



Request for Qualifications (RFQ) For Construction Consultant

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

The Commissioners of Gordon County issue this Request for Qualifications for a construction consultant with substantial construction experience to serve as an independent contractor to recommend the hire of necessary specialists to evaluate the Gordon County Courthouse and Courthouse Annex to further the SPLOST project to repair and renovate those buildings. The anticipated specialists include, but are not limited to qualified persons or entities to evaluate the HVAC systems; hazardous materials and remediation costs; the electrical and plumbing systems; telecommunications systems, code compliance; and, ADA compliance. The consultant will be expected to read and evaluate the studies and reports and will be called upon to make recommendations to the board.

2.0 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, 5 copies and one electronic copy** (CD or USB drive) by 2:00 p.m. on 12/16/2016 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 **“Construction Consultant”**.

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	11/18/2016
Begin Advertising	11/19/2016
Inquiry Deadline (5:00 p.m.)	12/7/2016 5PM
Submittal Deadline (2:00 p.m.)	12/16/2016 2PM
Evaluation of Submitted RFQ's by Committee	12/16 thru 01/16/2017
Possible question answer session with selected consultants (no more than 3)	01/11/2017
Possible Selection	01/16/2017

2.5 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. Consultants **may** be contacted for an in-person presentation and question and answer session. Qualification committee **may** select no more than 3 consultants to be further evaluated in a question and answers session with the qualification committee.

3.0 RESPONSE FORMAT

All interested parties submitting qualifications shall include the following information in this order and tabbed as follows as indicated below. This submission shall be in Arial 12 font, 1” margins. Any deviation from this format may cause your submission to be considered nonresponsive.

3.1 Brief history, profile, and location of the consultant, number of years the consultant has been consulting and **the name, telephone number, and e-mail address of the consultant.**

3.2 Any information that the consultant deems makes them uniquely qualified to perform this project.

3.3 Resume of consultant outlining their experience with similar projects, length of service in this consulting field.

3.4 References (name, e-mail and telephone numbers) from at least three clients that the consultant has performed similar services.

To Include:

**Project name, Client Contact, Description of Project, Photos if available
And Timeframe**

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

3.6 Statement that the following insurances can be obtained:

Automobile liability insurance in the amount of at least \$500,000 for each occurrence.

General liability insurance of at least \$1,000,000.

Each insurance policy shall name the Gordon County Board of Commissioners as an additional insured.

3.7 Proof that the consultant is authorized to do business in the State of Georgia.

3.8 Disclosure and Responsibility Statement

4.0 Evaluation Criteria

Consultant's experience with similar projects.

Any unique qualifications

Overall response quality.

Reference results.

Methodology, approach and experience describing the processes.

Litigation, and ability to obtain the stated insurances to complete this project.

5.0 DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your being disqualified from further consideration as non-responsive.

1. List any convictions you and any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of you and any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

6.0 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.
- The successful Consultant selected shall agree to indemnify and hold the Gordon County harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance, including claims of professional malpractice or negligence.

