

REQUEST FOR QUALIFICATIONS/PROPOSALS
CANDLER COUNTY

Candler County, a political subdivision of the State of Georgia, acting by and through its duly authorized Board of Commissioners, (hereinafter referred to as “the County”) is soliciting qualifications for a Construction Manager/General Contractor, to perform in the construction delivery method to assist in the design and renovation of office spaces.

Proposals must be in writing and delivered to the offices of the Candler County Board of Commissioners on or before 5:00 PM, October 30, 2019.

Address for submission:

Candler County
Attn: Request for Qualifications/Proposals –
CM/GC County Office Space
1075 East Hiawatha Street, Suite A
Metter, GA 30439

The applicant’s proposal in response to this request must be submitted in a sealed and clearly marked envelope to the office of the Commissioners. The submission should include two copies with one marked original with the original signatures of the individual(s) legally authorized to bind the offer.

The County reserves the right to reject any or all proposals, rebid the proposal or award in whole or part any contract for services in the best interest of the citizens of Candler County.

The County will accept inquiries in writing or by e-mail from any and all interested parties. Inquiries should be addressed to:

Bryan Aasheim, County Administrator
1075 E Hiawatha St, Suite A
Metter GA 30439
baasheim@candlerco-ga.gov

The Candler County Board of Commissioners reserves the right to revise the Request for qualifications at any time prior to award. If at any time revisions are required, revisions will be posted to the Candler County website at www.metter-candlercounty.com. Bidders are responsible for the content of any changes or addenda to the request for qualifications so posted.

1. Introduction

Candler County, Georgia (“owner”) is soliciting qualifications for a Construction Manager/General Contractor (at risk) to provide design and consultation services during the design phase, and general contractor/contractor services during the construction phases of a project to renovate county office buildings located at:

35 W Broad St, Metter GA 30439, Candler County Courthouse
428 N Rountree St, Metter GA 30439, County Annex II
25 Daniel St, Metter GA, 30439, Adult Education Center

This Request for Qualifications/Proposals (RFQ/RFP) seeks to identify the most qualified potential providers of the above-mentioned services.

2. Submission of Qualifications

The vendor’s qualifications should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The statement of qualifications must include the following:

- a) **Basic Company Information:** Company Name, Address, Name of Primary Contact, Telephone number, email address and website (if available)
- b) **Historical information:** Has the company been involved in litigation in the past 5 years? Has the firm ever defaulted on a contract, been removed from a contract, or failed to complete a contract as assigned?
- c) **Statement of minimum qualifications:**
 - a. Certify that your firm has sufficient bonding capacity for the anticipated total cost.
 - b. Certify that your firm has Commercial General Liability Insurance and Workman’s Compensation insurance sufficient as described and for the size and scope of the project.
 - c. Certify your firm has all necessary, valid licenses to do business in the State of Georgia; Provide a valid copy of your Georgia General Contractor License and a Georgia Certificate of Existence or Certificate of Authority demonstrating the firm has registered with the Georgia Secretary of State.
- d) **Experience and Qualifications:** Provide professional qualifications and description of experience
- e) **Statement of Suitability:** Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Describe any non-discrimination policies and any programs for addressing public safety, social, environmental, and accessibility for persons with disabilities and special needs, or other related concerns.
- f) **Provide a W-9**
- g) **Provide an E-Verify Affidavit**

3. Submission of Proposals

The project proposal from each firm for services rendered during the design and construction phase of

the project as the Construction Manager/General Contractor should be submitted in the form of a percentage of total cost of the project (% of total project costs). Firms are encouraged to provide proposals including minimum and/or maximum proposed fees to be charged as related to the estimated project budget.

Qualifications and proposals must be submitted no later than 5:00 PM, October 30, 2019, directly to the Commissioner's Office at the following address:

**Candler County
Attn: Request for Qualifications – CM/GC County office Space
1075 East Hiawatha Street, Suite A
Metter, GA 30439**

4. General Project Background

The owner currently occupies space located at the three identified locations. These locations will need to be modified via a combination of physical construction and installation of commercial office space solutions in order to provide optimal use of the space.

a) Project Description

The scope of services for this contract will be broken down into multiple phases. Phase I of the project will be preconstruction services during the planning phase. The construction manager will provide cost estimates and feasibility reviews for options presented by various occupants/design personnel during the design phase.

Phase II of the project will be the construction phase where the selected Construction Manager will serve as the General Contractor. Prior to the commencement of construction, the CM shall propose a Guaranteed Maximum Price to complete the project. The CM will be responsible for all coordination, construction means and methods, and Quality Control necessary to complete the project in accordance with the approved plans and pricing.

Project plans and timing are subject to change at the discretion of the owner based on the availability of funds and operational needs. Phases may be changed, modified or omitted at the owner's discretion. Current project plans are as follows:

- Phase I – design, renovation and construction of facilities located at 25 Daniel St, to provide office space meeting the requirements and needs of the Tax Commissioner's Office, Tax Assessor's Office, and space for an additional occupant located on the West side of the building.
- Phase II – design, renovation and construction of facilities located at 428 N Rountree St in the offices currently occupied by the Sunshine House.
- Phase III – design, renovation and construction of facilities located at 35 W Broad St, the Candler County Courthouse

b) Project Budget: The preliminary combined project budget for Phase I and Phase II of the project is \$100,000. Phase III does not have a preliminary project budget allocation. The budgets may be revised by the owner due to project requirements, funding availability or other circumstances. The total project budget for all phases is not anticipated to exceed \$200,000.

c) **Details:**

- a. Owner will generally follow the requirements of Georgia Code Title 36 Chapter 91 and the Candler County Purchasing Policies and Procedures;
- b. All proposals will be firm for 90 days from the date of submission. No proposal may be withdrawn during this 90-day period;
- c. The owner reserves the right to reject any or all proposals, rebid the proposal or award in whole or in part any contract for services;
- d. Owner reserves the right to award the contract in the best interest of the citizens of Candler County, Georgia;
- e. Owner reserves the right to waive any informality or technicality in the proposal;
- f. Bidders are responsible for the content of any addenda posted to the owner website at www.metter-candlercounty.com and including a statement of acknowledgement of any addenda with the submitted proposal.

d) **Site Inspection:** Firms may schedule site inspections prior to submission of qualifications and proposals by contacting:

Bryan Aasheim, County Administrator
1075 E Hiawatha St, Suite A
Metter GA 30439
912-685-2835
baasheim@candlerco-ga.gov

5. **Selection Process**

The procurement of services for this project relies on the qualifications of the firm and its principals, and these factors are central to the services performed. Proposals for cost will be considered as an additional factor in the selection of the firm; however, cost will not be the sole factor evaluated in the selection.

Minimum Qualifications Required

- The firm or its principals are not currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department or authority.
- The firm or its principals have not been terminated for cause or currently in default on any public works contract.
- The firm must have current Commercial General Liability Insurance coverage with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate for premises and operations coverage.
- The firm must have sufficient bonding capacity for the anticipated total cost of work, up to \$200,000.
- The firm must have all necessary, valid and current licenses to do business in the State of Georgia

Criteria for Evaluation of Statement of Qualifications

- **Stability** of the firm, including the firm's history, resources, rate of success on project deliverables, etc.
- Firm's relevant project **experience and qualifications**, including the demonstrated ability of firm in effective management of construction of facilities comparable in complexity, size and function.
- Firm's **suitability** to provide services for the project, including the firm's apparent fit to the project type and/or needs of the owner, any unique qualifications for the project, current and projected workloads, the proximity of office to the project location, non-discrimination policies, etc.