

**REQUEST FOR QUALIFICATIONS
RFQ #23-10**

ROCKDALE COUNTY, GEORGIA

DATE: April 12, 2023

**Design Professional Services
for
Rockdale County Judicial and Administrative
Complex**



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

**Rockdale County
Judicial and Administrative Complex
Conyers, GA
Request for Qualifications (RFQ) – Design Professional Services**

FACT SHEET

Owner	Rockdale County Board of Commissioners
Date of Issue	Monday, April 12, 2023
Last Day to Submit Questions	Monday, May 1, 2023 at 2:00PM EST
Last Day for Responses	Monday, May 8, 2023 at 2:00PM EST
Qualifications Due Date	Thursday, May 11 at 2:00PM EST
Copies of Qualifications Required	(1) original, (1) hard copy and (1) electronic PDF on a USB drive
Qualifications Submission Location	Rockdale County Finance Department Procurement Division, Attn: Tina Malone 958 Milstead Avenue NE Conyers, GA 30012
Owner Notifies Finalist Firms	Wednesday, May 31, 2023
Shortlist Site Visit	Wednesday, June 7, 2023 at 2:00PM EST
Interview Date	Wednesday, June 14, 2023
Site Location	Olde Town Conyers
Anticipated Project Delivery Method	Construction Manager At-Risk
Construction Budget	\$80-\$90M
Desired Project Schedule	Design to commence July 2023. Guaranteed Maximum Price Documents (75% Construction Documents) to be produced by Q2 2024.

**Rockdale County
Judicial and Administrative Complex
Conyers, GA
Request for Qualifications (RFQ) – Design Professional Services**

1. PURPOSE**Purpose of Procurement:**

Rockdale County is requesting Competitive Sealed Qualifications for Design Professional Services on the Rockdale County Judicial and Administrative Complex project. Instructions for preparation and submission of a SOQ are contained in this packet.

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 RFQ, as well as follow instructions carefully. Rockdale County reserves the right to reject any or all Statements of Qualifications, and to waive technicalities and informalities at its discretion.

About Rockdale County:

Rockdale County is conveniently located east of Atlanta along the I-20 corridor. Rockdale County ranks 28th 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.

2. GENERAL PROJECT INFORMATION**Project Description:**

New Courthouse: 85,000sf

New Administration Building: 75,000sf

Renovation of Existing Courts: 60,000sf

Parking Deck: 240 spaces (expandable)

Plaza / Site Improvements

Demolition of Existing Administration Building

Square footages are approximate and will be refined early in the design process.

See hyperlink below for Judicial & Administrative Complex Task Force Master Plan.

<https://www.rockdalecountyga.gov/document/task-force-final-recommendation/>

Sustainable Design:

It is the desire of the Owner to incorporate sustainable design and construction concepts in the project where feasible to do so. Further, the Owner may engage a Commissioning Agent in the project.

Project Delivery Method:

Construction Manager At-Risk

Project Budget:

The preliminary construction budget cost for the Project is estimated to be between \$80M and \$90M.

The final budget may differ due to actual program requirements, funding, and other circumstances.

Project Schedule:

Design to commence July 2023. Guaranteed Maximum Price Documents (75% Construction Documents) to be produced Q2 2024.

3. DESIGN PROFESSIONAL REQUIREMENTS

The Owner is seeking the services of an architectural/engineering firm (the "Design Professional" or "DP") to provide all design services, including the development of plans and specifications. The preference is for the Design Professional to utilize Building Information Modeling in the design, as appropriate for this project. Full services provided by the Design Professional include Programming/Verification, Construction Documentation, Landscape Design, Interior Design, FF&E design and coordination (purchasing not included), Security/Access Control Management System, and Audio-Visual design. The DP will be required to provide renderings of the design throughout the process. The DP will provide the complete schematic, design development, and construction documents and will be expected to attend owner progress meetings at least on a bi-weekly basis throughout design. In addition, the Design Professional will provide construction contract administration services, which include but are not limited to review of Requests for Information, Submittals, attendance at bi-weekly OAC meetings, cover-up inspections, review of payment applications, Punchlist, etc.

The successful Design Professional will be expected to contract with the Owner in a timely manner. The offering firm shall be the primary contracting firm as the individual firm held responsible for fulfilling all contractual obligations. The primary contracting firm shall perform a minimum of 50% of the architectural design services (exclusive of engineering and specialty consultants) in-house. An associated firm (if necessary) may provide up to 50% of the architectural design services, allowing two or more architectural firms to share in the design effort on an equal basis. The Project will be constructed by a Construction Manager At-Risk to be selected and contracted with separately by the Owner. It is expected the Design Professional will work closely with the selected contractor and any other consultants engaged by the owner and in the best interest of the Owner and the project.

The contract for Design Professional services will be based on an Owner-modified AIA B133 Standard Form of Agreement with supplemental conditions, which will be provided by the County to shortlisted firms.

4. SELECTION PROCESS

A Selection Committee consisting of the Owner or other designated representatives will determine the firm believed to be most qualified to provide design services as outlined above. Invitations will be given to firms to submit SOQs as instructed in this RFQ. Interviews will also be conducted by the Owner. The successful DP will be determined from the evaluation of SOQs received and interviews.

Criteria for the Evaluation of Statements of Qualification:

- 10% Factor: Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.
- 15% Factor: Firm's apparent suitability to provide services for project, including past performance and firm's apparent fit to the project type and/or needs of the Owner, performance on past work and any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm.
- 25% Factor: Previous Performance and References of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during design and construction, the firm's control of design schedule, quality and budget. The Owner will use references from stakeholders of the Owner's choosing from previous projects of the finalists, among other information as necessary.
- 30% Factor: Qualifications and Experience of the Proposed Design Team. Experience of the principal, lead designer, and project manager on completed projects of similar size, type, and complexity; assigned team's experience with effective budget and schedule control; availability of the proposed team for this project.

20% Factor: Quality of Proposed Design Plan: The firm’s design and detailed work plans; Firm’s approach for managing responsibility and accountability for project concerns; Firm’s process for effectively resolving issues and maintaining project commitments.

5. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of each respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submitting the document.

Questions and Clarifications:

All questions and requests for clarifications concerning this RFQ must be submitted to the Purchasing Division via email to

Tina Malone
Purchasing & Procurement Manager
Rockdale County
tina.malone@rockdalecountyga.gov

AND

Megan Kocikowski
Program Manager/Owner’s Representative
CPS
mkocikowski@cps-atlanta.com

To maintain a “level playing field”, and to assure that all Consultants receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

Questions must be submitted no later than **2:00 p.m., local time, on Monday May 1, 2023**. It shall be the consultant’s responsibility to seek clarification as early as possible prior to the due date and time. Written responses from the County to the questions it receives will be in an addendum and posted to the County’s website at www.rockdalecountyga.gov, under Bid Opportunities. Questions or requests for clarifications received after this deadline will not receive a response.

Addenda:

Answers to questions submitted that materially change the conditions and specifications of this RFQ will be issued in an addendum and posted to the County’s website at www.rockdalecountyga.gov, Bid Opportunities. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

It is the proposer’s responsibility to check the Rockdale County website at www.rockdalecountyga.gov, Bid Opportunities for any addenda that may be issued, prior to submitting a Statement of Qualifications (SOQ) for this RFQ.

6. STATEMENTS OF QUALIFICATIONS FORMAT/DELIVERABLES

To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. Failure to submit any form with the Statement of Qualifications will result in the firm being eliminated from consideration for this project.

- A. Description and Resources of Firm – no more than 2 pages
Provide a cover letter, inclusive of the following information:
 - A1 Provide basic company information: Company name (as would appear on a contract), address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, include information about the parent company and branch office separately. Identify office from which project will be managed and this office’s proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Describe if the offeror is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure.

- A2 Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers of employees and locations and staffing of offices.
- A3 Has the firm or any of its principals been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Contractors. List any active or pending litigation and explain.
- A4 List the firm's annual revenue for each of the past 5 years.
- A5 Has the firm ever been removed from a design services contract or failed to complete a contract as assigned?
- B. Experience and Qualifications – no more than 10 pages
- B1 Describe your firm's proposed organization for the design team. Please designate all specific individuals and their roles on your team by submitting an organizational chart for the project: At a minimum, the project organization chart shall show the names of key designers, staff, and engineers; descriptions of responsibilities for all proposed staff. Identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your firm and the Owner.
- B2 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.
- B3 Provide three to five examples of your team's recent experience in similar projects, especially related to County judicial and administrative complexes of similar size. Preference is for chosen projects to have been with proposed team members working together. Include the following information:
- Project name, location and dates during which services were performed
 - Project delivery method
 - Brief description of the project, including description of building(s) in scope and square footage(s), site area, etc.
 - Services performed by your firm
 - List the key design team members; please note whether these individuals are still employed with your firm
 - Owner's stated satisfaction in design and service of your firm and current contact information
 - Contractor's current contact information
 - Initial construction budget and final construction cost, as well as a detailed description of the reason(s) for any cost increases that may have occurred (increases in scope during design, bids coming in over budget, or change orders—unforeseen conditions, errors/omissions, Owner-directed scope increases, etc.)
 - Summarize the actual schedule performance relative to the initial project schedule
- B1 Provide three Owner references with current contact information, including phone number and e-mail. Include reference/recommendation letters, if applicable.
- C. Statement of Suitability – no more than 2 pages
- C1 Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Provide evidence of the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project. Provide current and projected workloads, the proximity of office to project location, and any services offered by the firm that may be particularly suitable for this project.
- C2 Provide W/MBE status, and any non-discrimination and affirmative action policies of the firm.
- C3 Provide evidence of experience and proficiency with design of judicial and administrative complexes with regard to the areas of public safety, security, accessibility, acoustical needs, wayfinding, etc.
- A. Design Plan – no more than 4 pages
- D1 Provide a statement of your definition of your firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Owner, and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.
- D2 Provide your approach to design of judicial facilities, including, but not limited to: access and layout, security, future growth, parking, acoustics, lighting, and occupant comfort.
- D3 Provide your proposed timeline covering the scope of design, and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.

- D4 Explain your process for construction administration.
- D5 Provide your detailed plan for applying energy efficient design and principles into the project or any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.

D. Affidavits and Forms:

- E1 Provide sample Certificate of Insurance.
- E2 Provide copies of relevant necessary, valid and current licenses (i.e., Registered Architect, Professional Engineer, etc.) to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.
- E3 Complete and submit the "Addenda Acknowledgement Form".
- E4 Complete and submit the "Affidavit Verifying Status for County Public Benefit Application Form".
- E5 Complete and submit the "Certification of Absence of Conflict of Interest For Development of Specifications or Scope of Work Form".
- E6 Complete and submit the "Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)".

7. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Responses are limited to using a minimum of an 11-point font. Total page count of the submittal must not exceed 18 pages not counting the Affidavits and Forms. All pages count, regardless of content. Submittals that include qualifications of more than one firm shall not exceed the page limit. Emphasis should be on completeness, relevance, and clarity of content; promotional materials are not desired or encouraged.

(1) original, (1) copy, and (1) electronic copy in PDF on a USB drive of the Statement of Qualifications shall be submitted. The electronic PDF copy of the submittals on the USB drive should be submitted as one file. SOQs must be received in a sealed envelope or container marked "Qualification – RFQ #23-10 Design Professional Services – Rockdale County Judicial and Administrative Complex", must contain the vendor's name, and must be delivered prior to the stated deadline above.

All documents are to be submitted to:

Rockdale County Finance Department
Procurement Division, Attn: Tina Malone
958 Milstead Avenue NE
Conyers, GA 30012

Due Date:

Sealed qualifications will be received at the Rockdale County Finance Department, Procurement Division, 958 Milstead Avenue, Conyers, GA 30012 no later than **2:00 P.M., local time, Thursday, May 11, 2023**. Request for Qualifications received after this time will be deemed invalid and returned unopened to the proposer. Faxed or e-mailed SOQs are not acceptable. The Owner reserves the right to reject any incomplete SOQs, contact client references, and/or require further information.

Open Records:

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

8. SHORTLIST SITE VISIT

A mandatory site visit for shortlisted firms will be conducted at the time and date shown in the Fact Sheet. The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.

Shortlist Site Visit Location:

Rockdale County Assembly Hall
901 Main Street
Conyers, GA 30012

9. PRESENTATION / INTERVIEW INFORMATION

The Owner may choose any number of top ranked firms to interview as part of the selection. If the Owner elects to conduct interviews, they will follow the information provided below at the date indicated in the Fact Sheet.

Interview Format:

The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm; information provided should assist the Selection Committee in making an informed decision as to the proposer best suited for the work. The time allotted to each firm for the interview will not exceed 70 minutes to include: 10 minutes for setup, 30 minutes for proposer presentation, 30 minutes for Committee questions, and 5 minutes for knockdown.

Firms should focus their presentations on:

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

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

A HDMI connection and monitor will be available for interviewing firms; firms should be prepared for alternative setup in case of any unforeseen technical difficulties.

Interview Location:

Rockdale County Administration Building
958 Milstead Avenue NE
Conyers, GA 30012

Criteria for the Evaluation of Interviews:

50% Factor: Methodology Presented: The firm's ability to assure success to complete the project within the time and cost budgeted. The firm's presentation of the proposed design plan, and the committee's overall impression of the firm and key team members (lead designer, project manager, project director, project executive, etc.)

50% Factor: Team Communications/Project Solutions: The effectiveness in communication of the team members during the interview process, and the firm's ability to effectively answer project questions and provide solutions during the interview.

Fee Proposal:

Fee proposals shall be submitted at the conclusion of the interview session in a sealed opaque envelope and shall not include any project SOQ information. Firms must use "Design Professional Fee Proposal" form provided by the Owner. The Design Professional Fee Proposal Form will be provided to shortlisted firms. No sealed fee proposal will be opened until one firm has been judged to be the top ranked firm. Subsequently, only the fee proposal from that top ranked firm will be opened. Please understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

Final Evaluation and Selection:

Upon completion of the evaluation and interview process by the Selection Committee, the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the highest-ranked firm to finalize the terms and conditions of the contract. The contract will be submitted for approval by the Rockdale County Board of Commissioners. In the event a satisfactory fee agreement cannot be reached with the highest-ranked firm, the Owner will formally terminate the

negotiations in writing and enter into negotiations in turn with the second highest ranking firm and so on until a mutual agreement is established and the Owner awards a Design Professional services contract.

10. ADDITIONAL TERMS AND CONDITIONS

Restriction of Communication:

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 this document.

Submittal Costs and Confidentiality:

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

Award Conditions:

This request is not an offer to contract or a solicitation of bids. This request and any statement of qualifications or proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all Statements of Qualifications submitted in response. Upon receipt and review of responses, the Owner will determine the party(s) and Statement of Qualifications 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.

Minority and Small Business Enterprise:

It is the policy of Rockdale County that minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE), have a fair and equal opportunity to participate in the County purchasing process. Therefore, the Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development.

Statement of Agreement:

With submission of a proposal, the Proposer agrees that it has carefully examined the Request for Qualifications (RFQ), and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the RFQ 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.

Responsibility of Proposer:

Sealed fee proposals submitted by shortlisted firms 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 one hundred any twenty (120) 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.

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 loss, 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 the 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 Qualifications should be so indicated. However, a general indication that the entire contents or a major portion of the Qualifications 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 Qualifications or his right, title, or interest in or to the same, or any part thereof, without written consent by the County.

Contract Term:

The Contract Term will be (1) year and will auto renew (2) additional one-year terms, unless cancelled in writing 30 days before the end of current term.

Insurance:

Before starting any work, the successful consultant must furnish to Rockdale County certificate(s) of insurance from companies doing business in Georgia. The Consultant shall maintain in full force and effect the following insurance during the term of the Agreement:

Coverages:Limits of Liability:

Workers' Compensation	Statutory
Employers' Liability	\$2,000,000.00
Bodily Injury Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Property Damage Liability	\$1,000,000.00 each occurrence
except Automobile	\$1,000,000.00 aggregate
Personal & Advertising Injury Limit	\$1,000,000.00
Products / Completed Ops.	\$2,000,000.00 aggregate
Automobile Bodily Injury	\$1,000,000.00 each person
Liability	\$1,000,000.00 each occurrence
Automobile Property Damage	\$1,000,000.00 each occurrence
Liability	

Professional Liability/General Liability (covering negligent acts, errors and omissions in the performance of professional services)

Per Claim	\$3,000,000.00
Aggregate	\$4,000,000.00

Excess Umbrella Liability \$5,000,000.00

All insurance shall be provided by an insurer(s) acceptable to the County and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Consultant shall deliver to the County a certificate or policy of insurance evidencing Consultant's compliance with this paragraph. Consultant shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Rockdale, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies using ISO Additional Insured Endorsement forms CG 2010 or its equivalent. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of Rockdale County, Georgia.

The insurance carrier must have a minimum rating of A or higher as determined by the rating firm A.M. Best.

Certificates must contain policy number, policy limits, and policy expiration date of all policies. The Request for Qualifications (RFQ) number (RFQ #23-10) and project name (Rockdale County Judicial and Administrative Complex) must be inserted in the Description of Operations section of the certificate.

Certificates are to be issued to:

Rockdale County, Georgia
958 Milstead Avenue
Conyers, GA 30012

AWARD OF CONTRACT

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a consultant different than the consultant recommended by the Procurement Office and/or Evaluation Committee.

DEBRIEFINGS:

In lieu of Post-Award debriefings, Rockdale County's will provide the "Selection Package" at the time of the Selection Announcement (also referred to as the Announcement of Entering into Negotiations). The "Selection Package" will include the scores of phases for all firms who responded and will typically be provided as a PDF file and e-mailed.

GENERAL INFORMATION

No SOQs received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a SOQ not properly addressed and identified.

WITHDRAWAL OF SOQ:

A proposer may withdraw his SOQ before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

REJECTION OF SOQ:

Rockdale County may reject any and all SOQs and must reject a SOQ of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any SOQ in the proposing procedure. Rockdale County shall be the sole judge as to which SOQ is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

STATEMENT OF EXPERIENCE AND QUALIFICATIONS:

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the SOQ of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

NON-COLLUSION AFFIDAVIT:

By submitting a SOQ, the proposer represents and warrants that such SOQ is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham SOQ, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

INTEREST OF:

By submitting a SOQ, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the SOQ or in the contract which may be made under it, or in any expected profits to arise there from.

DOCUMENTS DEEMED PART OF THE CONTRACT:

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, specifications, SOQ, and addenda, if any, will be deemed part of the contract.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap, or veterans' status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any RFQ invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, RFQ #23-10 must be written clearly on the outside of each SOQ envelope in order to avoid

prior opening in error.

5. All SOQs must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her SOQ received at the designated time and place of SOQ due date. SOQs received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all SOQs submitted shall be valid and may not be withdrawn for a period of 120 days from the due date.
7. Each SOQ form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the SOQ. When submitting a fee proposal to Rockdale County the Proposal Form must be submitted in a separate sealed envelope labeled "Proposal Form".
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. No sales tax will be charged on any orders except for contracts that include construction materials being purchased through a third party.
 - i. Federal I.D. #58-6000882
 - ii. Sales Tax Exempt #308750008
10. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
11. If applicable, warranty information shall be provided.
12. Proposers shall state delivery time after receiving order.
13. Proposers shall identify any subcontractors and include an explanation of the service or product that they may provide.

ADDENDA ACKNOWLEDGEMENT FORM

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 Statement of Qualifications.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART II: Vendor Information:

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

Affidavit Verifying Status for County Public Benefit Application

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

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 Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____
Date

Printed Name:

* _____
Alien Registration number for non-citizens

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
_____ DAY OF _____, 202__.

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 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.

Certification of Absence of Conflict of Interest For Development of Specifications or Scope of Work

*Required for each contract or arrangement to prepare or develop specifications or requirements
(O.C.G.A. § 36-80-28)*

The undersigned Consultant, who is entering into a contract or arrangement with Rockdale County to prepare or develop specifications or requirements for an invitation for bids, request for proposals, purchase order, or any other type of solicitation for said Rockdale County certifies that:

1. Consultant shall avoid any appearance of impropriety and shall follow all policies and procedures of Rockdale County, as may be related to the project.

2. Consultant discloses below any material transaction or relationship currently known to Consultant that reasonably could be expected to give rise to a conflict of interest, including, but not limited to, that of the Consultant, or the Consultant's employees, agents or subsidiaries (Include past, present, or known prospective engagements, involvement in litigation or other dispute, client relationships, or other business or financial interest):

3. Consultant shall immediately disclose any material transaction or relationship subsequently discovered during the pendency of the contract or arrangement.

4. Consultant acknowledges that any violation or threatened violation of the agreement may cause irreparable injury to the Rockdale County, entitling Rockdale County to seek injunctive relief in addition to all other legal remedies.

Signature of Contractor's Authorized Official

Printed Name & Title of Authorized Official

Date

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **Rockdale County Board of Commissioners (public employer)** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Judicial and Administrative Complex

Name of Project

Rockdale County Board of Commissioners

Name of Public Employer

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

Executed on _____, _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

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

NOTARY PUBLIC

My Commission Expires:
