

**REQUEST FOR PROPOSALS**  
**Professional Architectural Services**

**WILLIAM A. BOOTLE FEDERAL BUILDING and UNITED STATES COURTHOUSE**

September 10, 2018

The United States District Court, Middle District of Georgia, is requesting proposals for professional architectural / engineering design services for the renovation of portions of the First and Second Floor, William A. Bootle Federal Building and U.S. Courthouse / 475 Mulberry Street, Macon, Georgia.

**General Scope of Work**

- Renovation of First and Second Floor Offices (may include interior wall relocation, which will affect ceilings, plumbing, HVAC, and electrical).
- Gut renovation of Second Floor Courtroom (including walls, Judge's bench, Jury box, public spacing and associated electrical / lighting / technology and AV upgrades).

**Scope of Architectural Services**

- Architectural, Mechanical, Electrical, Plumbing Engineering (no Structural Engineering assumed necessary)
  - Schematic Plan(s)
  - Design Development Plans
  - Contract Documents for GSA Plans contractor procurement
  - Construction Administration (submittal review, respond to RFIs, monthly OAC meetings)

**Schedule**

The Court reserves the right to adjust the schedule as deemed necessary.

- Mandatory Pre-Proposal Meeting (at Lobby Security Check-Point)..... Thurs., Sept. 13, 2018 – 10:00 A.M. Alternate meetings may be scheduled by contacting Drew Shugart at 478-550-3729. All Pre-Proposal meetings must be complete by Sept. 20, 2018 - 5:00 P.M.
- Deadline for written questions/requests for clarification..... Fri., Sept. 21, 2018 – 12:00 P.M.
- Deadline for submission of Proposals ..... Mon., Sept. 24, 2018 – 12:00 P.M.

**Questions and Requests for Clarification**

Questions and requests for clarifications shall be submitted **in writing by email** to:

Drew Shugart  
Space and Facilities Specialist  
United States District Court / Middle Georgia District  
Email: [Drew\\_Shugart@gamd.uscourts.gov](mailto:Drew_Shugart@gamd.uscourts.gov)

**Proposals**

This requirement is an open market competitively bid requirement. Award will be made on a firm-fixed-price basis to the lowest cost offeror that is deemed technically acceptable to the courts specification requirements.

- Proposals shall be emailed to David Lee at: david\_lee@gamd.uscourts.gov
- Additional Services: Provide hourly rates for additional services requested by the Court or as necessitated by a change in the scope of services.
- Reimbursables: Mileage (.535 cents per mile), parking, as well as any miscellaneous travel expenses shall be included in the offerors fixed firm price.
- Provide a list of two (2) to three (3) recent renovation projects similar in nature to this project; include date of completion and cost of construction. Provide customer / owner points of contact for each project listed including phone numbers.

**Additional Terms**

With submission of a response, the Respondent agrees that the/she has carefully examined the RFP, and the Respondent agrees that it is the Respondent's responsibility to request clarification on any issues in the RFP.