

**REQUEST FOR QUALIFICATIONS**

**No. 22-37**

**ROCKDALE COUNTY, GEORGIA**

**October 12, 2022**

**PROGRAM MANAGEMENT SERVICES  
FOR THE ROCKDALE COUNTY  
JUDICIAL AND ADMINISTRATIVE  
COMPLEX**



**ROCKDALE COUNTY FINANCE DEPARTMENT  
PROCUREMENT OFFICE  
958 Milstead Avenue  
CONYERS, GA 30012  
770-278-7552**

**TABLE OF CONTENTS**

**Purpose of the Request for Qualifications.....3**  
**General Description of Project.....8**  
**Addenda Acknowledgement Form .....15**

**REQUEST FOR QUALIFICATIONS NO. 22-37**

**Rockdale County Program Management Services for the Judicial & Administrative Complex**

**PURPOSE OF REQUEST FOR QUALIFICATIONS**

The Rockdale County Board of Commissioners is soliciting qualifications from qualified firms to provide **Program Management Services for the Rockdale County Judicial & Administrative Complex**. The selected firm will provide all materials, equipment, and labor to complete this project.

All interested qualified firms are invited to submit a formal qualification of their ability to accomplish the Scope of Work described herein, in conformance with the prescribed format. The qualification is to be signed by a principal of the firm or by a principal of the lead firm if the submittal is for a multiple firm project team.

While every effort has been made to ensure the accuracy and completeness of information in the RFQ we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the qualifying firm to include in their qualification all pertinent information in accordance with the objectives of the County.

**GENERAL INFORMATION**

Qualifications MUST be submitted in the format prescribed herein. Failure to comply with directions in this RFQ, or omission of requested information could result in disqualification of your firm's Qualification. Qualifications are to be submitted in a sealed envelope, clearly marked:

**“Qualification – RFQ 22-37 Rockdale County Program Management Services”**

Qualifications are to be submitted to:

**Rockdale County Finance Department  
Procurement Division, Attn: Meagan Porch  
958 Milstead Avenue  
Conyers, GA 30012**

One (1) original hard copy, one (1) hard copy, and one (1) flash drive of completed documents must be received at the Rockdale County Finance Department, Procurement Division no later than **2:00 P.M., local time on Thursday, November 17, 2022**. **Absolutely no qualifications will be accepted after this date and time.** Faxed or E-mailed Qualifications are not acceptable. Qualifications received after the deadline will be returned to sender unopened.

All questions are to be emailed directly to Meagan Porch, Rockdale County Finance Department, Procurement Division, at [Meagan.Porch@RockdaleCountyGA.Gov](mailto:Meagan.Porch@RockdaleCountyGA.Gov). All questions are to be received no later than **2:00 P.M., local time on Thursday, November 3, 2022**. Responses to substantive questions will be provided as written Addendum and will be posted upon the Rockdale County website, [www.RockdaleCountyGA.Gov](http://www.RockdaleCountyGA.Gov), Bid opportunities, Current Bids.

All Qualifications received will become the property of Rockdale County and shall be used as the County sees fit. All information contained in the Qualifications will remain confidential until after contract is signed. Rockdale County reserves the right to cancel the Request for Qualifications or to reject any and all responses received, to waive any technicalities or other minor informalities if it determines, in its sole discretion, that such cancellation or rejection is in the best interests of Rockdale County.

**COST OF QUALIFICATION**

Rockdale County assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a qualification. The entire cost of preparing and submitting Qualifications and Pricing Information, or any work in connection therewith will be borne by the submitting firm or team of firms.

**RESPONSIBILITY OF PROPOSER**

Proposals must be signed by an authorized official to bind the offeror and it shall contain a statement to the effect that the Proposal is firm for a period of at least ninety (90) days from the closing date for submission.

**PROHIBITION OF GRATUITIES**

Firms shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Rockdale County Board of Commissioners for the purpose of influencing consideration of this qualification.

**CONTACT**

To ensure all prospective respondents, have the same level of knowledge relative to the project, as well as ensuring any additional data is made available to all proposers, no vendors shall contact or discuss any aspect of this Request for Proposal with any Rockdale County employee or elected official, selection committee member, or project team member, during the RFQ process up until award has been made. If contact is made that vendor may be disqualified from the process. All questions in regard to this Request for Proposal are to be submitted to the Rockdale County Procurement Department as detailed in the general information section of this document.

**OWNERSHIP OF MATERIAL**

Ownership of all data, material, and documentation originated and prepared for the County pursuant to this contract shall belong exclusively to the County.

**SELECTION AND NOTIFICATION**

The selected firm will be given written notification of being selected by the County. The County will negotiate and execute a contract with the selected firm prior to the beginning of the actual services. Should contract negotiations fail, the County will negotiate with one of the highly ranked firms. In general, the contract will comply with applicable laws and standard provisions and shall contain the following terms: Detailed scope of services, schedule for providing services, and cost of services. The County may award to more than one company for program services.

**INDEMNIFICATION**

The Firm shall indemnify, protect, defend and hold harmless Rockdale County, their agents, and employees, from and against any and all claims, demands, judgments, or causes of action, including costs and attorney's fees by any party or parties whatever for loss, damage, injury, fines or penalties of any kind of character either to persons or property directly or indirectly arising out of the operations performed under the Contract except such lost, damage, or injury as is caused by the sole negligence of the County.

**TERMINATION**

Termination for Cause – Rockdale County may terminate the Contract at any time the Contractor defaults in the performance of any term of the Contract or fails to make substantial progress under the terms specified in the Contract. Such termination shall be without prejudice to any of the County's rights or

remedies provided by law.

- a) Rockdale County shall provide the Contractor with sixty (60) days' notice of conditions endangering performance. If, after such notice, the Contractor fails to remedy the condition contained in the notice, Rockdale County shall issue an order to stop work immediately.
- b) Rockdale County shall be obligated to reimburse the Contractor only for those services rendered prior to the date of notice of termination, less any liquidated damages that may be assessed for non-performance.

Termination for Convenience – Rockdale County may terminate this Contract at any time by written ninety (90) day notice to the Contractor. The Contractor will be paid for those services actually performed.

Mutual Agreement – Rockdale County and the Contractor may, upon receipt and acceptance of not less than ninety (90) days' written notice, terminate the Contract on an agreed date prior to the end of the contract period without penalty to either part.

Lack of Funds – Notwithstanding any other provisions of the contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming, Rockdale County shall have the right to terminate the contract without penalty by giving not less than ninety (90) days' written notice documenting lack of funding.

### **MISCELLANEOUS**

The proposer agrees that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further agrees that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the Contract. All respondents must provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest.

Qualifications submitted are not publicly available until after award by the Rockdale County Board of Commissioners. All Qualifications and supporting material, as well as correspondence relating to this RFQ becomes the property of Rockdale County when received. Any proprietary information contained in the qualification should be so indicated. However, a general indication that the entire contents, or a major portion, of the qualification is proprietary will not be honored.

### **ASSIGNMENT OF CONTRACTUAL RIGHTS**

It is agreed that the successful responder will not assign, transfer, convey, or otherwise dispose of a contract that results from this Request for Qualification or his right, title, or interest in or to the same, or any part thereof, without written consent by the County.

## INSURANCE REQUIREMENTS

The Contractor shall take out and maintain during the life of this Contract the various types and amounts of insurance as required to protect the Contractor, the Owner, officials and representatives of the Owner, and any subcontractor performing work covered by this Contract from claims for damages for personal injury, including accidental death as well as from claims for property damages which may arise from operations under this Contract, whether such operations be by himself or by any subcontractor or by anyone directly employed by either of them.

Without restricting the obligations and liabilities assumed under the Contract Documents, the Contractor shall at his own cost and expense, purchase and maintain in force until expiration of the Contract, the below listed forms of insurance coverage.

Certificates from the insurance carrier stating the limits of liability and expiration date shall be filed with the Owner before operations are begun. Such certificates shall not merely name the types of policy provided but shall specifically refer to this Contract and shall contain a separate express statement of compliance with each of the requirements as set forth in this Section. However, the original policies for Owner's Protective Liability Insurance (Item C) shall at this time be delivered to the Owner for its possession.

### Certificate Holder Should Read:

Rockdale County, Georgia  
958 Milstead Avenue, Suite 300  
Conyers, GA 30012

All policies as hereinafter required shall be so written that the Owner will be notified of cancellation, expiration or restrictive amendment at least 30 days prior to the effective date of such cancellation, expiration or amendment.

- Item A - Workers Compensation and Employer's Liability Insurance: Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employer's Liability with a minimum limit of \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease-each employee.
- Item B - Comprehensive General Liability Insurance: Shall have minimum limits of \$1,000,000 per Occurrence Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises/Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, XCU Coverage, Blanket Contractual Liability Coverage, Personal Injury Coverage, and Fire Legal Liability.
- Item C - Owner's Protective Liability Insurance: (Separate Policy Required) In the name of the owner, additional insured with a minimum limit of \$1,000,000.
- Item D - Comprehensive Automobile Liability Insurance: Shall have minimum limits of \$1,000,000 Per Occurrence Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include, Owned vehicles, Hired and Non-Owned Vehicles.

NOTE: In B & C Underlying must equal \$1,000,000. Underlying plus Excess must equal \$1,000,000.

- Item E - Umbrella Liability Insurance: Shall have \$1,000,000 limit of liability with the same coverage as Items A, B, C and D above.
- Item F - Professional Liability Coverage - minimum \$1,000,000 limit for claims arising out of professional services and caused by the Contractor's errors, omissions, or negligent acts.

## **SPECIAL INSURANCE REQUIREMENTS**

The Rockdale County Board of Commissioners is to be included as an Additional Insured on all Liability Policies. Current and valid insurance policies meeting the requirements herein identified shall be maintained during the duration of the named project. Renewal certificates shall be sent to the County 30 days prior to any expiration date. There shall also be a 30-day notification to the County in the event of a cancellation or modification of any stipulated insurance coverage. All Insurance Policies must be written on an Occurrence Basis.

It shall be the responsibility of the contractor to ensure that all subcontractors comply with the same specified insurance requirements.

Certificates of insurance, policies, bonds, and any other requirements must be forwarded to the Owner.

Insurance Companies must be licensed to do business in Georgia by the Georgia Secretary of State, authorized by the Georgia Insurance Department, and has an AM Best rating of A-6 or greater.

## **WORKER'S COMPENSATION INSURANCE**

This Contract shall be null and void and of no effect unless the Operator shall, before entering upon the performance thereof, secure Worker's Compensation Insurance for the benefit of and keep insured, during the life of said Contract, all employees engaged thereon and to fully protect the Owner as required by existing law, or as such may be amended. In case the Contractor shall sub-contract any portion of the Work, he shall require that all employees of the sub-contractor are properly covered by such Worker's Compensation Insurance.

## **E-VERIFY**

It is the policy of the County that unauthorized aliens shall not be employed to perform work on contracts involving the physical performance of services. (Client shall not enter into a contract for the physical performance of services within the State of Georgia unless they provide an affidavit stating they comply with E-Verify).

## **OPEN RECORDS**

The contents of the qualifications will not be made public until after an award and contract has been executed.

## **TRADE SECRETS**

Pursuant to Georgia law, any trade secrets that are required by law, regulation, bid, or request for proposal to be submitted to the County are exempt from disclosure under the Open Records Act. However, this exemption applies only in specific circumstances. If records containing trade secrets are submitted to the County, and the submitting company wants to protect the trade secrets contained in those records from disclosure, an affidavit must be attached to the records stating that specific information in the records is a trade secret. Please note, a company cannot merely mark otherwise open records with "confidential" or "proprietary" in order to protect such records from disclosure. The affidavit must be submitted with the records when they are first provided to the County, and the affidavit should affirmatively declare that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Georgia Code. The submitted affidavit should clearly identify the information and/or records that constitute trade secrets and must provide the specific location of such trade secrets in the records submitted (i.e., page(s), section(s), etc.). If the County does not receive an affidavit identifying specific information as trade secrets, the trade secret exemption will not apply. Upon receiving a request for such records under the Open Records Act, the County will respond in accordance with O.C.G.A. 50-18-72(a)(34) and other applicable law.

**PROGRAM MANAGEMENT SERVICES FOR THE  
JUDICIAL & ADMINISTRATIVE COMPLEX IN ROCKDALE COUNTY  
General Description of Project**

## 1. Introduction

### 1.1 Purpose of Procurement

Rockdale County Board of Commissioners is requesting qualifications from firms experienced in and able to provide program management services for the Judicial and Administrative Complex Renovation and Expansion.

This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned project. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ, as well as follow instructions carefully. Rockdale County reserves the right to reject any or all Qualifications, and to waive technicalities and informalities at its discretion.

### 1.2 About Rockdale County

Rockdale County is conveniently located east of Atlanta along the I-20 corridor. Rockdale County ranks 28<sup>th</sup> in population among Georgia counties and contains both urban, suburban, and rural areas in a small, but strategic area of metro Atlanta. Rockdale has doubled in population in the past 30 years and is expected to continue to grow in both residential and commercial aspects in the next 20 years. As part of this expansion, Rockdale is upgrading and modernizing its facilities to achieve parity with current facility standards and requirements.

### 1.3 Schedule of Events

Description	Date	Time
Release of RFQ	As Published on Rockdale County website – 10/12/2022	N/A
Deadline for written questions sent via email to the Issuing Officer	Thursday, November 3, 2022	2:00 P.M. ET
Deadline for Responses to Written Questions	Monday, November 14, 2022	2:00 P.M. ET
Statement of Qualifications Due/Close Date and Time	Thursday, November 17, 2022	2:00 P.M. ET
Evaluation Completed (on or about)	2 to 4 weeks after closing – TBD	N/A

The schedule of events set out herein represents Rockdale County's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFQ will be publicly posted prior to the closing date of this RFQ. After the close of the RFQ, Rockdale County reserves the right to adjust the remainder of the proposed dates on an as needed basis with or without notice.



## **2. General Information**

It is imperative that the county's program(s) be managed, designed, and constructed with the utmost regard to cost, schedule, and quality control by all respondents. There is a clear expectation by the county and its residents that construction costs will be successfully managed within. The integrity, reputation, skills, and performance of the program management firms must be the highest caliber to maintain confidence in the project team(s).

Rockdale County General Services is a department of Rockdale County Government that administers management of all major capital programs for the county. Rockdale County General Services represents the county as the owner in all matters regarding the program. The program management firm will report to and take direction from the county's assigned Capital Projects Manager.

The program manager for Rockdale County will strategically oversee all aspects of the Judicial and Administrative Complex Renovation and Expansion from concept to completion to help the county stay on schedule, on budget, within legal and procurement guidelines, ultimately aligning all projects with the County's programmatic goals. The program manager will also act as a primary contact with the public and will be responsible for providing stakeholders and citizens with regular progress reports via multiple methods such as presentations at public board meetings, hosting public information meetings, social media updates, and outreach through other public outlets. At the very start, the program manager will identify the desires of the Board of Commissioners in conjunction with the Elected Officials to provide an overarching set of objectives. From there, the program manager will tie the group of related projects together to support the initiative using Best Management Practices to create work programs, schedules, budgets, and other tools to provide guidance in the individual projects or programs. This would include pieces such as architecture and engineering, bidding and evaluation, delivery method and contracts, construction, outfitting, commissioning, and training, moving and relocation, real estate arrangement, project planning and monitoring, project coordination and interdependencies, resource management, safety assessment, risk management, documentation, and stakeholder communication and negotiation. The program manager would obtain input from county officials and staff, work with and guide individual project managers, liaise with stakeholders, and provide direction to vendors and contractors.

In a project of this size and complexity, success depends not on one item but on the coordination of multiple individual projects arranged properly and precisely toward the achievement of the organizational goals. The program manager is tasked with analyzing all the projects and programs with a broad, high-level view, leaving day-to-day project activities to the individual project managers. The primary responsibility is to ensure that all of the project managers are efficiently and effectively working toward the program goals and that they are delivering the best return on investment for the citizens of Rockdale County.

Qualified program management firms will have clearly defined authority and will provide the resources and expertise necessary to understand and be responsible for the broad spectrum of program management services related to the project as outlined in this RFP. The owner insists that all candidates approach it with a spirit of teamwork, openness, and partnership.

## **3. Proposed Scope of Work**

Under the guidance of Rockdale County Department of General Services, it will be the responsibility of the selected party to prioritize, plan, organize, staff, direct, coordinate, review, and budget activities associated with the judicial and administrative complex. The expectation is that selected parties will provide the technical skills necessary for the successful implementation of the program.

**3.1. Public Relations**

- a) Act as the primary contact with the public for all aspects of communication regarding the project
- b) Hold stakeholder meetings as needed to provide updates and collect input
- c) Conduct an on-going public information campaign including regular citizens meetings to update, disseminate information, and obtain input from the public
- d) Provide regular updates to Board of Commissioner's through individual meetings and presentations at public meetings to articulate program accomplishments and provide up-to-date information.
- e) Establish and maintain an on-going media campaign to include print, media, and social media platforms throughout project
- f) Assist Capital Projects Manager in responding to all public inquiries throughout all phases of program
- g) Coordinate communication efforts with the County's General Services and Public Relations Departments to ensure cohesive and consistent messaging

**3.2. Program/Project Management**

- h) Establish the goals and objectives of the Board of Commissioners and the Elected Officials to incorporate into the details of the program
- i) Maintain the budget and schedule; this includes establishment of project management protocol on appropriate software.
- j) Provide detailed forecasting and reporting to the Rockdale County Capital Projects Manager on performance, deadlines, and budgetary considerations, including estimations of post-construction maintenance costs for the county's consideration.
- k) Coordination and management of all project phases, completion of design, engineering, environmental considerations, utilities, permitting, bidding, procurement, construction through contract closeout, and financial reporting of improved capital assets.
- l) Assistance with grant administration and compliance through entire lifecycle of grant.
- m) Utilization, coordination, data entry, and verification of scheduling, staffing, project management, and financial systems in order to ensure that that up-to-date information is available.
- n) Responsible for close coordination with the Capital Projects Manager throughout the project
- o) Manage construction inspection services, either directly or through coordination thereof.
- p) Must have ability to render services five (5) days per week with on call services available up to seven (7) days per week, if needed.

**3.3. Pre-Construction Service**

Required to include pre-construction oversight in areas such as engineering, architecture, landscape architecture, land surveying, environmental compliance, technical management, and administrative services. The selected project management firm will provide qualified technical and professional personnel to perform to applicable standards and procedures as assigned:

- a) Expected to determine scheduling and phasing of projects.
- b) Provide coordination and support of permit applications; must have the ability to coordinate, negotiate and resolve all issues with permitting agencies in coordination with architect and engineers.
- c) Provide coordination and review of all architectural and engineering work including structural, civil, historical, environmental, etc. to verify design integrity, cost-effectiveness, and conformity to county's goals and objectives.
- d) Provide utility coordination for all projects. Expected to identify and manage utility conflicts early in the project lifecycle to avoid or minimize cost impact and/or to avoid schedule delays.

### 3.4. Construction Services

Responsible for construction management of the entirety of the project program including change order management, contractor management, administration, construction, engineering, inspection and management of materials, and compliance with codes, standards, and procedures as well as close out services for all projects that meet the standards of any grant awards. Construction services will include the following:

- a) Prepare or validate construction cost estimates based on preliminary plans and prepare final estimates for engineers along with cost comparisons.
- b) Assist County Finance department with bid documents if needed.
- c) Schedule and conduct pre-construction conferences with contractors, utilities, and other appropriate parties.
- d) Receive, and review all submittals, including schedules, shop drawings, engineering and architectural plans, and erosion control plans.
- e) Provide experienced project staff whose duties will include day-to-day decisions on plans, construction acceptability, direction to the contractor's superintendent, and supervision and assignment of inspection and testing personnel.
- f) Maintain detailed and accurate records of contractors' operations and significant events that affect work; will also be required to input all documents and activities into the owner's electronic project management software site that will be made available to for all phases of the program.
- g) Provide complete contract administration, management, and documentation of the projects, including providing and maintaining all emails, letters, submittals, reports, resolution of problems, etc.; these records shall be provided to the Capital Projects Manager during project closeout.

### 3.5. Post Construction Closeout

- a) Provide the Capital Projects Manager with all necessary documentation and records of program activities, including all audit records.
- b) Provide all operation manuals and guarantees associated with the program.
- c) Provide the Capital Projects Manager with all as built and record drawings associated with the program.
- d) Ensure all warranty management related items have been satisfied.
- e) Notify appropriate departments and agencies of project close and provide agencies with all necessary/required documentation and final payments to fully closeout project.
- f) It is expected that the Capital Projects Manager is provided with a completed project closeout package including all the necessary documentation and activities listed above.

## 4. Qualifications Content

- a) Respondents are to provide documentation that demonstrates their ability to meet all qualification requirements.
- b) Sections should be divided by tabs for ease of reference, and pages should be consecutively numbered.
- c) The Request for Qualifications must be organized and submitted in a clear, concise format with information presented in the order listed.
- d) Covers, table of contents, and divided tabs will not be included in the page counts.

### 4.1. Tab #1 – Transmittal Letter

The Transmittal letter shall include:

- a) Include firm name, address, and contact name to include telephone and e-mail.
- b) Acknowledgement of any addenda issued.
- c) State who the contact person is for this submittal, provide telephone and email.
- d) Disclose description of all lawsuits and/or legal claims against your firm in the past five (5) years including mediated or arbitrated settlements or confirm if your firm has had none. If your firm has had any of these issues, provide appendices with detailed

information including:

- 1) The claimant and initial value of the claim
  - 2) Final determination and value of restitution
  - 3) An explanation of circumstances.
  - 4) A person currently employed by claimant that the county may contact.
  - 5) Description of on-going litigation.
- e) Disclose all contracts for which your firm was terminated or did not complete including joint ventures or confirm that your firm did not have any. If your firm has had any of these issues, provide appendices with detailed information including:
- 1) Project Owner
  - 2) All entities signatory to the terminated contract.
  - 3) An explanation of circumstances.
  - 4) A person currently employed by each signatory to the terminated contract, that the county may contact.
- f) The Transmittal Letter is to be limited be to two (2) pages or less.

#### **4.2. Tab #2 – Approach/Execution**

- a) Provide your firms approach to planning and execution of the program it manages, what resources are implemented and the strategies it will employ to be successful.
- b) Approach/Execution is limited to two (2) pages or less.

#### **4.3. Tab #3 – Public Relations**

- a) Describe how your firm will conduct a media and social media campaign giving examples of previous campaigns and details on what outlets, platforms, software, and techniques you have used.
- b) Describe how your firm handles stakeholder involvement and ensures inclusivity of opinions especially given conflicting requests and when handling difficult cost efficiency decisions
- c) Describe how your firm handles inquiries and public input.
- d) Public Relations is limited to two (2) pages or less.

#### **4.4. Tab #4 – Schedule & Budget Management**

- a) Describe how your firm ensures that detailed, logical, and accurate schedules are established at the beginning of each phase of the program.
- b) Describe how your firm manages schedule, and what results the owner can expect to be achieved by the project team for both the preconstruction and construction stages of the program.
- c) Schedule & Budget Management is limited to two (2) pages or less.

#### **4.5. Tab #5 - Quality Assurance**

- a) How does your firm manage quality of the design and construction of its program?
- b) How does your firm ensure quality yet also control cost and schedule impact?
- c) What is your experience working with commissioning agents?
- d) Describe your firm's experience leveraging Building Information Modeling (BIM) clash detection to identify building system conflicts.
- e) Schedule & Budget Management is limited to two (2) pages or less.

#### **4.6. Tab #6 Key Personnel**

- a) Provide an organizational chart for your firm and include all the program managers your firm may assign to our program.
- b) Provide resumes which describe qualifications and technical competence for your firm's team members.
- c) Each resume should include challenges, solutions and lessons learned on past projects.
- d) Describe your unique experience strengths and weaknesses.
- e) Resumes are limited to two (2) pages each.

**4.7. Tab #7 Experience & References**

- a) 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.
- b) Describe your firms target market(s) including a range of total project Program cost that best fit for your firm's resources and organizational structure.
- c) Provide a minimum of five (5) references of projects your firm has completed in the last five (5) years that represent the size and scope of programs that your firm has excelled in the delivery of the program. Each reference shall include the client contact person, client company name, phone number, e-mail, physical addresses, a brief description of the project, year completed, and cost data. Cost data should include original cost/duration, and final cost/duration. Verify that all contacts are up to date and currently employed by the same firm that the project was completed for. References should be limited to one (1) page each or less.

**4.8. Tab #8 Financials**

- a) Proved financial information as follows:
- b) AM Best:
  - 1) Rating
  - 2) Financial Report
  - 3) Credit Report

**4.9. Tab #9 Appendices**

- a) Include all required affidavits, E-Verify, and insurance certificates (carrier, coverages, and deductibles) as appendices.

**4.10. Cost/Pricing**

The purpose of this RFQ is to prequalify program management firms to participate in a program management solicitation. Therefore, NO PRICING is requested.

**5. Selection Process**

Rockdale County will evaluate and determine which qualification packages are best suited for the county's needs. The Selection Committee may require respondents to appear before them, if deemed necessary. All information provided by the respondent must be accurate and complete. The respondent hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The respondent also acknowledges that the county is relying on the truth and accuracy of the responses contained herein. If it is later discovered that any material information given in response to a question was falsified by the respondent, the owner reserves the right to terminate any existing agreements between the county and the respondent.

Each firm's qualifications will be determined based upon the information presented. All questions must be answered in full, without exception. Failure to respond in-full may result in the respondent being deemed "*non-responsive*" and therefore may not be accepted. It is essential that the respondent meets all its contractual commitments and legal obligations.

The Selection Committee will review each qualification package received utilizing a point-based scale as follows.

**5.1. Proposal Review Criteria:**

Breakdown 100 Percent Total

a)	Transmittal letter	(Pass or Fail)
b)	Approach/Execution	15%
c)	Public Relations	15%
d)	Schedule & Budget	15%
e)	Quality Assurance	15%
f)	Key Personnel	20%
g)	Experience & References	20%
h)	Financial	(Pass or Fail)
i)	Appendices	(Pass or Fail)

A proposal shall be declared non-responsive for any of the following reasons, but not limited to the following:

- Stipulated limitations of any responsibilities or services.
- Exclusion of any responsibilities or services.

**5.2. Interview Criteria**

Should the County elect to conduct interviews with respondents, the following Interview format will be used:

- Presentation team shall have a maximum of three (3) people.
- The proposed program manager(s) shall lead the presentation.
- 30-minute discussion of team and experience.
- 30-minutes for questions and answers.
- The County may elect to conduct a virtual interview.

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# ADDENDA ACKNOWLEDGEMENT FORM

## RFQ #22-37

Instructions: Complete BOTH parts of this form.

**PART I: Addenda Acknowledgements (if applicable)**

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a SOQ.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		
"7"		
"8"		
"9"		
"10"		

**PART II: Vendor Information:**

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	