

**650-38**

**650-18**

**988-63**

**For**  
**“KINGS PARK**  
**COMMUNITY CENTER**  
**DESIGN-BUILD PROJECT”**

**ISSUED: November 21, 2016**

**BIDS DUE NO LATER THAN 2:00 PM ON Monday, January 17, 2017**

**Macon-Bibb County Procurement Department**  
**700 Poplar Street, Suite 308**  
**Government Center**  
**Macon, Georgia 31201**

# **TABLE OF CONTENTS**

## **SECTIONS**

1. INTRODUCTIONS TO PROPOSERS
2. PROJECT SPECIFIC INFORMATION
3. PROCUREMENT PROCESS
4. SUBMITTAL OF QUALIFICATIONS
5. EVALUATION & RANKING OF SUBMISSIONS

## **1. INTRODUCTION TO PROPOSERS**

### **1.1. GENERAL**

Macon-Bibb County Parks and Recreations Department (the “County”) is soliciting proposals from interested parties to provide Design/Build services for the new Community Center (the “Project”) located in the Kings Park neighborhood. The Project is envisioned to act as the heart of the neighborhood.

The Respondents shall be professionally qualified to act as (the “Design Builder”) for the Project. It is understood that the Design Builder is required to provide for the completion, correction, and timely execution of any work that may be required, implied, or inferred by the construction documents.

This Request for Proposals (“RFP”) invites Respondents to submit responsive materials describing their technical, construction and management qualifications for the Project. The issuance of this RFP and the selection of the most qualified firm is the first step in the design/build process that will eventually lead to the execution of a contract with the most qualified firm.

The Design Builder shall provide recommendations on construction technology and feasibility; the availability of materials and labor; and other market conditions necessary to insure that the building’s design stays within budget; time requirements for procurement, installation and construction completion; and factors related to construction cost, including estimates of alternative designs or materials, preliminary budgets and possible economies. The Design Builder shall maintain all necessary licenses or other authorizations necessary to act as Design Builder for the Project.

By utilizing a Design-Build (DB) approach, the County expects to secure substantial benefits including an improved schedule, guaranteed design and construction cost, a single point of responsibility for design and construction, optimal risk allocation, and cost savings.

Selection of the best-qualified firm is anticipated to be concluded by **February 14, 2017**. Execution of an agreement is tentatively scheduled for **February 22, 2017**, with a notice to proceed with concept/schematic design in **February 27, 2017**.

The County has hired Georgia Behavioral Health Services, Inc. (the “Consultant”) to serve as Project Manager responsible for project conceptualization, design development, construction management, document compliance, and progress reporting.

### **1.2. GLOSSARY**

Words and terms that are used herein shall have the meanings as set forth in this glossary unless otherwise defined. The following terms are used in this document:

- 1.2.1. **County** – Macon-Bibb County, Georgia
- 1.2.2. **Consultant** - Georgia Behavioral Health Services, Inc.
- 1.2.3. **Contract** - The Firm Fixed Price Design-Build Professional Services agreement awarded to the most qualified entity selected for the Work.
- 1.2.4. **Design-Build** (“D/B”) - The Project delivery method under which a single entity is procured and is responsible to the County for services including design, obtaining permits for, construction, testing, and startup of the Community Center.
- 1.2.5. **Most Qualified** - The Proposer that receives the highest ranking under The RFP evaluation criteria and that is selected by the County’s Evaluation Committee for final negotiations and award of a Professional Services Agreement.
- 1.2.6. **Project** - Kings Parks Community Center.
- 1.2.7. **Proposal** - The documents submitted by an entity in response to this RFP.
- 1.2.8. **Respondent** – An entity submitting qualifications for the Project in response to this RFP.
- 1.2.9. **Evaluation Committee** – A group of individuals responsible for evaluating the RFP’s received, interviewing a short-list of Respondents and determining the Most Qualified entity to perform the Work.
- 1.2.10. **Work** - The design, permitting, construction, testing, and startup of the Kings Park Community Center.

## **2. PROJECT SPECIFIC INFORMATION**

### **2.1. BACKGROUND**

As part of the County Blight Initiatives, the desire is to improve and enhance the existing neighborhood park with a new Community Center that would act as the social hub for the neighborhood and host functions not available at other County facilities. The Scope of Work for the Project is provided as Attachment “A”.

The freestanding building will be located **3283 Kingston Court and 3296 Kingston Court**. The two existing structures shall be demolish to make way for a new Community Center approximately 2,400 square feet. A site plan showing the general area for the Work and a desirable location for the Project is provided as **Attachment “B”**. The Project would accommodate the programmatic spaces identified in the Scope of Work (SOW) within the constraints of the site, budget and scope requirements.

### **2.2. INSURANCE REQUIREMENTS**

All deductibles shall be paid for by the Contractor.

**Required Insurance Coverages.** The Contractor also agrees to purchase and have the authorized agent state on the insurance certificate that the Contractor has purchased the following types of insurance coverages, consistent with the policies and requirements of O.C.G.A. 50-21-37.

The minimum required coverages and liability limits are as follows:

**Workers' Compensation Insurance.** The Contractor agrees to provide, at a minimum, Workers' Compensation coverage in accordance with the statutory limits as established by the General Assembly of the State of Georgia. A group insurer must submit a certificate of authority from the Insurance Commissioner approving the group insurance plan. A self-insurer must submit a certificate from the Georgia Board of Workers' compensation stating the contractor qualifies to pay its own workers' compensation claims.

The Contractor shall require all Trade Contractors/Subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Workers' compensation Coverage and shall submit a certificate on the letterhead of the Contractor in the following language:

This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own workers' compensation insurance or are covered by the Contractor's workers' compensation insurance.

**Employers' Liability Insurance.** The Contractor shall also maintain Employer's Liability Insurance Coverage with limits of at least:

- |       |                                 |                                |
|-------|---------------------------------|--------------------------------|
| (i)   | Bodily Injury by Accident       | \$1,000,000 each accident      |
| (ii)  | Bodily Injury by Disease        | \$1,000,000 each employee; and |
| (iii) | Bodily Injury/Disease aggregate | \$1,000,000 each accident      |

The Contractor shall require all Trade Contractors/Subcontractors performing work under this Contract to obtain an insurance certificate showing proof of Employers Liability Insurance Coverage and shall submit a certificate on the letterhead of the Contractor in the following language;

This is to certify that all trade contractors/subcontractors performing work on this Project are covered by their own Employers Liability Insurance Coverage or are covered by the Contractor's Employers Liability Insurance Coverage.

**Commercial General Liability Insurance.** The Contractor shall provide Commercial General Liability Insurance (2001 ISO Occurrence Form or equivalent) that shall include, but need not be limited to, coverage for bodily injury and property damage arising from premises and operations liability, products and completed operations liability, lasting and explosion, collapse of structures, underground damage, personal injury liability and contractual

liability. The CGL policy must include separate aggregate limits per Project and shall provide at a minimum the following limits:

Coverage	Limits
1. Premises and Operations	\$1,000,000 per Occurrence
2. Products and Completed Operations	\$1,000,000 per Occurrence
3. Personal Injury	\$1,000,000 per Occurrence
4. Contractual	\$1,000,000 per Occurrence
5. General Aggregate	\$2,000,000 per Project

Additional Requirements for Commercial General Liability Insurance are as follows:

Commercial business Automobile Liability Insurance. The Contractor shall provide commercial business Automobile Liability Insurance that shall include coverage for bodily injury and property damage arising from the operation of any owned, non-owned, or hired automobile. The commercial business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 combined Single Limits for each accident.

Additional Requirements for Commercial Business Automobile Liability Insurance are as follows:

Commercial Umbrella Liability Insurance. The Contractor shall provide a commercial Umbrella Liability Insurance to provide excess coverage above the Commercial General Liability, Commercial Business Automobile Liability and the Workers' Compensation and Employers' Liability to satisfy the minimum limits set forth herein. The umbrella coverage shall follow form with the Umbrella limits required as follows:

For contract Amounts Less Than \$5,000,000:	For contract Amounts Equal to or Greater than \$5,000,000:
\$2,000,000 per Occurrence	\$2,000,000 per Occurrence
\$4,000,000 Aggregate	\$10,000,000 Aggregate

Additional Requirements for Commercial Umbrella Liability Insurance are as follows:

Additional Requirements for Commercial Policies

(a) The policy shall name as additional Insureds the officers, members, and employees of the Owner and the Using Agency.

(b) The policy must be on an "occurrence" basis.

**Builders Risk Insurance.** Contractor shall provide a Builder's Risk Policy to be made payable to the Owner and contractor, as their interests may appear. The policy amount should be equal to 100% of the Contract Sum, written on a Builder's Risk "All Risk", or its equivalent. The policy shall be endorsed as follows:

The following may occur without diminishing, changing, altering or otherwise affecting that coverage and protection afforded the insured under this policy:

- (i) Furniture and equipment may be delivered to the insured premises and installed in place ready for use; and
- (ii) Partial or complete occupancy by Owner; and
- (iii) Performance of work in connection with construction operations insured by the Owner, by agents or lessees or other Contractors of the Owner or Using Agency.

In the event that the contract is for renovation, addition or modification of an existing structure and Builders Risk Insurance is not available, the Owner will accept an Installation Floater Insurance Policy with the above endorsement in lieu of the Builders' Risk Insurance Policy. Such floater must insure loss to materials and equipment prior to acceptance by Owner and must be on an ALL RISK BASIS with the policy written on a specific job site.

**Disposition of Insurance Documents.** One original certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

**Termination of Obligation to Insure.** Unless otherwise expressly provided to the contrary, the obligation to insure as provided herein shall not terminate until the Design Professional/Architect has executed the Certificate of Material Completion.

**Failure of Insurers.** The Contractor is responsible for any delay resulting from the failure of his insurance carriers to furnish proof of proper coverage in the prescribed form.

**Additional Insured:** Contractor shall add Owner and Architect as an additional insured under the commercial general and automobile policies.

### **2.3. PROFESSIONAL SERVICES AGREEMENT**

The most qualified proposer will enter into an agreement with the County for a Firm Fixed Price Design/Build project.

### **3. PROCUREMENT PROCESS**

#### **3.1. OVERVIEW**

The issuance of this RFP is the first step in the County's Design-Build Contract for the Project, which consists of the following steps:

1. Issue a Request for Proposals (RFP)
2. Receive RFP submittals from Respondents
3. Evaluate and scoring of RFP submittals by the Evaluation Committee
4. Identify the highest scoring Respondent as the entity Most Qualified
5. Conduct Contract negotiations with the highest scoring Respondent
  - a. If the highest scoring Respondent and the County do not successfully conclude Contract negotiations, the next highest scoring Respondent may be invited to final negotiations, and so on until Contract is awarded.
6. Recommend Selected Respondent to the County Commissioners for award of a Contract.
7. Issuance of a Notice to Proceed.

#### **3.2. PROCUREMENT OBJECTIVES**

The County wishes to benefit from the knowledge and experience of Respondents in maximizing the value of the County's established budget for the Work. The goals in entering into a Firm Fixed Price Design/Build Agreement are to assure:

1. An improved project schedule;
2. The optimization of risk allocation;
3. Best value for the available budget;
4. A high degree of design/build coordination; and
5. Sound design and quality construction for long-term operational reliability.

#### **3.3. RFP, SUBMITTAL AND CONTRACT AWARD**

A timely response to the deadline identified must be received for the RFP to be considered. Respondents to this RFP must respond in accordance with the requirements set forth in this RFP. Responses will be evaluated using the scoring points and criteria identified in this RFP. During the evaluation of RFPs, the County may seek additional clarification from Respondents.

Responses must be sealed and identified on the outside of the package as and delivered to:

**"RFP # \_\_\_\_\_ Kings Park Community Center Design-Build Project"**

Macon-Bibb County Procurement Department



700 Poplar Street  
Suite 308  
Macon, Georgia 31201  
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

The County shall post the top three responsive bidders ranked sequentially from the most advantageous to the least. The top three respondents shall be shortlisted for interviews with a list of interview questions (to include a conceptual sketch) and scoring criteria.

Upon conclusion of the interviews, the top three responsive bidders shall be ranked sequentially from the most advantageous to the least and shall be posted. Contract negotiations shall begin with the most responsible bidder whose proposal is proven the most advantageous.

Notwithstanding any provision herein, upon issuance of a contract award, the County shall publicly announce its award, identifying the contractor to whom the award is made, along with a written decision supporting its contract award and stating the basis of the award. The notice of award shall also include the County's second and third ranked design-build entities.

### **3.4. COMMUNICATIONS PROCESS**

The County is committed to a fair and open process for interested parties to receive information regarding the Project and the competitive solicitation process that the County is proposing to utilize for selection of a Design-Builder and award of an Agreement. All information pertaining to this RFP and all communications with the County concerning this RFP shall be posted on the County's website.

Interested parties are required to submit all requests and/or questions in writing either by mail, email, or fax to:

**Macon-Bibb County Procurement Department**  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201  
Telephone: (478) 803-0550

Responses to requests for information or questions received will be posted on the County's website. All supplemental instructions regarding the RFP will be posted on

the County's website. All potential respondents shall have the responsibility to monitor the County website for updated information.

The County shall post a shortlist of Respondents and their scores on the County website.

### **3.5. RFP & SUBMITTAL INFORMATION**

Proposers are maybe downloading the RFP; hard copies can be picked-up at Macon-Bibb County Procurement Department.

The proposed site can be toured at any time, and directions to the sites are provided on our website. There are no required meetings or site tours that will be conducted as part of this RFP process.

### **3.6. BUDGET**

The County has established a maximum budget of Two Hundred & Seventy Thousand Dollars (\$270,000) for the Work. The budget is inclusive of all efforts by the Design-Builder for all phases of the Agreement.

### **3.7. EXPENSES OF THE RESPONDENTS**

Each Respondent that enters into this procurement process does so at its own expense and with the express understanding that they cannot make any claim whatsoever for reimbursement from the County for the costs and expenses associated with this process.

### **3.8. INFORMATION DISCLOSURE TO THIRD PARTIES**

All submittals received in response to the RFP will become the property of the County and will not be returned. All information submitted to the County will become public records after the County announces the name of the firm determined to be best qualified through the selection process.

### **3.9. RIGHTS OF THE COUNTY**

The issuance of this RFP constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the County, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent;
3. Visit and examine of the site referenced;
4. Waive any defect or technicality in any Proposal received;
5. Determine which Respondents are qualified;

6. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
7. Supplement, amend, or otherwise modify this RFP;
8. Receive questions concerning this RFP and to post responses;
9. Cancel this RFP in whole or in part with or without substitution of another RFP if determined to be in the best interest of the County;
10. The County shall reserve the right to hold negotiations and discussions with responsive bidders and shall publish separately applicable rules and procedures to insure that discussions and negotiations are conducted in good faith;
11. Take any action affecting the RFP process, the RFP process, or the Project that would be in the best interests of the County; and
12. Make public any and all documents associated with the Project, including documents submitted to the County by Respondents.

#### **4. SUBMITTAL OF QUALIFICATIONS**

##### **4.1. PRE-PROPOSAL CONFERENCE**

A Pre-Proposal Conference inclusive of site tour will be held on Monday, December 12, 2016, at 1:00 p.m. – 3:00 at the existing Kings Park Community Center located at.

A walk-through of the project site will be immediately following the Pre-Proposal Meeting.

Attendance is mandatory.

##### **4.2. GENERAL INSTRUCTIONS**

Submittals must be received and logged in by the County on **Monday, January 17, 2017 no-later-than 2:00 PM EST.** Submittals received after this deadline will not be considered. Responses must be addressed and submitted to:

Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon-Bibb, Georgia 31201  
Telephone: (478) 803-0550

Please write on the outside of the sealed envelope or box: "**Proposal Kings Park Community Center**" and the name of the entity proposing. One (1) original and five (5) copies of your submittal are required. They will not be opened publicly. The County will post the names of all Respondents meeting the deadline on the RFP website.

### **Submittals**

In order for bids to be considered, the complete bid document package shall be submitted including each of the following completed documents.

Bid Form

Bidder's Qualification Form

Financial & Legal Stability Statement

List of Sub-Contractors

Minority Participation Goal

Bid Bond in amount of 5% of the total base bid

E-Verify Affidavit

Debarment Form

### **Reservations**

The bidder acknowledges that Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior County experience. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required submittals on the date required by the bidding documents, or if the bid is in any way incomplete or irregular. Hence the County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another.

### **Surety and Insurance Companies**

The Contract provides that the surety and insurance companies must be acceptable to the Owner. The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

### **General**

All work to be performed as part of this specification shall comply with all codes, ordinances and regulations applicable to the contract, including, but not limited to:

International Building Code

State and Local Building Code

Georgia Department of Transportation (D.O.T.)

Occupational Safety and Health Administration (OSHA)

Other Federal, State, or Local Codes

### **Permits and Licenses**

Contractor shall obtain all permits and licenses, paying all fees as required, for execution of the Contract. In addition, the Contractor shall arrange for necessary inspections required by the City, County, State and other authorities having

jurisdiction, and submit certificates of approval to the Owner or his designated representative.

### **Layout of Work**

The Contractor shall verify all existing conditions and contiguous work and lay out his work there from, providing for himself all other necessary measurements, lines and levels, and shall assume the responsibility for the correctness of the layout of the work.

### **Work Area**

The Contractor shall confine his operations to as small an area as possible, using only the areas designated for on-site storage.

The Contractor shall protect all surrounding adjoining private and public property, taking every precaution to prevent damage or injury to trees, shrubs, curbs, sidewalks, driveways and fences along or adjacent to the work. Should damage occur, the Contractor shall restore, at his expense, any such property damage or injuries by his operations to a condition equal to that existing before such damage or injury was done, by repairing, rebuilding or otherwise restoring as may be directed by, and to the satisfaction of the Owner.

In case of failure on the part of the Contractor to restore such property, or make good such damages or injury, the Owner may, after forty-eight (48) hours written notice, proceed to repair, rebuild, or otherwise restore such property as may be deemed necessary, and the cost thereof shall be deducted from any monies due or which may become due the contractor under this contract.

### **Underground Utilities**

The Contractor shall verify all underground utilities and their locations prior to commencing any work under this contract. Damages to underground utilities, and costs to repair same, shall be the responsibility of the Contractor.

### **Traffic Control**

It shall be the responsibility of the Contractor to maintain traffic by utilizing adequate construction signs and flagmen at all times.

The Contractor shall furnish, install, maintain and eventually remove all traffic control devices necessary to properly protect and divert traffic. Such barricades and detour signs shall be illuminated at night.

All costs associated with traffic control shall be the responsibility of the Contractor.

The Contractor shall assume all responsibility for damages resulting from the failure of the signs and/or barricades to properly protect the work from traffic.

## **Erosion Control**

The Contractor shall control all erosion by incorporating temporary grassing, mulch, baled straw, or silt fencing wherever required.

## **Vandalism**

The Contractor shall take every precaution not to leave equipment and materials where they can be reached and used for defacing new or existing work at any time.

## **Material Disposal**

The Contractor shall allow no trash, dirt, stumps, tree trunks, or excess material to accumulate and shall be responsible for removing same from the premises.

Such items shall be disposed of off the premises.

Burning of material on the site will not be permitted.

All costs of removing trash shall be the responsibility of the Contractor.

Place and method of disposal shall be the responsibility of the Contractor.

## **Extension of Time**

In the event the work under this project is delayed by neglect, delay, or default of any other Contractor or the Owner, or by any damage which is the result of an Act of God, or by a general strike of the employees, the Contractor shall have reason to claim for delay and request an extension of time to complete the contract.

## **Liquidated Damages**

If Design Builder does not meet the Project Substantial Completion Date or such date to which the Project Substantial Completion may be mutually extended by approved change order, in accordance with the Drawings and Specifications, including any authorized changes, the maximum sum shall be reduced by \$500.00 for each day of delay until Project Substantial Completion (Liquidated Damages).

Liquidated Damages, however, shall not be assessed against any of the Project that has reached Substantial Completion (if applicable), in which case Liquidated Damages shall be prorated based on projected rental income in accordance with Program Obligations.

## **Inspection**

The Project Manager may appoint inspectors to inspect all materials used and all work performed. Such inspection may extend to all or any part of the work and to the preparation of manufacture of the materials to be used. The inspectors will not be authorized to revoke, alter, enlarge or relax the provisions of this specification, nor will they be authorized to approve or accept any portion of the completed work or to issue instruction contrary to the plans and specifications. The inspector shall have authority to reject defective material and to suspend work that is being improperly done, subject to the final decision of the Project Manager.

It is mutually agreed between the parties to the contract that to prevent all disputes and misunderstandings between them in relation to any of the provisions contained in these specifications, or their performance by either of said parties, the Project Manager shall serve as the referee to decide all matters of construction of the specifications and of the terms of the contract, and as to all matters arising or growing out of said contract and his decision shall be final and binding upon both parties.

The Project Manager shall have free access to all parts of the work, and to all material intended for use in the work. The work will be inspected as it progresses, but failure to reject or condemn defective work at the time it is done will in no way prevent its rejection whenever it is discovered before the work is finally accepted and approved, nor will final acceptance and approval constitute waiver by the County of any right of action for defective work or the failure to perform the contract according to its terms.

## **EXECUTION**

### **General**

It is the intent of this specification to provide for the **King's Park Community Center**, for Macon-Bibb County.

### **Plans with Specifications**

The Contractor shall provide all services as outlined in Attachment "B" - Specifications and Scope of Work, attached hereto and incorporated herein

### **WARRANTY**

The Contractor shall guarantee all labor and workmanship for minimum of one (1) year(s) from date of completion.

## **4.3. SUBMITTAL REQUIREMENTS & SCORING**

For ease of the Evaluation Committee, the submittal must be separated into seven separate sequential sections as follows:

1. Letter to the Selection Committee
2. Design-Builder Information
3. Technical Qualifications and Experience
4. Project Staffing and Organization
5. Project Understanding and Approach
6. Project Budget Management
7. Financial and Other Information

The format of the proposal must be as outlined above. All information provided shall be bound into a single volume. Audiovisual materials will not be accepted.

### **4.3.1. LETTER TO THE EVALUATION COMMITTEE (0 to 5 points)**

This is your opportunity to introduce your team to us. Of interest to the County is why you assembled the team that you did, and what are the strengths of the entity that you wish the Selection Committee to take note of in the submittal.

#### **4.3.2. DESIGN-BUILDER INFORMATION (0 to 5 points)**

Please include a description of your Design-Build Team, i.e., the form of business structure (corporation, partnership, joint venture, consortia, etc.) that will serve as the contracting party. If the Team is a partnership, joint venture or consortium, please list all members of the Team.

Please provide information on the history, ownership, organization, and background of the team members. If a partnership, a joint venture or a consortium, then please submit background information for each member, thereof.

Please identify what entities will have responsibilities for what areas of the Work. At a minimum, identify which entities will be responsible for project management, design/engineering and construction of the Community Center.

Please provide a Project organization chart reflecting the roles and responsibilities of the team members.

Please identify the current professional Business Licenses of the proposed Team.

#### **4.3.3. TECHNICAL QUALIFICATIONS AND EXPERIENCE (0 to 30 points)**

The County desires a Design-Build team who ideally brings the following experience:

- 1) Working together as a team on past projects;
- 2) Past designing/construction for buildings of similar size, scope or complexity to this Project.
- 3) Design efforts which integrated a new facility into an existing neighborhood;
- 4) Past design/construction of public use facilities; and
- 5) Past design/construction or expert consultation on community centers.



In addition to providing technical qualifications and experience, the Respondent is requested to provide more detailed information on up to three (3) projects completed within the past eight (8) years that you feel best illustrate your team's qualifications to perform the Work. Please provide the Evaluation Committee with a brief description of these selected projects and photographs of the completed effort.

#### **4.3.4. PROJECT STAFFING AND ORGANIZATION (0 to 20 points)**

This section will be scored as to the qualifications of staff assigned to the Project. This submission shall include the key staff of the contracting firm, its parent (if applicable), and partner firms. Information of use to the committee includes the length of time practicing in the profession, familiarity with design and construction of public facilities and/or senior centers, and design-build experience.

- 1) Identify the project principal/officer who would be in charge, design and construction project managers; any discipline leads, and other subcontractors who you might expect to utilize in completing the Project.
- 2) Demonstrate the proposed design and construction Project Manager's individual experience within the past ten (10) years managing Design-Build Projects.
- 3) Identify the experience of other key personnel including the construction estimator/scheduler, superintendent, safety manager and other key staff Respondent anticipates to commit to the Project.
- 4) Provide a resume of any key specialty sub consultants.

#### **4.3.5. PROJECT UNDERSTANDING AND APPROACH (0 to 25 points)**

This section should demonstrate the respondents understanding of the project, how the Work will be organized, and anticipated key issues to be addressed. This section should:

- 1) Describe the overall approach to the Project, such as an outline work plan that describes how the Respondent will organize the Project;
- 2) Provide a description of the Respondent's approach and methodology for keeping within the County's allocation of two hundred and seventy thousand dollars (\$270,000) to complete the Work;

- 3) Describe those areas of Design/Build projects in which you are most likely to find challenges, and discuss how you might resolve those conflicts or head them off in advance;
- 4) Describe the opportunities you see for interfacing with the residents of Kings Park;
- 5) Identify what you feel are the key components to making this project successful; and
- 6) Discuss your thoughts about how to blend the new building seamlessly park and neighborhood.

**4.3.6. PROJECT BUDGET MANAGEMENT (0 to 10 points)**

The County has established a maximum project budget of \$270,000 for the Work. Respondents are requested to provide examples from past projects as to what percentage of past design/build project budgets were assigned to major project cost categories, such as design/engineering, construction, testing/inspections and overhead/profit.

Please also address how the County can be assured of receiving maximum value for the budget. How should the County guard itself against receiving a project for far less than can be purchased using a traditional design/bid/build approach?

**4.3.7. FINANCIAL AND OTHER INFORMATION (0 to 5 points)**

The Respondent shall furnish the financial information requested below. If submitted by a consortium, a joint venture, or a partnership, each member shall provide full disclosure information regarding their financial strength as specified in this section for individual Respondents. Any financial information submitted will be subject to potential public review.

Financial Statements and Data required:

- 1) The most recent annual audited financial report.

The Respondent shall provide responses to each of the following:

- 1) Describe any existing or anticipated changes in financial position of the Respondent including any material changes in the mode of conducting business, mergers, acquisitions, takeovers, joint ventures, and/or divestitures.
- 2) Has the Respondent ever filed for bankruptcy? If so, when, and describe the impact it would have on the ability to honor this contractual commitment if awarded.

- 3) List and briefly describe any threatened, pending or past legal proceeding involving claims over \$50,000 and judgment, or any contingent liabilities, in which the Respondent was or is a party to that may affect your ability to honor its contractual commitments to the County.
- 4) Has the Respondent failed to complete any contract, or has any contract been terminated due to alleged poor performance or default, or has the Respondent been found to be in violation of any provision of international, federal, state, or local regulations? If so, provide explanation.
- 5) Has the Respondent been convicted of any criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning false claims, antitrust, public contracting, employment discrimination, or prevailing wages? If so, describe the circumstances.
- 6) Has the Respondent been barred from bidding on public contracts by the Federal government or by any governmental entity in Georgia or another state? If so, describe the circumstances. Is the decision under review or was it upheld by formal legal and/or grievance process?
- 7) Please briefly describe your OSHA record over the past 5 years.

## **5. EVALUATION & RANKING OF SUBMISSIONS**

The following criteria will be provided to the Evaluation Committee as general guidelines for consideration in evaluating and scoring the proposals:

1. Competence to perform the required design-build services as indicated by the technical training, education, and experience of the Respondent's personnel and key consultants, especially the technical training, education, and experience of the employees and consultants of the Respondent who would be assigned to perform the services;
2. Record of successfully completed design-build services and experience working on similar types of projects, especially public facilities and community center;
3. Demonstrated expertise and experience the design of public facilities;
4. Past experience in integrating buildings into existing neighborhood;
5. Past performance of the firm as reflected by cost control strategies, quality of work, quality design and design integration of projects and schedule management;

6. Other qualifications that are consistent with the scope and needs of the Project including, but not limited to, knowledge of the local area and working relationships with local subcontractors and suppliers; and
7. Completeness of proposal, ease of reading and organization commensurate with the RFP requirements.

(End of RFP)

## **ATTACHMENT “A”**

### **SCOPE OF WORK – KINGS PARK COMMUNITY CENTER**

#### **1. PURPOSE**

This document provides additional requirements for the design and construction of the Kings Park Community Center, Macon-Bibb County, Georgia.

#### **2. PROJECT APPROACH**

The proposed Community Center shall include programmatic space as is possible within the site constraints and allocated budget for the Work. The County foresees the development of a Concept Design to be an interactive process with the design-build professional and Kings Park neighborhood. The neighborhood will be advised on spaces, room arrangements and site configurations. The concept and final design must incorporate all the required building codes and standards

#### **3. DESIGN REQUIREMENTS**

The Design-Builder is responsible for advancing the design in accordance with an agreed upon schedule of activities that will be jointly developed with the County. In addition to the desired and required space, the new Community Center shall incorporate the following:

##### **a. General**

- i. The Design-Builder will be responsible for the collection, assessment, agency coordination and verification of existing conditions.
- ii. The Community Center shall meet or exceed all ADA accessibility standards.
- iii. One unisex ADA restroom shall be of sufficient size to permit a companion to assist a disabled patron.
- iv. All design coordination, quality control and assurance reviews shall be the responsibility of the Design-Builder.
- v. The County shall have the opportunity to review, comment on and authorize the project to proceed forward at the following phases;
  - Concept Phase (10 %)
  - Design Development Phase (50%)
  - Final Design and Construction Phase (90%)

##### **b. Reports**

- i. The Design-Builder shall be responsible to conduct a site survey as they deem necessary to assure a coordinated design.

##### **c. Site Improvements**

- i. Center will be constructed on two combine lots totaling 0.44 acres.
  - ii. Site will be graded as necessary for construction and as necessary to finish the site at the completion of construction.
  - iii. Parking for visitors will be developed.
  - iv. ADA and other code requirements will be addresses in design of the parking
  - v. Safety is a key concern in the design of walkways and ramps as well as ADA compliance.
- d. Geotechnical
- i. The County shall retain the services a geotechnical engineering firm as the County's consultant.
  - ii. The Design-Builder shall be responsible for designing the project to comply with the recommendations of the County's Geotechnical Consultant, as contained within the Geotechnical Report.
  - iii. Additional site investigations deemed necessary by the Design-Builder will be undertaken at their cost.
- e. Interior Building Environment
- i. Primary and secondary access and egress.
  - ii. Multi-purpose activity space approximately 31' x 38' (max 100 people)
  - iii. One public accessible unisex restroom shall be provided.
  - iv. A small warming kitchen to include sink, refrigerator, microwave, cabinets, and countertop space approximately 10' x 9'
  - v. Computer lab approximately 12' x 12'
  - vi. Small Office approximately 10' X 10
  - vii. Storage space for chairs and tables approximately 11' x 10'
  - viii. Janitorial space approximately 8'x8'
  - ix. Paved driveway and parking area. The paving shall be cast in place concrete or bituminous concrete.
- e. HVAC & Plumbing
- i. The HVAC system should be capable of permitting individual controls in occupied areas of the Community Center.
  - ii. The A/C unit shall be SEER 16 or higher and use environmentally preferred refrigeration.
  - iii. Plumbing shall comply with the requirements of the International Plumbing Code.
  - iv. An automatic fire suppression (sprinkler) system complying with NFPA 13R.
- f. Structure
- i. Foundations shall be constructed of reinforced concrete "floor slab on grade.
  - ii. Exterior walls fiber concrete siding panels

- iii. UL 7690, Class "A" asphalt architectural shingles in accordance with ASTM D3462.
- iv. Flashing and sheet metal conforming to ASTM A525-86, minimum 26 gauge.
- v. Exterior walls and roofs shall comply with the applicable code and guidelines for high performing energy efficient design.
- vi. Interior walls shall be constructed of code approved materials; typically gypsum wall board over wood framing.
- vii. Windows shall be double hung, single hung or sliding.

g. Lighting

- i. All exterior lighting shall meet the requirements of the County.
- ii. All occupied areas should have ample natural lighting.
- iii. Lighting shall include both direct and indirect components to reduce glare and shadows.
- iv. Illumination of occupied areas should be ample and especially address residents with limited or impaired sight.
- v. Wi-Fi accessible.

h. Low Voltage Systems

- i. A security system consisting of video surveillance and access/perimeter controls.
- ii. A phone system

i. Furnishings, Fixtures and Equipment

- i. The County shall be responsible for the purchase and installation of all furnishings.
- ii. All fixtures and equipment which is required to be hard wired, plumbed or physically attached to a wall or floor surface shall be part of the Work.
- iii. The Design-Builder shall be responsible for all kitchen appliances.

k. Windows / Doors

- i. Windows will be energy efficient
- ii. Windows should be of a type that can be opened at the top and/or bottom to allow for natural ventilation.
- iii. Emergency egress windows will be installed in accordance with fire code.
- iv. Rated doors will be installed in accordance with fire code.

l. Finishes

- i. The design shall incorporate similar architectural features and finishes to those found within the neighborhood. Example include:
  - Architectural Roof Shingles
  - Matching metalwork handrails and ornamental ironwork
  - Linoleum countertops
  - Vinyl Plank Flooring

- Blinds on all windows

m. Landscaping

- i. The Design-Builder shall be responsible for the preparation of all physical areas for landscape work, including sod, trees, shrubs, and exterior lighting.
- ii. Landscaping shall be attractive and require little to no maintenance except lawn mowing, annual leaf collection and seasonal pruning.
- iii. Trees and other greenery will be of a hearty variety which require little maintenance and which complement the building and site.
- iv. Trees will be planted a sufficient distance from the building to avoid future maintenance problems.
- v. Consideration will be given to safety and security when placing foliage around walkways and areas of building access.

n. Permits

- i. The Design-Builder shall be responsible for costs associated with permits.
- ii. The project shall comply with applicable State and County codes.
- iii. The costs of permits for any agency outside of the County shall be the responsibility of the Design-Builder.

o. Operations & Maintenance

- i. A room with a janitorial sink, shelving for supplies and an area large enough to house a garbage can and floor mop.

#### **4. CONSTRUCTION REQUIREMENTS**

The Design-Builder shall incorporate the following requirements and considerations during the construction phase of the project:

a. General

- i. The Design-Builders shall include the full cost of site engineering, constructability, services, labor, equipment, materials and supplies and temporary utilities as required for a fully operational Community Center.
- ii. Coordination and supervision of the Work is the responsibility of the Design-Builder.

b. Mobilization

- i. On site offices, temporary power/utilities and restrooms are part of the Work.
- ii. The Design Builder shall take care to protect the existing trees on the project site area. Orange protective safety fencing shall be installed and maintained around the drip line of the trees at all times.

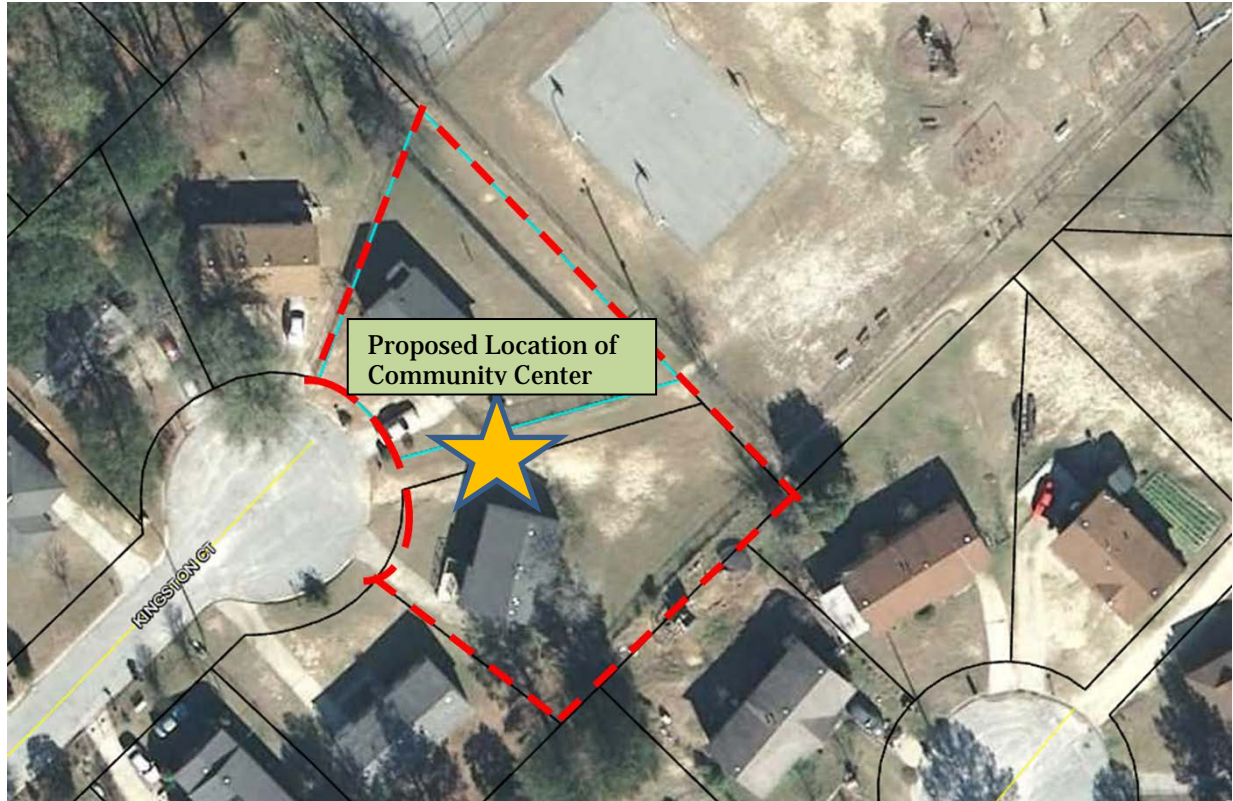


- iii. Temporary construction signage identifying the name of the project, a rendering, name of the Design-Build team and other similar credits shall be erected at a suitable location to inform the public.
  - iv. The staging area shall be fully fenced and approved by the County and not impede access to park or homeowners.
- c. Construction Services
- i. Quality assurance testing and compliance shall be the responsibility of the Design- Builder.
  - ii. During the course of construction, the Contractor shall hold a weekly progress meeting to update the County on the progress of the work and coordinate necessary activities.
  - iii. At substantial completion, the County shall perform a walk through inspection and provide a listing of incomplete activities or deficient Work to the Design-Builder for correction prior to Occupancy.
  - iv. The Design-Builder shall prepare and submit As-Built Drawings, Operations and maintenance manuals and Warrantees to the County at the time of Occupancy.
- d. Substantial Completion
- i. The Design-Builder shall cooperate with the County in allowing access of the site to other County contractors for the purpose of completing the work.
  - ii. The County shall coordinate with the Design-Builder to identify a “punch list” of incomplete items or deficient work to be completed or remedied prior to final inspection and acceptance of the work.
- e. Final Inspection and Acceptance of the Work
- i. Upon completion of the County’s “punch list” and all other obligations, the Design-Builder shall make a written request for Final Acceptance. This includes:
    - The submittal of any warranties and guarantees
    - A complete set of operating and maintenance manuals
    - “As Built” Record Drawings
    - The delivery of a Notice of Completion in a form meeting all statutory requirements

(End of Attachment “A”)

# ATTACHMENT "B"

## SITE LOCATION





# **OUTLINE SPECIFICATIONS**

**FOR**

**“KINGS PARK COMMUNITY CENTER”**



**CONSULTANT**

**GEORGIA BEHAVIORAL HEALTH SERVICES, INC.**

**DESIGN BUILDER**

**TBD**

**FUNDED BY**

**MACON-BIBB COUNTY BLIGHT BOND FUNDS**

## **KINGS PARK COMMUNITY CENTER DESIGN /BUILD**

### **SUBMITTAL DOCUMENT**

Submitted to: Macon-Bibb County Procurement Department (ECDD)  
682 Cherry Street  
Eighth Floor  
Macon-Bibb, GA 31201

Submitted by: Consultant, Georgia Behavioral Health Services, Inc. (GBHS)

Center to be  
Constructed at: 3283/3296 Kingston Court,  
Macon-Bibb, Georgia

This Submittal Document becomes part of the Contract Agreement dated \_\_\_\_\_  
\_\_\_\_\_.

### **CONDITION OF THE CONTRACT**

- 1. FORM OF AGREEMENT:** It is intended that the Macon-Bibb County and Design Builder will execute Contract Agreements between Macon-Bibb County and Design Builder where the basis of payment is the Cost of the Work plus a fee with a guaranteed max price.
- 2. DRAWINGS AND SPECIFICATIONS:** The Design Builder will furnish, two (2) complete sets of drawings and specifications for the execution of the work to the Consultant. In addition, the County and Consultant shall have access to electronic PDF versions of all drawings and specifications made available by the Design Builder.
- 3. APPLICATION FOR PAYMENT:** Prior to the submission for the first Application for Payment, the Design Builder must submit to the Consultant for approval a Schedule of Values. The Schedule of Values and all Applications for Payment shall be furnished in triplicate to the Consultant utilizing AIA Document G702 and itemized back up which is readily discernable.
- 4. RETAINAGE:** The Consultant will pay 90 percent of the amount due the Design Builder on the amount of progress payments until the project is complete and accepted by the Owner.
- 5. PAYMENT FOR STORED MATERIALS:** Payment for stored materials will only be considered if the stored materials are actually stored on site unless otherwise approved by the Consultant.

6. **PAYMENT FOR EXTENDED OVERHEAD:** Payment for extended overhead will not be considered for delays in the progress due to adverse weather conditions.
7. **INSURANCE:** The Design Builder shall provide insurance coverage for the work on this project. Certificates of Insurance shall be furnished to the Consultant prior to commencing the work. The following insurance coverage shall be provided in accordance with the State of Georgia required limits:
  - a. Liability Insurance - comprehensive general basis including the premises, operation, personal injury, property damage, independent contractor and contractual.
  - b. Workman's Compensation
  - c. Automobile Liability
  - d. Builder's Risk

### **DIVISION 1 - GENERAL REQUIREMENTS**

- 1.0 **PERMITS AND FEES:** The Design Builder shall secure and pay for the building permit fees and all other fees and licenses required by local government or other agencies required in the execution of the construction of this project such as, but not limited to, sewer fees, domestic water tap fees.
- 1.1 **TEMPORARY SERVICES:** The Design Builder shall procure and pay all cost for application and monthly use charges on all electric, water and gas utilities during the construction of the work until the date of Substantial Completion established by the Consultant. Telephone service for use during construction shall be procured and paid for by the Design Builder for the duration of the work.
- 1.2 **PERMANENT UTILITIES:** Permanent electric, water, gas, telephone and security services shall be applied for and procured by the Consultant. The Design Builder must coordinate the scheduling with the Consultant for these services so as not to cause delays in the work. The Design Builder shall coordinate the on-going work with Consultant furnished services to avoid conflicts and interruption of the work.
- 1.3 **TEMPORARY SANITARY FACILITIES:** The Design Builder shall provide and maintain for the duration of the work temporary sanitary facilities. New toilet facilities shall not be used by construction personnel.
- 1.4 **LINES, LEVELS AND STAKEOUT:** The Design Builder shall locate the building as shown on the contract drawings and shall be responsible for elevations as indicated.
- 1.5 **SUBMITTALS:** The following submittals shall be furnished to the Consultant for approval prior to beginning the subject work:
  - a. Termite Control - manufacturer's Data and installation methods.
  - b. Asphalt Paving - mix design.
  - c. Sanitary Sewer - pipe, pipe accessories and fittings.

- d. Concrete - mix design.
- e. Millwork - shop drawings.
- f. Building & Roof Insulation - product data.
- g. Residential Kitchen Equipment.
- h. Caulking & Sealants - product data.
- i. Doors & Frames - shop drawings.
- j. Finish Hardware - hardware schedule with cut sheets.
- k. Gypsum Board Systems - product data.
- l. Tile - product data.
- m. Flooring - product data.
- n. Painting - product data.
- o. Toilet Accessories - product data.
- p. Mechanical Systems – HVAC and Fire Protection shop drawings and product data.
- q. Plumbing Systems - product data.
- r. Electrical - product data for panels, light fixtures and wiring devices.

Provide a minimum of two (2) copies of each submittal.

- 1.6 **CONTRACT CLOSE-OUT:** At the time of substantial completion, the Design Builder shall demonstrate to the Owner the operation and maintenance all systems. The Design Builder shall also provide a bound loose leaf maintenance manual for the Consultant. Manual shall include details and description of the care and maintenance of fixtures, finish hardware, equipment, finishes. Manual shall also include printed instructions for the operation of all fixtures and equipment and a copy of all warranties.
- 1.7 **RECORD DRAWINGS:** One set of blackline prints of the contract drawings shall be maintained on the job at all times. The Design Builder shall make notes in red ink on these drawings, which indicate minor changes in the work and more exact locations of utilities and equipment that are shown diagrammatically on the drawings. These as-built drawings will then be given to the Consultant upon completion of the work.
- 1.8 **CLOSE-OUT DOCUMENTS:** As a condition for final payment, the Design Builder shall submit the following documents to the Consultant.
- a. Contractor's Affidavit of Payment of Debts and Claims.
  - b. Contractor's Affidavit of Release of Liens
  - c. Subcontractor's Affidavit of Release of Liens
- 1.9 **CLEAN UP:** The Design Builder shall maintain the project free of excess trash and debris for the duration of the project. Prior to Date of Substantial Completion the Design Builder shall clean all finished surfaces free of dust, debris, oils, stains and fingerprints and labels from exposed interior and exterior finish surfaces. Replace air conditioning filters if units were operated during the construction period.

- 1.10 **SPECIAL CONDITIONS:** freestanding building will be located 3283 Kingston Court and 3296 Kingston Court. The two existing structures shall be demolish to make way for a new Community Center approximately 2,400 square feet.

#### **DIVISION 2 – EXISTING CONDITIONS**

- 2.0 **SUBSURFACE CONDITIONS:** Material below the surface of the earth is assumed to be earth that can be removed by power shovel or similar equipment. Should conditions encountered below the surface of the ground such as, but not limited to, rock, muck or underground springs; the contract shall be adjusted based on a mutually agreed cost between the Consultant and the Design Builder for removing and replacing unsuitable soils. The cost shall be approved by the Consultant prior to removing any unsuitable soils. Payment will not be considered for the removal and replacement of unsuitable soils without the approval of the Consultant.
- 2.1 **EXPLOSIVES:** The use of explosives will not be permitted.
- 2.3 **TRAFFIC:** Conduct demolition operations and the removal of debris and equipment to insure minimum interference with existing business operation. Do not close or obstruct streets, walks or other occupied or used facilities without permission from the Consultant and authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways, if required.
- 2.4 **PROTECTION:** Ensure protection of persons around the demolition area. Provide temporary shoring, bracing or support to prevent movement, settlement or collapse of structure during the demolition work.

#### **DIVISION 3 - CONCRETE**

- 3.0 Cast-in-Place concrete shall comply with ACI 301-R75, "specifications for structural concrete for building". Cast-in-Place concrete shall be minimum 4000 psi at 28 days. Slabs shall have a smooth troweled finish. Concrete slump shall be between 3 and 5 inches.
- 3.1 Concrete testing shall be performed by an independent testing agency and paid for by the Design Builder. Extent of testing shall be as recommended by the testing agency. Tests shall include but not limited to cylinder break test, slump and temperature. No water shall be added after initial mixing at batch plant. Copies of all test reports shall be furnished to the Design Builder and Consultant.

#### **DIVISION 4 – MASONRY**

- 4.0 **SIMULATED STONE VANNER:** Provide simulated Stone Veneer having compressive strength tested in accordance with UBC Standard No. 26-10, Parts I and IV; meeting ASTM C482 for Shear (adhesion) Strength; Having Thermal Resistance factor of R 1.19 in accordance with ASTM C177 based on a 1.779”



thick sample and Flame spread of 0, smoke development of 0 in accordance with UL 723.

### **DIVISION 5 – METALS**

- 5.0 **MISCELLANEOUS FABRICATIONS:** Metal fabrications such as angles, clips, anchors and welding shall comply with the provisions of AISC "Specifications for the Design Fabrication and Erection of Steel for Buildings" the American Welding Society (AWS) Standard D1.1-88.

### **DIVISION 6 - WOODS AND PLASTICS**

- 6.0 **LUMBER:** Indicated lumber dimensions are nominal. Provide lumber with the moisture content of 19% maximum at the time of permanent closing of the building structure. Modulus of Elasticity shall be 1,600 ksi minimum for #2 Southern Yellow Pine. Surface four sides.
- 6.1 **PLYWOOD:** Provide APA softwood plywood – product standard PS-1-83.
- 6.2 **PRESERVATIVE TREATED LUMBER:** Provide preservative treated lumber in contact with concrete, blocking used in roofing nailers and where shown on the drawings.
- 6.3 **FINISH CARPENTRY:** The work shall be performed in accordance with the following references:
- a. Lumber - blocking, furring, bracing, and nailers: Utility grade #2 Southern Pine.
  - b. Sheet Material - plywood: unexposed and semi-exposed Millwork and general carpentry; Group I; "B" face for surfaces to receive plastic laminate.
  - c. Plastic Laminate - provide plastic laminate conforming to NEMA Standard LD-3, grade GP-50, GP-28 and BK-20.
  - d. Millwork: Provide kitchen cabinets as shown on drawings. Cabinets to be reveal overlay construction in style & finish selected by Consultant. Acceptable manufacturers for kitchen cabinets are: Kraftmaid or equally approved by Consultant. Countertops and backsplash shall be plastic laminate surfaced; colors as selected by Consultant.

### **DIVISION 7 - MOISTURE PROTECTION**

- 7.0 **BUILDING INSULATION:** Provide BATT insulation rated min. R-13 and R-19 for thermal resistance.
- 7.1 **ROOF INSULATION:** Provide un-faced fiberglass batt insulation or loose blown-in fiberglass insulation rated R-30 for thermal resistance.

- 7.2 **ASPHALT SHINGLES:** Provide UL 7690, Class “A” asphalt architectural shingles in accordance with ASTM D3462. Shingles shall have self-sealing strips. . Shingles shall be 235 pound, grade A, 12" x 36" fiberglass with 30-year guarantee submitted to homeowner. Shingles are to be fastened with galvanized nails. Shingles are to be installed per manufacturer’s specifications. Allow shingles to overhand fascia ½” to ¾” Fasteners and accessories will be galvanized or non-corrosive. Install shingles in proper relation with adjacent construction and with uniform appearance. Coordinate with work of other sections.
- 7.3 **FLASHING AND SHEET METAL:** Provide flashing and sheet metal conforming to ASTM A525-86, minimum 26 gauge, commercial class galvanized steel, coated with not less than 1.25 oz. zinc/sq. ft. of metal. Flash valleys in accordance with shingle manufacturer recommendations. Continuous aluminum ridge vents will be black anodized and installed at all gables. Install rubber or vinyl boot flashings around plumbing vent pipes in accordance with the manufacturer’s recommendations. Flash window and door casings as per window and vinyl siding manufacturer’s recommendations.
- 7.4 **CAULKING AND SEALANTS:** Provide Spectrem 1 silicone sealant by Tremco, Inc. at all exterior applications and at interior applications where expansion and contraction is anticipated. Provide Mono acrylic-latex caulking by Tremco, Inc. in interior applications where expansion and contraction is not anticipated.
- 7.5 **GUTTERS AND DOWNSPOUTS:** Provide factory painted aluminum concealed gutters and downspouts meeting ASTM B209, 3003-H4 alloy. Sizes as indicated on the drawings. Downspouts shall drain onto concrete splash blocks at each downspout.
- 7.6 **VAPOR BARRIER:** Provide ten mil thickness polyethylene sheeting vapor barrier. Install vapor barrier over compacted, clean subgrade material, free of debris and protrusions.
- 7.7 **AIR INFILTRATION BARRIER:** Provide spunbonded, non-woven, non-perforated air infiltration barrier in shall be furnished by Tyvek, Typar or Hardiwrap.
- 7.8 **SOUND ATTENUATION:** Provide a minimum of STC 55 rating for all wall assemblies separating toilets, bathrooms and bedrooms.
- 7.9 **WALL SHEATHING:** Shall be 7/16" OSB nailed 12" on center and 6" on the edge. Seal all gaps  $\geq \frac{1}{8}$ " in exterior sheathing, such as seams between adjacent sheets, using appropriate sealant. Install insulation per manufacturer’s recommendations to achieve quality Grade II as specified by criteria set forth by RESNET. Walls, rim joists and ceilings must also have 100% insulated sheathing  $\geq R-3$ .

- 7.10 **MINERAL FIBER CEMENT SIDING SYSTEMS:** Provide mineral fiber cement siding systems in accordance with ASTM E136. Siding systems shall be of non-asbestos fiber cement siding complying with ASTM C1186, Grade 11, Type A, as manufactured by James Hardie, CertainTeed or Nichiha USA, Inc.

## **DIVISION 8 - DOORS AND WINDOWS**

- 8.0 **INTERIOR UNIT DOORS:** Doors inside apartment units shall be pre-hung, six panel, hardboard, style and rail doors meeting Basic Hardboard Standard ANSI/AHA 135.4 and NWWDA I.S.1.1. Use lightweight interior doors with about five-pounds of force to open. provide industry standard solid wood frames. Doors are to be equipped with 3 hinges and door stops. All passage doors from room to room including bedroom doors and bedroom closet doors shall be 34" to 36" minimum width. Provide easy-to-grasp lever style door handles throughout @ 36"ht.c.c.
- 8.1 **FINISH HARDWARE:** Include an allowance of One Hundred Fifty Dollars (\$150.00) per door for the purchase of Finish Hardware and associated specialties. The allowance shall include material only, to provide finish hardware for this project. Allowance does not include labor. Provide lever handle hardware in accordance with ANSI handicapped requirements. If the cost of Finish Hardware is greater, the Consultant will pay the difference; if the cost is less, the difference will accrue to the Consultant. Locksets shall be by Titan Quickset or equal. All interior doors shall be equipped with brass-plated or other durable metal finished knobs. Plastic is not permitted. Install locks for bedrooms, bathrooms and other doors as needed. Lever handle is preferred. Doorstops are required.
- 8.2 **PREFORMED METAL DOORS:** Provide embossed metal panel doors meeting design standard HMMA 860. Doors shall have minimum 20 gauge face sheets. Doors to be 1 3/4" thick with continuous welded vertical edges, 16 ga. continuous recessed steel channel top & bottom edges and 14 ga. Steel integral lock channel. Doors shall be insulated with polystyrene. Doors shall be provided pre-hung in wood door frame. Doors shall be rated where indicated.
- 8.3 **SINGLE HUNG VINYL WINDOWS:** Provide single hung vinyl windows in compliance with AAMA/NWWDA 101/I.S.2-97. Windows shall meet a static pressure of 1.56 psf in accordance with ASTM E283. Air infiltration shall not Window shall comply with static water resistance test of 7.50 psf with no uncontrollable water leakage as defined in ASTM E547-93. Windows shall meet Uniform Load Test in accordance with ASTM E330-90. Main frame components shall have a nominal wall thickness of not less than .062" in thickness. Weather stripping shall be of Woven pile conforming to ASTM 701, Closed cell elastomer meeting ASTM C509 or Dense elastomer meeting ASRM C864. Glazing shall be 5/8" Low-e glazing meeting ASTM C1048 for tempered glass or ASTM C1036 for annealed glass. Assembly shall conform to ASTM E774-92. Each window shall be locked by cam-type locks meeting AAMA 1302.5 forced entry specification. Each

window shall be provided with an insect screen with fiberglass screen cloth of 18x16 mesh. Window shall be manufactured by Silver-line or equal approved by Consultant.

- a. Windows shall comply with the requirements of the ENERGY STAR
- b. Preference to windows that exceed the ENERGY STAR. Windows must have a U-factor less than or equal to 0.5.
- c. Windows shall achieve an overall U factor not more than 0.4 as measured by NFRC standards, shall feature double pane glazing, and include a low E coating on the third surface.
- d. If the window faces east, west and south, the window shall provide a solar heat gain coefficient of 0.4 or better.
- e. Air leakage shall not exceed 0.3 cfm/psf per NFRC standards.

## **DIVISION 9 – FINISHES**

- 9.0 **GYPSUM BOARD SYSTEMS:** Provide gypsum board conforming to ASTM C36-85 in thicknesses shown on drawings with tapered edges. Provide standard board, moisture resistant board and interior ceiling board.
- a. Provide a level 4 finish on walls and a level 3 finishes on ceilings. Provide corner protection at high traffic areas.
  - b. High impact gypsum wall board is preferred in corridors and the approach side of doors.
  - c. Provide moisture resistant gypsum board in bath rooms and the laundry room.
  - d. Provide in-wall plywood or blocking reinforcement to allow later installation of grab-bars with 250# load support capacity around all tub, toilet, and shower walls
- 9.1 **VINYL PLANK FLOORING:** Provide vinyl plank flooring as manufactured by Daejin America; 7.2” x 37.4”; warranty. Colors to be selected by Consultant from manufacturer’s standard colors. Vinyl Plank floor to be installed in all spaces except as noted.
- 9.2 **CERAMIC TILE:** ANSI Ceramic Tile Standard: Provide tile that complies with ANSI A 137.1, Specifications for Ceramic Tile”, for types, compositions, and other characteristics indicated. Provide Glazed and unglazed Ceramic tile as manufactured by Colortex, Inc.; Tiles & Textiles; size and colors to be selected by Consultant. Ceramic tile shall be installed in bathrooms.
- 9.3 **PAINT:** Paint materials shall be as manufactured Sherwin-Williams, Glidden, Benjamin-Moore, Pittsburg or manufacturer approved by Consultant. All paint materials shall be low VOC products. Walls shall be painted with acrylic latex semi-gloss finish. Wood casings, base and trim shall be acrylic latex semi-gloss. Do not use paint coatings with a gloss level less than satin on walls.
- 9.4 **WINDOW TREATMENT:** White 2” vinyl blinds on all windows.

### **DIVISION 10 – SPECIALTIES**

- 10.0 **FIRE EXTINGUISHERS:** Provide fire extinguishers conforming to UL Standard 299 for Class A, B, and C fires, 10 lb. capacity with wall bracket.
- 10.1 **TOILET ACCESSORIES:** Furnish accessories by American Specialties, Inc.; Bobrick, GAMCO or approved equal. Accessories shall be furnished by one manufacturer.
- a. Provide toilets complying with the height and location requirements of the ADA guidelines.
  - b. Toilet to be elongated 16-1/2" to 17-1/2" height to top of seat, "comfort height" type unit.
- 10.2 **KITCHEN CABINETS:** Shall be made of solid wood fronts (not particleboard), factory finished. Standard base cabinets with drawers in a variety of depths with full extension guides or with pull out shelves behind doors less than 16" wide. Wall cabinets in compliance with accessibility requirements. Cabinet doors and drawers should be easy to open and have easy-to-grasp handles or knobs. Consider the option of using glass door upper cabinets for good content visibility.
- 10.3 **BATHROOMS:** Install heavy duty towel bars securely mounted in case of need to grasp during a fall (250# minimum load support). Mount mirrors and medicine cabinet with bottoms directly above sink rear backsplash height to allow easy use when seated.

### **DIVISION 11 – EQUIPMENT**

- 11.0 **RESIDENTIAL KITCHEN EQUIPMENT:** Provide the following:
- a. **Refrigerator:** Provide handicapped accessible Energy Star 18 cu.ft. capacity; top mount design; ice maker; tempered glass shelves; separate crisper and meat drawers; color- white. Acceptable manufacturers- Whirlpool, General Electric, Kenmore, equally approved by Consultant.
  - b. **Microwave Oven:** Provide countertop microwave oven with 900 watt microwave unit w/turntable. Unit shall have touch pad controls, white. Acceptable manufacturers - Whirlpool, General Electric, Kenmore or equal approved by Consultant.
- 11.1 **ENERGY STAR RATING:** Refrigerator and microwave shall be Energy Star Rated.

### **DIVISION 12 - FURNISHINGS**

- 12.0 **PORCH/STAIR HANDRAILS:** Shall be PVC railing ranging from 1-1/4" diameter to 2" diameter and shall be mounted inside the guardrail structure using standard handrail brackets. Handrails must be returned to the support columns at each end of the run. Guardrails are to be 36" high supported by 8"X 8" square

structural aluminum columns. Shall use 2" x 4" PVC top and bottom stringers with vertical pickets spaced less than 4" apart.

- 12.1 **KITCHEN COUNTERTOPS:** Use easy to maintain countertops such as laminate, granite, quartz, or other durable materials. Avoid very dark colors and ceramic tile as the tile grout collects mold and is difficult to maintain. Radius or bevel all counter corners for safety and consider contrasting border edge color to improve visibility for anyone with sight impairment.
- 12.2 **RESTROOM:** One unisex ADA restroom shall be of sufficient size to permit a companion to assist a disabled patron

### **DIVISION 13 - SPECIAL CONSTRUCTION**

(NOT APPLICABLE)

### **DIVISION 14 - CONVEYING SYSTEMS**

(NOT APPLICABLE)

### **DIVISION 22 – PLUMBING**

- 22.0 **PLUMBING:** Provide plumbing system in accordance with state and local codes and governing authorities. Install whole-house anti-scald valve at outlet line side of main hot water heater, set at 120 degrees maximum
- 22.1 **FIXTURES:** All toilet fixtures shall be by American Standard, Kohler, or Crane or equal approved by Consultant. Accessible showers to be standard roll-in type showers. Lavatories and sinks in toilet, bathrooms shall be white porcelain and kitchen sink shall be stainless steel.
- 22.2 **FIXTURE TRIM:** All plumbing fixture faucets, valves, controls and apparatus shall be by “Moen” or equal approved by Consultant.
- 22.3 **WATER HEATER:** Provide separate hot water heaters for the kitchen and the restroom to permit the use of lower storage temperature for the bathroom hot water heater. This both saves energy and helps reduce the risk of scalding water delivered to the bathrooms.
- 22.4 **KITCHEN SINK FAUCET:** Kitchen faucets shall be single lever type with temperature regulating water mixing valves providing a high temperature limit intended to eliminate the risk of scalding. Faucet shall include a highly arched spout with an ergonomically shaped pullout spray-head faucet. It shall feature solid construction, ceramic washers and water saving low flow aerators. Provide an under counter mounted stainless steel sink. The sink depth shall be between 6-1/2" and 7-1/2" inches. Sinks must be ADA approved and have garbage disposals.

- 22.5 **RESTROOM SINK FAUCET:** Single lever or ergonomic dual lever sink faucet with anti-scald valve in hot side set at 120 degrees maximum. (If not already installed in main hot water heater outlet line) (set at 100 degrees for people with spinal cord injuries).

### **DIVISION 23 – HEATING, VENTILATION**

- 23.0 **MECHANICAL:** Provide HVAC system in accordance with state and local codes and governing authorities.
- 23.1 **HEAT PUMPS:** Provide total electric heat pumps with SEER 16 rating or higher. All HVAC equipment shall comply with Energy Star requirements. Use environmentally preferred refrigeration such as Puron refrigerant and not contain CFCs or HCFCs. Thermostats should have large print easily readable numbers and controls, and mounted at 53" height from finished floor to center of thermostat (48" height optional for wheelchair user).
- 23.2 **FIRE PROTECTION SYSTEM:** Provide complete Approved Automatic Fire Protection System in accordance with N.F.P.A 13-R. Provide permanently powered dual technology smoke and fire detectors in living spaces and bedrooms. Connect the smoke and fire detection system to audible and visual notification devices located in all spaces. Comply with NFPA 72.
- 23.3 **EXHAUST FANS:** Install exhaust fans with correct airflow capacity, very quiet operation features, and Energy Star rating.

### **DIVISION 26 – ELECTRICAL**

- 26.0 **ELECTRICAL:** Provide electrical system in accordance with state and local codes and governing authorities.
- 26.1 **PRE-WIRING:** Building to be pre-wired for telephone, cable TV and security system.
- a. Provide each bedroom with telephone, data and cable TV receptacles.
  - b. Provide the staff office with two telephone, four data and one cable TV receptacles.
  - c. Provide the Living Room, the Sitting Room and the Activity room with cable TV, telephone and data receptacles.
- 26.2 **LIGHTING:** All areas and rooms to have high quality Energy Star rated fluorescent general illumination and task lighting. Light fixtures to have electronic ballasts, and linear or compact fluorescent lamps in 3500k to 4100k color range. Provide lighting from a variety of sources. The lighting shall include both direct and indirect components to reduce glare and shadows. Provide separate switching for direct and indirect components. Use large surface, toggle type on off or slide type dimmer switches to control the lighting. Place the switches between 44 and 48 inches above

finish floor. Choose lighted switches for bathrooms and hallways. Choose wall plates that provide visual contrast from the painted wall. Provide occupancy sensors in rooms like closets, the laundry room and pantry.

- 26.3 **CEILING FAN:** Provide 52" decorative ceiling fan screen porch. Fan to have attached light fixture shall be controlled with separate wall mounted switches.
- 26.4 **RESTROOM:** Linear or compact fluorescent fixtures using 2-lamp, 48" long surface mounted wrap around acrylic diffuser light fixture, with electronic ballast..

### **DIVISION 31 – EARTHWORK**

- 31.0 **CLEARING:** Remove trees and shrubs not designated to remain, low vegetation, organic material and debris. Remove stumps and roots encountered within building limits, extending to 5'-0" outside future building lines to full depth; other stumps and roots within construction limits to not less than 2'-0" below finish grade. Remove from owner's property and legally dispose of all waste material in accordance with all local governing authorities.
- 31.1 **TOPSOIL:** Strip and store topsoil for re-distribution prior to landscaping. Store topsoil where indicated by the Consultant.
- 31.2 **TREE PROTECTION:** The Design Builder shall protect trees required to be saved within drip lines from piled material, equipment, people, contractor operations or other functions of work which may be injurious to trees. Excavation machinery and cranes shall be of suitable type and size and so operated with care to prevent injury to trees to be saved, particularly to overhanging branches and limbs.
- 31.3 **EARTHWORK & GRADING:** The Design Builder shall provide erosion control throughout the duration of the project. Erosion control method shall be in accordance with Georgia D.O.T. standards. Earthwork and grading shall be done in accordance with the recommendations of a licensed Geotechnical Analysis.
- 31.4 **COMPACTION TESTING:** Soil Compaction testing shall be performed by an independent soils test engineer and paid for by the Design Builder. Testing shall be performed as recommended by the Soils Test Engineer. Copies of all compaction tests shall be furnished to the Design Builder and Consultant. Minimum requirements for compaction are as follows:
- a. Fills beneath building and canopies - 95% std. proctor.
  - b. Fills beneath parking and paved areas - 95% std. proctor
  - c. Fill in the upper 12 inches of material that will support floor slabs and pouring - 98% std. proctor.
- 31.5 **UTILITY TRENCHING & BACKFILL:** Utility trenching and backfill shall be performed as directed by the civil engineer and local governing Standards.



31.6 **CRUSHED STONE:** Provide 4" No. 57 crushed stone beneath all floor slabs.

31.7 **PAVING:**

- a. Concrete driveway 3000 psi 2" thick over 6" of graded aggregate base.
- b. Curb and gutter shall be 6" concrete.
- c. Provide a clear obstacle free at least 36" wide walkway to front doorway from the vehicle parking area, and sidewalk.
- d. Walkway grading should not exceed a pitch or angle producing 1 foot of rise for every 20 feet in length.

31.8 **TERMITE TREATMENT:** Building foundation shall be treated for termites in accordance with the recommendation of the Rules of Georgia Structural Pest Control Commission, Chapter 620-1.

31.9 **SANITARY SEWER SYSTEM:** Provide and install the sanitary sewer system in accordance with the requirements of the local governing authorities. Lay piping beginning at low point of the sanitary sewer system with joints lapped upgrade. Lay in alignment and to slopes fully supported on firm subgrade. Structures may be masonry, concrete or precast. Clean interior or piping and structures of dirt and debris as work progresses.

31.10 **IRRIGATION SYSTEM:** The sprinkler system shall include sprinklers, valves, piping, fittings, controllers, wiring, all of sizes and types. The construction shall include the furnishing, installing, and testing of all mains, laterals, rigers and fittings, sprinkler heads, quick coupling valves, gate valves, control valves, controllers, electric wire, controls, backflow preventors, enclosures and other necessary specialties and the excavation and backfill. The irrigation system shall be installed complete and operable.

31.11 **LANDSCAPING:** Provide and plant all plant material in accordance with the local landscape standards and recommendations. All plants shall be planted at such times of the year as the job may require. Dig pits for plants. Prepare pits prior to inserting plants. All plants shall be set so that when settled they will be approximately 2" to 3" above finish grade. Each plant shall be planted neatly in the center of the pit. Set plants plumb and brace rigidly in position until the planting soil mix has been tamped solidly around the ball and roots. Cut ropes, strings or wire from top of the root ball after the plant has been set and lay open the burlap. Leave burlap or cloth wrapping intact around the edge of the root ball. Water (soak) all plant material immediately after planting and continue thereafter as necessary until acceptance of the work in total.

**END OF OUTLINE SPECIFICATIONS**