



Request for Qualifications/Proposal

CONSTRUCTION MANAGER AT-RISK

Oconee County Animal Services Building Renovation

RFQ# 20-04-016

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I. REQUEST FOR QUALIFICATIONS

Construction Management at-Risk Services
Oconee County Animal Services Building Renovation

The Oconee County Board of Commissioners (OCBOC) ("Owner") is seeking Statements of Qualifications from firms interested in providing construction manager at-risk services for a project known as Oconee County Animal Services Building Renovation. Request for Qualifications (RFQ) seek to identify the most qualified potential providers of the above-mentioned services. Some firms which respond to this RFQ, and who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document and additional terms and conditions listed in the Owner's Request for Proposals (RFP). The Oconee County Board of Commissioners reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at the discretion of The Oconee County Board of Commissioners.

Restriction of Communication. From the issue date of this (RFQ) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee, the Using Agency, the End-User, or the Architect, except for submission of questions as instructed in the RFQ and 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 qualifications/proposal of the offending proposer.

1. GENERAL PROJECT INFORMATION

Project Description:

Oconee County Animal Services Building Renovation

The renovation/addition of the Oconee County Animal Services Building located at 1171 Branch Road Bishop, Georgia 30621. Lyman Davidson Dooly Inc. was hired to develop the structural bid set for this project (Exhibit A). The two main components are as follows:

- Contract 1 – Renovation of existing building.
- Contract 2 – Construction of addition as well as add-on to existing building.

Please refer to the structural bid set (Exhibit A) for both Contract 1 and 2.

Project Delivery Method

The delivery method for this Project will be construction manager at-risk (CM/GC).

Project Budget

As a part of the RFQ process we are asking the respondents to submit a preliminary budget for the project based on the attached plans and specifications.

CM/GC Services

The prospective CM/GC will provide preconstruction services, which may include technical review, cost verification, cost evaluation, value engineering, schedule development, and schedule evaluation, in addition to management of the construction. The CM/GC will be expected to work collaboratively with the Design Professional to develop separate bid packages during the course of construction. In addition, CM/GC will be responsible for methods of construction, safety, and the scheduling and coordination of the work of all construction and miscellaneous contracts required for completion of the project within its predetermined budget and schedule. The successful CM/GC will be required to work harmoniously with the Design Professional and Owner's consultants.

2. QUALIFICATIONS REVIEW PROCESS

Due to time constraints, Step I and Step II below have been combined into a single process. The owner has preselected the contractors they believe are most qualified for this job thereby limiting the number of contractors asked to submit.

Step I - Qualifications Review, is initiated with this RFQ, which is issued for the purpose of acquiring Statements of Qualifications from prospective CM/GC firms. A selection of finalist firms will be made by a Selection Committee consisting of representatives of Oconee County and possibly a third party representative (Architect, Board Member etc.). The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ.

To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

Minimum Qualifications Required

- The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority (See Exhibit A).
- Firm must have bonding capacity of at least \$2,000,000. Only those sureties listed in the Department of Treasury's Listing of Approved Sureties (Department Circular 570) are acceptable to the Owner. At the time of issuance, all insurance and bonds must be issued by a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, are qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better and an A.M. Best Financial Size Category of Class V or larger (See Section 6, A6.a).
- Firm must have a current Contractor's Public Liability Insurance policy, and must be insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage limits of \$2,000,000 for each accident and \$10,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) (See Section 6, A6.b).
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia (See Section 6, A6.c).
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio

(assets/liabilities) of 1.0 or higher (See Section 6, A6.d).

- The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less (See Section 6, A6.e).

Step II- CM/GC Selection, all firms invited and wishing to compete for this project shall submit Project and Fee Proposals as instructed in the Owner's RFP. Finalists will be those firms determined by the Selection Committee to be especially qualified to perform as CM/GC for this Project in accordance with the qualification criteria herein. Presentations/interviews may be conducted by the Owner for 2-3 firms that submit proposals that the Owner finds are in line with their vision for ESP, are deemed most qualified, and are most competitive from a financial perspective. The successful CM/GC will be determined from the interviews and/or proposals received.

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 Watkinsville, Georgia. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

- a. Owner issues RFQ April 10, 2020.
- b. Deadline for submission of written questions and requests for clarification must be submitted by 2:00 P.M. EST, Friday, April 17, 2020. *(See 4. Submittals of questions and request for clarification below)*
- c. Deadline for answering any submitted questions or clarification requests will be posted by 2:00 P.M. EST, Monday, April 20, 2020.
- d. Deadline for submission of Statements of Qualifications and Fee Proposals: 2:00 P.M. EST, Thursday, April 23, 2020.

4. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ and RFP, to seek clarification in writing, and review its submittal for accuracy before submitting the document. 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. Questions about any aspect of the RFQ, RFP, or the project, shall be submitted in writing via email to Jessica Ellis, Procurement Officer at ocbids@oconee.ga.us.

5. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

READ CAREFULLY

Interested firms shall submit/upload one (1) electronic copy in .pdf format of the complete qualifications package to ocbids@oconee.ga.us. Submittals must be prepared in a manner that when printed would typically fit on standard (8 ½" x 11 ") paper. Responses are limited to using a minimum of an 11-point font. (The entire response shall not exceed 30 pages. All pages count, no exceptions.) Submittals that include qualifications of more than one firm shall not exceed the page limits. 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.

STATEMENT OF QUALIFICATIONS

(DELIVERABLES "A", "B", and "C" FOR ALL FIRMS)

A. Description and Resources of Firm

- A 1-** 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. If applicable, indicate the year the local office was established and the number of persons staffing that office and their disciplines. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the firm a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure? For joint venture entities that have not undertaken at least *two* projects together, each firm should submit its qualifications separately. Joint submittals are subject to the same submittal page limit.
- A 2-** Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices.
- A 3-** Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Architects. List any active or pending litigation and explain. List any claims against your firm or against Owners where your firm is named.
- A 4-** List the firm's annual revenue, for the parent office and the local office separately, if applicable, for the past 5 years and supply main financial and banking references.
- A 5-** Has the firm, or a member thereof, ever been removed from a contract or failed to complete a contract as assigned? If yes, provide explanation.
- A 6-** The firm, in order to be deemed eligible for evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project
- a. Certify that your firm has sufficient bonding capacity for anticipated total cost of work and our surety and insurance companies are in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. The company is an insurer (or qualified self-insurers or group self-insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. Provide a letter or other supporting documentation from your firm's surety indicating the firm has bonding capacity of \$2,000,000.
 - b. Certify your firm has a current Contractor's Public Liability Insurance policy, and your firm is insurable in the following amounts: Bodily injury, including death- limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$10,000,000 for the aggregate of operations. The Owner reserves the right to require additional limits and/or coverage for actual contract. Provide your current insurance certificate.
 - c. Certify your firm has all necessary, valid and current licenses (including a valid and current Georgia General Contractor's License) to do business in the State of Georgia. *General*

Contractor must provide a valid and current Georgia General Contractor License at the time of submission of qualifications. Provide a valid copy of your Georgia General Contractor license, and a Georgia Certificate of Existence or Certificate of Authority demonstrating your firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia.

d. Certify your firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. Provide a one page statement evidencing your current ratio.

e. Certify your firm demonstrates a commitment to safety with regard to Worker's Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less. Provide evidence from your firm's carrier on their letterhead of your firm's EMR.

f. Provide the firm's federal employer identification number and a completed IRS Form W9.

A 7- Complete the Certification Form (*Exhibit "A" enclosed with RFQ*), and provide a scanned notarized copy with response as section "AT" of the firm's Statement of Qualifications.

A 8- Complete and submit a "CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)" (Exhibit "B") with response as Section "AS" of the firm's Statement of Qualifications. Failure to submit this form with Statement of Qualifications will result in the firm being eliminated from consideration for this project.

A 9- Complete and submit the "Disclosure Statement" (Exhibit "C") with response as Section "A 9" of the firm's Statement of Qualifications.

B. Experience and Qualifications

B 1 - Provide professional qualifications and description of experience for principal Project Executive, Project Manager, and/or Superintendent.

B 2- Provide information on the firm's experience on projects of similar size, function, and complexity (similar type of construction as the incumbent project). Describe no more than five (5) and no less than three (3) 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. Brief description of project and physical description (delivery method, contract value, duration of construction, square footage, number of stories, site area).

c. Provide information on experience with public safety facilities similar in nature to this project.

d. Services performed by your firm and (if multiple offices) the location of the office involved.

e. Respective Owner's stated satisfaction in construction and service of your firm . Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.

f. Owner/User/Architect contact information.

C. Statement of Suitability

C 1 - Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

- C 2- Provide non-discrimination policies and describe the firm 's record and methodologies of addressing public safety, social, environmental, historical preservation, accessibility for persons with disabilities and special needs, or other related concerns.
- C 3- Provide information on any special services offered by the firm that may be relevant and available for this project.

6. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

READ CAREFULLY

Submit one (1) electronic copy of the complete RFQ package in .pdf format to ocbids@oconee.ga.us. The entire submittal should be submitted as ONE (1) file. Please do not submit individual documents or sections separately.

TOTAL PAGE COUNT OF THE SUBMITTAL MUST NOT EXCEED 30 PAGES. ALL PAGES COUNT REGARDLESS OF CONTENT. QUALIFICATION SUBMITTALS THAT EXCEED THE PAGE LIMIT WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED BY THE SELECTION COMMITTEE.

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 Exhibit B)
FAILURE TO PROVIDE THIS AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.

II. REQUEST FOR PROPOSALS

(From Qualified Finalists)

Construction Management at-Risk Services

Oconee County Animal Services Building Renovation

To all firms who have been issued notification as having been deemed eligible Oconee County, Georgia ("Owner"), issues this Request for Proposals (RFP), for those firms to offer proposals for construction management at-risk services for the specific project.

1. CONTRACT INFORMATION

Upon award, the successful CM/GC firm will be provided with a schedule for receiving partially complete design documents. The CM/GC firm will assume responsibility for cost of the project construction by issuing a guaranteed maximum price (GMP) based on the design documents, with the support and assistance of the Design Professional. The CM/GC will commit to a Guaranteed Maximum Price (GMP) for all building construction, including FFE, and site development. The GMP will be a contractual obligation. The CM/GC will also develop an overall project schedule, which will also be a contractual obligation. The CM/GC will function as a CM-At-Risk (CM/GC).

During Pre-Construction, the CM/GC will be responsible for pricing, value engineering, and maintainability and constructability issues. Construction will commence with the release of distinct work packages based on the design documents. The CM/GC shall competitively select all construction subcontracts and other work appropriate for competitive selection using cost and other factors. *The CM / GC shall be willing to solicited bids from recommendations made by the owner, but will be responsible for evaluating the competency of such bids from a qualifications, timeline and cost standpoint.*

*Additionally the CM / GC recognized that this is a not for profit organization and as such there lies the potential for the organization to receive materials donated or at a reduced cost. The CM/GC recognizes that from time to time this will cause the GMP contract to have to be adjusted accordingly. The successful CM/GC shall not be eligible to bid or enter into contract or subcontract for any of the construction or other services of any nature on the project without the specific approval of Oconee County, Georgia. The contract format will be an *Actual Cost plus a Fixed Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement*. The Project will be *Open-Book*. All savings, including unused contingency, will be returned to the Owner. The contract will include a liquidated damages provision and for projects of this scope will typically be \$1,000 per day although the actual amount may vary.*

The selected firm will be requested to enter into a Construction Management Agreement with Oconee County, Georgia.

2. BUILDING PROGRAM

See RFQ Step 1, Section 2

3. SCHEDULE OF EVENTS (STEP II)

See RFQ Section 3 Step 1

4. SELECTION PROCESS

Step II- CM/GC 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 and Step II from evaluation of the RFP) to participated in the interview process. Finalist interviews will also be conducted by the Owner and selected committee. The successful CM/GC will be determined from the evaluation of qualifications and proposals received and interviews.

Final Evaluation

Upon completion of the evaluation of Project Proposals and interviews by the Selection Committee, proposers will be ranked in descending order of recommendation. In the event a satisfactory fixed fee cannot be reached with the highest-scoring firm, the Owner will formally terminate the negotiations in writing and begin negotiations with the second highest-scoring firm, and so on until a mutually agreed upon fixed fee is established. Once the successful CM/GC and the agreed upon fixed fee have been determined, a CM/GC services contract will be awarded by Oconee County, Georgia. The actual Form of Contract will be developed by the Owner.

5. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION AND EXTENSIONS

See RFQ Section 3, Step I.

6. INSTRUCTIONS FOR PREPARING PROJECT PROPOSALS

READ CAREFULLY

Interested firms shall submit one (1) electronic copy in .pdf format of the complete proposal package to

ocbids@oconee.ga.us by to **2:00 PM EST, April 23, 2020**. Submittals must be prepared in a manner that when printed would typically fit on standard (8 W' x 11 ") paper. Responses are limited to using a minimum of an 11-point font. Submittals that include qualifications of more than one firm should not exceed the page limit. (Proposals should not exceed 30 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.

PROJECT PROPOSAL

(DELIVERABLES "D", and "F")

D. Qualifications and Experience of Proposed Project Team

- D 1** - Describe your firm's proposed organization for the construction management team including superintendent, project manager, project director, cost estimator, project executive, etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team: (Firms should list all positions/persons that CM expects to serve on the construction management team)
- a. Superintendent(s)
 - b. Project Manager
 - c. Project Director
 - d. Cost Estimator
 - e. Project Executive
 - f. Commissioning Manager (if applicable)
 - g. Other (please describe, if applicable)
- D 2**- 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.
- D 3**- Identify the individual who, *from project start to finish*, will be the leader of your construction team and the principal point of contact between your firm and the Owner, the Architect, and other consultants. 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 of a construction management firm.
- D 4**- Provide an organizational chart showing the lines of responsibility and accountability for your team and proposed sub-consultants. If a joint-venture, identify responsibility relationships, where there may be past experience at such relationships, and levels of experience.
- D 5**- Provide examples of your *recent* experience as CM or GC in constructing facilities similar to this project, including the following information:
- a. Provide photographs of similar projects your firm/team completed in the past five (5) years.
 - b. Provide a written reference from the Architect/Owner/User (with current phone numbers) familiar with your performance on each of the above projects. Provide a Program Manager reference (if applicable).

- c. List the individuals who served as the Project Executive/Director, Project Manager, Superintendent, and Cost Estimator on the projects. Please note whether these individuals are still employed with your firm.
- d. Indicate those projects where an architect, engineering consultant, and contractor served a corporate or public client *as a team*.
- e. Provide the two most recent projects your firm has completed. Include the total quantity of change orders and net total cost increase of change orders to the project. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.
- f. Provide detailed information on your firm's experience with academic facility construction protocols.

E. Management Plan

- E 1-** With regard to your firm's overall role in the project, please provide a statement of your definition of the role, 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 Architect, Oconee County, Georgia, 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 CM communication.
- E 2-** Provide your detailed cost management plan for controlling costs on this project within the GMP during construction. Describe your systems and procedures for controlling costs during construction.
- E 3-** Provide your detailed change management plan for managing cost and schedule exposures within the stated limitations.
- E 4-** Provide your procurement and workforce plan including details on your plan to assure local contractor opportunity. Describe how your firm intends to arrange the construction into bid packages in order to reach The Oconee County Board of Commissioners schedule and budget objectives.
- E 5-** Provide your detailed schedule management plan for this project during construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- E 6-** Provide your detailed subcontractor management plan including, contract document compliance procedures, project accounting procedures, and issue resolution.
- E 7-** Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.
- E 8-** Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring quality workmanship.
- E 9-** Provide your safety and site logistics plan for this project. Describe your plan for working around existing operations and for site access.
- E 10-** Provide your detailed plan for applying any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

F. Schedule of Values

- F 1 –** In addition to the fee proposal form in exhibit B contractors should complete and submit the Schedule of Values for (Exhibit C). This form will be used for comparison and preliminary budgeting

purposes and should not be considered as the final Gross Maximum Price. Contractor should use the included plans and specifications and be confident that the final contract price can stay within close proximity of this schedule of values. A final GMP price will be arrived at after the plans are 90% complete and value engineering has occurred throughout the design process.

7. INSTRUCTIONS FOR PREPARING FEE PROPOSALS

Fee proposal shall be sealed in an opaque envelope and hand delivered to C/O Jessica Ellis at the following address.

Oconee County Finance Department
23 North Main Street
Suite 203
Watkinsville, Georgia 30677

Fee proposals will be accepted prior to **2:00 PM EST, April 23, 2020** and shall not be opened until after that time.

(See also Section 10- *Submittal of Project Proposals and Fee Proposals*). The *Fee Proposal Form, Exhibit "E"*, attached to this RFP, shall be submitted by finalists. Detailed itemization of the fee proposal must be attached to the Fee Proposal Form.

8. PRESENTATION /INTERVIEW INFORMATION

Interview Format

Should the Owner elect to conduct interviews, the firms selected to make a presentation to, and be interviewed by, the Selection Committee will be notified within the time outlined in Section 3, "Schedule of Events." Each firm will be notified in writing and informed of a place and time for the interview session. The time allotted to each firm for the interview will not exceed 65 minutes to include: 10 minutes for setup, 30 minutes for proposer presentation, 20 minutes for Committee questions, and 5 minutes for knockdown. Electronic presentations, such as PowerPoint presentations, are allowed but should not comprise the entire 30 minute presentation. Although a screen will be available in the interview room, presenter must be prepared with own projector and laptop for quick setup within the allotted 10 minutes in case of any unforeseen technical difficulties. Other portions of the presentation may involve flip charts or boards along with 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 designated contact.

Interview Requirements

The intent of the formal interview process is to provide the Selection Committee with in-depth information from the firm in order to make a final selection of the best-suited firm for the contract award. Firms should focus their presentations on: the detailed plan for managing the construction, cost,

schedule, and quality on the project and any unique characteristics or services the firm offers; and the firm's concepts or plans for the division of the project into separate packages for award. Firms are discouraged from reviewing general company history and past experience previously submitted in Statements of Qualifications and/or Project Proposals unless this information is particularly relevant to the presentation. All key personnel should be present at the interview including, at a minimum, the project superintendent, project manager, and project executive. No more than 4 representatives should be present.

9. SUBMITTAL OF PROJECT PROPOSALS AND FEE PROPOSALS

Project Proposals

Submit one (1) electronic copy of the complete package in .pdf format to ocbids@oconee.ga.us. The entire submittal should be submitted as ONE (1) file. Please do not submit individual documents or sections separately. Proposals should not exceed 40 pages Proposals must be electronically received by the Owner prior to the deadline indicated in the Schedule of Events (*Section 3 of RFP*). Printed copies will not be accepted.

Fee Proposals / Schedule of Values

Fee proposal and Schedule of Values shall be sealed in an opaque envelope and hand delivered to C/O Jessica Ellis at the following address.

Oconee County Finance Department
23 North Main Street
Suite 203
Watkinsville, Georgia 30677

Fee proposals will be accepted prior to **2:00 PM EST, April 23, 2020** and shall not be opened until after that time.

No Proposals will be accepted after the time set for receipt. Proposals submitted via facsimile or e-mail will be rejected. Oconee County, Georgia reserves the right to reject any and all submittals, and to cancel the solicitation in its entirety and possibly re-advertise and issue a revised solicitation for any reason. With the submittal of a Proposal, the Proposer agrees that the proposals shall remain valid for a period of ninety (90) days.

10. ADDITIONAL TERMS AND CONDITIONS TO THE RFQ/RFP

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 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 response.

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 and in the course of doing so may use ideas expressed in any proposal.

Joint-Venture Proposals

Oconee County, Georgia does not generally desire to enter into "joint-venture" agreements with multiple Construction Management firms. In the event two or more firms desire to "joint-venture," it is strongly recommended that one incorporated firm propose and maintain status as the Construction Management Firm with the remaining firms participating as major consultants.

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issue(s) in any section of the Request for Proposal 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. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

12. EXHIBIT B

Mandatory Bid Clauses

1. Open Records

- a) All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and all other laws of the State of Georgia, the United States of America and the open records policies of the Oconee County Board of Commissioners. All such materials shall remain the property of Oconee County and will not be returned to the respondent.
- b) If the Contractor has notified the Purchasing Office that the Contractor's submittal contains trade secrets and commercial or financial information, which is privileged and confidential, those portions of the submittal shall be protected and shall not be released outside of the Government. The title page and each page containing proprietary information must be marked.

2. Agreement Renewal (Recurring Contracts)

This agreement may be renewed up to four (4) successive, one-year periods contingent upon the appropriation of funds by the Oconee County Board of Commissioners in the annual budget for such fiscal year. The execution of all documents is subject to the Owner's approval. Written notice shall be given approximately sixty (60) days prior to the expiration date of each agreement period.

3. Local Business Initiative*

Any purchase or contract of under \$100,000 bid or otherwise placed by Oconee County, herein "County", may be awarded to a Local Business, as defined according to Oconee County Policy, in case of equivalent bids. In cases in which a bid by a Local Business is within 7% of the lowest overall bid supplied by a non-local business, the County is authorized to negotiate with Local Business with the lowest bid among the Local Business to allow such Local business to match the lowest bid supplied by a non-local business. In the event a Local Business matches the lowest bid, including all other terms, quality and conditions of the bid, then the Local Business may be awarded the contract. In the event the bids of more than one Local Business are within 7% of the lowest overall bid of a non-local business, the Local Business with the lowest bid price will be given the first opportunity to match the lowest overall bid. If this Local Business declines to do so, then the Local Business with the next lowest bid within 7% will be given the opportunity to match the lowest bid and this process will continue until a contract is reached with a Local business or there is no other Local Business within 7% of the lowest overall bid.

4. Non-Collusion Affidavit*

By submitting a response to this solicitation, the applicant represents and warrants that such proposal/bid is genuine and not a sham or collusive or made in the interest or in behalf of any

person not therein named and that the applicant has not directly or indirectly induced or solicited any other contractors to put in a sham proposal/bid, or any other person, firm or corporation to refrain from submitting and that the contractor has not in any manner sought by collusion to secure to that contractor any advantage over any other contractor.

By submitting a proposal/bid, the contractor represents and warrants that no official or employee of Oconee County, GA Government has, in any manner, an interest, directly or indirectly in the solicitation or in the contract that may be made under it, or in any expected profits to arise there from.

5. W-9*

6. Anti-Discrimination

Oconee County, in accordance with Title VI of the Civil Rights Act of 1964, 42

U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this Invitation for Bid and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

By submitting their bids, all bidders certify to Oconee County that they will conform to the provisions of the Federal Civil Rights Act of 1964. In every contract of over \$10,000 the provisions in 1 and 2 below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- c) Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

7. Georgia Security and Immigration Compliance Act*

Vendors submitting a Bid package in response to this ITB must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

- a) A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-.02 in the execution of the contract.
- b) By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
 - (1) The affiant has registered with and is authorized to use the federal work authorization program;
 - (2) The user identification number and date of authorization for the affiant;
 - (3) The affiant is using and will continue to use the federal work authorization program throughout the contract period;
 - (4) Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and
 - (5) Upon contracting with a new subcontractor, a contractor or subcontractor shall notify Oconee County and shall deliver a completed Subcontractor Affidavit to Oconee County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.
- c) Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

8. General Contractor License (If applicable)

Licensed General Contractors shall furnish to the County, personally or through his or her authorized agent specifically designated to act on his or her behalf in a sworn written document, his or her general contractor license number and the identity of any business organization for which such Applicant is serving as qualifying agent that is undertaking or contracting as a general contractor to construct or manage the construction.

Respondents and any subcontractors chosen by the Respondent shall be qualified and licensed Contractors, with the exception of "specialty contractors" under Chapter 14 of Title 43 (<http://sos.ga.gov/admin/files/SpecialtyLTD.pdf>)

9. Occupational Tax License

Applicant shall provide evidence of a valid Oconee County occupation tax license if the applicant maintains an office within the unincorporated area of Oconee County. Incorporated, out of County, and out of State applicants are required to provide evidence of a license to do business in any town, ordinance, or resolution.

10. Certificate of Insurance*

Applicant shall include a copy of their current Certificate of Insurance that illustrates the level of coverage the applicant carries. The Certificate can be a current file copy and does not need to include any “additional insured” language for the County.

11. Drug-Free Workplace Certificate *

12. County Public Benefit Application Affidavit (SAVE)*

Contractors submitting a proposal/bid in response to this solicitation must provide affidavits of citizenship/alien status for “public benefits” as set forth in O.C.G.A. §50-36-1. Also, O.C.G.A. §50-36-1(e), which became effective January 1, 2012, requires applicants for “public benefits” to provide at least one “secure and verifiable document” of identification, such as a photocopy of a valid driver’s license. The form is provided for completion.



RFQ #20-04-016
Animal Services Building Renovation
NON-COLLUSION AFFIDAVIT

PROJECT NAME: Animal Services Building Renovation

RFQ# 20-04-016

STATE OF GEORGIA

OCONEE COUNTY BOARD OF COMMISSIONERS

_____ being first duly sworn, deposes and says that he is

_____ (sole owner, partner, president, secretary, etc.)

the party making the forgoing Proposal or Bid; that such RFP is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with any Respondent or person, to put in a sham Response, or that such other person shall refrain from Responding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Response Price of affiant or any other Respondent, or to fix any overhead, profit or cost element of said Response Price, or of that of any other Respondent, or to secure any advantage against Oconee County, or any other person interested in the proposed Agreement; and all statements in said Proposal or Bid are true; and further, that such Respondent has not, directly or indirectly submitted this Response, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

_____ (Affiant)

Subscribed and Sworn to before me this _____ Day of _____, 20__

_____ (Notary Public in and for)

_____ (County)

My Commission expires _____, 20__

(SEAL)

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.



RFQ# 20-04-016

**Animal Services Building Renovation
Drug Free Workplace Certificate**

By signature on this certificate, the contractor certifies that the provisions of O.C.G.A. Section 50-24-1 through 50-24-6 related to the "Drug-Free Workplace Act" has been complied with in full. The contractor further certifies that:

1. A drug-free workplace will be provided for the contractor's employees during the performance of the contract; and
2. Each contractor who hires a subcontractor to work in a drug-free workplace shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with (contractors name), (subcontractor's name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to O.C.G.A. Section 50-24- 3(b) (7)."

By signature on this certificate, the contractor further certifies that it will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this contract.

Contractor: _____

By: _____

Name (Printed): _____

Title: _____

Date: _____

THIS FORM MUST BE RETURNED WITH YOUR BID.

SAVE AFFIDAVIT

STATE OF GEORGIA OCONEE COUNTY

(REQUIRED FOR LOCAL GOVERNMENT THAT MUST BE EXECUTED BY ANYONE ENTERING INTO A CONTRACT WITH A LOCAL GOVERNMENT)

By executing this affidavit under oath, as an applicant for the Oconee County Board of Commissioners, Oconee County, Georgia contract as referenced in O.C.G.A. § 50-36-1 and the August 1, 2010, "Report of the Attorney General on Public Benefits," I am stating the following with respect to my ability to enter into a contract with the Oconee County Board of Commissioners:

[Name of natural person applying on behalf of individual, business, corporation, partnership or other private entity]

As a representative of: _____
(Name of the business, corporation, partnership, or other private entity)

- 1) _____ I am a United States citizen
- OR**
- 2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20.

This ___ day of _____, 20__.
Signature of Applicant: _____
Printed Name: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF, 20__.

Notary Public _____

My Commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien," legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

Alien Registration number for non-citizens: * _____

13. EXHIBIT C

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 Oconee County, Georgia may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that Oconee County, Georgia. may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

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, the State of Georgia. 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. §16-1 0-20, 18 U.S. C. §§1001 or 1341.

Signature _____

Sworn and subscribed before me

This __ day of __, 20__.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

14. EXHIBIT D

(Submit in a Sealed Envelope accompanied by Detailed Itemization)

A. CM/GC GROSS PROFIT FEE

Basis of Fee. The CM/GC's fee is the amount agreed to by both parties, which is the full amount of compensation due to the CM/GC as gross profit, and for any and all expenses of the Project not included and identified as a Cost of the Work, provided that the CM/GC performs all the requirements of the Contract

MAXIMUM AMOUNT FOR GROSS PROFIT FEE \$ _____

B. PRE-CONSTRUCTION FEE:

Pre-Construction Fee. For the Pre-Construction Phase Services provided by CM/GC as set forth in the General Requirements, Owner shall pay to CM/GC a Pre-Construction Fee. Pre-Construction Fee shall be expressed as a flat not to exceed fee and shall be paid in three installments, 25%, 25%, and 50% respectively with the final installment paid upon issuance of all local, state and federal permits.

MAXIMUM AMOUNT FOR PRE-CONSTRUCTION LABOR, OVERHEAD COSTS AND EXPENSES \$ _____

C. OVERHEAD AND GENERAL CONDITIONS FEE:

The CM/GC's Overhead Costs. The maximum amount for the CM/GC's overhead and general conditions cost is inclusive of all direct and incidental expenses including but not limited to travel, sustenance, reproduction, salaries, wages, design and field office expenses, and those costs listed in the General Requirements. If authorized by the Owner to proceed with Construction Phase Services, the CM/GC will execute the work and be reimbursed for the actual costs as defined in the Contract

Construction Fee shall be expressed as a fixed fee amount and shall not change with adjustments to the GMP max contract

MAXIMUM AMOUNT FOR OVERHEAD COSTS, GENERAL CONDITIONS AND EXPENSES \$ _____

Important- Proposers must attach the Fee proposal form and the schedule of values, and any exceptions to the items requested above to the CM/GC Fee Proposal Form in same sealed, opaque envelope. Proposers shall use itemization format (of their choosing), which fully delineates specific costs, expenses and fees for Preconstruction and Construction phases, and is descriptive of all cost detail including but not limited to cost of work, in-construction services, overhead, work by others, and insurance and taxes.

Proposer Project Number

By:

Name Date

Title

15. EXHIBIT E

SCHEDULE OF VALUES -example

ITEM NO.	DESCRIPTION OF WORK	SCHEDULE VALUE
	GROSS PROFIT FEE	
	PRE-CONSTRUCTION FEE	
	GENERAL CONDITIONS / OVERHEAD	
	SITework	
	GRADING	
	HAULING CUT/FILL MATERIAL	
	TURF	
	IRRIGATION	
	DRAINAGE	
	CURB AND GUTTER	
	PAVING	
	LANDSCAPE	
	CONCRETE	
	MASONRY	
	FRAMING/CARPENTRY	
	THERMAL AND MOSITURE PROTECTION	
	DOORS AND WINDOWS	
	FINISHES	
	MISCELLANEOUS ACCESSORIES	
	EQUIPMENT	
	FURNISHINGS	
	MECHANICAL	
	ELECTRICAL / VOICE / DATA	
	CONTIGENCY	
	GRAND TOTAL	

16. EXHIBIT F



RFQ# 20-04-016
Animal Services Building Renovation
Addenda Acknowledgement

The Bidder has examined and carefully studied the Invitation for Bid and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No./Date _____

Addendum No./Date _____

Addendum No./Date _____

Addendum No./Date _____

Authorized Representative (Signature) Date

Authorized Representative/Title
(Print or Type)

Bidders must acknowledge any issued addenda. Bids which fail to acknowledge the Contractor's receipt of any addendum may result in the rejection of the bid if the addendum contains information that substantively changes the Owner's requirements.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR BID