



**REQUEST FOR QUALIFICATIONS (RFQ) FOR DESIGN CONSULTING
SERVICES FOR A GREENWAY SYSTEM PLAN FOR GORDON
COUNTY**

Contact Information:

Gordon County
Attn: Purchasing Director
201 North Wall Street
Calhoun, Georgia 30701

(706) 879-2198
mvaughn@gordoncounty.org

Table of Contents

1.0	OVERVIEW	3
2.	REQUEST FOR QUALIFICATIONS	4
2.1	Inquiries.....	4
2.2	Submitting a Response	4
2.3	Acceptance of Responses.....	4
2.4	Tentative Timeline	5
2.5	Qualifications Review	6
3.0	SCOPE OF WORK	7
4.0	RESPONSE FORMAT	8
6.0	EVALUATION CRITERIA	11
7.0	GENERAL TERMS AND CONDITIONS	12

1.0 Overview

Gordon County, Georgia is soliciting for professional design consulting firms for the preparation of a County Greenway / Blue Way System master plan and feasibility study. The plan and study is to explore a proposed Green Way and Blue Way trail system, linking community facilities and resources through a series of walking, biking trails and waterways. The system will connect existing trails, parks, camp sites, historic sites, schools, natural landmarks and recreation centers, serving both resident and visitors to the county. The budget for this feasibility study is \$50,000.00.

Gordon County seeks to take advantage of natural resources to promote itself as a destination for recreation tourism. By developing a feasibility study and master plan as a necessary first step to create a comprehensive trails strategy. The Green Way and Blue Way project will attract new visitors while connecting residents to community facilities and natural resources, serving two populations.

Gordon County is also coordinating with the Tourism Committee of the Gordon County Chamber of Commerce to advocate and market the new trails and waterways.

This project is to align with recommendations put forward in the 2013 Gordon County Comprehensive Plan and the 2009 Gordon County Parks & Recreation Master Plan. This project is supported by business owners, the Chamber of Commerce and the City of Calhoun, which has begun implementing its own connected trail system.

2. Request for Qualifications

2.1 Inquiries

All inquiries related to this RFQ are to be directed to the Gordon County Purchasing Director, Martin Vaughn, at mvaughn@gordoncounty.org. Information obtained from any other source is not official and should not be relied upon.

2.2 Submitting a Response

Respondents should deliver a signed original RFQ response, **7 copies** and **one electronic copy** (CD or USB drive) by 2:00 p.m. on October 5, 2016 to the following address.

Gordon County
201 North Wall Street
Calhoun, GA 30701

Responses must **not** be sent by facsimile. Responses and their envelopes should be clearly marked with the name and address of the respondent and the title of this RFQ **“RFQ Greenway /Blue Way”**.

2.3 Acceptance of Responses

An acceptable response shall fully address the submission requirements, be legibly signed in ink by the respondent, and be submitted on time to the proper address. Any response that does not comply with the instructions provided shall not be accepted.

2.4 Tentative Timeline

Issue RFQ	September 7, 2016
Begin Advertising	September 7, 2016
Inquiry Deadline (5:00 p.m.)	Sept. 28 - 5PM
Submittal Deadline (2:00 p.m.)	October 5, 2016
Evaluation of Submitted RFQ's by Committee	Oct. 5 thru Oct. 14
Selection of Top Companies	October 17, 2016
Interviews/Presentations	Oct. 18 – Oct. 28
Board of Commissioners Presentation of Selected Firm	November 1, 2016
Negotiations with selected Company	November 2, 2016
Project Completion Date	June 30, 2017

2.5 Qualifications Review

The purpose of this qualification review is to ensure that consultants are selected in a fair and uniform manner and those selected for work are qualified and experienced in providing the desired services. The process for this Project will involve the following stages:

Stage One: Request for Qualifications

This Request for Qualifications package will be sent to companies appearing to have the desired qualifications.

Stage Two: Evaluations

Upon receipt of the packages from respondents, the Selection Committee members will review and select (“short-list”) at least (3) three firms but no more than (5) five for further consideration who appear to be most favorable to provide services for the Project. Separate interview sessions MAY be scheduled with the “short-listed” firms to permit Selection Committee members to further evaluate each firm’s qualifications and proposal

Stage Three: Cost Review

The separate cost submittals from the short listed firms will be opened and posted on Gordon County’s web site.

Stage Four: Contract Negotiations

Negotiations will begin with the firm submitting the lowest cost proposal from the Selection Committee’s short list. In the event negotiations of specific contract terms, conditions and fees prove unsuccessful with this firm, then negotiations will begin with the next lowest cost firm from the Selection Committee’s short list and proceed in this manner until negotiation are successful or until the RFQ is withdrawn.

3.0 Scope of Work

Gordon County government hereby requests qualification packages from professional consultant firms for providing all services required to satisfactorily complete the assigned project within the time limitations as stipulated herein. The consultant shall take the lead project management role of the team.

Scope of work associated with the feasibility study includes the following, but is not limited to:

- Identify priority community facilities for connections
- Evaluate existing connections between facilities
- Assess the feasibility of new trail segments connecting facilities
- Evaluate the county's river, lakes and streams to identify the best Blue Way trails
- Identify appropriate locations for canoe and kayak launch points
- Coordination meetings with municipalities and neighboring jurisdictions
- Conduct any necessary site reviews of existing and planned greenways / blue ways for connections
- Identify properties that may need to be acquired in new corridors
- Identify possible permits, permitting agencies and approval processes
- Identify potential partnerships for any future greenways / blue ways
- Facilitate any community input / public open house meetings / stakeholder meetings
- Identify possible grants available to assist with development of greenways / blue ways
- Produce a comprehensive county greenway / blue way system plan with maps and report that includes design process description, existing inventory, existing plans, proposed plans, and summarizes the overall work regarding the county greenway / blue way system plan
- Facilitate team meetings and presentations to senior management and elected officials
- Develop a plan and cost estimates for trail and path construction
- All other services customarily furnished by a consultant on similar projects

4.0 Response Format

Submittal shall be provided on 8½" x 11" paper, side bound with Table of Contents and reference tabs for key sections. The package shall not exceed (40) pages single-sided or twenty (20) pages double-sided (front/back covers, Table of Contents and Tab pages are excluded from these totals). Complete responses to each of the following categories are required in the order presented below and tabbed as such.

All interested parties submitting qualifications shall include the following information in this order. This submission shall be in Arial 12 font, 1" margins. One original signed copy, 7 copies and on electronic copy are to be submitted.

Tab A-Brief history, profile, and location of the company, number of years the company has been in business providing similar projects, and **the name, telephone number, and e-mail address of the primary point of contact.**

Tab B-Any information that the company deems makes it uniquely qualified to perform this project.

Tab C-Resumes of key personnel that will be working on this project including their experience with similar projects, length of service in their specified fields, and length of service with your company.

Tab D-List of any consultant team members that are not part of the proposing company that will be a part of this project and their relevant experience.

Tab E-List References (name and telephone numbers) from at least three clients that the company has performed similar services. To Include:

- a) Project name**
- b) Client Contact - Name, address, telephone and e-mail**
- c) Description of Project including size and scope**
- d) Describe services rendered and degree of involvement (principle assoc, etc)**
- e) Project timeframe**
- f) Project Budget and Actual**
- g) Beginning Estimated Completion Date**
- h) Final Completion Date**
- i) The project manager of the project and project team**
- j) Associate firms involved and their responsibilities**
- k) Brief summary of client's program and how program was addressed**
- l) Rendering images for examples above**

Tab F- Project Approach and Project Management

1. Provide a detailed approach and process for preparing the Gordon County Greenway / Blue Way System Plan.
2. Explain the process you would use for key stakeholder / public input and participation in development of the greenway system / blue way plan.
3. Explain the management tools, techniques and procedures your firm will use to maintain the project schedule.
4. Describe the tools your firm uses to produce accurate cost estimates
5. Provide a listing of projects currently underway and schedule for completing them. Provide a chart demonstrating the availability of each team member to work on this project.

Tab G-Statement of **any** previous, existing, or pending litigation of the company.

Tab H-Statement and documentation of the company's financial strength and capabilities to begin and complete projects.

Statement that the following insurances can be obtained:

Workers compensation insurance and general liability insurance in the amount of at least \$1,000,000 for each occurrence, Automobile liability insurance in the amount of at least \$1,000,000 for each occurrence Errors and omission insurance, Performance bond and payment bond of 100% of the eventual contract amount. Required E-verify forms. Each insurance policy shall name the Gordon County Board of Commissioners as an additional insured.

Tab I- Proof that the company is an authorized corporation and is authorized to do business in the State of Georgia.

6.0 Evaluation Criteria

- A. The following criteria will be the basis on which consultants will be selected for further consideration:
1. Specialized or appropriate expertise of the **design consultant firm(s)** for this particular type of project.
 2. Organization expertise / qualifications of **design team personnel** proposed for the project.
 3. Proposed project approach for this type of greenway / blue way system planning project.
 4. Past performance of the design consultant team on similar projects.
 5. Current workload and adequate staff of the proposed team for the project.
 6. Proximity to and familiarity with the area.
 7. Compliance with the proposal format requirements.

7.0 General Terms and Conditions

- There are no expressed or implied obligations for Gordon County to reimburse responding companies for any expenses incurred in preparing proposals in response to this RFQ.
- The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more parties submitting qualifications.
- By submitting qualifications, a party certifies that it has fully read and understood this RFQ, has reviewed the attached documents (if any), and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company of their obligation to enter into a contract and to completely perform the contract in strict accordance with this RFQ.
- No proposals may be withdrawn or revoked for a period of 60 days after date of opening.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this RFQ shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.
- The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, and to select the qualified parties. The Gordon County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.
- This RFQ shall be governed in all respects by the laws of the State of Georgia and the successful proposing parties shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing parties certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged.
- The proposing parties specifically certify in submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- By submitting their qualifications, all proposing companies certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia or the federal government.