

City of Hawkinsville, Georgia

**Request for Qualifications (Step I)
RFQ No. GMA-100-DB**

And

Request for Proposals (Step II)

To Provide

Design-Build Services

For

**PROJECT No. GMA-100-DB
New City Hall Complex for
The City of Hawkinsville
Hawkinsville, Georgia**

**Solicitation Issue Date:
Qualifications Packages Due:**

**July 31, 2019
August 30, 2019 by 2:00 PM**

I. REQUEST FOR QUALIFICATIONS

Design-Build Services for
RFQ No. GMA-100-DB

Project No. GMA-100
New City Hall Complex
Hawkinsville, Georgia

The City of Hawkinsville, Georgia is seeking Statements of Qualifications from firms interested in providing design-build services for a Project known as **GMA-100**, A New City Hall Complex located in Hawkinsville, Georgia. This Request for Qualifications (RFQ) seeks to identify the most qualified potential providers of the above-mentioned services. Some firms which respond to this RFQ, and who are determined by the Owner to be especially qualified, may be deemed eligible and may be invited to offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document and additional terms and conditions listed in the Owner's Request for Proposals (RFP).

Restriction of Communication: From the issue date of this (RFQ-RFP) solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate for any reason with any members of the Selection Committee, except for submission of questions as instructed in the RFQ and RFP, or during the proposer's conference (if applicable), or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the qualifications/proposal of the offending proposer.

1. GENERAL PROJECT INFORMATION (STEP I)

It is envisioned that the Owner will best be served by the employment of the services of a Design-Builder firm (DB) for the project. The Owner will contract with a General Contractor as the lead that has teamed with a Design Professional. The successful DB may not be eligible to bid or enter into a contract or subcontract for any of the construction or other services other than as set forth in the Design-Build Contract and General Requirements.

Three to five firms/teams that respond to this RFQ by submitting statements of qualifications may be determined to be especially qualified and capable of delivering services, and may be deemed eligible for further consideration to provide these services as the "Design-Builder" and invited to offer proposals for these services. All respondents to this RFQ are subject to instructions communicated in this document and additional terms and conditions listed in the Owner's Request for Proposals (RFP), and are cautioned to completely review the entire RFQ and follow instructions carefully. The City of Hawkinsville reserves the right to reject any or all statements of qualifications or subsequent submittals and/or proposals, and to waive technicalities, irregularities, and informalities, and retains the right to cancel or conclude this procurement at any time without selecting a firm to provide the described services, without any liability to any respondents, or any other person or entity, and is under no obligation to make an award relating to this RFQ to any person or entity. The final terms of any Design-Build Agreement for the project contemplated by this procurement will be determined by the Owner; subject, in all cases, to strict compliance with the applicable provisions of the laws of the State of Georgia.

Project Background and Description

The New City Hall Complex will serve as the administration center for the City of Hawkinsville Georgia. The complex will house offices for the City Manager and City Commission, Chamber of Commerce Offices and Administration, Offices and Administration for Financing, Accounting and City Clerk along with their related spaces.

The site for this project will be between Broad Street and Commerce Street, East of Houston Street. The Facility is expected to be approximately 8500 square feet.

Sustainable Design

The project is subject to the Energy Efficiency and Sustainable Construction Act of 2008 and it is the desire of the Owner to incorporate sustainable design and construction concepts in the project where feasible to do so.

Project Budget

The preliminary stated (construction) cost limitation (SCL) for the project is estimated at **\$2,500,000**. (This amount includes design and contract administration fees for services provided by the design professional member of the design-builder team.) The Owner expects that 100% of project cost savings, including contingencies, will be turned over to the Owner at the completion of the project. The final SCL may differ due to final program requirements, funding, and other circumstances.

Project Schedule

The Design Builder is anticipated to commence services the fourth quarter 2019. Design and preconstruction services should be completed so as to allow material completion to occur fourth quarter 2020. The complex is expected to be open for occupancy in the second quarter of 2022. The successful Design-Builder will be responsible for developing the design and construction schedule and coordinating activities to accomplish completion of the project within a specified period of time as approved by the Owner. *(All of the dates indicated in this section are estimates and as such are subject to change).*

2. QUALIFICATIONS REVIEW PROCESS (STEP I)

Selection of the DB will be a multi-step process. The Owner will generally follow the requirements of Georgia Code Title 50 Chapter 22 with respect to the selection of DB for the proposed project. The Owner reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities.

Step I- Qualification Ranking, is initiated with this **RFQ**, which is issued for the purpose of acquiring Statements of Qualifications from prospective DB firms. A selection of finalist firms will be made by a Selection Committee consisting of the City Manager, two members of Hawkinsville City Council, and one other member selected by the Owner. The Selection Committee will receive and review Statements of Qualifications submitted in response to this RFQ. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

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
- Firm must have sufficient bonding capacity for anticipated total cost of work (\$2,500,000). Only those sureties listed in the Department of Treasury's Listing of Approved Sureties (Department Circular 570) are acceptable to the Owner. At the time of issuance, all insurance and bonds must be issued by a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. Such company shall be an insurer (or, are qualified self insurers or group self insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better and an A.M. Best Financial Size Category of Class V or larger.
- 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, \$1,000,000 per occurrence and \$2,000,000 general aggregate for products and completed operations coverage, and \$1,000,000 for personal and advertising injury coverage. Firm should also have current commercial umbrella liability coverage in the amount of at least \$5,000,000 per occurrence and general aggregate. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Firms must provide current insurance certificate (See Section 5, A6.b).
- Firms must have all necessary, valid and current licenses to do business in the State of Georgia.
- Firm must demonstrate sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher.
- The firm must demonstrate a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rate (EMR) of 1.2 or less.

The Selection Committee will then evaluate the submittals which have met the minimum qualifications stated above. Criteria for the evaluation are listed below:

Criteria for evaluation of Statements of Qualifications

20% Factor} Stability of the firm. This shall include the documented financial viability of the firm, the firm's years of successful operation, stability of management structure and Ownership, active litigation and litigation history, proven ability to consistently gather resources for projects similar to incumbent project in size, type, complexity, and location.

45% Factor} Firm's relevant project experience and qualifications, including the demonstrated ability of the firm in effective management of design and construction pertaining to similar projects of comparable complexity, size, and function, for Owners such as the State of Georgia and other similarly-structured organizations. This includes relevant experience and qualifications of the firm's Project Executive, Project Manager, and Superintendent and principal Design Professional, and any recent history of collaboration between the Construction team and the Design Professional. Personal experience of selection committee members or their agency's with either member of the design builder team may be considered.

35% Factor} Firm's suitability to provide design-build 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 offices to project location, non-discrimination policies, and record of addressing public safety, environmental concerns, and special services.

Final DB Selection (see Section 5 of STEP II), will be initiated by invitation to selected finalists to submit Project and Fee Proposals as instructed in the **RFP**. At the sole discretion of the Owner, Finalist interviews may also be conducted by the Owner. The successful DB will be determined by the Selection Committee.

3. SCHEDULE OF EVENTS (STEP I)

The following Schedule of Events represents the Owner’s best estimate of the schedule that will be followed. All times indicated are Eastern. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP I (RFQ)		
a. Owner issues public advertisement of RFQ	07/31/19	-----
b. Deadline for submission of written questions and requests for clarification	08/21/19	2:00 PM
c. Deadline for submission of Statements of Qualifications	08/30/19	2:00 PM
d. Owner completes qualification evaluation and determines finalist firms	09/10/19	-----

4. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION (STEP I)

It is the responsibility of each respondent to examine the entire RFQ and RFP, seek clarification in writing, and review its submittal for accuracy before submitting the document. Once the submission deadline has passed, all submissions will be final. The Owner will not request clarification from individual respondents relative to their submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions about any aspect of the RFQ, RFP, or the project, shall be submitted in writing (e-mail is preferable) to:

Sara Myers, City Manager, sara@hawkinsvillega.net

The deadline for submission of questions relating to the RFQ 1 is the time and date shown in the Schedule of Events (Section 3). *All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answers will be posted on the Georgia Procurement Registry.*

5. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS (Step I)

Sara Myers, City Manager, sara@hawkinsvillega.net

Interested firms may submit one (1) copy in .pdf format to sara@hawkinsvillega.net or a link to the document location may be sent to sara@hawkinsvillega.net.

Submittals must be prepared in a manner that when printed would typically fit on standard (8 ½” x 11”) paper. **Total page count of the submittal must not exceed 50 pages.** Submittals that include qualifications of more than one firm shall not exceed the page limit. Emphasis should be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

**STATEMENT OF QUALIFICATIONS
(DELIVERABLES “A”, “B”, and “C” FOR ALL FIRMS)**

A. Description and Resources of Firm

A1- Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, E-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office’s proximity to the project site. Provide form of ownership, including state of residency or incorporation, and number of years in business. Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure? For joint venture entities that have not undertaken at least *two* projects together, each firm should submit its qualifications separately.

- A2- Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices.
- A3- Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and any other construction project-related litigation. List any active or pending litigation and explain.
- A4- List the firm's annual revenue for the past 5 years, and supply main financial and banking references.
- A5- Has the firm ever been removed from a contract or failed to complete a contract as assigned? Provide a statement of disclosure to allow the Owner to evaluate any possible conflicts of interest.
- A6- The firm, in order to be deemed eligible for evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project
- a. Firm has sufficient bonding capacity for anticipated total cost of work and our surety and insurance companies are in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. The company is an insurer (or qualified self-insurers or group self insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. **Provide** a letter or other supporting documentation from your firm's surety indicating the firm has a bonding capacity of \$2,500,000.
 - b. 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, \$1,000,000 per occurrence and \$2,000,000 general aggregate for products and completed operations coverage, and \$1,000,000 for personal and advertising injury coverage. Firm should also have current commercial umbrella liability coverage in the amount of at least \$5,000,000 per occurrence and general aggregate. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) **Provide** your current insurance certificate.
 - c. Firm has all necessary, valid and current licenses (including a valid and current Georgia General Contractor's License) to do business in the State of Georgia. *General Contractor **must** have a valid and current Georgia General Contractor License at the time of submission of qualifications.* Design Professional shall have valid professional licenses. **Provide** copies of your Georgia General Contractor license, Architect or Engineering license(s), and a Georgia Certificate of Existence or Certificate of Authority demonstrating the primary firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia.
 - d. Firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. **Provide** a one page statement evidencing your current ratio.
 - e. Firm demonstrates a commitment to safety with regard to Worker's Compensation by having an Experience Modification Rating (EMR) of 1.2 or less. **Provide** evidence from your firm's carrier on their letterhead of your firm's EMR.
- A7- **Provide** the firm's federal employer identification number and a completed IRS Form W9.
- A8 Complete the Certification Form (Exhibit "A" enclosed with RFQ), and provide a notarized original with response as section "A8" of the firm's Statement of Qualifications.
- A9- Complete and submit a "CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)" (Exhibit "B") with response as Section "A9" of the firm's Statement of Qualifications. **Failure to submit this form with Statement of Qualifications will result in the firm being eliminated from consideration for this project.**
- A10-Complete and submit the "Disclosure Statement" (Exhibit "C") with response as Section "A10" of the firm's Statement of Qualifications.

B. Experience and Qualifications

- B1- Provide professional qualifications and description of experience for principal Design Professional, Project Executive, Project Manager, and/or Superintendent. *(At this stage, firms are asked for information on lead staff only, but may list qualifications and experience on more than one lead individual who is qualified and available for proposed project. If the firm is selected as a finalist, the Owner will request, in the RFP (Step II), detailed information on the exact proposed expanded team, their proposed roles, and their relevant experience.)*
- B2- Provide information on the firm's design-build service experience on projects of similar size, function, and complexity (similar type of construction as the incumbent project). Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. For each project, the following information should be provided:
- a. Project name, location and dates during which services were performed.
 - b. Brief description of project and physical description (contract value, site area, schedule, etc.).
 - c. Services performed by your firm.
 - d. Describe the project delivery method (i.e. Design-Build, Design-Bid-Build, CM@R).
 - e. Describe firm performance relative to schedule and budget.
 - f. List team members involved in the delivery of the project.
 - g. Respective Owner's stated satisfaction in design/construction and service of your firm. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
 - h. Owner contact information.

C. Statement of Suitability

- C1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.
- C2- Provide non-discrimination policies and describe the firm's record and methodologies of addressing public safety, social, environmental, or other related concerns.
- C3- Provide information on any special services offered by the firm that may be available for this project.

6. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS (STEP I)

Submit one (1) electronic copy of the complete package in .pdf format as specified in Section 5. Uploaded responses (file names) must reference RFQ No. **GMA-100-DB, the firm's name, and the word "QUALIFICATIONS."**

(File Name Example: GMA-100-DB, ABC Company, Qualifications)

The entire submittal should be submitted as ONE (1) file. Please do not submit individual documents or sections separately.

UPLOAD INSTRUCTIONS

Interested firms may submit one (1) copy in .pdf format to sara@hawkinsvillega.net or a link to the document location may be sent to sara@hawkinsvillega.net.

TOTAL PAGE COUNT OF THE SUBMITTAL MUST NOT EXCEED 50 PAGES.

ALL PAGES COUNT REGARDLESS OF CONTENT

QUALIFICATION SUBMITTALS THAT EXCEED THE PAGE LIMIT WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED BY THE SELECTION COMMITTEE

Proposers are further reminded to include a completed CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1) with the Statement of Qualifications. (See Exhibit B) FAILURE TO PROVIDE THE AFFIDAVIT WILL RESULT IN REJECTION OF PROPOSAL.

Statements of Qualifications **must be electronically received by the Owner** prior to the deadline indicated in the Schedule of Events (*Section 3 of RFQ*). Printed copies will not be accepted. A list of firms submitting responsive Statements of Qualifications will be published on the Georgia Procurement Registry. If difficulty is encountered during upload, contact Sara Myers, sara@hawkinsvillega.net or 478-783-9237 for assistance or confirmation that the file was received.

Please verify that your submittal was received.

END OF SECTION

II. REQUEST FOR PROPOSALS
(From Qualified Finalists)
Design-Build Services for
RFQ No. GMA-100-DB

Project No. GMA-100-DB
New City Hall Complex
Hawkinsville, Georgia

To firms who have been issued notification as having been deemed eligible, the City of Hawkinsville, Georgia (Owner) issues this Request for Proposals (RFP), for those firms to offer proposals for design-build services for the specific project.

1. CONTRACT INFORMATION (STEP II)

General

The Design-Builder (DB) is normally under contract to supply both design services and construction services, to complete the project and place the Owner in occupancy of the project in a “turnkey” fashion. Once a Guaranteed Maximum Price (GMP) is agreed to between the Owner and the DB, the DB is “at risk” for project price, project schedule, and completion of all construction as set forth in the Contract Documents. The DB holds all trade contracts and trade supplier contracts. The price and financial structure of this Agreement is the “cost-plus” method, with an absolute cap on the total price of the contract (the GMP), and certain other maximum price allowances. The sole basis for the “plus” under this Agreement is the Design-Builder’s Fee, which is the DB’s “gross profit”. The sole basis for “cost” throughout this Agreement is Actual Cost. In addition to the GMP, there are total cost limitations imposed on Actual Costs for overhead, salary and labor costs, both as to type of cost and allowable amounts. Actual cost is the only allowable cost under this Agreement, unless and until a Lump Sum Price is agreed to between the Owner and DB.

Contingencies

There are two contingency amounts under the GMP. The first is the “construction contingency,” which is largely under the control of the DB pursuant to the terms of this Agreement and has a minimal requirement for Owner approval “not unreasonably withheld.” The second is the “design contingency” pursuant to the terms of this Agreement, in which the Owner retains substantial control. Both contingencies are eliminated if the Owner and DB ultimately agree to a Lump Sum Price for the project.

Contract Scope During Phases of Project

The Design Builder’s services shall include all Design, Pre-construction, Construction, and Warranty Phase services. The DB will provide comprehensive administration and management of all aspects of the construction of the project and will work in concert with the Owner towards the successful completion of the project on schedule, at or below budgeted costs, meeting or exceeding standards stipulated by the design criteria, and in adherence with standards required by local authorities and other agencies having jurisdiction. It is expected that the DB will undertake such measures as surveys, programming, engineering design, preconstruction, and construction of the project.

The Proposer shall assemble and manage an appropriate team of qualified professionals capable of implementing all requirements of the Project, as outlined in the RFP. If a Proposal is submitted by a team of individuals or firms, the Proposal shall clearly define the Lead Firm making the Proposal. Design services shall be provided by a design professional registered to perform engineering services in the State of Georgia who retains all responsibilities for design and construction administration services of the Project.

The Owner may consider minor, reasonable revisions to the requirements stated herein as part of the design builder’s proposal provided there is evidence of improved operation, use, or benefit to the owner. Any and all such deviations must be specifically and individually identified and justified in the design builder’s proposal. Deviations not identified in the proposal will not be considered.

The Design-Build (DB) services shall include a preconstruction/design phase, and a construction phase. During the preconstruction/design phase, the DB will provide cost estimates and cost evaluation, value engineering

recommendations, design analysis, constructability reviews and technical input on methods of construction, materials, details, and bidding formats and types of separate bidding packages. The DB shall provide assistance in studying various system design options. Any additional information required (i.e., testing, environmental site assessments, etc.) will be the responsibility of the Owner.

When design documents for the project have been developed in sufficient detail, the Design-Builder (DB), under the general supervision of the Owner, will commit to a Guaranteed Maximum Price (GMP) for all design and construction backed by a surety bond. The DB shall competitively select all construction subcontracts and other work appropriate for competitive selection but is free to use qualification factors other than price of work to select construction subcontractors that will deliver the best value to the State of Georgia. Project shall be constructed within this GMP.

During the construction phase, which includes any previously awarded early bid packages, DB will be responsible for means & methods of construction, safety programs, quality control, general conditions, prequalification of potential subcontractors and bidding of all work, certification of all work in place required for monthly payment requests, coordination, scheduling of all work associated with all construction contracts and other miscellaneous contracts required for the completion of the project within the predetermined budget and schedule. DB will assist Owner in management and administration of the project except that the Owner shall retain complete contractual control of all prime DB contracts, project funds, and disbursements. The DB shall retain all normal responsibilities for professional design, cost control, schedule and quality assurance including normal construction administration responsibilities.

The successful DB may not, at the owner's discretion, be eligible to bid or enter a contract or subcontract for any of the construction or other services other than as set forth in the Design-Build Contract and General Requirements. The actual contract may differ slightly.

The following is a listing of some of the representative services usually provided by the DB:

(a) Design and Pre-Construction Phase

- (i) Validate Owner's construction budget in regard to the approved project scope.
- (ii) Develop and maintain a master project schedule, a major task based bar schedule (Gantt chart).
- (iii) Develop initial system concepts and scope documents.
- (iv) Lead the design-build team through the design process.
- (v) Provide analysis of alternate construction methods and materials for potential quality, cost and schedule enhancements.
- (vi) Develop the design through complete construction documents.
- (vii) Develop a provisional construction CPM schedule indicating methods and sequencing of construction.
- (viii) Develop requirements for safety, quality assurance, and schedule adherence.
- (ix) Perform a "constructability" review during each phase of the document process.
- (x) Perform maintainability review of the construction documents.
- (xi) Provide detailed construction cost estimates to achieve CITY OF HAWKINSVILLE's budget.
- (xii) Provide analysis of different construction methods in each major trade group for potential quality, cost, and schedule enhancements.
- (xiii) Develop construction budget to be maintained throughout construction.
- (xiv) Develop and assist in the evaluation of Value-Engineering options.

(b) Bidding and Award Phase

- (i) Pre-qualification of potential subcontractors and vendors.
- (ii) Generate and issue comprehensive bid packages to potential subcontractors and vendors.
- (iii) Develop requirements to assure time, cost, and quality control during construction.
- (iv) Provide a provisional construction schedule (CPM) for issuance with bid packages.
- (v) Identify and evaluate potential bidders for all scopes of work.
- (vi) Schedule and conduct pre-bid conferences in coordination with the Owner.
- (vii) Advertise and distribute bidding documents.
- (viii) Monitor bidder/proposer activity to insure adequate contractor and vendor participation.
- (ix) Review and analyze bids for presentation to the project team.
- (x) Verify adherence of bids with design requirements and the construction budget.
- (xi) Subcontract with successful proposers/ bidders for construction.

- (xii) Verify that all scope of work required for the completion of the project is included in a subcontract, purchase order, or is self-performed.

(c) Construction Phase

- (i) Maintain on-site staff for construction management and supervision.
- (ii) Establish and maintain coordinating procedures.
- (iii) Develop and maintain a detailed schedule (CPM) including delivery, approvals, inspection, testing, construction, and occupancy.
- (iv) Conduct and record regular job-site meetings. Issue meeting minutes to all parties.
- (v) Coordinate and maintain on-site contract documents in accordance with the General Requirements.
- (vi) Prepare and submit change order documentation for approval of the Owner in accordance with the GMP contract.
- (vii) Maintain a system for review and approval of shop drawings.
- (viii) Maintain on-site records and submit formal monthly reports to Design Professional and Owner.
- (ix) Maintain quality control and ensure conformity to plans. Maintain one copy on site of all QC reports for Owner to review at their convenience.
- (x) Provide cost control through progress payment review and verifications according to the approved schedule and contract amounts.
- (xi) Develop as-built and record drawings throughout the construction process.
- (xii) Coordinate post-completion activities, including the assembly of guarantees, Operation & Maintenance manuals, warranties, closeout documents, and final acceptance. DB shall arrange for any training sessions including coordination with Owner's staff.
- (xiii) Develop requirements for safety, quality assurance, and schedule adherence.
- (xiv) Acquire and track all necessary subcontractors, material suppliers, and vendor's lien release documentation. Required lien documentation should be received by DB prior to issuance of monthly payments.

(d) Warranty Phase

- (i) Coordinate and monitor the resolution of remaining "punch-list" items.
- (ii) Coordinate, monitor, and resolve all warranty complaints in a timely manner and to the satisfaction of the owner during the general warranty period.

2. Design and Construction Criteria (STEP II)

Selected materials, systems, fixtures and equipment shall be reviewed for cost, energy-efficiency, durability, maintainability and replacement availability by the Proposing Team and approved by the Owner. The project must comply with the minimum requirements of the Energy Efficiency & Sustainable Construction Act of 2008.

All design and construction work shall be in compliance with all applicable federal, state, and local codes and ordinances. It will be up to the Proposing Team to ensure that all inspection and certification requirements, including construction materials testing, are reviewed and approved by the appropriate officials.

3. SCHEDULE OF EVENTS (STEP II)

The following Schedule of Events represents the Owner's best estimate of the schedule that will be followed. All times indicated are Eastern. The Owner reserves the right to adjust the schedule as the Owner deems necessary.

STEP II (RFP)		
a. Owner issues notice to finalist firms to propose as instructed in RFP	09/11/19	-----
b. Owner conducts Pre-Proposal Site Visit for finalists (tentative)	09/17/19	9:00 AM
c. Deadline for finalist submission of written questions and requests for clarification (See Section 6. below)	10/08/19	2:00 PM
d. Deadline for submission of Design-Build Proposals	10/17/19	2:00 PM
e. Fee Proposals due (received by mail or hand delivery in a sealed envelope)	10/17/19	2:00 PM
f. Owner interviews finalist firms(optional)	10/22/19	TBA

4. PRE-PROPOSAL SITE VISIT (STEP II)

A pre-proposal site visit will be conducted by the Owner and attendance of finalist firms will be mandatory. The tentative date for the site visit is **September 17, 2019**. The site visit will convene at a time and location to be provided in the Notice to Finalists document. Any available additional program information may be provided prior to or at the site visit for finalist review.

5. SELECTION PROCESS (STEP II)

FINAL DB Selection, will be initiated by the invitation to the qualified finalists by the Selection Committee (determined in Step I from evaluation of Statements of Qualifications) to submit **Design-Build Proposals** and **Fee Proposals** as instructed in this **RFP**. **Finalist interviews** may also be conducted by the Owner. The successful DB will be determined from the evaluation of proposals received and/or interviews.

Criteria for the evaluation of Design-Build Proposals: (50% of Overall Factor)

40% Factor} Relevance of the Experience and Qualifications of the Proposed DB Team to this project, including: Experience of the design team and construction team, including project manager and superintendent working together on past similar projects; Assigned team's experience with projects of similar size, type, and complexity; Assigned team's experience with effective budget control; Assigned team's experience with effective schedule control; Availability of the proposed team for this project; Experience of the proposed team effectively dealing with design and construction of similar projects.

20% Factor} Previous performance of the firm including level of quality of the services of the firm to previous customers, customer's statements of that quality, the firm's ability to meet established time requirements, the firm's response to project needs during pre-design, design, preconstruction and construction, the firm's control of design and construction quality and budget.

20% Factor} Quality of proposed Design-Build Management Plan, including: The firm's cost management plan; Firm's Schedule management plan during design and construction; firm's approach for managing changes within the stated cost and schedule limitations; firm's approach for competitively administering and evaluating bid packages; the firm's subcontractor management plan; firm's quality assurance program and plan; the firm's close-out plan; firm's work force plan; and the firm's safety plan and site logistics/phasing plan for proposed project.

20% Factor} Fee Proposal

Final Evaluation

Upon completion of the evaluation of Project Proposals and interviews (optional) by the Selection Committee, proposers will be ranked in descending order of recommendation. The Selection Committee will evaluate on proposals first before opening the proposal price envelope. Once the successful DB and the agreed upon fixed fee have been determined, a DB services contract will be awarded by the City of Hawkinsville. The actual Form of Contract will be developed by the Owner.

6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION, AND EXTENSIONS (STEP II)

It is the responsibility of each respondent to examine the entire RFP, seek clarification in writing, and review its submittals for accuracy before submitting. Once the submission deadline has passed, all submissions will be final. The Owner will not request clarification from any single individual proposer regarding their submission, but reserves the right to ask, collectively, all parties that have submitted proposals for additional information. Questions about any aspect of the RFP, or the project, shall be submitted in writing (e-mail is preferable) to:

Sara Myers, City Manager
E-mail: sara@hawkinsvillega.net

The deadline for submission of questions relating to the RFP is the time and date shown in the Schedule of Events (Section 3). All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled and answered in writing and issued directly to all proposers via E-mail. Any proposer exceptions to the RFP requirements or requests for deadline extensions must also be communicated to the Owner by the deadline to be properly considered. Any requests for proposal deadline extensions must include the reason(s) for such a request. The Owner reserves the right to approve or reject such requests as the Owner deems necessary

7. INSTRUCTIONS FOR PREPARING DESIGN-BUILD PROPOSALS (STEP II)

Interested firms may submit one (1) copy in .pdf format to sara@hawkinsvillega.net or a link to the document location may be sent to sara@hawkinsvillega.net.

Submittals must be prepared in a manner that when printed would typically fit on standard (8 ½" x 11") paper.

TOTAL PAGE COUNT OF THE ENTIRE PROPOSAL SHOULD NOT EXCEED 40 PAGES.

Proposal emphasis should be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

**DESIGN-BUILD PROPOSAL
(DELIVERABLES “D”, and “E” FOR FINALIST FIRMS ONLY)**

D. Qualifications and Experience of Proposed Design-Build Team

- D1- Describe your firm's proposed organization for design-build. Designate the specific individuals to fill the following key roles on your team:
- a. Design Executive
 - b. Lead Design Professional
 - c. Project Executive
 - d. Project Director
 - e. Project Manager
 - f. Superintendent
 - g. Cost Estimator
 - h. Other (please describe, if applicable)
- D2- Provide for each of the above personnel current resumes listing relevant project experience and percentage of the person's time to be committed to this project.
- D3- Identify the individual who, *from project start to finish*, will be the leader of your design-build team and the principal point of contact between your firm and the Owner, and other consultants. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection of a DB firm.
- D4- Provide an organizational chart showing detailed lines of responsibility and accountability for your team.
- D5- Provide examples of your *recent* experience as DB in demolition/construction of projects similar to this project, including the following information:
- a. Provide photographs of similar projects your firm/team completed in the past five (5) years.
 - b. Provide a written reference from the Owner (name with current phone number) familiar with your performance on each of the above projects. Provide a Program Manager reference, if applicable. (It is the responsibility of the proposer to verify all contact information provided is accurate)
 - c. List the individuals who served as the Project Executive/Director, Design Professional, Project Manager, Superintendent, and Cost Estimator on the projects. Please note whether these individuals are still employed with your firm.
 - d. Indicate those projects where an engineering consultant and contractor served a corporate or public client *as a team*.
 - e. Provide the two most recent similar projects your firm has completed. Describe the work performed. Include the total quantity of change orders and net total cost increase of change orders to the project. Summarize the actual schedule performance relative to the initial project schedule. For each project, provide the name of an Owner's representative (with a current phone number) who is most familiar with your performance on the project.

E. Management Plan

- E1- Describe your process for efficiently resolving issues and maintaining the project commitments working collaboratively with the Owner. Provide specific examples demonstrating your ability to solve complex project issues related to construction without compromising your team commitments.
- E2- Provide your detailed cost management plan for controlling costs on this project within the stated cost limitation during design and construction. Describe your systems and procedures for controlling costs during design and construction.

- E3- Provide your detailed change management plan for managing cost and schedule exposures within the stated limitations.
- E4- Provide your procurement and workforce plan including details on your plan to assure local contractor opportunity. Describe how your firm intends to arrange the construction into bid packages in order to reach the City of Hawkinsville's schedule and budget objectives.
- E5- Provide your detailed schedule management plan, for this project, during design and construction. Describe systems and procedures your firm uses to manage the project schedule. Describe alternatives that may be explored to shorten the schedule.
- E6- Provide your detailed subcontractor management plan including, contract document compliance procedures, project accounting procedures, and issue resolution.
- E7- Provide your closeout management plan for this project. Describe your systems and procedures for your closeout plan.
- E8- Provide your detailed plan for applying any services identified in Section II not specifically requested by City of Hawkinsville. Explain the relevance of these services to this project and how they benefit the project.
- E9- Provide your quality assurance plan for this project. Describe your firm's approach for validating compliance with the construction documents. Explain your process for ensuring the quality of the construction workmanship.
- E10- Provide your safety, site logistics, and phasing plans for this project. Describe your plan for working around existing operations and for access to local roads and buildings.

8. INSTRUCTIONS FOR PREPARING AND SUBMITTING FEE PROPOSALS (STEP II)

Fee Proposals will be solicited from the finalists invited. Fee proposals shall be received by mail or hand delivery by 2:00 PM on October 17, 2019 in a sealed envelope and shall not include any project proposal information. The Design-Builder *Fee Proposal Form* will be provided to Finalist Firms. **Important – Proposers must attach detailed itemization of Proposed Project Costs and Fees, and any exceptions to the items requested above to the Design-Builder Fee Proposal Form, in same sealed, opaque envelope. Proposers shall itemize their specific costs, expenses and fees for Preconstruction and Construction phases, and be descriptive of all cost detail including, but not limited to, cost of work, in-construction services, overhead, work by others, and insurance and taxes.**

9. PRESENTATION/ INTERVIEW (OPTIONAL) INFORMATION (STEP II)

Interview Format

Firms selected to make presentations shall be notified by the Notice to Finalists letter issued by the Selection Committee Manager. The Notice to Finalists letter shall designate a place and time for the interview session and shall contain relevant information regarding the presentations.

- The interview will last a total of 40 minutes (20 minutes for the presentation, 20 minutes reserved for questions and answers). The Selection Committee will consist of owner representatives.
- The presentation may involve flip charts or boards along with the oral presentation.
- Electronic presentations, such as PowerPoint presentations are also allowed.
- Finalists are responsible for providing presentation items and audio-visual equipment needed for their presentation.
- All members of the Selection Committee will be present during all of the presentations and interviews.
- Firms are not allowed to address any questions, prior to the interview, to anyone other than the designated contact.

Interview Requirements

The intent of the formal interview process is to provide the Selection Committee with in-depth information from the DB firm in order to make a final selection of the best-suited firm for the contract award if the Selection Committee deems the process in the best interest of the Owner. Firms should focus their presentations on the detailed plan for managing the design and construction, cost, schedule, and quality on the project and any unique characteristics or services the firm offers. Firms are discouraged from reviewing general company history and past experience previously submitted in Statements of Qualifications and/or Project Proposals unless this information is particularly relevant to the project-specific design-build plan. All key personnel should be present at the interview including, at a minimum, the lead designer, project superintendent, project manager, and project executive.

10. SUBMITTAL OF PROJECT PROPOSALS (STEP II)

Interested firms may submit one (1) copy in .pdf format to sara@hawkinsvillega.net or a link to the document location may be sent to sara@hawkinsvillega.net.

Uploaded responses (file names) must reference the RFP No. **GMA-100-DB, the firm's name, and the word "PROPOSAL."**

(File Name Example: GMA-100-DB, ABC Company, Proposal)

The entire submittal should be submitted as ONE (1) file. Please do not submit individual documents or sections separately.

See the upload instructions provided in Section 6 of the RFQ for detailed instructions regarding the upload of your submittal.

TOTAL PAGE COUNT OF THE ENTIRE PROPOSAL SHOULD NOT EXCEED 40 PAGES.

Proposals **must be electronically received by the Owner** prior to the deadline indicated in the Schedule of Events (*Section 3 of RFP*). Printed copies will not be accepted. If difficulty is encountered during upload, contact Sara Myers sara@hawkinsvillega.net or 478-783-9237, for assistance or confirmation that the file was received.

Please verify that your submittal was received.

11. ADDITIONAL TERMS AND CONDITIONS

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses to the RFQ/RFP are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals "proprietary" or "confidential," or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract, mutually accepted by both parties, is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this RFQ/RFP and to reject any or all proposals submitted in responses. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) and in the course of doing so may use ideas expressed in any proposal.

Debarred, Suspended or Ineligible Firms

Contracts will not be executed and bids or proposals will not be solicited or considered from debarred, suspended or ineligible persons or firms during the period of debarment. The list of debarred, suspended or ineligible firms can be located on the Georgia State Financing and Investment Commission's website at <http://www.gsfc.georgia.gov>. Once on the website, select the "Debarment" option under "Quick Links" for access to the list of those firms currently considered debarred, suspended or ineligible to compete, contract or subcontract for work on projects administered by the Georgia State Financing and Investment Commission.

Local Preference

For the purposes of evaluation only, a proposer that resides within 50 miles of the City of Hawkinsville, Georgia, will be granted preference over proposers that reside outside of this geographical area. For the purposes of this preference, the definition of a local proposer is one who maintains a place of business inside of this geographical area. A P.O. Box address will not satisfy this requirement.

Small and Minority Business Enterprise

It is the policy of the State of Georgia that small businesses, female-owned businesses and minority businesses have a fair and equal opportunity to participate in the State purchasing process. Therefore, the Owner encourages all small businesses, female-owned businesses and minority-owned businesses to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit female-owned businesses and minority-owned businesses in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for Georgia state income tax credits for qualified payments made to minority subcontractors. See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38.

Statement of Agreement

With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Proposal, and the Proposer agrees that it is the Proposer's responsibility to request clarification on any issues in any section of the Request for Proposal with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements therein. With submission of a proposal, the Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that Proposer has not directly or indirectly included or solicited any other Proposer to put in a false or insincere proposal; or (c) that Proposer has not solicited or induced any person, firm, or corporation to refrain from sending a proposal.

End of Section

(Exhibit A)
CERTIFICATION FORM

I, name, being duly sworn, state that I am title of company and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked or been subjected to disciplinary proceedings.

I further certify that the proposer and any principle employee of the proposer have not, in the immediately preceding five years, been suspended or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer or any principle employee of the proposer has not in the immediately preceding five years been defaulted in any federal, state or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract or have been terminated for cause on any such contract.

I acknowledge, agree and authorize, and certify that the proposer acknowledges, agrees and authorizes, that the Owner and/or City of Hawkinsville may, by means that either deems appropriate, determine the accuracy and truth of the information provided by the proposer and that the Owner and/or City of Hawkinsville may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and understand the successful Proposer will be required to certify compliance with the Immigration Reform Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act OCGA 13-10-90 et.seq., by meeting or having complied with the provisions in the Act and by executing any affidavits required by the rules and regulations issued by the Georgia Department of Labor set forth at Rule 300-10-1-.01: Contractor will also be required to warrant that Contractor has included a similar provision in all written agreements with any subcontractors engaged to perform services under this Contract.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner to award a contract.

A material false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, the State of Georgia. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This _____ day of _____ 20__.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

Exhibit B

CONTRACTOR AFFIDAVIT UNDER O.C.G.A. § 13-10-91(b)(1)

(Failure to submit this form will result in rejection of your Qualifications)

Project No. and Name: _____

Contractor: _____

STATE OF GEORGIA

COUNTY OF: _____

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the **City of Hawkinsville** has registered with, is authorized to use and used the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. §13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. §13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 201__ in (city), (state).

Signature of Authorized Officer or Agent of Contractor

Printed Name and Title of Authorized Officer or Agent

**SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE**

____ **DAY OF** _____, 20__

Notary Public
My Commission Expires: _____

Exhibit C
Disclosure Statement

All proposers should be aware that the project you are submitting a proposal on is a public project, and the Owner (City of Hawkinsville) is a public agency. Pursuant to the laws, rules and Executive Orders of the State of Georgia, City of Hawkinsville shall make every effort to avoid even the appearance of a conflict of interest or any impropriety in both the selection process for this project and the negotiation and performance of any resulting contract. As part of any submittal you intend to make for this project, **you must include this Disclosure Statement with your submittal** that answers or addresses the following specific statements:

1. Describe any business transactions occurring within the prior two years between your firm and the City of Hawkinsville.

2. Describe any gift, hospitality, or benefit of any sort that your firm has provided to the City of Hawkinsville within the prior one-year period.

3. A *conflict of interest* or *potential conflict of interest* is defined as any action, decision, or recommendation by a person acting in a capacity as a public official, the effect of which is or could be to the private monetary or financial benefit or detriment of the person, the person's relative, or any business with which the person or a relative of the person is associated. The potential conflict of interest is viewed from the perspective of a reasonable person who has knowledge of the relevant facts. Based upon this definition, describe any conflict of interest or potential conflict of interest that your firm has with City of Hawkinsville.

This Disclosure Statement should be dated and signed by an authorized signator for the Proposer and submitted with the Proposer's Submittal as deliverable A10.

Please respond to all three (3) statements above.

Name of Firm

Authorized Signature

Date