



**REQUEST FOR QUALIFICATIONS  
RFQ #001-18**

**Landscape Architectural Services Wimberly Center**

Northeast Georgia Regional Commission  
305 Research Drive  
Athens, GA 30605

**Qualifications Package Submittal Deadline  
*Friday, March 16, 2018***

Delivered in Hardcopy to:

Northeast Georgia Regional Commission  
Attention: Burke Walker  
305 Research Drive  
Athens, GA 30605

**Questions must be directed in writing to:**

Northeast Georgia Regional Commission, Kaitlin Powers  
via email to: [pgsintern@negrc.org](mailto:pgsintern@negrc.org)

*Deadline for questions from prospective Landscape Architects  
Tuesday, March 6, 2018 at 12:00 noon*

# WINDER HOUSING AUTHORITY

## RFQ #001-18

### Landscape Architectural Services Civic Facility

The Northeast Georgia Regional Commission, on behalf of the Winder Housing Authority (WHA), is accepting qualification packages from licensed landscape architectural firms for RFQ #001-18 Landscape Architectural Services Wimberly Center.

All firms must comply with all general and special requirements of the RFQ information and instructions enclosed herein.

Sealed qualification packages will be received no later than *March 16, 2018 at 5:00 p.m.* by the Northeast Georgia Regional Commission at 305 Research Drive, Athens, GA 30605. Qualification packages received after the above time or in any other location will not be accepted.

Qualification packages shall be presented in a sealed opaque envelope with the RFQ number and name RFQ #001-18 Landscape Architectural Services Wimberly Center clearly marked on the outside of the envelope. The name of the firm submitting a Statement of Qualifications should also be clearly marked on the outside of the envelope. One (1) original and three (3) copies should be submitted. Qualification packages will not be accepted verbally or by fax or email. All questions should be forwarded in writing to Kaitlin Powers via email at [pgsintern@negrc.org](mailto:pgsintern@negrc.org). Please refer to RFQ #001-18 Landscape Architectural Services Wimberly Center when requesting information.

Winder Housing Authority reserves the right to reject all packages received and to waive technicalities and informalities, and select a firm in the best interest of Winder Housing Authority.

This is a multi-phase procurement. During the RFQ phase fees are not a consideration. Winder Housing Authority anticipates entering into negotiations to determine a final scope of work and fees after qualifications are reviewed and evaluated.

This project is part of the City of Winder's Urban Redevelopment Plan. This plan identified areas in need of improvement, including the Glenwood area surrounding the Wimberly Center. Review the Urban Redevelopment Plan for additional details on redevelopment needs and efforts.

<http://winderhousing.com/wp-content/uploads/2017/03/Winder-Urban-Redevelopment-Plan-Update-2016.pdf>

## **SUBMITTAL INSTRUCTIONS**

**The following items should be returned as your submittal package.**

- Four (4) copies of your qualification package
- Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)
- Corporate Certificate
- CD or USB flash drive containing a scanned copy of qualifications package in PDF format

## **Landscape Architect**

### **Scope of Work**

The Northeast Georgia Regional Commission, on behalf of Winder Housing Authority (WHA), seeks qualification packages from licensed Landscape Architectural firms to design an outdoor recreation area including walking paths, a teaching area, and a community garden adjacent to the Wimberly Center, an existing community center.

The Wimberly Center was formerly a middle school, purchased by WHA in 2014. A CDBG grant was awarded to the City of Winder and WHA in 2014 to improve the facility. This provided space for several entities including the Boys & Girls Club of Winder, a community action organization, daycare space, classrooms, and a public kitchen.

The outdoor space will complement these functions providing space for teaching, activities for youth and seniors, and a community garden. This space will be utilized for daily activities as well as special community events.

### **Project Objectives**

Winder Housing Authority has worked with students of landscape architecture at the University of Georgia to develop several visions for the outdoor space. The Landscape Architect should be prepared to continue the vision WHA has developed for the area while providing guidance as to project feasibility. The space will incorporate several uses including educational purposes for youth, adults, and seniors, recreational programs, leisure activities, and community events. The space will also incorporate a community garden to be open to the public and utilized in programming related to the community kitchen located in the Wimberly Center.

Qualified Landscape Architects should include examples of their experience designing both financially and environmentally sustainable projects developed with community involvement. The space will promote continued community maintenance while minimizing costs.

### **Other Related Project Tasks**

This project will continue work completed on the Wimberly Center in an effort to make it a cornerstone of the community providing a variety of services to citizens. The outside space as proposed will continue this effort and enhance current and future programs at the Center.

The successful firm will demonstrate experience designing public, mixed-use gathering spaces. The successful Landscape Architect should be prepared to work in collaboration with Winder Housing Authority and the City of Winder.

### **Additional Resources**

The City of Winder's Urban Redevelopment Plan:

<http://winderhousing.com/wp-content/uploads/2017/03/Winder-Urban-Redevelopment-Plan-Update-2016.pdf>

## **Schedule of Events**

February 16, 2018 – Release of RFQ

March 6, 2018 – 12:00 p.m. deadline for questions

March 16, 2018 – Qualification packages due to WHA

March 2018 – Interviews with selected firms as necessary

Late March, 2018 – Selection of Landscape Architectural firm

## **Submittal Contents and Format**

- Submittals should not exceed twenty (20) single-sided pages (8.5" X 11", 11 point font)
- Basic firm information (Legal name, type of company, names of officers and key staff, locations, addresses, contact for this project, etc.)
- Brief history of firm
- Firm's organization chart
- Identify key staff assigned to this project
- Qualifications (resumes) of staff assigned to this project
- Licenses and Certifications of firm and key staff
- 3-5 examples of similar projects successfully completed in the past 10 years
- References including contact information from 3-5 similar projects successfully completed in the past 10 years

Note: Cover pages, copies of licenses and certificates, resumes, and required City of Winder forms and affidavits do not count towards the page limit.

## **Selection Process**

- Qualifications will be evaluated by NEGRC staff
- One or more firms may be invited to make a presentation and interview
- Selection of firm
- Negotiate final scope and fee
- Contract awarded by Winder Housing Authority

## **Evaluation Criteria**

- History of firm
- Stability of firm, including the depth of experience in key personnel and in supplying landscape architectural services
- Firm's litigation record
- Organization of firm's team
- Firm's experience with multi-use outdoor community space projects and/or relevant similar projects, including meeting deadlines and budgets
- Key personnel relevant experience
- Key personnel technical experience
- References

### **Final Scope Contract and Award Process**

Winder Housing Authority anticipates negotiations with the selected firm to establish a complete scope of services, contract and fee schedule. The WHA has secured funds through the Appalachian Regional Commission to carry out the masterplan and is prepared to proceed with installation as soon as possible.

Should Winder Housing Authority and the selected firm be unable to negotiate a contract, Winder Housing Authority reserves the ability to suspend or cancel negotiations and enter into negotiations with another firm.

Repurposing of Winder Barrow Middle School



## CORPORATE CERTIFICATE

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as Contractor in the foregoing bid; that \_\_\_\_\_ who signed said bid in behalf on the Contractor, was then (title) \_\_\_\_\_ of said Corporation; that said bid was duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of Georgia.

This \_\_\_\_\_ day of \_\_\_\_\_, 2018

(Seal)

\_\_\_\_\_  
(Signature)



## **Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the Winder Housing Authority has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit for the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

**CERTIFICATION OF CONTRACTOR  
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

I hereby certify that I am a principal and duly authorize representative of \_\_\_\_\_  
("Contractor"), whose address is \_\_\_\_\_, \_\_\_\_\_ (city), \_\_\_\_\_ (state).

Contractor hereby agrees to comply with all applicable provisions and requirements of the Georgia Security and Immigration Compliance Act of 2006 (the "Act"), as codified in O.C.G.A. § 13-10-90 and 12-10-91 and regulated in Chapter 300-10-1 of the Rules and Regulations of the State of Georgia, "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," accessed at <http://www.dol.state.ga.us>, as further set below.

Contractor agrees to verify work eligibility of all newly hired employees through the U.S. Department of Homeland Security's *Employment Eligibility Verification (EEV) / Basic Pilot Program*, accessed through the Internet at <https://www.vis-dhs.com/EmployerRegistration>, in accordance with the provisions and timeline found in O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Rules and Regulations of the State of Georgia. As of July 1, 2007, the verification requirement applies to contractors and subcontractors with five-hundred (500) or more employees.

Contractor understand that the contractor and subcontractor requirements of the Act apply to contracts for, or in connection with, the physical performance of services within the State of Georgia.

Contractor understands that the follow contract compliance dates set forth in the Act apply to the Contract Agreement, pursuant to O.C.G.A. § 13-10-91:

On or after July 1, 2007, to public employees, or subcontractors of 500 or more employees;

On or after July 1, 2008, to public employees, or subcontractors of 500 or more employees; and

On or after July 1, 2009, to all other public employees, their contractors, and subcontractors.

To document the date on which the Act is applicable to the Contractor, and to document Contractor's compliance with the Act, the undersigned agrees to initial one of the three (3) lines below indicating the employee number category applicable to the Contractor, and to submit the indicated affidavit with the Contract Agreement if the Contractor has more than 500 employees.

Contractor has:

\_\_\_\_\_ 500 or more employees [Contractor must register with the *Employment/Eligibility Verification/ Basic Pilot Program* and begin work eligibility verification on July 1, 2007];

\_\_\_\_\_ 100-499 employees [Contractor must register with the *Employment/Eligibility Verification/ Basic Pilot Program* and begin work eligibility verification by July 1, 2008];

\_\_\_\_\_ 99 or fewer employees [Contractor must begin work eligibility verification by July 1, 2008];

Contractor further agrees to require O.C.G.A. § 13-10-90 and 13-10-91 compliance in all written agreements with any subcontractor employed by Contractor to provide services connected with the Contract Agreement, as required pursuant to O.C.G.A. § 13-10-91.

Contractor agrees to obtain from any subcontractor that is employed by Contractor to provide services connected with the Contract Agreement, the subcontractor's indication of the employee number category applicable to the subcontractor.

Contractor agrees to secure from any subcontractor engaged to perform services under this Contract an executed "Subcontractor Affidavit", as required pursuant to O.C.G.A. § 13-10-91: and Rule 300-10-1-.08 of the Rules and Regulations of the State of Georgia, which rule can be accessed at <http://www.dol.state.ga.us>.

Contractor agrees to maintain all records of the subcontractor's compliance with O.C.G.A. § 13-10-90 and 13-10-91 and Chapter 300-10-1 of the Rules and Regulations of the State of Georgia.

CONTRACTOR:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_