



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR BIDS

RFB 2018-020 Senior Center Storage Building – Design & Build

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed Bids or Proposals in support for a Federally funded project from the U.S. Department of Housing and Urban Development (HUD) through its Community Development Block Grant (CDBG) Program for the design and build of a storage building meeting the specifications listed in the statement of work as described herein.

There will be a mandatory meeting to review the requirements. The meeting will be held at the proposed work site located at 1001 Univeter Road Canton, Georgia 30115 and will include walking the area. The meeting will occur at **10:00 AM on January 17, 2018.**

The term of Agreement(s) resulting from this solicitation can be found in the Statement of Work.

All times in the solicitation are local times to Cherokee County Board of Commissioners, 1130 Bluffs Parkway, Canton, Georgia 30114.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County. The County further reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract. Incorporated herein by this reference are Cherokee County's Standard Solicitation Terms and Condition.

SCHEDULE:

Issued	January 5, 2018
Site Visit/Pre-Bid Meeting	January 17, 2017 at 10:00 AM
Questions Due	January 24, 2017 by 4:00 PM
Answers Due	January 31, 2017 by 4:00 PM
Bids/Proposals Due	February 7, 2018 at 10:00 AM
Anticipated Award Date	February 20, 2018

THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. NO PHYSICAL ITEMS PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

Warranty Term Requested: _____

2. No SERVICES REQUIRED PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- One Year
 Two Years
 Three Years
 Other: Project complete by July 2, 2018 (5 month contract period)

3. OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

SUBMITTAL INSTRUCTIONS: Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (if indicated by an X in the box:

- Information and Addenda Acknowledgement Form (Appendix A),
- Non-Influence and Non-Collusion Affidavit (Appendix B),
- E-Verify Affidavit (Appendix C),
- References* (Appendix D),
- Acceptance of County' Standard Agreement**, as below: (Appendix E),
 - Professional Services Agreement
 - Construction Services Agreement
 - Other: _____
- Suspension, Debarment and Litigation Affidavit (Appendix F),
- Contractor's License Certification (Appendix G)
- Bonds Requirements if the price bid > \$100K
 - Ability to Provide Performance, Labor & Matl. Payment Bond (Appendix H)
 - Bid Bond (See Appendix I)
- Evidence of/ability to provide Insurance at the limits identified herein,***
- Certifications, Licenses or Registrations as required by law and/or as requested.
- Pricing to be provided on proposer's form as a total not-to-exceed price for design and construction of proposed building meeting all federal, state and local regulations/certifications****
- Added Terms to Construction Service Agreement (Attachment)
- Substitutions Proposed: See Instructions Standard Solicitation Terms*****, Item 9
- Appendix J – Federal Certifications
- _____

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****When pricing, please note there are liquidated damages included in the contract. Please reference page 3, section 4 of the attached construction services agreement

*****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

Proposals determined to be Responsive and Responsible will be evaluated on the following criteria:

100%	Price
___%	Technical Merits
___%	Qualifications
___%	Interview
100%	TOTAL

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

Bids and Proposals are to be submitted electronically ONLY to the County’s designated Web site or location. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

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

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: “2017-111_ABC Company_Proposal”

AND/OR**B. Physical Submissions Only:**

Bids and/or Proposals are to be submitted on-time and ONLY in physical (paper) form and delivered to Cherokee County Procurement Department, Solicitation # 2018-020 – 1130 Bluffs Parkway, Canton GA 30114. On-line submissions are not to be tendered without the advanced approval of the Purchasing Director.

Number of Submittals: 1 Original and 1 Copy

QUESTIONS/ADDENDA: Only written inquiries will be permitted during the solicitation period. Questions are to be submitted via email to the Purchasing Agent for this solicitation at: **aclam@cherokeega.com** no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on the County's designated website. All interested parties are instructed to monitor the County's website on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK LOCATED ON THE NEXT PAGE

STATEMENT OF WORK:

Cherokee County is seeking a firm to design and build the following structure:

A 1500-1800 sq. ft. approx. 30'x 50' or 30'x60' warehouse style wooden stick built building with some poured concrete walls to be fully insulated and air conditioned/heated. Cherokee County desires an open floor plan with minimum 14' ceilings with gable roof trusses with only one lockable storage (can be chain link fence) area in the building approximately 300 sq. ft. in size. The building should have minimum 10x9 commercial coil door with an operator and remotes and one entry man door with canopy/cover. The hardware for the doors should be compatible with the Schlage Everest D series cores. The interior walls shall consist of 3/4" A-C sanded plywood with batten strips to cover the joints. The floor shall be sealed concrete with a smooth finish. Shelving shall be provided by contractor. Exterior of building to be R Panel 26-gauge metal with a metal roof system with the front facing the driveway made of brick to match the existing Senior Center. Gutters and downspouts will be required with some additional underground piping of water away from the building. The design/build contractor will be responsible for bringing power to the building (minimum 200 amp service) for lighting, outlets, and heating/air conditioning purposes. A conduit pathway consisting of at least 2-4" conduits shall be installed to the exterior of the existing Senior Center building. Adequate LED lighting will be required as the building interior will have no natural light. LED Security lighting should be included near any exterior entry point. There will be no need to access water or plumbing for the building. Concrete walkways shall be required to any exterior entry point. Bollards will be required near the building at the roll up door.

The building will be constructed at 1001 Univeter Rd, Canton GA 30115 in the hillside directly to the left rear side (northwest) of the Senior Center, above the rear parking area (see Exhibit A for aerial site map [not to scale] and proposed building location). An As-built survey will be required upon completion of the project. Any surveying deemed necessary is the responsibility of the design/build contractor. All access points will be required to be ADA accessible. The design/build firm(s) will be required to obtain all necessary permits and utility meters necessary. Some grading and tree removal will be required. The County may request the contractor stockpile excess soil on the adjacent stockyard. The site footprint of the proposed building site should be **less than one acre** so no NOI will be required, however the project will require an erosion control permit which may include water quality measures.

Schedule:

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Anticipated Award Date:	February 20, 2018
Notice of Award:	February 21, 2018
Notice to Proceed Issued:	March 1, 2018 (first day of contract/construction)
Project Complete By:	July 2, 2018

END OF STATEMENT OF WORK

Roads and Bridges Facility

Exhibit A

Approximate location
of storage buildings.

New Animal Shelter
Intake Facility

Animal Shelter
Adoption Facility

1513
101

1513
148

1513
100

Stockyard Dr

Stockyard Dr

Chatt...

