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**REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)**

**FOR  
ARCHITECTURAL & ENGINEERING SERVICES  
FOR  
EXPANSION OF THE CHEROKEE COUNTY, GEORGIA,  
ADULT DETENTION CENTER  
498 Chattin Drive, Canton, GA 30115**

**RFQ NO. 2018-021**

**FRANK REYNOLDS, SHERIFF  
CHEROKEE SHERIFF'S OFFICE  
498 Chattin Drive, Canton, GA 30115**

**JANUARY 26, 2018**

**STEP I  
REQUEST FOR QUALIFICATIONS**

**RFQ No. 2018-021**  
**Architectural & Engineering Services**  
**for Expansion of the Cherokee County Adult Detention Center**  
**Cherokee Sheriff's Office**  
**Cherokee County, Canton, Georgia**

The Cherokee County Board of Commissioners ('Owner'), on behalf of the Cherokee Sheriff's Office ("Using Agency") invites interested and qualified architectural and engineering consulting firms to submit a written response to the issues and requirements outlined in this Request for Qualifications/Proposals (RFQ/P) to provide comprehensive planning, architectural & engineering design and construction document development services, and bid/award assistance, and construction administration and transition, closeout & completion assistance services for a proposed addition and expansion to the existing and occupied Cherokee County Adult Detention Center, located at 498 Chattin Drive, Canton, Georgia 30115, in Cherokee County ("Project").

Cherokee County seeks to retain an architectural and engineering consultant team with demonstrated and proven prior firm and individual personnel experience and qualifications in the successful planning, programming and architectural design & engineering, and construction for the expansion of existing and occupied county-level adult detention centers of similar budget, scope, size and scale to the work currently proposed and planned by the Cherokee Sheriff's Office.

## **1. GENERAL PROJECT INFORMATION**

### ***Project Description:***

#### ***Expansion of current Adult Detention Center 498 Chattin Drive, Canton Georgia 30114***

Cherokee County, Georgia, is a rapidly growing rural/suburban county of approximately 250,000 in population, located along I-575, approximately 50 miles northwest of downtown Atlanta, and is one of the fastest growing counties in Georgia and the nation. The project will be funded, in part, from prior Special Purpose Local Option Sales Tax (SPLOST) programs already approved by the voters of Cherokee County, and from the Special Purpose Local Option Sales Tax (SPLOST) approved November 7, 2017, by the voters of Cherokee County; and from other revenue sources identified and approved by the Cherokee County Board of Commissioners.

The existing county-level adult detention facilities were completed in 2002 (as part of the overall Public Safety Complex) and in the early 1980s, which both are part of the currently operating Cherokee County Public Safety Facility. The newer, 2002, existing Cherokee County Public Safety Complex includes the following major building components and comprises approximately 225,000 total Gross Square Feet:

- **512-Bed Cherokee County Adult Detention Facility:**
  - Direct-Supervisory-Management: 256-Cell-Beds in 2-bed (Tindall) precast concrete cells; on two levels, each with two-story dayrooms, with the 2-bed precast cells stacked 2-high per each housing unit dayroom,
  - Direct Supervisory Management: 256-Dormitory-Beds in a two-story open dayroom configuration; precast concrete and CMU masonry structure,
  - Indoor, enclosed recreation yards for each 64-Bed housing pod, for both cells and dormitory housing units, and
  - Non-contact (and video) Visitation for inmates, located at each housing unit, classrooms, showers, and other miscellaneous and ancillary spaces.
  
- **Support Functions: Cherokee County Adult Detention Facility:**
  - Covered, but not enclosed, vehicular Sally port, within a fenced & gated-controlled area, including parking and roadways,
  - Intake and booking; with individual and multi-person holding cells,
  - First-appearance court hearing facilities, including separate secure judge's entrance,
  - Vehicle investigation garage, with secure and separate entrance,
  - Kitchen and Laundry facilities; sized for expansion (to be confirmed) of additional equipment to support approximately 1,150 inmates,
  - Freezer and coolers, with direct contact to and between the kitchen and storage, and secured loading dock areas,

- Large, secured loading dock, with immediate adjacency to the kitchen and laundry and general storage areas, and including large trash/garbage compactor and other dumpsters, can-wash areas, etc., with limited short-term parking,
- General storage and kitchen dry-goods storage areas,
- 27-Bed Medical Facilities,
- Non-contact Visitation for visiting public, located at each housing unit,
- Inmate Property Storage; sized to support approximately 1,150 inmates,
- Entrance lobby, with controlled security desk and screening and X-ray machines, and
- Miscellaneous and other ancillary support spaces.

The older, 1980s, 96-Bed Cherokee County Jail Facility, constructed in the early 1980s, is immediately adjacent and connected to the newer Adult Detention Facility of the Public Safety Facility, completed in 2002. This existing “older” jail facility is most out of date with more traditional, in-direct inmate supervisory methods, and is increasingly more expensive to operate and act as an extension for the housing of work-release inmates, disciplinary housing, and limited temporary housing of juveniles. While needed, at this time major improvements or updating of this older, 1980s facility are not warranted or expected, and not included, as a part of this proposed expansion project.

A fenced and controlled and video-monitored Vehicle Impound Parking Lot is located at the rear of the property off the perimeter roadway and the secondary controlled-access roadway off Univeter Road. The detention housing units are surrounded by security fencing with razor wire that provides areas of refuge for inmates should the facility need to be evaluated due to emergencies.

Boundary & Topographical Survey: has recently been completed and will be provided (in electronic CAD format) to the selected Consultant for use in the design and engineering of the proposed additional and expansion project. The survey boundary data was prepared for the entire approximately 138.0-acre tract owned by Cherokee County. Topographical survey data was prepared for approximately 40.0 acres immediately surrounding the Public Safety Complex and site, within the total 138.0-acre tract along Chattin Drive. The Boundary and Topographic Survey was prepared by Mitchell Surveying & Consulting, LLC, 3201 S. Cherokee Lane, Woodstock, Georgia 30188, telephone: 770.924.2955; Charles “Chip” Mitchell, RLS. Email: [cmitchell@msc-survey.com](mailto:cmitchell@msc-survey.com). A copy of this survey, in an electronic pdf format, is provided and attached “For Information Purposes ONLY” as part of this RFQ. Upon selection and prior to commencement of site and civil engineering services, the selected Civil-Engineer-of-Record of the selected Consultant team, shall carefully and thoroughly review the survey data and information provided by Cherokee County for completeness and accuracy. Meetings and discussions and site walks with representatives of Mitchell Surveying & Consulting are strongly encouraged; to be scheduled by Cherokee County, as mutually agreeable to all parties. If the selected Consultant and/or Civil-Engineer-of-Record require(s) additional survey or site data, such additional survey or investigation will be provided by Cherokee County, based upon a detailed description of requirements provided to Cherokee County by the Consultant; at no cost to the selected Consultant.

Geotechnical Report: attached and included from the 2007 Needs Assessment Document is the geotechnical report noting the presence of rock; prepared by NOVA Engineering and Environmental, dated October 8, 2007. If the selected Consultant requires additional geotechnical data, such additional investigations and borings will be provided by Cherokee County, based upon a detailed description of requirements provided to Cherokee County by the Consultant; at no cost to the Consultant.

Non-Jurisdictional Waters: the presence of possible jurisdictional waters of the drainage ditch that runs within the hillside area adjacent to the proposed expansion to the rear, and the perimeter road, and in the ditch running to the existing detention pond. To this end, the County had completed a jurisdictional waters studies of this possible stream/ditch; dated October 20, 2017, prepared by Corblu Ecology Group, LLC (Corblu), 3225 S. Cherokee Lane, Building 800, Woodstock, Georgia 30188, telephone: 770.591.9990, Neil E. Blackman, C.W.B., Principal, Email: [nblackman@corblu.com](mailto:nblackman@corblu.com). As stated by the attached report, the subject ditch/stream has been determined to be NON-JURISDICTIONAL WATERS.

▪ **ALSO, TO BE CONSIDERED AS PART OF THIS PROJECT:**

- **NEW MEDICAL HOUSING**, number and type of beds to be determined, to be located in close proximity to the proposed new bed tower, possibly along the main secure corridor connecting the existing detention facility to the proposed new tower, or the first floor of the proposed new tower, with (possible) selected renovations and upgrades to the existing medial housing, as noted above. The existing medical housing is currently NCCHC certified (National Commission on Correctional Health Care) and the all new medical housing construction and/or improvements shall also be designed to meet and maintain this certification/accreditation.

- **NEW WARMING/SECONDARY KITCHEN**, to include new ovens & ranges and other cooking equipment, hoods & ventilation, tables, racks & shelving, carts & cart storage, new coolers and freezers, (possibly) a new separate loading dock, secure storage and offices, to be located in close proximity to the proposed new bed tower, possibly along the main secure corridor connecting the existing detention facility to the proposed new tower:
  - With selected renovations and upgrades to the existing main kitchen; **OR**
  - See other options below regarding proposed laundry and other kitchen improvements.
  - Determination of new or expansion, etc. shall be by an experienced kitchen consultant.
- **NEW (SECONDARY/SUPPORT) LAUNDRY**, to be located in close proximity to the proposed new bed tower, possibly along the main secure corridor connecting the existing detention facility to the proposed new tower, or the first floor of the proposed new tower,
  - With selected renovations and upgrades, and new replacement equipment to the existing main kitchen; **OR**
  - Based upon a study by the selected Consultant Team of other options, the existing main laundry could become a possible expansion of the existing kitchen dry storage areas and the existing main kitchen, therein eliminating the need for the above noted new warming kitchen; **OR**
  - If the existing main laundry is utilized for expansion of the existing main kitchen, the proposed new (secondary/support) laundry could become the new (main) laundry, sized and equipped for the total new bed capacity; not a secondary/support laundry.
  - Determination of new or expansion, etc. shall be by an experienced laundry consultant.
- **OTHER EXISTING FACILITY IMPROVEMENTS & RENOVATIONS**, are currently proposed to include:
  - **Main Lobby:** to meet the increased visitor needs and operations, renovations and improvements should include, but not limited to new security walls, security glazing, flooring and ceiling finishes, new control desk/station, new enlarged seating capacity, greater visitor control entrance and exiting pathways, new lighting, HVAC improvements, and new/updated telephone/data, and new cameras and alarms, security improvements, etc. to be supported and controlled by the proposed new total facility security electronics systems;
  - **Existing Security Electronic Systems** of the existing facility shall be improved, updated to operate with and by (or be replaced by) the new/updated security electronic systems of the addition & expansion. To better assist in the construction and coordination of currently operating security electronic systems with systems of the addition and expansion, **a second master control** (that controls all existing and new systems) shall be constructed within and as part of the addition and expansion spaces to allow upgrade of the existing master control, and thereafter for these two master controls to operate as “master & slave” providing backup for each in case of emergencies or other disruptions. In the end, there shall be one new/updated unified and operating system, NOT two systems operating independently or randomly or side-by-side, or from two separate master control rooms.
  - **Video Visitation:** The existing facility currently operates video visitation. As part of the addition and expansion project, video visitation shall be included to operate onsite and remotely. While some on-site video visitation stations will need to be located within the facility, it is a goal of the Sheriff's Office that video visitation become more fully remote from visitors' homes and personal or business web based internet connections. This identified project scope shall be closely examined and developed during the early master planning phases to more fully outline the needed scope and costs, to allow the most feasible and effective path forward.
  - The proposed addition and expansion shall include a new diesel-fired emergency generator, of sufficient size and capacity to power all code-required and other identified systems of the proposed addition and expansion project.
- **FURNITURE, FIXTURES & EQUIPMENT (FF&E):** To include all detention and security furniture and furnishings, to be included with the general construction bid package and other FF&E that may be bid under a separate bid package of loose items. By way of example, but not limitation, FF&E items may include the following:
  - All physical and (new or replacement) electronic security equipment for doors, and camera and all (new or replacement) supporting equipment **to be included in the general construction bid package,**
  - All cell furnishings and fixtures **to be included in the general construction bid package,**
  - All fixed detention seating and tables in day rooms or visitation rooms **to be included in the general construction bid package,**
  - All new or replacement kitchen and laundry furnishings, fixtures & equipment **to be included in the general construction bid package,**

- All new or replacement medical housing furnishings, fixtures & equipment **to be included in the general construction bid package**, and
- Other items as may be determined, etc. to be purchased directly by the County, and/or **to be included in the general construction bid package**.
- **ACCREDITATION:** Because the completed total (existing and new) detention facility is likely to move toward formal accreditation by the **American Correctional Association (ACA)**, all design & engineering standards and **ALL NEW AND RENOVATION DESIGN AND CONSTRUCTION SHALL MEET THESE ACA STANDARDS**, so as not to jeopardize any forthcoming application(s) for ACA or other possible or future accreditations.
- The **FINAL SCOPE** of gross square footage, space needs and requirements, final number and types of beds: cell and dormitory, site location, and any proposed renovation of existing systems and structure, shall be **DETERMINED BY THE SELECTED CONSULTANT TEAM** upon completion of the requested Phase I: Master Plan Document, as required and set forth under this RFQ, and fully and formally reconciled with the final level of total funding for the proposed total project. **FINAL PROJECT SCOPE (leading to the final architectural & engineering design documents to be issued for early and final bidding and construction) MUST RECONCILE with the final assigned and agreed upon budget for construction.**

### **Project Delivery Method**

It is anticipated the delivery method for this Project will be Construction Manager at-Risk (CM/GC). At a minimum, the Owner will employ the services of a Construction Professional in addition to the services of the Design Professional.

### **Project Budget**

The preliminary stated (construction) cost limitation (SCL) for the Project is estimated to be **\$40,005,415.00**, which includes some site development. The final SCL may differ due to actual program requirements, funding, and other circumstances. Compatibility of the desired project scope, number of beds, and new and renovation construction and site development, with available funds and funding is paramount. **NO ADDITIONAL FUNDS AND FUNDING WILL BE FORTHCOMING.**

### **Project Schedule**

The Design Professional's services are anticipated to commence by May 2018 with construction documents being complete by Summer 2019. Construction is anticipated to take 18-24 months. (Note: *All of the dates indicated in this section are estimates and as such are subject to change.*)

### **Owner's Procurement Ordinances**

Cherokee County intends to follow all of its County ordinances, policies and SOPs developed and maintained by the Cherokee County Procurement Department. Such stated ordinances can be found on the Procurement homepage located on the County's website by selecting Departments, Administration, Procurement and then selecting the link entitled, Forms and Documents and then selecting the link entitled, Procurement Ordinance.

## **2. DESIGN PROFESSIONAL REQUIREMENTS**

The Owner is seeking the services of an architectural/engineering firm (the "Design Professional") to provide all design services, including the development of biddable documents, plans and specifications. The Design Professional will provide the complete schematic, design development, and construction documents. In addition, the Design Professional will provide construction contract administration services and shall be required to attend bi-weekly OAC meetings. The successful Design Professional will be expected to contract with the Owner in a timely manner. The offering firm shall be the primary contracting firm as the individual firm held responsible for fulfilling all contractual obligations. The primary contracting firm shall perform a minimum of 60% of the architectural design services (exclusive of engineering and specialty consultants) in-house. An associated firm (if necessary) may provide up to 40% of the architectural design services, allowing two or more architectural firms to share in the design effort on an equal basis. The Owner does not intend to enter into "joint-venture" agreements with multiple design professional firms. In the event that two or more firms desire to joint-venture, one firm shall act as the primary firm. It is strongly recommended that one firm act as the official primary design professional firm with the remaining firm(s) serving as consultants to the primary firm. The Project will be constructed by a general contractor to be selected and contracted with separately by the Owner. It is expected the design professional will work closely with the selected contractor and any other consultants engaged by the owner and in the best interest of the Owner and the project.

Upon execution by all parties of the formal Professional Services Agreement (PSA) and receipt of the written Notice to Proceed by the selected Consultant from the County, the selected Consultant shall promptly commence the collection and

review of all base project data provided by the County and prepare for an initial kick-off meeting with the Cherokee Sheriff's Office and Capital Projects Office, and others, to assure a complete understanding of the project requirements and to set schedule for performance.

The selected Consultant and Cherokee County shall jointly and mutually establish the agenda, dates and other elements of these important kick-off activities. The selected Consultant shall issue the final formal agenda, and keep and issue all minutes and other records of this first kick-off meeting, and all future design phase meetings.

It is suggested that the planning and early design phases and the project as a whole begin with comprehensive multi-day kick-off meetings and tours of the existing facilities and site, to introduce the respective teams members and personnel, and to provide for early review, discussion and evaluation of all project criteria and requirements for scope, site conditions, quality, design and construction schedules and budget/costs/funding; especially the direction for expansion to the rear, and the scope, approach and costs of the proposed grading portion of the total project.

For scheduling purposes, a suggested meeting format could have the first day or two of meetings held at the jail, with follow-up meetings held at the prime architect's local office to allow a greater use of CAD and BIM technology, and other more interactive computer-generated media, and to better schedule a greater, broader participation of other professional and technical support staffs.

It is currently anticipated that Consultant/County Project Meetings will thereafter occur approximately every 2 weeks during Phase I Master Planning and Schematic Design to enable an ongoing, more thorough dialogue of information and recommendations. Special or other meetings will be conducted as deemed necessary.

As the work moves into the next phases, it is anticipated that regular design phase meetings may move to an every 3-week schedule, to allow the Consultant design & engineering team the time and attention to develop and progress the design between meetings. As needed, interim meetings, with limited participates can be held at the Consultant's office for needed reviews to address issues and questions, so as to better advance the design process.

As warranted or recommended, site visits to other county adult detention facilities may conducted. Visitations to other local, Metro-Atlanta facilities will be accommodated first, followed by Georgia facilities. Unless circumstances demand, no out of state visitations requiring flights or over-night stays are planned. Transportation and accommodations of County employees for these visitations, if warranted, will be at the cost of Cherokee County.

### 3. SCHEDULE OF EVENTS

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Canton, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

<b>Issued</b>	<b>Friday, January 26, 2018</b>
<b>Questions Due</b>	<b>Friday, February 16, 2018</b>
<b>Answers Due</b>	<b>Wednesday, February 21, 2018</b>
<b>Qualification Submissions Due</b>	<b>Thursday, March 22, 2018</b>
<b>Interview Time Frame</b>	<b>Wed., Thurs., Fri., April 11,12, &amp; 13, 2018</b>
<b>Selecting Finalist</b>	<b>Tuesday, April 24, 2018</b>

### 4. SELECTION PROCESS

The Owner shall be utilizing a two-step process to select the most qualified Architect. Step 1 is the Request for Qualifications (RFQ) phase, which shall result in the identification of the most qualified organizations being identified according to the criteria identified herein. Those organizations being so identified will then be invited to participate in the final selection process, the Request for Proposal (RFP) phase, which subject to the criteria and process described herein is expected to result in the selection of an Architect for this project.

The selection of finalists firms will be made by a Selection Committee consisting of representatives of the Owner, Sheriff's Office, and possibly other representatives designated by the Owner. The Selection Committee will receive and evaluate the Statements of Qualifications submitted in response to this Request for Qualifications (RFQ), using the following criteria:

**Criteria for evaluation of Statements of Qualifications**

Proposals will be evaluated based on their relative responsiveness to the criteria described above and with those criteria's values weighted as shown herein:

**25% Stability** The firm's stability, including the firm's corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.

**45% Experience and Qualification** The firm's relevant project experience and qualifications, including the demonstrated ability of the firm in effectively designing roofing replacements, upgrades and renovations of existing facilities, and new facilities comparable in complexity, size, and function to the ones contemplated hereby. Experience with owners such as the State of Georgia and/or other similarly-structured organizations. This includes relevant experience and qualifications of the principal Design Professional(s) and lead staff, and evidence of relevant competencies for this project.

**10%: References** The references of the prime, lead firm, its sub-consultants and the individuals proposed to work on this project; and references of the firm specifically retained to lead and manage the planning, programming and design effort of the project.

**20% Project Approach** The Consultant's understanding of the progression of work tasks from planning and evaluation of existing site and structures and systems, to estimating and budgeting, and approval, for Phase I Master Plan Document and Schematic Design Documents.

**100 %:**               **SUB-TOTAL: REVIEW OF WRITTEN PROPOSAL ONLY.**

**50 %:**               **INTERVIEW; if needed.**

**150 %:**               **GRAND TOTAL: WRITTEN PROPOSALS AND INTERVIEW.**

The Proposals will be evaluated in order to select the firms or teams which rate highest according to the criteria above. The selection committee will then short-list the highest scoring firms. The committee may then invite three to five of the highest scoring firms for interviews, if necessary. The number of firms shortlisted and interviewed will be at the discretion of the selection committee. **Cherokee County reserves the right to make a selection based solely upon review of the submitted written proposals, and may elect NOT to conduct interviews with any firms.** Based upon the results of the proposals, and the first round interviews, if conducted, the County may short list firms a second time, or conduct one-on-one meetings with top ranked firms.

**5. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION**

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document. Questions about any aspect of the RFQ or the project shall be submitted in writing (e-mail is preferable) to:

**Dale Jordan, Procurement Director**  
e-mail: [djordan@cherokeega.com](mailto:djordan@cherokeega.com)  
Work Phone: 678-493-6034

The deadline for submission of questions relative to the RFQ is the time and date shown in the Schedule of Events (Section 3). All relevant questions and requests for clarification received by the Owner and the corresponding responses will be posted on Cherokee County's Procurement website as an attachment to the original solicitation for services. Once the submission deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. No information will be provided orally to any Party. Parties requiring clarification or interpretation shall make a written request as set forth herein no later than the date referenced above. All requests for clarification or interpretation shall be in writing and signed to identify the requesting Party. Such written requests shall be directed to the point of contact indicated herein. **Such requests for information should be emailed. Telephone inquiries will not be accepted or acknowledged by Cherokee County.**

## 6. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Consultants are requested to electronically submit one proposal package to meet the requirements below. Responses are limited to using a minimum of an 11-point font. **Total page count of the submittal should not exceed 50 pages.** Submittals that include qualifications of more than one firm shall not exceed the page limit. Emphasis should be on completeness, relevance, and clarity of content; promotional materials are not desired or encouraged. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

### Description and Resources of Firm

- A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Declare whether the offeror is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure?
- A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices
- A3- Disclose if the firm has been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.
- A4- Provide name of insurance carrier, types and levels of coverage, and deductible amounts per claim.
- A5- Provide firm's FEI Number.
- A6- Supply financial references and main banking references.
- A7- Firm has all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed. (**Provide** copies of relevant licenses)
- A8- Disclose whether the firm has ever been removed from a design services contract or failed to complete a contract as awarded or assigned?

### Experience and Qualifications

- B1- Provide resumes, professional qualifications and description of the level of experience for the principal Architects and Engineer personnel utilized in the design of projects similar to this project, including the level of experience with design of correctional detention facilities similar in nature to this project. Consultants and proposed major subcontractors should also provide a similar level of information particularly any specialized engineers or designers that may be on the team or provide support to the team.
- B2- Provide information on the firm's experience on projects of similar type, size, function, and complexity. Describe no more than ten (10) and no less than five (5) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
  - a. Project name, location and dates during which services were performed.
  - b. Project delivery method (e.g. construction manager at-risk, design-build, or design-bid-build).
  - c. Brief description of project and physical description (total construction cost, square footage, number of stories, site area).
  - d. Services performed by your firm.
  - e. Owner's stated satisfaction in design and service of your firm.
  - f. Owner's current contact information.
  - g. Contractor's current contact information.

### Statement of Suitability

- C1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project. Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.

### General Information/Requirements

- D1-Submit qualifications and proposals as described herein. The full cost for proposal preparation is to be borne by the proposing firms. Proposals must be signed in **blue ink** by a company official authorized to commit company resources. The full assembly of proposals shall be as one electronic document unless directed otherwise. Proposals are due Not Later Than (NLT) the time and date stated herein (**Late proposals will not be accepted**) and shall be identified with the project/proposal name and number.



D2-APPENDICES A, B, C, D, F, H, I and J as referenced herein and below, are attached at the end of this document. APPENDIX H, referenced below, is provided as a separate document titled "Professional Services Agreement."

- 1- APPENDIX A: Information and Addenda Acknowledgement Form.
- 2- APPENDIX B: Non-Collision Affidavit.
- 3- APPENDIX C: E-Verify Affidavit: Non-Influence and Non-Collusion Affidavit (must be notarized).
- 4- APPENDIX D: References.
- 5- APPENDIX F: Suspension, Debarment and Litigation Affidavit.
- 6- APPENDIX H: Professional Services Agreement: provided as a separate attachment.
- 7- APPENDIX I: Certification Form
- 8- APPENDIX J: Disclosure Statement

## 7. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Qualifications and Proposals are to be submitted electronically ONLY to the County's designated Web site or location, link provided on County's Procurement web page. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation are to be provided electronically should in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number] \_ [Vendor Name] \_ [Document Type]  
Example: "2018-021\_ABC Company\_Qualifications"

Please do not submit individual documents or sections separately.

**TOTAL PAGE COUNT OF THE SUBMITTAL SHOULD NOT EXCEED 50 PAGES.**

**Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1) with the Statement of Qualifications. (See Appendix C) FAILURE TO PROVIDE THIS AFFIDAVIT MAY RESULT IN REJECTION OF PROPOSAL.**

Statements of Qualifications **must be received by the Owner** prior to the deadline indicated in the Schedule of Events (*Section 3 of RFQ*). A list of firms submitting responsive Statements of Qualifications will be published on the Cherokee County Procurement homepage within two (2) business days of the deadline for receipt. **Firms may verify with Cherokee County Procurement Department that their submittal was received and should do so on the date they are due.** Contact Dale Jordan, [djordan@cherokeega.com](mailto:djordan@cherokeega.com) or 678-493-6034 for assistance or confirmation that the file was received.

### **Submittal Costs and Confidentiality**

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

## 8. FINALIST NOTIFICATION

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, a list of the finalist firms will be posted on the Cherokee County Procurement homepage along with the original RFQ solicitation.

**Step II- DP Selection**, will be initiated by invitation to finalists to submit Design Team Proposals as instructed in the Owner's Request for Proposals (RFP). Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as the Design Professional for this Project in accordance with the qualification criteria herein. The Owner will issue a notice to finalists to participate in an oral presentation/interview. The successful DP will be determined from the proposals and interviews.

**END OF RFQ - STEP I**

## STEP II REQUEST FOR PROPOSALS

(From Qualified Finalists)

RFP No. 2018-021

**Architectural & Engineering Services  
for Expansion of the Cherokee County Adult Detention Center  
Cherokee Sheriff's Office  
Cherokee County, Canton, Georgia**

**Note: The information in this Section, Step II (Request for Proposals) is provided for firms who have been issued notification as having been deemed eligible and are shortlisted for the project.**

To firms who have been issued notification as having been deemed eligible, the Cherokee County Board of Commissioners, as "Owner" on behalf of the Cherokee Sheriff's Office as "Using Agency", issues this Request for Proposals (RFP), for those firms to offer proposals for design professional services for the specific project.

### 1. CONTRACT INFORMATION

The contract for Architectural and Engineering professional services will be generally based on Cherokee County's Professional Services Agreement located on the Procurement Department's homepage found on Cherokee County's website.

You are encouraged to review and become familiar with the terms and conditions of this contract. Cherokee County does not intend to modify any language contained in general terms and conditions of the contract, and any significant exceptions proposed by a firm could lead to a firm being deemed non-responsive.

### 2. PROJECT DESCRIPTION

**See General Project Information in RFQ (Step I), Section 1.**

### 3. SCHEDULE OF EVENTS (STEP II)

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are prevailing times in Canton. Upon selection of the finalist, the invitation for the submission of proposal will contain the official schedule.

<b>STEP II (RFP) Estimated Time Line</b>		
a. Owner issues notice to finalist firms to propose as instructed in RFP	May 1, 2018	
b. Owner conducts Mandatory Pre-Proposal Site Visit for finalists	May 18, 2018	1:00 PM
c. Deadline for finalist submission of written questions and requests for clarification	May 30, 2018	3:00 PM
d. Deadline for submission of Design Team Proposals	June 13, 2018	3:00 PM
e. Owner interviews finalist firms	June 21, 2018	

### 4. PRE-PROPOSAL SITE VISIT

A mandatory pre-proposal conference/site-visit will be scheduled by the Owner. The current Schedule of Events calls for this site visit to occur on May 18, 2018, commencing promptly at 1:00 PM local time at the entrance to the Adult Detention Facility located at 498 Chattin Drive, Canton GA. 30114. Pertinent information pertaining to the conference/site-visit shall be included in the Notice to Finalist, with instructions regarding participant actions and activities. At the conference, all finalist firms will be given any relevant available information which has previously been developed (such as programs, studies, preliminary plans, maps, etc.) for the project. ***The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process. Sign-in and sign-out forms must be signed.***

All attendees are subject to search upon and BEFORE entry into the facility (beyond the guard station) and all attendees shall remain a part of the group during the entire guided tour. Failure to follow all rules may be grounds for immediate removal from the facility and continuation of the tour, and elimination as a potential individual team/project member, consultant or consulting firm, and/or firm for consideration for selection.

Because of security measures to be followed upon entry to the facility, interested consultants, planners, architects, and engineers, and other interested parties, arriving more than fifteen (15) minutes after the published starting time for the Mandatory Pre-Proposal Conference will not be allowed to enter the facility to attend the mandatory pre-proposal conference, and will therefore not be allowed or eligible to submit a proposal as the prime and contracting firm for this project. The meeting and tour is estimated to run approximately 2 to 3 hours.

**NO PHOTOGRAPHS OF THE GROUNDS AND FACILITY WILL BE ALLOWED**

**5. SELECTION PROCESS**

**Step II- DP Selection**, will be initiated by the invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Statements of Qualifications) to submit **Design Team Proposals** as instructed in this RFP. Finalist interviews will also be conducted by the Owner. The successful DP will be determined from the evaluation of proposals received and interviews.

**Criteria for the Evaluation of Project Proposals:**

**20% Factor:** Previous Performance and References of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during design and construction, the firm's control of design schedule, quality and budget. The Owner will use references from stakeholders of the Owner's choosing from previous projects of the finalists, among other information as necessary. This information will be collected by the Selection Committee from project references provided in the RFQ (Step I) submittal.

**20% Factor:** Design Team Qualifications and Experience of the Proposed Project Team. Experience of the principal, lead designer, and project manager on completed projects of similar size, type, and complexity; assigned team's experience with effective budget and schedule control; availability of the proposed team for this project. Provide information regarding percentage of the primary team member's time will be committed to this project.

**10% Factor:** Quality of Proposed Design Plan: The firm's design and detailed work plans; Firm's approach for managing responsibility and accountability for project concerns; Firm's process for effectively resolving issues and maintaining project commitments.

**Criteria for the Evaluation of Finalist Interviews:**

**25% Factor:** Methodology Presented: The firm's ability to assure success to complete the project within the time and cost budgeted. The firm's presentation of the proposed design Plan, and the committee's overall impression of the firm and key team members (lead designer, project manager, project director, project executive, etc.)

**25% Factor:** Team Communications/Project Solutions: The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

## 6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFP, or the project, shall be submitted in writing (email is preferable) to:

**Dale Jordan, Procurement Director**  
E-mail: [djordan@cherokeega.com](mailto:djordan@cherokeega.com)  
Work Phone: 678-493-6034

**The deadline for submission of questions relating to the RFP is the time and date shown in the *Schedule of Events (Section 3)* or as may be updated by the notification provided to finalist firms.** All relevant questions and requests for clarification received by the Owner in writing, prior to the deadline will be compiled, and answers will be provided directly to the finalist firms. Any proposer exceptions to the RFP requirements or requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

## 7. INSTRUCTIONS FOR PREPARING DESIGN TEAM PROPOSALS

Consultants are requested to electronically submit the proposal package to meet the requirements below. Responses are limited to using a minimum of an 11-point font. **(Proposals should not exceed 40 pages)** Emphasis should be on completeness, relevance, and clarity of content.

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Project Proposals must be categorized and numbered as outlined in the following "PROJECT PROPOSAL DELIVERABLES," and must address in a responsible and responsive manner all requested information:

### **DESIGN TEAM PROPOSAL (DELIVERABLES "D", and "E" FOR FINALIST FIRMS ONLY)**

#### D. Qualifications and Experience of Proposed Design Team

- D1- Describe your firm's proposed organization for the design team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project: At a minimum, the project organization chart shall show the names of key designers and staff; descriptions of responsibilities for all proposed staff.
- D2- Please provide for each of the above personnel current resumes listing relevant project experience and percentage of the person's time to be committed to this project
- D3- Please identify the individual who, *from project start to finish*, will be the leader of your team and the principal point of contact between your firm and the Owner and the Using Agency. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection.
- D4- Provide examples of your team's *recent* experience in similar projects, including the following information:
  - a. Provide detailed information on the three most recent relevant projects your firm has completed with proposed team members working together. Include the total value of the project, dates of the project, quantity of change orders or amendments to the contract and net total cost increase. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of Client's representative (with a current phone number) who is most familiar with your performance on the project. Summarize successes achieved and problems encountered with the project.
  - b. Provide a reference from the Client and any other stakeholders (with current phone numbers) familiar with your performance on each of the above projects.

- c. List the individuals who served as the Principal Architect/Executive/Director, lead designers, project manager, and other key roles on the projects. Please note whether these individuals are still employed with your firm. Identify and provide detailed information on projects in which all or any combination of members of the proposed team has worked together on.
- d. Provide detailed information on the level of experience team members have incorporating energy efficient designs and principles into past projects.

#### E. Design Plan

- E1. Provide a statement of your definition of your firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Owner, Using Agency, and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.
- E2- Provide your proposed timeline covering the scope of design, and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.
- E3- Please explain your process for construction administration.
- E4- Provide your detailed plan for applying energy efficient design and principles into the project or any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

### 8. SUBMITTAL OF DESIGN TEAM PROPOSALS

With the exception of the Fee Proposal, all Qualification submissions and Proposal submissions are to be submitted electronically ONLY to the County's designated Web site or location, link provided on County's Procurement web page. Physical copies of Qualification submissions and Proposal submissions are not to be submitted unless approved in advance by the Purchasing Director.

Proposals are not to contain Fee information but shall contain all other requested documentation and are to be provided electronically in the Adobe Portable Document Format (PDF) unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

[Solicitation Number] \_ [Vendor Name] \_ [Document Type]  
Example: "2018-021\_ABC Company\_Proposal"

The Fee Proposal utilizing Appendix G, Format is NOT to be provided electronically and requires physical delivery to the Owner as defined in item 10 below.

It is the sole responsibility of the Proposer to assure delivery either electronically or physically as specifically described herein occurs by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No Design Team Proposals will be accepted after the time stipulated. Submittals will not be accepted via facsimile or fax.

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential" or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

## 9. PRESENTATION / INTERVIEW INFORMATION

### Interview Format

Firms selected to make presentations shall be notified by the Notice to Finalists letter issued by the Selection Committee. The Notice to Finalists letter shall designate a place and time for the interview session and shall contain relevant information regarding the presentations.

- The interview will last a total of 60 minutes (5 minutes for setup, 30 minutes for the presentation, 20 minutes reserved for questions and answers and the last 5 minutes for knock down). The Selection Committee will consist of representatives of the Owner, Sheriff's Office,
- and possibly other representatives designated by the Owner.
- Electronic presentations, such as PowerPoint presentations are also allowed.
- The Owner will typically have screens available in the interview room, and possibly a desktop computer. Nevertheless, presenters must be prepared with their own projector, flash drive and laptop computer in case unforeseen technical difficulties are encountered.
- The presentation may involve flip charts or boards along with the oral presentation.
- All members of the Selection Committee will be present during all of the presentations and interviews.
- Firms are not allowed to address any questions, prior to the interview, to anyone other than the designated contact.

### Interview Requirements

The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm. Information provided should assist the Selection Committee in making an informed decision as to the proposer best suited for the work.

Firms should focus their presentations on:

- Describing their detailed plan for designing and administrating the construction, schedule, and quality on the project
- Unique characteristics or services the firm offers
- Specific roles of your team members

Firms are discouraged from reviewing general company history and past experience as submitted in Statements of Qualifications or Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview to discuss how the team will successfully complete the project.

## 10. SUBMITTAL OF FEE PROPOSALS

The Fees are to be submitted as original documents and delivered to: Dale Jordan, Procurement Director, Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton Georgia, 30114. The envelope shall state the following, "FEE PROPOSAL, RFP#2018-021" and be due on the same date and at the same time as the proposal submission. The fee quote shall be One Copy Only: (1) original and wet signed & stamped by an authorized officer of firm proposing to contract with Cherokee County. In a separate sealed envelope identified with the proposal name and number, date of opening, company name, and indicated "Fee Proposal" on the outside of the envelope. Provide the fee proposal ONLY on the attached form to cover ALL consulting fees and costs needed to complete the work identified to be performed and completed by the Consultant for the project, including all reimbursable expenses necessary or needed by the consultant. (2) Within the original copy of the proposal, include and insert only a single copy of the separate sealed envelope APPENDIX G: Fee Proposal Schedule and Certification of Fee Preparation. (3) The submitted fee proposed shall be considered by Cherokee County to be inclusive of all costs that will be incurred by the Prime or Lead Consultant and all Sub-Consultants whose consulting services are required to complete the work described above, and each such phase or portion of the project shall become "capped" Not to Exceed (NTE) lump sum or percentage fee amounts. Proposed fees shall be identified for each portion of work to be provided. If the Consultant anticipated that services will be required to complete the work that will require consulting services not outlined in the Scope of Work, the Fee Proposal shall describe these services in a distinct separate line item. **The Owner reserves the right to negotiate the fee with the highest three scored proposers.**

### **Final Selection**

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the best-qualified firm to finalize the terms and conditions of the contract. In the event a satisfactory fee agreement cannot be reached with the highest ranking firm, the Owner will formally terminate the negotiations in writing and enter into negotiations in turn with the second highest ranking firm and so on until a mutual agreement is established and the Owner awards an architectural services contract.

## **11. ADDITIONAL TERMS AND CONDITIONS**

Required Forms to Accompany Proposals for Phase II:

As a part of the submission the proposing organization shall submit the following fully executed forms:

- 1) APPENDIX B: Non-Collusion Affidavit
- 2) APPENDIX E: Acceptance of County Professional Services Agreement.

**IMPORTANT: THE FEE PROPOSAL IS NOT TO BE INCLUDED WITH THE PROPOSAL. IT IS REQUIRED TO BE DELIVERED PHYSICALLY, see item 10 above for detailed instructions.**

- 3) APPENDIX G: Fee Proposal Schedule and Certification of Fee Preparation.

### **Deadlines**

The deadline for submission of questions relative to the RFP is the time and date shown in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing, and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary.

### **Restriction of Communication**

From the issue date of this (RFQ/RFP) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee, except for submission of questions as instructed in the RFQ/RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

### **Submittal Costs and Confidentiality**

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential", or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

### **Award Conditions**

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Proposal and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached.

**Joint-Venture Proposals**

The Owner does not desire to enter into “joint-venture” agreements with multiple firms. In the event two or more firms desire to “team up” it is strongly recommended that one incorporated firm propose and maintain status as the contracted lead firm with the remaining firms participating as major consultants to the lead firm.

**Minority and Small Business Enterprise**

It is the policy of Cherokee County that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), have a fair and equal opportunity to participate in the County’s purchasing process. Therefore, the Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work.

**Statement of Agreement**

With submission of a proposal, the Proposer agrees that it has carefully examined the Request for Qualifications/Proposal (RFQ/RFP), and the Proposer agrees that it is the Proposer’s responsibility to request clarification on any issues in any section of the RFQ/RFP with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein.

**END OF RFP - STEP II**



## **Required Forms for the Request for Qualifications – Phase I**

As a part of the document containing qualifications, the following forms are to be included.

- 1- APPENDIX A: Information and Addenda Acknowledgement Form.
- 2- APPENDIX B: Non-Collusion
- 3- APPENDIX C: E-Verify Affidavit
- 4- APPENDIX D: References
- 5- APPENDIX F: Suspension, Debarment and Litigation Affidavit
- 6- APPENDIX H: Professional Services Agreement: provided as a separate attachment
- 7- APPENDIX I: Certification Form
- 8- APPENDIX J: Disclosure Statement

**APPENDIX "A"**

\_\_\_\_\_  
Solicitation # and Title Goes Here

***INFORMATION AND ADDENDA ACKNOWLEDGEMENT FORM***

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address - City, State and Zip Code

\_\_\_\_\_  
Name & Title of Primary Contact (for proposal clarifications/questions)

\_\_\_\_\_  
Phone of Primary Contact

\_\_\_\_\_  
Email of Primary Contact

Addenda Acknowledgement: Proposer acknowledges receipt of the following addenda (as applicable):

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addendum Number: \_\_\_\_\_ Date: \_\_\_\_\_

No Addenda Issued \_\_\_\_\_

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Proposer Written Name and Title

\_\_\_\_\_  
Date

**APPENDIX "B"**

Solicitation # and Title Goes Here

***NON-COLLUSION AFFIDAVIT***

I state that I am authorized to make this AFFIDAVIT on behalf of my company, and its owners, directors and officers and I further state that:

1. The price(s) shown in this Bid/Proposal has/have been arrived at independently and without consultation, communication or agreement with any other contractor, responder or potential responder to the Request for Bids (RFB)/Request for Proposals (RFP); and
2. Neither the price(s) nor the amount of the Bid/Proposal, and neither the approximate budgets nor approximate amounts in this Bid/Proposal, have been disclosed to any other company or person who is a responder or potential responder to this RFP, and they will not be disclosed before the Bid/Proposal opening; and
3. No attempt has been made or will be made to induce any company or person to refrain from responding to this RFB/RFP, or to induce them to submit a budget that is higher than the budget in this Bid/Proposal, or to submit any intentionally high or noncompetitive Bid/Proposal or other form of nonresponsive Bid/Proposal; and
4. The price(s), proposal and budget prepared are made in good faith and not pursuant to any agreement, discussion with or inducement from any agency, company or person to submit a complementary or other noncompetitive Bid/Proposal.

I state that \_\_\_\_\_ understands and acknowledges that  
(Name of Company)

the above representations are material and important, and will be relied on by the Cherokee County Board of Commissioners (CCBOC) in awarding the contract(s) for which this Bid/Proposal is submitted. I understand, and my company understands, that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from CCBOC of the true facts relating to the submission of Bids/Proposals for this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

[SEAL REQUIRED]

My Commission Expires: \_\_\_\_\_

**APPENDIX "C"**

Solicitation # and Title Goes Here

***E-VERIFY AFFIDAVIT***

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 Cherokee County 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 agrees that it will continue to use the federal work authorization program throughout the contract period and should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this Agreement with Cherokee County, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit in the form attached hereto as Exhibit B. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Cherokee County within five (5) business days of receipt.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

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

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
in \_\_\_\_\_ (City), \_\_\_\_\_ (State).

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

\_\_\_\_\_  
Signature of Authorized Officer/Agent

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

\_\_\_\_\_  
Printed Name of Authorized Officer/Agent

\_\_\_\_\_  
Cherokee County Board of Commissioners  
Name of Pubic Employer

\_\_\_\_\_  
Title of Authorized Officer/Agent

**NOTARY**

Subscribed and sworn before me on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

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

[NOTARY SEAL]

My Commission Expires: \_\_\_\_\_

Not Applicable by Statute or labor less than \$2,500

**APPENDIX "D"**

\_\_\_\_\_  
Solicitation # and Title Goes Here

***REFERENCES***

1. Company: \_\_\_\_\_

City/State: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

2. Company \_\_\_\_\_

City/State \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone/Email \_\_\_\_\_

3. Company \_\_\_\_\_

City/State \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone/Email \_\_\_\_\_

4. Company \_\_\_\_\_

City/State \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone/Email \_\_\_\_\_

5. Company \_\_\_\_\_

City/State \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone/Email \_\_\_\_\_

**APPENDIX "F"**

Solicitation # and Title Goes Here

***SUSPENSION, DEBARMENT AND LITIGATION AFFIDAVIT***

Is proposing/bidding company currently suspended or debarred from doing business with any Federal, State and/or local agency?

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes, please indicate each agency that has suspended or debarred the company and the situation and/or reason for the suspension or debarment in the space below (a separate piece of paper may be used if necessary).

Is proposing/bidding company currently involved in any legal matter with or under investigation by any Federal, State and/or local agency?

YES \_\_\_\_\_

NO \_\_\_\_\_

If yes, please indicate each agency and the situation and/or reason in the space below (a separate piece of paper may be used if necessary).

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
*Signature*

Authorized Representative: \_\_\_\_\_  
*Printed Name and Title*

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

## **APPENDIX “H” – Professional Services Agreement**

The purpose of this appendix is to incorporate the Cherokee County Professional Services Agreement (PSA) into the Request of Qualifications (RFQ) and Request for Proposal (RFP) actions described herein. The actual PSA is included with this RFQ/P as a separate document collocated with the this document on the web site where this is posted. A copy of the PSA is also located on the County’s Procurement page under “Forms and Documents.”

**APPENDIX I**  
**CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer and any principle employee of the proposer have not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer or any principle employee of the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract or have been terminated for cause on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Owner may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et. seq.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner to award a contract.

*A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, Cherokee County. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.*

\_\_\_\_\_  
Signature

Sworn and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

\_\_\_\_\_  
NOTARY SEAL

My Commission Expires: \_\_\_\_\_



**APPENDIX J**  
**DISCLOSURE STATEMENT**

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (Cherokee County) is a public agency. Pursuant to the laws and rules, Cherokee County shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your firm and the Owner, the Using Agency, or the ultimate end-user of the proposed project.

Insert Response

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the Owner, the Using Agency, or the end-user of the proposed project within the prior one-year period.

Insert Response

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with the Owner, the Using Agency, or the end-user of this project.

Insert Response

This Disclosure Statement should be dated and signed by an authorized signatory for the Proposer and submitted with the Proposer's Submittal as deliverable A12.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **Required Forms for the Request for Proposals – Phase II**

As a part of the document containing proposals, the following forms are to be included.

Required Forms to Accompany Proposals for Phase II:

- 1) APPENDIX B: Non-Collusion Affidavit
- 2) APPENDIX E: Acceptance of County Professional Services Agreement.

**IMPORTANT**: THE FEE PROPOSAL IS **NOT** TO BE INCLUDED WITH THE ELECTRONICALLY SUBMITTED PROPOSAL. THE ORIGINAL DOCUMENT IS REQUIRED TO BE DELIVERED PHYSICALLY, see item 10 in RFP above for detailed instructions.

- 3) APPENDIX G: Fee Proposal Schedule and Certification of Fee Preparation.

**APPENDIX "B"**

Solicitation # and Title Goes Here

***NON-COLLUSION AFFIDAVIT***

I state that I am authorized to make this AFFIDAVIT on behalf of my company, and its owners, directors and officers and I further state that:

- 5. The price(s) shown in this Bid/Proposal has/have been arrived at independently and without consultation, communication or agreement with any other contractor, responder or potential responder to the Request for Bids (RFB)/Request for Proposals (RFP); and
- 6. Neither the price(s) nor the amount of the Bid/Proposal, and neither the approximate budgets nor approximate amounts in this Bid/Proposal, have been disclosed to any other company or person who is a responder or potential responder to this RFP, and they will not be disclosed before the Bid/Proposal opening; and
- 7. No attempt has been made or will be made to induce any company or person to refrain from responding to this RFB/RFP, or to induce them to submit a budget that is higher than the budget in this Bid/Proposal, or to submit any intentionally high or noncompetitive Bid/Proposal or other form of nonresponsive Bid/Proposal; and
- 8. The price(s), proposal and budget prepared are made in good faith and not pursuant to any agreement, discussion with or inducement from any agency, company or person to submit a complementary or other noncompetitive Bid/Proposal.

I state that \_\_\_\_\_ understands and acknowledges that  
(Name of Company)

the above representations are material and important, and will be relied on by the Cherokee County Board of Commissioners (CCBOC) in awarding the contract(s) for which this Bid/Proposal is submitted. I understand, and my company understands, that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from CCBOC of the true facts relating to the submission of Bids/Proposals for this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

[SEAL REQUIRED]

My Commission Expires: \_\_\_\_\_

**APPENDIX "E"**

Solicitation # and Title Goes Here

**ACCEPTANCE OF COUNTY AGREEMENT**

The Contract used for this solicitation will be the County's standard  Professional Services Agreement ("PSA") or  Construction Services Agreement ("CSA").

Using this form, please indicate either the willingness to sign the Contract included in the solicitation, as is, upon award and/or recommendation of award or list all exceptions. This form is to be filled out, signed and returned as part of a responsive bid/proposal. The County is under no obligation to accept exceptions or modifications suggested by the Supplier (or any Third Parties/subcontractors). Any exceptions or modifications may be considered during evaluation and may result in rejection of the bid/proposal or a lower score. Such a determination shall not be a cause of action by the bidder/proposer against Cherokee County.

If the Supplier (or any Third Parties/subcontractors) does wish to suggest exceptions or modifications, all such exceptions or modifications must be submitted with the bid/proposal; no exceptions or modifications to the contract will be considered after bid/proposal review by the County (i.e. after the opening). All exceptions to the County's contract must be listed on the provided form as only those exceptions listed on the form provided will be evaluated. Any material exceptions may result in the rejection of the proposal and the Supplier will not receive further consideration.

**CHECK AND INITIAL ONE OF THE FOLLOWING STATEMENTS:**

\_\_\_\_\_ I and my legal advisor and insurance carrier representatives have read, understand and accept all the terms and conditions of the Agreement, and if awarded this Project, I will promptly execute and furnish all required statements, exhibits and certification of insurance coverage within five (5) business days.

**OR**

\_\_\_\_\_ I and my legal advisor and insurance carrier representatives have read and understand all the terms and conditions of the Agreement, **BUT HAVE NOTED THE FOLLOWING EXCEPTIONS AND/OR QUALIFICATIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Proposers may provide additional sheets written on their own letterhead to supplement this page, if necessary.*

I CERTIFY that the above information is true and correct.

Signed: \_\_\_\_\_

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

Printed Name & Title: \_\_\_\_\_

## APPENDIX G

### FEE PROPOSAL SCHEDULE and CERTIFICATION OF FEE PREPARATION

#### PROPOSED ADULT DETENTION CENTER ADDITION

The respondent has visited the site of the Project and has carefully examined and fully understands the Professional Services Agreement, Scope of Professional Services and Work of the Project, and other supporting information and documents hereto attached or referenced, and has satisfied himself as to the requirements of the Work, and hereby agrees that if his/her proposal is accepted, s/he will promptly contract with Cherokee County according to this request for qualifications and proposals document and Addenda, if any as listed and noted below.

Therefore, the Undersigned proposes to furnish all professional services required by them in accord with said documents, for the Lump Sum or Percentage amounts as follows:

**A. FEE AMOUNT A: LUMP SUM FEE AMOUNT: Programming, Master Planning and Cost Estimating:**

(\$ \_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT A" Not To Exceed (NTE) Lump Sum Fee Amount.

**B. FEE AMOUNT B: LUMP SUM FEE AMOUNT: Schematic Design**

(\$ \_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT B" Not To Exceed (NTE) Lump Sum Fee Amount.

**C. FEE AMOUNT C: LUMP SUM AMOUNT: Design Development and Construction Documents preparations for design and (Structural, MEP/FP & Technology) engineering of the proposed Adult Detention Center ONLY; INCLUDING all civil site design and engineering, storm-water management, control & detention, and utility services and connections beyond 5 feet.**

(\$ \_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT C" Not To Exceed (NTE) Lump Sum Fee Amount.

**D. FEE AMOUNT D: LUMP SUM AMOUNT: Bid/Award Services. As set forth by the RFQ/P, all bidding documents shall be provided to any bidder electronically by the selected consultant through the Cherokee County web site and/or the selected consultant's ftp web site. No printing of documents will be required of the selected consultant. If multiple bidding periods occur, this fee shall be applicable for each separate bid period. It is currently anticipated that bidding of the fire stations will allow interested bidders to bid each fire station separately, under two separate lump sum construction services contracts, and to allow a grand combined total for both under a single lump sum construction services contract.**

(\$ \_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT D" Not To Exceed (NTE) Lump Sum Fee Amount.

**E. FEE AMOUNT E: LUMP SUM AMOUNT: Construction Phase Administration Services and Project Closeout.**

(\$ \_\_\_\_\_) which amount is hereinafter called the "FEE AMOUNT E" Not To Exceed (NTE) Lump Sum Fee Amount.

**GRAND TOTAL LUMP SUM FEE AMOUNT: FEE AMOUNTS A + B + C + D + E:**

(\$ \_\_\_\_\_) which amount is hereinafter called the "GRAND TOTAL LUMP SUM FEE AMOUNT" Not To Exceed (NTE) Lump Sum Fee Amount.

**THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA, LISTED BY NUMBER AND DATE APPEARING ON EACH:**

Addendum No. 1, Dated \_\_\_\_\_ Addendum No. 2, Dated \_\_\_\_\_  
Addendum No. 3, Dated \_\_\_\_\_ Addendum No. 4, Dated \_\_\_\_\_  
Addendum No. 5, Dated \_\_\_\_\_ Addendum No. 6, Dated \_\_\_\_\_

**DECLARATION**

The Undersigned further agrees to commence services of the project within ten (10) calendar days from receipt of the written Notice of Award issued by Cherokee County, and to assign and commit adequate staff throughout the project to substantially complete all Work within the proposed or negotiated schedule. In compliance with the requirements of the Request for Proposals, as described and dated above, the Undersigned offers and agrees, if this proposal is accepted by the Cherokee County Board of Commissioners within Ninety (90) calendar days of the date of proposal opening, to furnish any or all of the services upon which the above fees are stated.

Printed Name: \_\_\_\_\_ (Signature) \_\_\_\_\_

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

**Subscribed and Sworn to before me:**  
(Name)

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

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

(SEAL)

My Commission Expires \_\_\_\_\_ Date \_\_\_\_\_