

Request for Qualifications

No. 20-003

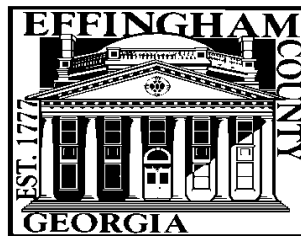
To Provide

Design-Build Construction Services

for

**Effingham County Board of Commissioners
Springfield, Georgia**

JANUARY 2020



**All Submissions returned to:
Effingham County Board of Commissioners
ATTN: Purchasing Office
601 North Laurel Street
Springfield, GA 31329**

RFQ No. 20-003 – Request for Qualifications to Provide Design Build Construction Services

January 21, 2020

**RE: RFQ No. 20-003
Request for Qualifications to Provide Design Build Construction Services**

Dear Sir or Madam:

This is an invitation to submit a statement of qualifications to supply Effingham County, Georgia with the professional services as specified herein. Sealed statement of qualifications submittals will be received at the Office of the Purchasing Agent, **EFFINGHAM COUNTY ADMINISTRATIVE COMPLEX, 601 N. LAUREL STREET, SPRINGFIELD, GEORGIA**, up to **11:00am (Eastern Time), Wednesday, February 26, 2020**. Due to the fact that the submittals will be subject to an evaluation review, the details and particulars of the submittal documents will remain confidential until final award of the contract. Only the names of the companies who submit a Request for Qualification will be read aloud publicly.

Effingham County Board of Commissioners reserves the right to reject any and all submittals or any and all submittals that are non-responsive or not responsible. Additionally, Effingham County Board of Commissioners has the right to waive any technicalities or informalities. Effingham County may issue change orders altering the original scope of work to address changes or unforeseen conditions necessary for the project completion.

Instructions for the preparation and submission of a statement of qualifications are contained in the request for qualifications package. If you do not submit a statement of qualifications, please return the no-bid sheet and state the reason.

A MANDATORY PRE-SUBMITTAL MEETING has been scheduled for **10:00am (Eastern Time), Friday February 7, 2020** and will be conducted in the conference room of the **EFFINGHAM COUNTY ADMINISTRATIVE COMPLEX, 601 N. LAUREL STREET, SPRINGFIELD, GEORGIA, 31329**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise.

Submittals will not be accepted from any firm that is not represented at the Mandatory Pre-Submittal Conference.

Any questions that arise after the pre-submittal conference **must** be made in writing and must be received at the office of the Purchasing Agent no later than **5:00pm (Eastern Time), Wednesday, February 12, 2020**. No response will be given to any questions received after **5:00pm (Eastern Time), Wednesday, February 12, 2020**. Questions may be faxed to 912-754-8413 or emailed to fcharleton@effinghamcounty.org.

The response to all questions will be in the form of an addendum and will be posted on the Effingham County website www.effinghamcounty.org before **5:00pm (Eastern Time), Wednesday, February 19, 2020**.

The only official answer or position of Effingham County will be the one stated in writing.

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**EFFINGHAM COUNTY, GEORGIA
DOCUMENT CHECK LIST**

Company Name: _____

Please indicate you have completed the following documentation; and then submit as **REQUIRED.**

REQUIRED	COMPLETED	ITEM DESCRIPTION
		INSTRUCTIONS TO BIDDERS
		REQUEST FOR QUOTE
		BID / QUOTE SUBMITTAL FORM
		SURETY REQUIREMENTS (Certified check or other security of _% required with BID SUBMITTAL – BID BOND FORM PROVIDED)
		PERFORMANCE BOND- UPON AWARD OF CONTRACT (FORM PROVIDED)
		PAYMENT BOND- UPON AWARD OF CONTRACT (FORM PROVIDED)
		CERTIFICATE OF INSURANCE (SAMPLE ATTACHED)
		W-9
		LEGAL NOTICE
X		CONTRACTOR AFFIDAVIT & AGREEMENT (E-VERIFY)
		SUB-CONTRACTOR AFFIDAVIT & AGREEMENT (E-VERIFY)
X		GEORGIA PROFESSIONAL LICENSE CERTIFICATIONS
		LIST OF SUB-CONTRACTORS
X		ATTACHMENTS
X		RECEIPT OF ADDENDA IF ANY

Authorized Signature

Title

Print Name

Date

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS PART OF YOUR PACKET

**SECTION I
INSTRUCTIONS TO VENDORS**

1.1 PURPOSE:

The purpose of this document is to provide general and specific information for use in submitting a statement of qualifications to Effingham County for services as described herein. All statement of qualifications are governed by the Code of Effingham County, and the laws of the State of Georgia. Any contract and/or agreement and any addendums to it that result from this RFQ shall be governed by the laws of Georgia, with venue in Effingham County.

1.2 HOW TO SUBMIT STATEMENT OF QUALIFICATIONS:

All statement of qualifications shall be:

- A. Submitted in sealed opaque package (envelope or box as necessary), plainly marked with the RFQ number and title, date and time of submission, and company name.
- B. Mailed or delivered in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.

Hand Delivery and Mailing Address:

Effingham County Purchasing Agent,
601 North Laurel Street,
Springfield, Georgia, 31329.

- C. Please check the County’s website www.effinghamcounty.org prior to submission for any addendum to the RFQ.

STATEMENT OF QUALIFICATIONS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.3 ERRORS IN PROPOSALS:

Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting a statement of qualifications. Failure to do so will be at the Vendor’s own risk.

1.4 STANDARDS FOR ACCEPTANCE:

The County expressly reserves the right in its sole judgement, to accept or reject any or all statements of qualifications with or without cause and to waive any technicalities or irregularities in statement of qualifications received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the statement of qualifications of a Vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or a statement of qualifications from a Vendor whom investigation shows is not in a position to perform the work. The County reserves the right to ask for additional information from all parties that have submitted statements of qualifications.

1.5 STATEMENT OF QUALIFICATIONS:

At times throughout this request for statement of qualifications the term “statement of qualifications” may be used interchangeably with the terms “submittal”, “bid”, “proposal” and “quote”.

1.6 VENDOR:

Whenever the term "vendor" is used it shall encompass the "person," "business," "firm," or other party submitting a statement of qualifications to Effingham County. At times throughout this request for statement of qualifications the term “vendor” may be used interchangeably with the terms “contractor”, “proposer” and “bidder”.

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1.7 COUNTY:

Whenever the term "County" or "Owner" is used it is to refer to the Effingham County Board of Commissioners.

1.8 DEBARRED FIRMS AND PENDING LITIGATION:

Any potential Vendor/firm listed on the Federal or State of Georgia Parties Listing (barred from doing business) **will not** be considered for contract award. Vendors **shall disclose** any record of pending criminal violations (indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past ten (10) years.

Statements of qualifications will not be accepted from any company, firm, person, party or parent subsidiary, against which Effingham County has an outstanding claim, or financial dispute relating to prior contract performance. If the County, at any time, discovers such a dispute during any point of evaluation, the statement of qualifications will not be considered further. Any Vendor/firm previously defaulting or terminating a contract with the County will not be considered.

Vendor acknowledges that in performing contract work for the County, Vendor shall not utilize any firms that have been a party to any of the above actions. If Vendor has engaged any firm to work on this contract or project that is later debarred, Vendor shall sever its relationship with the firm with respect to County contract.

** All Vendors are to read and complete the Vendors certification regarding debarment, suspension, ineligibility, and voluntary exclusion enclosed as Disclosure of Responsibility - Attachment A to be returned with response. Failure to do so may result in your statement of qualifications being rejected as non-responsive.

1.9 IMMIGRATION:

On 1 July 2009, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All employers, contractors and subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

** All Vendors are to read and complete the E-Verify affidavit enclosed as Attachment B to be returned with response. Failure to do so may result in your solicitation response being rejected as non-responsive.

**SECTION II
GENERAL CONDITIONS**

2.1 GEORGIA OPEN RECORDS ACT:

The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials, and documentation prepared for and submitted to Effingham County in response to a solicitation, regardless of type, shall belong exclusively to Effingham County and will be considered a record prepared, maintained or received in the course of operations of public office or agency and is subject to public inspection in accordance with the *Georgia Open Records Act. Official Code of Georgia Annotated, Section 50-18-070, et.Seq.* unless otherwise provided by law. The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed up to three (3) years following completion.

2.2 GEORGIA TRADE SECRET ACT OF 1990:

In the event that a Vendor submits secret information to the County, the information must be clearly labeled as a "Trade Secret". The County will maintain the confidentiality of such trade secrets to the extent provided by law.

2.3 COMPLETENESS:

All information required by the request for statement of qualifications must be completed and submitted to constitute a proper statement of qualifications. The County shall have sole discretion in evaluating qualifications and responses of Vendors.

2.4 QUALIFICATION OF BUSINESS (RESPONSIBLE VENDOR):

A responsible Vendor is defined as one who meets all requirements of the RFQ. Effingham County has the right to require any or all Vendors to submit documentation of their ability to perform, provide or carry out the service as requested herein and to disqualify the statement of qualifications of any Vendor as being unresponsive or un-responsible whenever such Vendor cannot.

2.5 INSURANCE PROVISIONS:

The selected Vendor shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, his agents, representatives, employees or subcontractors. **Contract work will not proceed unless Effingham County has in their possession, a current Certificate of Insurance. Effingham County invokes the defense of sovereign immunity. The County is not to be included as an additional insured on insurance contracts.**

General Information that shall appear on a Certificate of Insurance:

- a. Name of Producer (contractor's insurance Broker/Agent).
- b. Companies affording coverage (there may be several).
- c. Name and address of the Insured (this should be the Company or Parent of the firm Effingham County is contracting with).
- d. A Summary of all current insurance for the insured (includes effective dates of coverage).
- e. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- f. Certificate Holder (**This is to always include Effingham County**).

2.6 LIMITS OF INSURANCE:

Effective coverage shall have the following limits:

- A. Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a contractor or tenant. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- B. Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the contractor while performing within the scope of duties. Minimum limits: \$500,000 for each accident, disease policy limit, and disease each employee and Statutory Worker's Compensation limit.
- C. Business Automobile Liability:** Coverage insures against liability claims arising out of the contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury, property damage, and should be written on an "Any Auto" basis.

2.7 SPECIAL REQUIREMENTS:

- A. Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to or coincident with the date of any contract, and the Certificate of Insurance shall state the retroactive date and the coverage is claims-made.
- B. Extended Reporting Periods:** The contractor shall provide the County with a notice of the

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election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.

- C. Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this invitation.
- D. Cancellation/Non-Renewal Notification:** Each insurance policy supplied in response to this invitation shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt, has been given to the County.
- E. Proof of Insurance:** Effingham County shall be furnished with certificates of insurance and original endorsements affecting coverage required by this invitation. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Vendor must ensure Certificates of Insurance are updated for the entire term of the Contract.
- F. Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- G. Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by Effingham County Board of Commissioners.
- H. Deductible and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Vendor shall procure a bond guaranteeing payment of related suits, losses, claims and related investigation, claim administration and defense expenses.

2.8 ADDITIONAL COVERAGE FOR SPECIFIC PROCUREMENT PROJECTS:

Professional Liability: Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

Minimum Limits: \$1,000,000 per claim/occurrence.

Coverage Requirement: If “claims made,” retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional must state if “tail” coverage has been purchased and the duration of the coverage.

Builder’s Risk: (for Construction or Installation Contracts) Covers against insured perils while in the course of construction.

Minimum Limits: All-risk coverage equal 100% of contract value.

Coverage requirements: Occupancy clause – permits Effingham County Board of Commissioners to use the facility prior to issuance of Notice of Substantial Completion.

2.9 INDEMNIFICATION:

The CONTRACTOR agrees to protect, defend, indemnify, and hold harmless Effingham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the CONTRACTOR or its subcontractors. The CONTRACTOR'S obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. CONTRACTOR further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Effingham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless,

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false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the CONTRACTOR or his subcontractors or anyone directly or indirectly employed by any of them. The CONTRACTOR'S obligation to indemnify Effingham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the CONTRACTOR.

2.10 STATEMENT OF DISCLOSURE:

All Vendors must provide a statement of disclosure (ATTACHMENT A) which will allow the County to evaluate possible conflicts of interest.

Interests of Public Officials.

The vendor warrants for itself and any subcontractor that no elected or appointed official or employee of Effingham County, Georgia, has any interest in their bid or the proceeds of any contract/agreement which may result thereof. In the event that an elected or appointed official or employee acquires any interest in any contract/agreement which may result from this bid, or the proceeds thereof, the vendor agrees to disclose such interest to the BOARD immediately by written notice. For breach or violation of this clause, the BOARD may annul any contract/agreement resulting from this bid without liability, terminate any contract/agreement resulting from this bid for default, or take other remedial measures. "Interest" as used herein means direct or indirect pecuniary or material benefit accruing to a county commissioner, official or employee as a result of a matter which is or which is expected to become the subject of an official action by or with the county, except for such actions which, by their terms and by the substance of their provisions, confer the opportunity and right to realize the accrual of similar benefits to all other persons and/or property similarly situated. The term "interest" shall not include any remote interest. For purposes of this bid, a county commissioner, official or employee shall be deemed to have an interest in the affairs of: (1) his or her family; (2) any business entity in which the county commissioner, official or employee is a member, officer, director, employee, or prospective employee; and (3) any business entity as to which the stock, legal ownership, or beneficial ownership of a county commissioner, official or employee is in excess of five percent of the total stock or total legal and beneficial ownership, or which is controlled or owned directly or indirectly by the county commissioner, official or employee. *Remote interest* as used herein means the interest of (1) a volunteer director, officer, or employee of a nonprofit corporation; (2) a holder of less than 5 percent of the legal or beneficial ownership of the total shares of a business; (3) any person in a representative capacity, such as a receiver, trustee, or administrator. *Family* as used herein means the spouse, parents, children, and siblings, related by blood, marriage, or adoption, of a county official or employee.

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The undersigned Vendor certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation.

This is to certify that I, the undersigned Vendor, have read the instructions to Vendor and agree to be bound by the provisions of the same.

This _____ day of _____ 20 _____.

BY: _____

SIGNATURE

PRINTED NAME AND TITLE

COMPANY

ADDRESS

PHONE NO.

EMAIL

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**SECTION III
STATEMENT OF QUALIFICATIONS**

3.1 DESCRIPTION AND OBJECTIVES

The Effingham County Board of Commissioners (“ECBOC”, owner) is soliciting statements of qualifications from firms interested in providing design build construction services for five (5) metal buildings for various departments across the County. Firms that respond to this Request for Qualifications (“RFQ”), and who are determined by the Effingham County Board of Commissioners or their agents, to be sufficiently qualified, may be: deemed eligible, invited to interview, and invited to offer bids for these services. All respondents to the RFQ are subject to instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully. Effingham County reserves the right to reject any or all submittals, and to waive technicalities at the discretion of the Effingham County Board of Commissioners.

3.2 ACCEPTANCE AND EVALUATION OF SUBMITTALS: A selection committee shall evaluate all submittals received. The award will be based on general criteria, as outlined in this RFQ. Submittals will be evaluated in light of the material and substantiating evidence presented in the submittal, and not on the basis of what is inferred. Submittals that are deemed to be incomplete as to substance and content may be returned without further consideration.

3.3 PRE-SUBMITTAL MEETING

A mandatory pre-submittal meeting has been scheduled for **10:00am (Eastern Time), Friday, February 7, 2020** and will be held at the Effingham County Administration Complex, located at 601 N Laurel Street, Springfield, GA 31329.

3.4 SUBMITTAL DEADLINE:

The response to the request for statement of qualifications must be received by the Effingham County Purchasing Office no later than **11:00am (Eastern Time), Wednesday, February 26, 2020**. Any submittal received after the time and date stipulated will be rejected. The County may, for good and sufficient reason, extend the response deadline, in which case all potential Vendors will receive an addendum setting forth the new date.

3.5 WITHDRAWAL OF SUBMITTAL:

Effingham County Board of Commissioners reserves the right to withdraw the RFQ in whole or in part, at any time and for any reason. Submission of a submittal confers no rights upon the vendor nor obligates the Board of Commissioners in any manner. Effingham County Board of Commissioners reserves the right to award no agreement and to solicit additional offers at a later date.

Vendor submittal may be withdrawn by written REQUEST received by the County before the time fixed for receipt of submittals.

3.6 CONFIDENTIALITY OF DOCUMENTS:

Upon receipt of a submittal by the County the submittal shall become the property of the County without compensation to the Vendor, for disposition or usage by the County at its discretion. Due to the fact that the submittals will be subject to an evaluation review the details and particulars of the submittal documents will remain confidential until final award of the contract. Only the names of the companies who submit a Request for Qualification will be read aloud publicly.

3.7 COST TO PREPARE RESPONSES:

The County assumes no responsibility or obligation to the proposers and will make no payment for any costs associated with the preparation or submission of the submittal.

3.8 MINIMUM CRITERIA USED TO DETERMINE RESPONSIBILITY OF EACH PROPOSER:

The following criteria will be used, as a minimum, to determine the responsibility of each Proposer:

- A. Does the Proposer demonstrate an understanding of the County's needs and possess the ability, capacity, skill, and financial resources to provide the service?
- B. Can the Proposer take upon himself the responsibilities set forth in the RFQ and the resultant contract and produce the required outcomes in a timely manner?
- C. Has the Proposer performed satisfactorily in previous contracts of similar size and scope; or if the Proposer has not performed a contract of similar size and scope, has it, and/or it's team members otherwise demonstrated its capability to perform the contract that the County seeks to establish through this RFQ?
- D. Has the Proposer declared bankruptcy within the past 10 years?

**SECTION IV
SCOPE, CLASSIFICATION AND SPECIAL CONDITIONS**

4.1 SCOPE OF SERVICES:

The Effingham County Board of Commissioners (“ECBOC”, owner) is seeking statements of qualifications from experienced and knowledgeable general contractors who are interested in providing design build services for the construction of five (5) metal buildings for various departments across the County.

During design and preconstruction, the Design-Builder (DB) will be responsible for design, pricing, and value engineering issues, along with issues of the facility’s maintainability and constructability.

4.2 PROJECT DESCRIPTION:

The project consists of construction of five (5) metal buildings of various sizes. Size and location of the buildings will be discussed during the mandatory pre-submittal meeting. A brief description of the buildings requested is as follows:

- 1. Guyton FD #13
 - a. 50’ x 65’ (approximate)
 - b. Metal structure
 - c. Two (2) Fire Engine bays with living quarters
 - d. Associated pavement
- 2. South Effingham FD #8
 - a. Option One (Preferred)
 - i. 55’ x 45’ metal structure (approximate)
 - ii. Two (2) Fire Engine bays
 - iii. Refurbish existing building
 - iv. Associated pavement
 - b. Option 2
 - i. 55’ x 75’ Metal structure (approximate)
 - ii. 2 Fire Engine bays with living quarters
 - iii. Associated pavement
- 3. Possible third Station- Hodgeville FD #15
 - a. 55’ x 75’ metal structure
 - b. Two (2) Fire Engine Bays with living quarters\
 - c. Associated pavement
- 4. EMS requested building
 - a. 50’ x 100’
 - b. Three (3) ambulance bays
 - c. Remaining space to be used for training room and supply storage
 - d. Two (2) bathrooms
- 5. Effingham County Sheriff’s Office- TBA

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6. Effingham County Prison- TBA

4.3 PROPOSAL PROCESS:

The proposal process is separated into two stages; the qualifications submittal completes the first stage. After evaluation of the qualifications submittals, a short list of proposers will be selected to participate in the second stage and each will be sent a Request for Bid (RFB).

4.4 QUALIFICATIONS SUBMITTAL FORMAT AND CONTENT:

Qualification submittals must meet the requirements of this section to be considered. The response to this request must be complete; partial or incomplete responses will not be considered. Proposers are required to follow the outline below in their response. Submittal should be concise, clear and relevant. Lengthy narratives are discouraged. Submittals should not include extraneous or unnecessarily elaborate promotional material. Submittals must be on standard 8.5 X 11” paper. Include a table of contents with corresponding tabs to identify each section. Please include only the information requested in your qualifications submittal.

The qualification document is limited to 25 double-sided pages, exclusive of cover, Professional License Certifications, tabs and appendix (safety program). Information should be focused on relevant experience and qualifications appropriate to this project. Submit 6 bound copies.

4.4.1 *Letter of Interest:*

A letter executed by a Principal of the construction firm committing to the requirements specified in this request. Provide a brief summary of the firm’s experience and capabilities in related endeavors and why you are interested in this project. Provide an explanation of what differentiates your team as the best candidate for the project.

4.4.2 *Description of the firm or company:*

Provide basic company information including name of the firm, number of employees; street, mailing and emailing addresses; phone and fax numbers; along with the primary contact in regard to this submittal. Provide the number of years the firm has been in business, form of ownership and state of residency or incorporation. If the firm has multiple offices, the qualifications submittal should primarily include information about the office that will perform the work. State if the firm has operated under a different name in the past ten (10) years.

4.4.3 *Experience:*

Provide examples of specific project experience relevant to the type of project to be constructed. Describe three to four roughly equivalent projects (similar type of construction and size) that demonstrate the firm’s ability to perform and deliver the project at hand. For each project, the following information should be provided: project name, location, dates during which the project was constructed, physical description, brief description of project services provided by prime, statement of performance versus owner expectations in the areas of cost, quality and schedule, owner reference (provide telephone number and email address of references – it is the proposer’s responsibility to ensure that the listed contact and phone number is correct).

4.4.4 *Previous Experience with Effingham County Board of Commissioners; Effingham County Board of Education or any of the Municipalities located within Effingham County:*

Provide a list of projects if applicable.

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4.4.5 Personnel/Qualifications:

Provide general information about the firm’s personnel resources. Detailed information should be included for key personnel expected to be involved in the project, to include an organizational chart. Key personnel may include the executive in charge, senior project manager, project superintendent, etc. **Contractor must have a GA general contractors license.**

4.4.6 Safety information:

Submit a copy of your firm’s safety program.

4.4.7 Bonding:

The contractor will be required to provide a 100% performance and payment bond for the entire amount of the cost of construction.

4.4.8 Insurance:

Contractor must confirm they are able to meet the insurance requirements listed in the General Conditions, paragraphs 2.6, 2.7, 2.8 and 2.9

4.4.9 References:

Provide the name, address, telephone number, email address and contact information of three references for which you have provided services similar to those described in this request (it is the proposer’s responsibility to ensure that the listed contact and phone number is correct). Provide the project name, and services provided for each reference.

4.5 QUALIFICATION EVALUATION CRITERIA

All submittals will be evaluated from the written responses to the requirements set forth in this request. The evaluations will be based on the following criteria.

1. Experience with design of similar projects	40 Points
2. Personnel/Qualifications	20 Points
3. Safety	10 Points
4. References	20 Points
5. Bonding Ability & Insurance Requirements	10 Points

A selection of finalist firms will be made by a selection committee which could consist of project staff, elected officials and possibly other representatives designated by the owner. The selection committee will receive and review the qualification submittals in response to this request. Qualifications will be evaluated against the above set of weighted criteria to determine those firms most qualified for this project.

The scoring of the qualification submittals will narrow the field of proposers to a short list who will be sent a Request for Bid (RFB).

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4.6 RFQ SCHEDULE:

Statement of Qualification	Date/ Time
Owner issues public advertisement of RFQ	Tuesday, January 21, 2020
Mandatory Pre-Submittal Conference	10:00am (Eastern Time) Friday, February 7, 2020
Deadline for submission of written questions	5:00pm (Eastern Time) Wednesday, February 12, 2020
Addendum issued to answer questions (if any) and posted online at www.effinghamcounty.org	5:00pm (Eastern Time) Wednesday, February 19, 2020
Deadline for submission of statement of qualification submittals	11:00am (Eastern Time) Wednesday, February 26, 2020

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ATTACHMENT A

DISCLOSURE OF RESPONSIBILITY STATEMENT (page 1)

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.
3. List any convictions or civil judgments under states or federal antitrust statutes.
4. List any violations of contract provisions such as knowingly failing (without good cause) failing to perform, or unsatisfactory performance, in accordance with the specifications of a contract.
5. List any prior suspensions or debarments by any governmental agency.
6. List any contracts not completed on time.
7. List any penalties imposed for time delays and/or quality of materials and workmanship.
8. List any documented violations of federal or any state labor laws, regulations, or standards, and any occupational safety and health rules.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

DISCLOSURE OF RESPONSIBILITY STATEMENT (page 2)

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that the above statements,
Company Name

including any supplemental responses attached hereto, are true.

Signature

State of: _____

County of : _____

Subscribed and sworn to before me on this _____ day of _____ 20__

by _____ representing him/herself to be

_____ of the company named.

Notary Public

My Commission expires:

Resident State : _____

ATTACHMENT B

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contactor verifies its compliance with O.C.GA § 13-10-91, stating affirmatively that the individual, firm, or corporation that is contracting with Effingham County has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, and shall agree to use this program for any newly hired employees throughout the duration of the contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Effingham County, contractor will secure from such subcontractor similar verification of compliance with O.C.G.A. § 13-10-91 on the subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. The contractor further agrees to provide notice to the County of the identity of each subcontractor hired under the contract within five (5) business days of entering into a contract for hire. Such notice shall include a copy of the Subcontractor Affidavit for each subsequent subcontractor attesting to the subcontractor’s name, address, user identification number, and date of authorization to use the federal work authorization program. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Effingham County within five (5) days of the time the subcontractor(s) is retained to perform such service.

EEV/ Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

___ DAY OF _____ 20___

Notary Public

My Commission Expires: - _____, 20 ___

* As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV/ Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

ATTACHMENT C

NO-BID STATEMENT

In an effort to make the procurement of construction, goods and services for Effingham County as competitive as possible, we are soliciting information from contractors and or vendors who cannot Bid. Your "responsiveness" and "constructive" comments will be appreciated. Completion of this form will assist us in evaluating factors which relate to the competitiveness of our Proposals. Please check any of the boxes below which may apply.

- Specifications - Restrictive, too "tight", unclear, specialty item, geared toward one (1) brand or manufacturer only. (Explain below)
- Manufacturing - Unique item, production time for model or item has expired, etc.
- Proposal Time - Insufficient time to properly respond to Proposal or bid.
- Delivery Time - Specified delivery time cannot be met.
- Payment - Delay in payment terms. Please be specific.
- Bonding - We are unable to meet bonding requirements.
- Insurance -We are unable to meet insurance requirements.
- Removal - From Vendors list for this particular commodity or service.
- Keep - Our Company on your Vendors list for future reference.
- Project is - Too Large _____ Too Small _____
- Site Location Too Distant.
- Miscellaneous - Do not wish to Bid, do not handle this type of item (s), unable to compete, contract clause (s) not acceptable, etc. Please be specific.

CONSTRUCTION PROJECTS: Please provide reason for obtaining a Proposal package. Check one below.

Interest in this project as a:

Prime Contractor _____

Sub-Contractor _____

Supplier _____

RFQ No: 20-003 - Request for Qualifications to Design Build Five (5) Metal Buildings

Signature: _____

Telephone Number: _____

Firm Name: _____

ATTACHMENT D

**Legal Notice
Request for Qualifications**

**RFQ No. 20-003
Request for Qualifications to Design Build Five (5) Metal Buildings**

Effingham County, Georgia is seeking Requests for Qualifications from General Contractors interested in the **Design Build of Five (5) Metal Buildings**

Sealed proposals are due by **11:00am (Eastern Time), Wednesday, February 26, 2020** and must be mailed or hand delivered to the Effingham County Purchasing Office, 601 N. Laurel Street, Springfield, GA 31329.

A copy of this Request for Qualifications is available at the address listed above or online at www.effinghamcounty.org - Purchasing tab.

EFFINGHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL PROPOSALS AND TO WAIVE ALL FORMALITIES. "EFFINGHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL VENDORS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".