

Request for Proposals Design Services Workplace Excellence Project



June 30, 2014

INTRODUCTION

Atlanta BeltLine, Inc. (ABI) invites you to submit a response to this Request for Proposals (RFP) as part of its corporate office relocation (the “Workplace Excellence Project” or “Project”). This RFP is being made available to any design team that wishes to submit a response. All submittals shall respond to the information requested herein.

SUBMITTAL DEADLINE

Interested firms shall submit one electronic copy of its proposal via email in Adobe Acrobat PDF format by **5:00PM Eastern Standard Time on Wednesday, July 9, 2014**. Submissions shall be directed to the ABI Workplace Excellence Program Manager at the e-mail address listed below. All submission requirements are listed below in the RFP. **Responses submitted after the deadline will not be considered.**

David Scott
IntegralGude Program Management
dscott@integralgude.com

INQUIRIES

Any questions regarding this RFP shall be submitted in writing by 5:00PM on Wednesday, July 2, 2014. Unwritten questions and any verbal responses and/or comments will not be binding. The questions and their answers will be posted on the ABI website at <http://beltline.org/about/work-with-us/rfps-and-rfqs-2/> by end of day on Thursday, July 3, 2014. Any questions should be directed to the ABI Program Manager via e-mail at dscott@integralgude.com.

BACKGROUND

The Atlanta BeltLine is the most comprehensive revitalization effort ever undertaken in the City of Atlanta and among the largest, most wide-ranging urban redevelopment and mobility projects underway in the United States. This sustainable project is providing a network of public parks, multi-use trails and transit by repurposing 22-miles of historic railroad corridors circling downtown, and connecting 45 neighborhoods directly to each other.

ABI is a Georgia nonprofit organization responsible for planning and executing the Atlanta BeltLine vision in partnership with other public and private organizations. Over its eight year existence, ABI has expended more than \$360 million in investments on the Atlanta BeltLine from numerous public and private sources. ABI is a quasi-governmental entity formed for the express purposes of completing the ABI program. As such, it is exempt from federal and state taxation. Its operating and program expenses are paid for from the revenue collections from the Beltline TAD through a Services Agreement with Invest Atlanta, the City of Atlanta’s redevelopment authority.

PROJECT OVERVIEW

Since late 2006, ABI offices have been located at 86 Pryor Street, SW in Underground Atlanta. ABI currently occupies two floors at this location, and its growth needs would require expansion into a third floor. Instead, ABI seeks to relocate the ABI workplace to another location in the downtown Atlanta area that will allow for an



efficient space plan with contemporary design features while staying true to its mission to use taxpayer and other funds with prudence. The designer selected to lead this effort will be an architectural and space planning firm knowledgeable about current trends in office environment design with a supporting breadth of experience working with corporate clients.

ABI contracted IntegralGude (IG) to assist its Real Estate Department in the management of this Project. IG in turn procured the services of a local design firm to develop a program. The programing consultant conducted a survey to determine workplace preferences and interviewed ABI staff and senior management to develop the program.

The program requires 17,000-20,000 RSF of Class A/B high rise office space in Downtown Atlanta, Georgia. The new space will be 30% closed office environment and 70% open workspace and should promote communication and collaboration among teams while providing an open, transparent and flexible workspace. The space will reflect the values and brand of the organization with opportunities to tell the ABI story. Support space such as a community break room, conference spaces, semi-private collaboration space, plot/copy rooms and storage will be included in the space. Materials and furnishings for these spaces shall be included in the scope. LEED certification is anticipated, the target level is to be determined. Project will commence upon award and complete in December 2014 when ABI is expecting to move to their new space.

ABI went to the market to investigate potential office locations that respond to the program requirements. Several downtown office locations were considered and program test fits were developed for four buildings currently under consideration by ABI. The plans are conceptual in nature and were developed for test-fit purposes only. The plans are attached to this RFP as Exhibit A.

PROJECT SCOPE & DELIVERABLES

General Scope

The selected design team (Consultant) will provide comprehensive design services for the new ABI offices, including a review of existing program information, architectural design work, development of furniture plans, procurement of furniture supplier, and construction administration. The Consultant will be expected to attend periodic team meetings, prepare design presentations for ABI review, coordinate the efforts of the design team, and provide overall design management services throughout the duration of the Project. In the event the design does not meet the established budget, the Consultant will participate in value engineering analysis as necessary. ABI must be in its new office space by December 31, 2014. Therefore, the Consultant must work expeditiously to manage the design process, complete design, and prepare construction documents by September 15, 2014.

The scope includes the following items:

Program Review

Scope: The Consultant will review existing programmatic information including the aforementioned deliverables, sample test fits, and program information developed by ABI from staff input.

Deliverable:

1. A program understanding document summarizing the design team's understanding of the Project goals and objectives, and key design considerations.



Design

Scope: Based on the program and test fits, the Consultant will develop a design concept plan in concert with its MEP consultants for review and approval by ABI, and assist the selected construction contractor in the development of a preliminary cost estimate.

Deliverables:

1. Design documents drawn to scale depicting wall and door locations, furniture layouts, ceiling treatments, lighting solutions and engineering solutions.
2. Finish plans indicating wall and floor finishes.
3. Pricing documents in sufficient detail to assist in preliminary pricing by others.

Construction Documents

Scope: The Consultant will facilitate the development of construction documents based on the approved design for the purposes of permitting and construction. Scope will also include coordination with the construction contractor for final pricing of the work and building officials for securing required building permits.

Deliverables:

1. Detailed drawings depicting all interior construction elements and engineering solutions.
2. Specifications for various trade work in the CSI format.

FF&E Design and Procurement

Scope: The Consultant will develop furniture plans and bid documents based on the approved furniture design, and assist in the procurement of a furniture supplier.

Deliverables:

1. Specifications and standards for furniture and furniture systems.
2. Bid documents for procurement of furniture supplier.

Construction Administration

Scope: The Consultant will be responsible for administration of construction, including reviewing the quality of the work in place, assisting ABI in the consideration of proposed changes and will participate in periodic construction job site meetings.

Deliverables:

1. Standard construction administration documents including, but not limited to shop drawing approvals, RFI responses, payment application approvals, and field inspection reports.
2. Project punch lists and approval of closeout documents.

PROPOSAL REQUIREMENTS

Consultants will be evaluated on the basis of overall experience and approach to design. The proposal process is designed to allow the Consultant to present sufficient information on its company, services and capabilities to enable ABI to complete a selection process. Please include sufficient detail to understand clearly your company's ability to provide the requested services. Responders should indicate that your response remains valid and accurate for at least ninety (90) days.

All responses must contain the following information.

A. Cover Letter and Disclosure Statement



1. Name, address and telephone number of the Consultant submitting the qualification statement.
2. Summary of the Consultant's interest in the Project.
3. A disclosure statement listing all potential conflicts of interest related to this Project. This disclosure statement must be addressed specifically in your response, even if no conflict exists.

B. Experience

1. Provide a list of designer's experience with projects of this size and quality during the past three (3) years. Include an estimated value for the TI construction work, dollar amount of change orders, and FF&E budget, and rentable square footage.
2. Provide three profiles of past project experience for similar work with contact information for references. Include a photo, brief description of the project, and a statement of the scope of work your firm completed.

C. Design Approach

1. Consultant should include a short narrative, no longer than one (1) page describing its design approach to this project and other items it recommends ABI consider that are not covered in this RFP. Consultant should take this opportunity to ensure ABI is taking full advantage of its expertise.

D. Fee Proposal

1. The submittal shall include the Consultant's best estimate of a lump sum ("not to exceed") fee and should include an allowance for reimbursables for the Project.
2. The submittal shall include the Consultant's hourly rates for each position required to perform the work.
3. Final fees will be negotiated following the selection of the Consultant. If fee negotiations with the Consultant determined most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the Project, ABI reserves the right to suspend negotiations with the most qualified responder and proceed to other responders.

EVALUATION of SUBMITTALS & TIMELINE

The selection will be made within two weeks after the submittals are due. The design work is expected to be completed over a two month period with a construction period of 10 to 12 weeks. Once Qualification Statements are reviewed and scored, interviews may be conducted with any or all respondents. Additional information may be required at that time. Negotiations will begin with the Consultant determined to be the most qualified.

The evaluation factors are:

1. Experience/Technical Capabilities: Evaluation of relevant experience, ability to meet ABI's timeline, team composition and DBE participation.
2. Design Approach: Appropriateness of approach and exhibited understanding and utilization of best practices.
3. Pricing: Evaluation of fee proposal.

TERMS & CONDITIONS

Consultants will not be reimbursed for any costs incurred relating to the preparation or submission of their RFP response. All such costs are solely the responsibility of the Consultants. All submittals and supporting materials, as well as correspondence relating to this RFP, become property of ABI when received. Any proprietary information contained in the submittal shall be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.



Acceptance of Proposals

ABI reserves the right to reject any and all Proposals, to amend the Request for Proposals and the process itself, or to discontinue the process at any time.

General Terms and Conditions

- A. All applicable State of Georgia and Federal Laws, City of Atlanta and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Consultant and the Project throughout and incorporated herein. The Agreement with the selected Consultant, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the laws of the State of Georgia.
- B. Professionals requiring special licenses must be licensed in the State of Georgia and shall be responsible for those portions of the work as may be required by law.
- C. No submittal shall be accepted from and no contract will be awarded to any person, firm, or corporation that is in arrears to ABI, Invest Atlanta (IA), or the City of Atlanta, under debt or contract that is a defaulter, as surety or otherwise, upon any obligation to ABI, IA or the City of Atlanta that is deemed irresponsible or unreliable by ABI, IA or the City of Atlanta. If requested, the Consultant or proposed Sub-Consultant shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.
- D. From the date a Consultant's proposal is received through the date a contract is awarded to a Consultant, no consultant may make substitutions, deletions, additions or other changes in the configuration of Consultant's proposal without ABI's consent.
- E. This RFP may be cancelled or any or all bids or proposals may be rejected in whole or in part when it is in the best interest of ABI or when funding is not available for completion of the services requested under this RFP. A notice of cancellation shall be sent to all businesses who submitted responses to this RFP.

DBE Participation

ABI encourages all Consultants to promote opportunities for diverse businesses, including Female Business Enterprises ("FBE"), Minority Business Enterprises ("MBE") and Small Business Enterprises ("SBE") to compete for business as subconsultants and/or suppliers. This Project has a DBE goal and Local business utilization goal. Goals are based on the scope of work and general availability of firms with the requisite experience and capacity to perform the work. The goal for the Project has been set at 30%. Consultants are encouraged to involve DBE firms in all aspects of the work.

However, nothing herein should indicate that an FBE, MBE or SBE may not apply and be selected independently, as FBEs, MBEs, and SBEs that meet the qualifications of this RFP are encouraged to submit their qualifications for consideration. In order to participate as an FBE, MBE or SBE on the contract, said FBE, MBE or SBE must be certified as an FBE or MBE by MARTA, the Georgia Minority Supplier Development Council or the City of Atlanta. SBEs must be registered with the City of Atlanta and are defined as businesses not exceeding \$2.5 million in gross sales during the recent calendar or fiscal year. ABI maintains data on the utilization of FBE, MBE, and SBE entities on all contracts with the utilization of ABI's Subcontractor/Subconsultant Utilization and DBE Participation Certification. Each Consultant for ABI shall list any and all Female, Minority, or Small Business Enterprises (FBE, MBE, and SBE) that have been or will be utilized on this contract; the amount of revenue received or to be received by the FBE, MBE, and SBE; and the percentage of the overall Scope of Services the specific DBE will provide under the contract. All invoices should be in a format approved by the ABI Project Manager and reflect the sums to be received by DBE's, (FBE's, MBE's, and SBE's) from the total payment to be received by the Consultant. The invoices should also reflect a total amount of compensation paid to date to the Consultant and each subconsultant along with their corresponding percentage of the total compensation received. Consultant will also be responsible for submitting lien waivers from each of its subconsultants for all payments received, where necessary, and affirm that the



Consultant is current with all payment obligations due to the subconsultants at the time of the submission of an invoice for payment. Consultant shall be deemed a Constructive Trustee of the funds paid to it that are to be disbursed to a specific subconsultant. Failure to pay sums due to subconsultants shall be deemed a material breach of the terms of this Agreement.

Firms interested in obtaining applications for certification should contact either of the following organizations:

- City of Atlanta – Office of Contract Compliance (FBE/MBE): Hubert Owens, Acting Director, Office of Contract Compliance, 55 Trinity Avenue, Atlanta, Georgia 30303, Tel: 404.330.6010, Fax: 404.658.7359.
- Small Disadvantaged Business (SDB) certification by the U.S. Small Business Administration provided they reflect certification because of minority or women-owned status.

A firm selected by the Consultant can only satisfy one of the three categories. The same firm may not, for example, be listed for participation as a MBE organization and a SBE organization even if the level of participation exceeds each category's goal. All firms must be registered or certified prior to the submittal of the proposal. A Consultant is at risk in that there may be an issue of time to certify or register if it intends to use a firm that is not certified or registered at the time the Proposal is submitted.

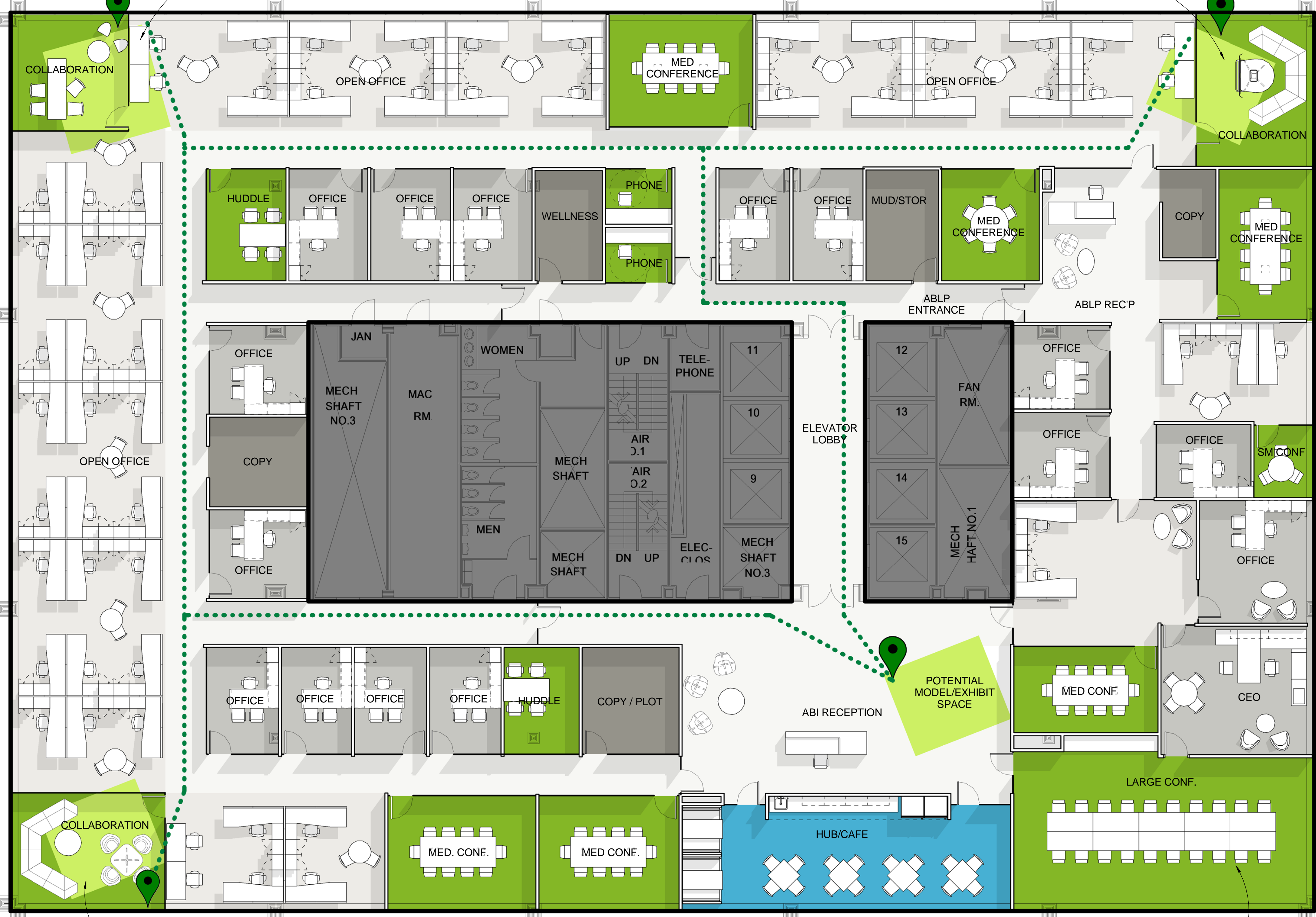
ABI is an Equal-Opportunity Employer.

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Design Services
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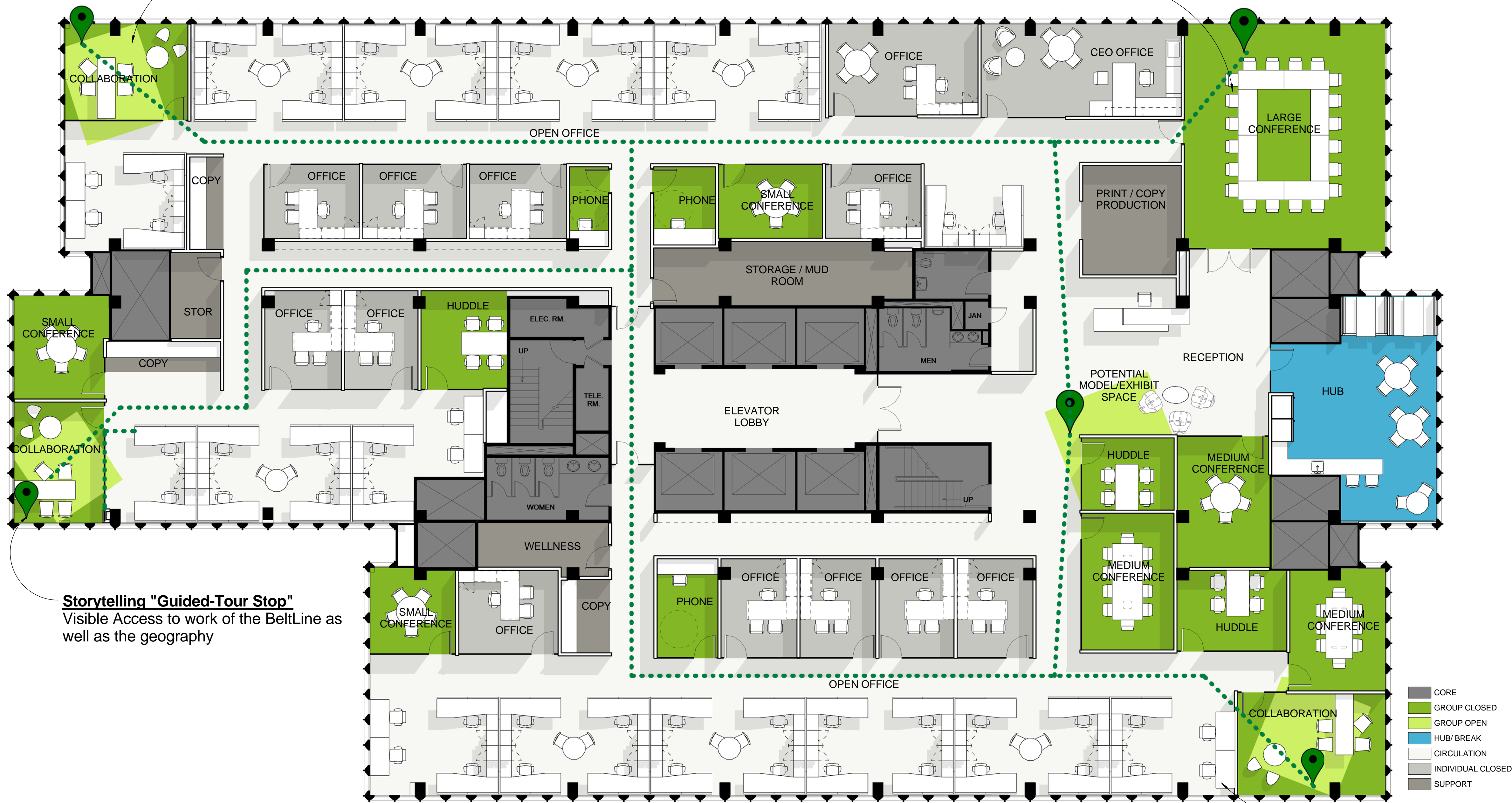
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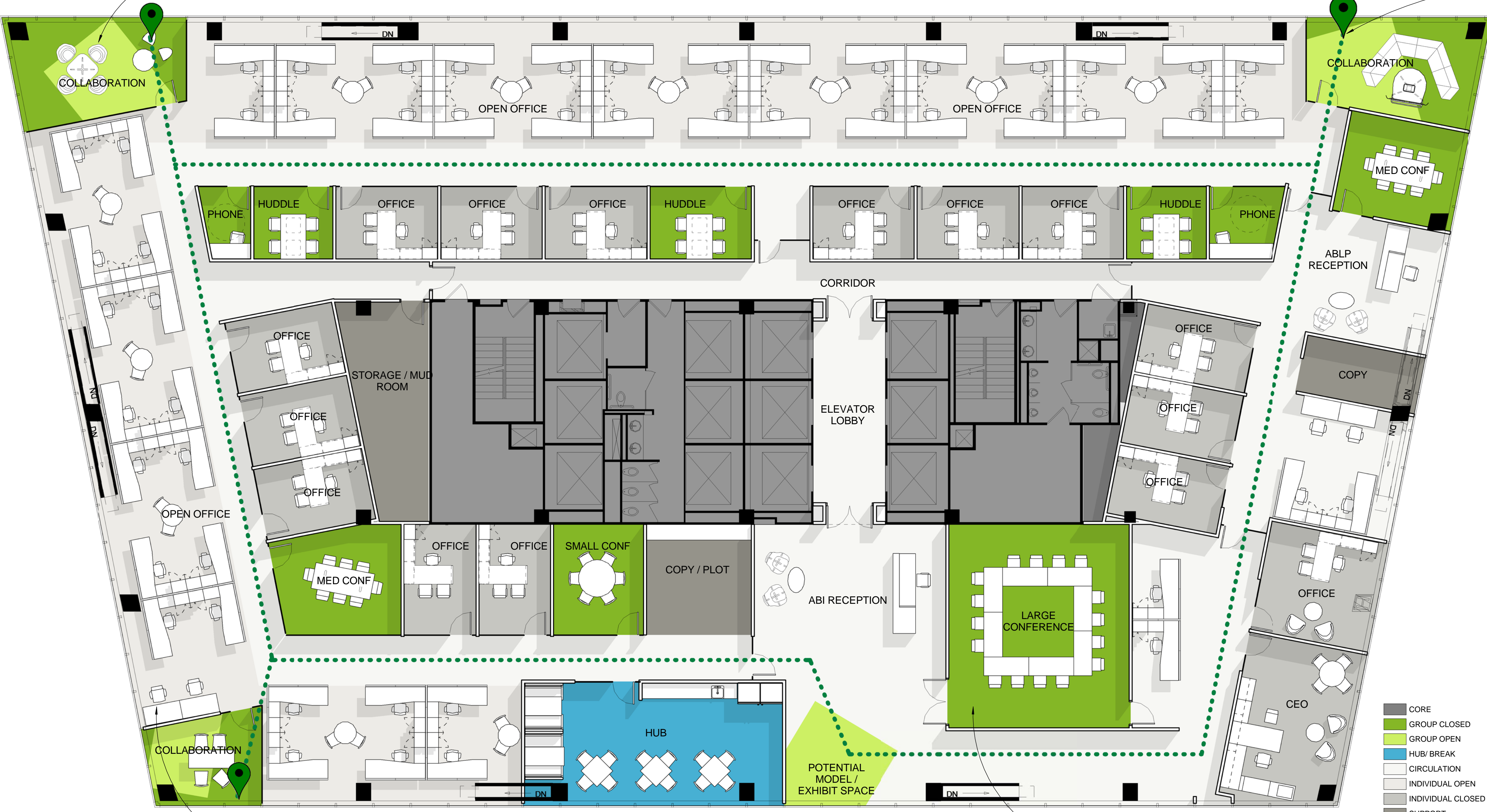


EXHIBIT A



- CORE
- GROUP CLOSED
- GROUP OPEN
- HUB/ BREAK
- CIRCULATION
- INDIVIDUAL OPEN
- INDIVIDUAL CLOSED
- SUPPORT





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