



**Request for Qualifications (RFQ)
Revision #1 - 01/19/2016
For Companies to Repair and Renovate
Gordon County Facilities**

Contact Information:

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

(706) 879-2198
mvaughn@gordoncounty.org

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1.0 Overview

Revision 1 totally replaces the previous RFQ.

Gordon County selected Pieper O'Brien Herr Architects to provide design services for repairs and renovations to Gordon County facilities. Gordon County purchased a building commonly called the BB&T building in August 2015. The newly purchased BB&T Building will house three county departments – Tax Assessors Offices, Tax Commissioners Offices and Voters – Elections Offices. The renovation of the BB&T building will be to accommodate the 3 departments.

The purpose of the RFQ is to select 3 to 5 firms with excellent qualifications in similar renovation projects. The bidding opportunity will be to bid on the BB&T renovations and repairs.

There is a \$695,000.00 budget for repairs and renovation to the BB&T building. This RFQ is not requesting any cost or pricing information, it is simply requesting qualifications. The 3 to 5 qualifying contractors selected using this process will be allowed to bid on renovations and repairs to the BB&T building.

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 **hard copy** and **one electronic copy** (CD or USB drive) by 2:00 p.m. on 02/10/2016 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 Gordon County Renovations”**.

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	01/08/2016
Begin Advertising	01/13/2016
Inquiry Deadline (5:00 p.m.)	02/03/2016 5PM
Submittal Deadline (2:00 p.m.)	02/10/2016
Evaluation of Submitted RFQ's by Committee	02/10 thru 02/29/2016
Selection of Top Companies	02/29/2016

2.5 Qualifications Review

The Qualifications Review Committee shall be comprised as follows:

One or two County Commissioners
Gordon County Administrator
Gordon County Building and Grounds Director
Gordon County Building Inspections Director
Gordon County Purchasing Director
Representatives of Pieper O'Brien Herr Architects

2.6 Review and Selection Process

The qualifications review committee will check responses against the evaluation criteria, and responses not meeting all criteria will not be considered for review. If chosen for the shortlist, the best qualified respondent(s), if any, **may** be contacted for an in-person presentation and question and answer session.

3.0 RESPONSE FORMAT

All interested parties submitting qualifications shall include the following information in this order. This submission shall be in Arial 12 font, 1” margins.

3.1 Brief history, profile, and location of the company, number of years the company has been in the construction business especially for state and other similar public agency projects, and **the name, telephone number, and e-mail address of the primary point of contact.**

3.2 Any information that the company deems makes it uniquely qualified to perform this project.

3.3 Resumes of key personnel that will be working on this project including their experience with similar projects, length of service in the construction fields, and length of service with your company.

3.4 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.

References (name and telephone numbers) from at least three clients that the company has performed similar services.

To Include:

Project name

Client Contact

Description of Project

Photos if available

Construction timeframe

Beginning and final construction values

Beginning Estimated Completion Date

Final Completion Date

The project manager in charge of the project

Name, telephone and e-mail of Client contact

3.6 Methodology and approach to this project including but not limited to a narrative describing *your experience with renovations of existing structures of similar size.*

3.7 Describe how you would encourage the use of local subcontractors and vendors. **Be very specific.** This is very important component.

3.8 Statement of **any** previous, existing, or pending litigation of the company.

3.9 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.

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

4. Evaluation Criteria

Company's experience in construction of similar facilities.

Any unique qualifications

Qualification and experience of the key personnel that will be involved in the projects.

Overall response quality.

Reference results.

Methodology, approach and experience describing the renovation processes.

Approach to using qualified local subcontractors and vendors.

Financial strengths, litigation, and ability to obtain the stated insurances to complete this project.

5. 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.