



**REQUEST FOR QUALIFICATIONS
TO CONSTRUCT A NEW
GORDON COUNTY AGRICULTURAL SERVICE CENTER**

PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (RFQ)

Gordon County received an award from the U.S. Department of Agriculture (USDA) to lease 4,260 square feet of office space from the county for use as a USDA Service Center consisting of the Farm Service Agency – Farm Programs and Farm Loan Programs and the Natural Resources Conservation Service. Therefore, Gordon County will be constructing a new facility to house not only the USDA Service Center but also included in the new facility will be an additional 8,703 square feet of office space for the Georgia Soil & Water Conservation Commission and the Gordon County Agricultural Extension Service for a total of 12,963 square feet.

SCOPE OF WORK

Therefore, the Gordon County Board of Commissioners is soliciting for written qualifications from interested companies to provide the following services:

- Design and construct a new 12,963 square foot county-owned facility under a design-build construction delivery arrangement on a turn-key basis to house the above agricultural offices in strict accordance with the USDA Space Information dated October 8, 2012, in strict accordance with the Space Utilization Program for the Gordon County Extension Office & Georgia Soil and Water Conservation Commission, and in accordance with federal, state, and local codes and regulations. This new facility will be located on 4-5 acres of public land located adjacent to the Northwest Georgia Livestock Pavilion at 1304 SR 53 Spur in Calhoun, Georgia.
- Obtain all permits and other governmental approvals, all surveys, and all engineering and environmental studies, as required, if any.
- Substantially complete the project by Sept. 30, 2013.

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TENTATIVE RFQ TIMELINE

Issue RFQ	Mon. Nov. 12, 2012
Internet Advertising	Mon. Nov. 12 – Wed. Dec. 12, 2012
Newspaper Advertising	Wed. Nov. 14 & Wed. Nov. 28, 2012
Inquiry Deadline (5:00 p.m.)	Fri. Dec. 7, 2012
Submittal Deadline (2:00 p.m.)	Thurs. Dec. 13, 2012
Presentations to the Selection Committee	Fri. Dec. 14, 2012
Evaluation and Ranking of the Submitted RFQs	Dec. 14 - 17, 2012
Board Consideration & Selection of the Top Company	Tues. Dec. 18, 2012
Contract Negotiations with Top Ranked Company	Dec. 19-31, 2012
Board awards Contract	Wed. Jan. 2, 2013

SUBMITTAL DEADLINE

Responses are due no later than 2:00 p.m. on Thursday, December 13, 2012. The responses (one original and five copies) must be enclosed in a sealed envelope marked, "RFQ for Gordon County Agricultural Service Center" and delivered to the Gordon County Administrator's Office, 201 N. Wall Street, Calhoun, GA 30701, by the above deadline date and time. A representative of the Gordon County government will publicly read the names of the companies submitting responses at 2:00 p.m. on Thursday, December 13, 2012. Any responses received after the deadline date and time will be returned unopened. Incomplete responses may not be considered if the omissions are determined to be significant.

RESPONSE FORMAT

All interested parties that will be submitting qualifications shall include the following information in this order:

- Brief history, profile, and location of the company, number of years the company has been in the design and construction business especially for federal, state, and other similar public agency projects, and the name, telephone number, and e-mail address of the primary point of contact.
- Resumes of key personnel that will be working on this project including their experience with similar projects, length of service in the design and construction fields, and length of service with the company.
- Listing 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.
- References (name and telephone numbers) from at least five clients that the company has performed similar services that Gordon County is requesting. Include project names, descriptions, photos, construction dates, beginning and final construction values, and the project manager in charge of the project.

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RESPONSE FORMAT

- Methodology and approach to this project including but not limited to a narrative describing the design and construction processes. Also in this section, include a brief plan regarding using qualified local subcontractors and vendors and the proposed use of "green technology". Submittal of renderings, floor plans, or costs is not required.
- Time frame to begin and complete this project.
- Statement of any previous, existing, or pending litigation of the company.
- Statement and documentation of the company's financial strength and capabilities to begin and complete this project.
- Statement that the following insurances can be obtained - workers compensation insurance, 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, and required e-verify forms. Each insurance policy shall name the Gordon County Board of Commissioners as an additional insured.
- Proof that the company is an authorized corporation and is authorized to do business in the State of Georgia.

SELECTION CRITERIA AND METHODOLOGY FOR SELECTION

- Company experience in the design and construction of office facilities.
- Company experience in the design and construction of agricultural office facilities.
- Company experience in the design-build construction delivery method.
- Qualification and experience of the key personnel that will be involved in this design-build project.
- Overall response quality and reference results.
- Methodology and approach describing the design and construction processes, plans to use qualified local subcontractors and vendors, and the use of "green technology."
- Financial strengths, litigation, and ability to obtain the stated insurances to complete this project.

The proposing companies will be invited to Gordon County to personally present their qualifications to the Selection Committee (County Administrator, County Purchasing Director, County Commissioner, USDA representative, and Agricultural Extension Service representative) tentatively scheduled for Friday, December 14, 2012. This meeting will provide an opportunity for the proposing companies to clarify and elaborate on their qualifications. This meeting will be a fact finding and explanation session only and does not contemplate or authorize negotiations. After the presentations, a top company will be selected and negotiations of a contract will begin. If negotiations with the top ranked company are not successful, those negotiations will be terminated and negotiations with the second ranked company will begin.

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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 companies submitting qualifications.
- By submitting qualifications, a company certifies that it has fully read and understood this RFQ, has reviewed the attached documents, and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed 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. It is understood that the details at the RFQ level are insufficient to constitute a binding contract as the details will be worked out in accordance with this RFQ.
- 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, or to award a contract to the next most qualified company if the selected company does not execute a contract within 30 days after notification of the award. 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 and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their qualifications, all proposing companies 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.

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- The proposing companies specifically certify that 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.

INQUIRIES ABOUT THIS RFQ

All inquiries and questions regarding this RFQ shall be in writing and directed to:

Randall Dowling, Gordon County Administrator
rdowling@gordoncounty.org

The deadline for submission of any questions shall be Friday, December 7, 2012 at 5:00 p.m. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFQ. Any addendums will be posted on the county's web site prior to the submittal deadline. Please check the county's web site often to review the addendums, if any.

ASSIGNMENT

The successful company shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the county.

OTHER INFORMATION

This project is not a federal or state funded public works project. It is a county funded design-build project. A private company will prepare a design in accordance with federal, state, and local specifications and construct the project. This project is intended to be a "turn-key" design-build project with the private company taking full responsibility for all of the design and construction risk.

When a private company is selected to design and construct this turn-key project, any subcontractors may contact the selected private company to submit bids directly to them, not the county. The county will encourage the selected company to hire local qualified contractors whenever possible and practical.

The county will pay the selected company in monthly draws upon receiving written invoices.

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ATTACHMENTS

- A –USDA Space Information dated October 8, 2012.
- B –Space Utilization Program for the Gordon County Extension Office & Georgia Soil and Water Conservation Commission

U.S. DEPARTMENT OF AGRICULTURE (11-24-08) Farm Service Agency		1. STATE AND COUNTY Gordon County GA					
SPACE INFORMATION		2. REQUEST DATE 10/8/2012					
PART A - TOTAL SPACE		FSA	NRCS	RD	OTHER TENANT	OTHER TENANT	GRAND TOTAL
a	Employees	6	5				11
b	Individual Space (ft. ²) (Part B, Item i)	2,010	1,050				3,060
c	Shared Space (ft. ²) (Part C, Item i)	792	408				1,200
d	TOTAL SPACE	2,802	1,458				4,260
PART B - INDIVIDUAL SPACE		FSA	NRCS	RD	OTHER TENANT	OTHER TENANT	TOTAL
a	Open Office Space	450	600				1050
	Private Office(s) -	450	150				600
b	Conference/Training Space						
c	Storage/Mailroom Space (exclusively for storage and mailing activities)						
d	Automated Data Processing (ADP) Space (exclusively for computer equipment)						
e	Aerial photo/GIS Space	200					200
f	Client/Break Room Space						0
g	Other - Historical File Space	910	300				1210
h	Other - NRCS GIS/ENG						
i	SUBTOTAL - Individual Space	2010	1050				3060
PART C - SHARED SPACE		FSA	NRCS	RD	OTHER TENANT	OTHER TENANT	TOTAL
a	Reception Space						
b	Conference/Training Space	198	102				300
c	Storage/Mailroom Space (exclusively for storage and mailing activities)	429	221				650
d	Automated Data Processing (ADP) Space (exclusively for computer equipment)	66	34				100
e	Aerial photo/GIS Space						0
f	Client/Break Room Space	99	51				150
g	Other - Historical File Space						0
h	Other -						
i	SUBTOTAL - Shared Space	792	408				1200
REMARKS:							

INITIALS: Lessor _____ & Government _____

SPACE UTILIZATION PROGRAM

THE GORDON COUNTY EXTENSION OFFICE & THE GEORGIA SOIL AND WATER CONSERVATION COMMISSION

<i>County Extension Office</i>	<i>Size (sf)</i>	<i>Quantity</i>	<i>Total (sf)</i>
Office	150	1	150
CES	150	1	150
CEA	150	1	150
CES FACS	150	1	150
CEA 4-H	176	1	176
4-H CEPA	150	2	300
R & E Superintendent	191	1	191
R & E Secretary	150	1	150
Animal Science Sp.	150	1	150
OIT	150	1	150
Reception	101	1	101
Conference	447	1	447
General Storage	59	2	118
Secure Storage & Copier	118	1	118
4-H Storage	176	1	176
R & E Storage	176	1	176
Lab	144	1	144
OIT Storage & Work Area	150	1	150
 <i>Georgia Soil and Water Conservation Commission</i>			
GSWCC Offices	120	3	360
GSWCC Storage / Files	349	1	349
 <i>Common Areas</i>			
Lobby	310	1	310
Auditorium	2284	1	2284
Auditorium Storage	216	1	216
Kitchen / Break Room	276	1	276
Men's Restroom	187	1	187
Women's Restroom	187	1	187
Sub-Total			7316 sf
Circulation / Mechanical / Electrical			1387 sf
TOTAL			8703 sf