

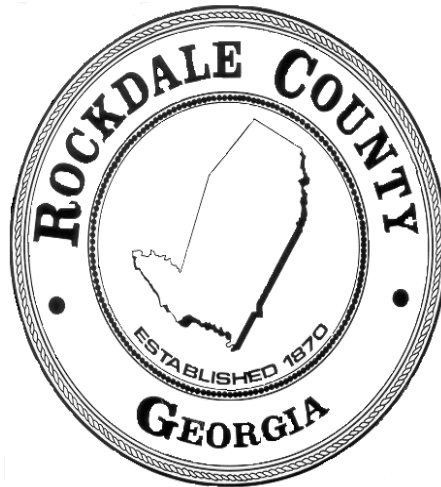
REQUEST FOR PROPOSAL

RFP #23-11

ROCKDALE COUNTY, GEORGIA

May 22, 2023

CONSTRUCTION MANAGEMENT AT-RISK SERVICES FOR THE JUDICIAL AND ADMINISTRATIVE COMPLEX



**ROCKDALE COUNTY FINANCE DEPARTMENT
PROCUREMENT OFFICE
958 Milstead Avenue
Conyers, GA 30012
770-278-7555**

FACT SHEET

Solicitation Number:	RFP #23-11
Title of RFP:	Construction Manager At-Risk Services – Rockdale County Judicial and Administrative Complex
Issue Date:	Monday, May 22, 2023
Last Day to Submit Questions:	Friday, June 9, 2023 by 2:00PM EST
Date of Final Answers:	Thursday, June 15, 2023
Proposal Due Date:	Thursday, June 22, 2023 by 2:00PM EST
Website for Addenda and Final Answers:	www.rockdalecountyga.gov
Copies of Proposal Required:	(1) original, (1) copy and (1) electronic PDF on a USB drive
Proposal Submission Location:	Rockdale County Finance Department Procurement Division, Attn: Tina Malone 958 Milstead Avenue NE Conyers, GA 30012
Shortlist Notification	Thursday, July 13, 2023
Mandatory Shortlist Site Visit Date:	Thursday, July 20, 2023 at 2:00PM EST
Site Visit Location:	Rockdale County Assembly Hall 901 Main Street Conyers, GA 30012
Interview Date:	Thursday, July 27, 2023
Construction Budget:	\$82,000,000
Desired Project Schedule:	Construction Start Q2 2024 Occupancy Q3 2026

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INTRODUCTION

Rockdale County is requesting Competitive Sealed Proposals for **Construction Management At-Risk Services for the Judicial and Administrative Complex**. Instructions for preparation and submission of a proposal are contained in this packet. Proposals must be typed or printed in ink.

Rockdale County provides equal opportunity for all businesses and does not discriminate against any person or business because of race, color, religion, sex, national origin, handicap or veterans status. This policy ensures all segments of the business community have access to supplying the goods and services needed by Rockdale County.

The Owner has hired a Program Manager, Comprehensive Program Services, Inc. (CPS), to facilitate the design and construction of the Project. The Owner will also hire a Design Professional, to provide design and construction administration services for the Project. The Program Manager, Design Professional and Construction Manager will each contract separately with the Owner, and these parties will be the nucleus of the Project Team. *Design and construction will be happening simultaneously, so teamwork will be the fundamental ingredient in the relationships between the parties.*

During Pre-Construction, the CM At-Risk will be responsible for pricing and value management, logistics planning, as well as maintainability and constructability issues. The Project Team will develop a planning schedule that identifies early release construction packages to allow the site development and other elements of construction to take place as early as possible. This will also allow early procurement of long-lead materials and systems, such as steel, precast panels, etc. Upon 70% completion of the Construction Documents, the CM At-Risk, with the support and assistance of the Owner's Representative and the Design Professional, will present a Guaranteed Maximum Price (GMP) for all construction and site development. Construction will commence with the release of distinct work packages while the total design documents are being finalized. No work will commence until a GMP has been submitted by the CM At-Risk and approved by the Rockdale County. The schedule provides for Certificate of Occupancy be obtained by Q3 2026 for the Judicial and Administrative Complex. The Proposer should demonstrate within their Proposal their experience in dealing with this type of Project under this schedule requirement including the specific tasks with dates as requested within this RFP. This also should take into account the role of the Owner, Program Manager, and Design Professional.

The CM At-Risk will not self-perform any work, unless specifically authorized by the Owner, and will competitively bid all Subcontracts and other work appropriate for competitive bidding through the Owner with assistance from the Program Manager and Architect. All Bid Package results will be reviewed by the entire team with a recommendation for award to be presented to the Owner by the Program Manager for approval. Upon approval, a Contract or Purchase Order will be issued between the CM At-Risk and each Subcontractor.

BACKGROUND

Rockdale County is conveniently located east of Atlanta along the I-20 corridor. Rockdale County ranks 28th in population among Georgia counties and contains both urban, suburban, and rural areas in a small but strategic area of metro Atlanta. Rockdale has doubled in population in the past 30 years and is expected to continue to grow in both residential and commercial aspects in the next 20 years. As part of this expansion, Rockdale is upgrading and modernizing its facilities to achieve parity with current facility standards and requirements.

The project scope will include a new 85,000sf Courthouse, a new 75,000sf Administration Building, renovating 60,000sf of existing Courts, a Parking Deck, Site Improvements, and demolition of the existing Administration Building.

See hyperlink below for Judicial & Administrative Complex Task Force Master Plan.
<https://www.rockdalecountyga.gov/document/task-force-final-recommendation/>

SCOPE OF WORK

It is anticipated that the Agreement between the Owner and the selected Firm (CM At-Risk) will contain the following scope of work. The full scope of services will be defined within the contract executed with the Owner.

I. Design and Pre-construction Phase

1. Develop a Critical Path Method (CPM) master schedule to include all pre-construction and construction-related activities required of the team for the CM At-Risk to meet the Project goals, as well as methods and sequencing of construction.
2. Provide an initial cost model for the Project based on the program.
3. Develop requirements for safety, quality assurance, and schedule adherence.
4. Perform a constructability review of the construction documents.
5. Perform maintainability review of the construction documents.
6. Provide detailed construction cost estimates at each design milestone. Advise on escalation forecasting.
7. Provide analysis of different construction methods in each major subcontracting trade group for potential quality, cost, and schedule enhancements.
8. Develop value engineering/management options.
9. CM At-Risk may be required to manage Design Assist Contractors and/or Design-Build Services as it relates to Specialty Systems, as well as Audio/Visual, Telecommunications, and Security Systems.
10. Advise on material availability and lead times, as well as sequencing of early release packages to maintain schedule.
11. Develop a logistics plan to ensure minimal impact to residents and Rockdale County officials and staff.

II. Bidding and Award Phase

1. Arrange bid packages.
2. Bid out early construction packages, as required.
3. Provide (with team recommendations) bid packages for Owner review and approval. Develop a scope checklist to ensure clarity of scope included in each package.
4. Develop requirements to ensure time, cost and quality control during construction.
5. Provide a provisional CPM schedule for issuance with bid packages.
6. Determine bidders with input from Owner, Program Manager, and Architect. The Owner does not desire to have the CM At-Risk self-perform work.
7. Schedule and conduct pre-bid conferences in conjunction with the Program Manager and Design Professional.
8. Advertise and distribute bidding documents.
9. Monitor bidder activity.
10. Review and analyze bids. Conduct scoping meetings with bidders.
11. Issue Contracts and/or Purchase Orders with Subcontractors, Integrators, and Suppliers with respect to the approved bid packages.
12. Submit early construction package(s) and Guaranteed Maximum Price (GMP) with full scope checklists and bid information.
13. Develop a comprehensive Submittal Register, outlining required Submittals and planned schedule to ensure fabrication and delivery of materials and systems can be accomplished within the Project Schedule.

III. Construction Phase

1. Maintain on-site staff for construction management.
2. Establish and maintain coordination and communication procedures.
3. Develop and maintain a detailed CPM schedule including lead times, delivery, approvals, inspections, testing, construction, and occupancy.
4. Host Owner-Design Professional-Contractor meetings.
5. Prepare and submit change order documentation for review by the Program Manager and approval by the Design Professional and the Owner.
6. Maintain a system for review and approval of shop drawings.
7. Maintain records and submit weekly project reports and formal monthly reports to the Owner, Program Manager, and Design Professional.
8. Maintain quality control and ensure conformity to plans. Construct mockups, as required, including technology and hardware systems, to ensure quality standards prior to work commencement.
9. Provide cost control through progress payment review and verifications according to the approved schedule and Contract amounts.
10. Coordinate any owner-furnished, contractor-installed materials or systems, as required by the Contract Documents.
11. Develop as-built drawings and deliver to Design Professional for inclusion into a CADD disk to be submitted to the Owner for maintenance and operations use.
12. Coordinate project closeout activities, including the assembly of warranties/guarantees, operation & maintenance manuals, other closeout documents, transfer of keys and attic stock, training, and the Owner's final acceptance.
13. Develop an initial Punchlist prior to Substantial Completion. Participate in the Punchlist process with the Owner, Program Manager, and Design Professional.

IV. Warranty Phase

1. Coordinate and monitor the resolution of remaining Punchlist items.
2. Coordinate, monitor and resolve all warranty issues to the satisfaction of the Owner during the one-year general warranty period and as extended.
3. All warranties, warranty bonds and maintenance bonds must be assignable to the Owner.

All Local, County, State, and Federal codes and regulations must be followed, with particular emphasis on Building Codes, Life Safety Codes, and the Americans with Disabilities Act.

PURCHASING CONTACT AND QUESTIONS

All questions concerning this invitation and all questions arising subsequent to award must be in writing and are to be addressed to:

Tina Malone
Purchasing & Procurement Manager
Rockdale County
tina.malone@rockdalecountyga.gov

AND

Megan Kocikowski
Program Manager/Owner's Representative
CPS
mkocikowski@cps-atlanta.com

To maintain a “level playing field”, and to assure that all proposers receive the same information, proposers are requested **NOT** to contact anyone other than the contact above until after the award of the contract. Doing so could result in disqualification of the proposer.

Written responses to all written inquiries received by Friday, June 9, 2023 at 2:00PM EST will be posted at the website indicated in the Fact Sheet on or before Thursday, June 15, 2023.

Proposers should periodically check the website indicated in the Fact Sheet for addenda and updates.

ADDENDA

Answers to questions submitted that materially change the conditions and specifications of this RFP will be issued in an addendum. Any discussions or documents will be considered non-binding unless incorporated and issued in an addendum.

Proposers have the responsibility of making sure that they have received all issued addenda. Addenda are posted on the website at www.rockdalecounty.org, under Finance Department, Purchasing, Current Bids and RFQ's.

PROPOSAL SUBMISSION AND DUE DATE

(1) original, (1) copy and (1) electronic PDF on a USB drive are to be submitted to:

Attn: Tina Malone
Rockdale County Finance Department
Procurement Division
958 Milstead Avenue NE
Conyers, GA 30012

Proposals must be submitted no later than **Thursday, June 22, 2023, at 2:00PM EST**. Proposals must be received at the address indicated above in a sealed envelope or container marked “RFP 23-11, Proposals for Construction Manager At-Risk Services – Rockdale County Judicial and Administrative Complex” and be delivered to the Owner by the stated deadline above. Include the Proposer’s company name, contact name and phone number on the submitting envelope or container.

No Proposal will be received or accepted after the above specified date and time of the Proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the Proposer. Proposals submitted via facsimile or email shall be rejected.

Interviews will be conducted with those Firms deemed most qualified to provide the services outlined in this RFP. The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

Issuance of this RFP does not constitute a commitment on the part of the Owner to award a Contract pursuant to this RFP. The Owner reserves the right to reject any and all Proposals submitted in response to this RFP, in whole or in part, for any reason, and to award a Contract pursuant to this RFP or cancel this RFP if it is considered to be in the best interests of the Owner. The Owner further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendment(s) or clarification(s). Addenda will be posted on the website indicated in the Fact Sheet.

No Proposer may withdraw its Proposal and must honor its Proposal for 90 days after the actual date of the opening thereof or until the County executes a Contract, whichever is sooner.

PROPOSAL RESPONSE INFORMATION & FORMAT

Proposals must be on 8 ½" x 11" paper. Responses are limited to using a minimum of an 11-point font. Total page count of the submittal must not exceed 22 pages, not counting Covers, Tabs, Affidavits, or Forms. Emphasis should be on completeness, relevance, and clarity of content.

To expedite the review of Proposals, it is essential that respondents follow the format and instructions outlined below. The content of all Proposals must be categorized and numbered as outlined below, and must address in a responsible and responsive manner all requested information.

Provide the following Qualifications and Information within the Sections of the RFP:

A. Cover Letter/Firm Information – no more than 2 pages

Provide a cover letter signed by an owner, officer, or authorized agent of the Firm, inclusive of the following information:

- A1 Provide basic company information: company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). Identify office from which project will be managed and this office's proximity to the project site. If the Firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. If the project is a Joint Venture, include information about each company participating in the joint venture.
- 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 List the Firm's annual revenue, for the parent office and the local office separately, if applicable, for the past 5 years and supply main financial and banking references.
- A4 Has the Firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners and/or Design Professionals. List any active or pending litigation and explain. List any claims against your Firm or against Owners where your Firm is named.
- A5 Has the Firm, or a member thereof, ever been removed from a Contract or failed to complete a Contract as assigned? If yes, provide explanation.

B. Experience and Qualifications – no more than 12 pages

- B1 Provide a proposed Organizational Chart which identifies individual names and areas of responsibility. Identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your firm and the Owner.
- B2 Designate the specific individuals to fill the following key roles on your team, inclusive of resumes listing relevant project experience and percent of time commitment to this Project:
 - a) Project Director/Executive
 - b) Project Manager(s)
 - c) Superintendent(s)
 - d) Preconstruction Manager
 - e) Preconstruction Director/Estimator(s)
 - f) Other (please describe, if applicable)
- B3 Provide three to five examples of your team's recent experience in similar projects, especially related to County judicial and administrative complexes of similar size. Preference is for chosen projects to have been with proposed team members working together.
 - Brief description of project (to include project delivery method, square footage, number of stories, whether there were early release construction packages, etc.).

- Construction budget and final construction cost / description and cost of construction change orders.
 - Schedule Information, including number of months to construct project; summarize the actual schedule performance relative to the initial project schedule.
 - Key personnel from your Firm that provided services.
 - Any early release construction packages that were required on the project, and whether the GMP was able to be presented within the existing construction budget.
 - Special features (energy conservation, awards received, etc.).
 - Owner's current contact information.
 - Program Manager's current contact information, if applicable.
 - Design Professional's current contact information.
- B4 Provide three Owner references with current contact information, including phone number and e-mail. Include reference/recommendation letters, if applicable. ***It is the Proposer's responsibility to ensure that the listed contact and phone number are current.***

C. Services and Approach – no more than 8 pages

- C1 Provide a statement of your definition of your Firm's overall role in the Project. Describe your proposed methods and plans of communication, including your process for efficiently resolving issues and maintaining the project commitments while working collaboratively with the Owner, Program Manager, Design Professional, and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments.
- C2 Describe your approach to pre-construction services, including constructability and maintainability input, cost estimating and value engineering/management, and logistics planning.
- C3 This project has a fixed budget that cannot be exceeded. Describe your approach to ensuring the County receives the greatest value and full program for the budget dollars allocated. Describe your experience utilizing the lean principle Target-Value-Design (TVD).
- C4 Explain your experience mitigating the recent escalation trends and supply chain issues seen in the construction industry. Provide specific examples.
- C5 Describe your process to successfully manage early release construction packages. Specifically, describe how you will work with and lead the Project Team to minimize risk to the Owner once early construction packages are released by ensuring the GMP will be delivered within the construction budget.
- C6 Describe your approach to contingency management. How is the contingency value determined, how are the funds managed, and what is the expected approval process prior to allocation of funds?
- C7 Outline your schedule management plan for this project during construction. Describe systems and procedures your Firm uses to manage the project schedule. Describe your experience utilizing the lean principle pull-planning.
- C8 Outline your Subcontractor management plan, including Contract Document compliance procedures, project accounting procedures, and issue resolution. Describe your process to protect the Owner from Subcontractor or supplier bankruptcy during the course of a project. Describe your approach to management of Design Assist Subcontractors and/or Specialty Contractors in the judicial market.
- C9 It is the County's goal to have 25% participation on the project from local businesses within the City of Conyers and Rockdale County. Describe how your Firm would assist the Owner in assuring participation by local Subcontractors. Include examples of other projects where you have been successful in meeting similar goals.
- C10 It is the County's goal to have 10% participation by Historically Underutilized Businesses on the project as defined in Rockdale County's EBO Ordinance and outlined below. Describe how your Firm would assist the Owner in assuring participation by Historically Underutilized

Businesses. Include examples of other projects where you have been successful in meeting similar goals.

The term “Historically Underutilized Businesses” means a firm that is an independent and continuing enterprise for profit:

- a. In which at least fifty-one percent (51%) is owned by one or more minority persons or socially and economically disadvantaged individuals, or in the case of a corporation, in which at least fifty-one percent (51%) of the stock is owned by one or more minority persons or socially and economically disadvantaged individuals; and
- b. Of which the management and daily business operations are controlled by one or more of the minority persons or socially and economically disadvantaged individuals who own it.

The term “minority person” means a person who is a citizen or lawful permanent resident of the United States and who is:

- a. Black, that is, a person having origins in any of the black racial groups in Africa;
- b. Hispanic, that is, a person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race;
- c. Asian American, that is, a person having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the Indian subcontinent, or the Pacific Islands;
- d. American Indian, that is, a person having origins in any of the original Indian peoples of North America; or
- e. Female.

- C11 Indicate whether you plan to use a Contractor Controlled Insurance Program (CCIP) and Subcontractor Default Insurance (SDI); if so, provide your Firm’s experience with using these programs and explain in detail how they would benefit the Owner from both a liability and cost standpoint.
- C11 At your option, you may provide any additional supporting documentation or information which would be helpful in evaluating your Firm’s qualifications and commitment, such as Building Information Modeling experience, other lean construction methodologies not mentioned above and your plan to implement them on this project.

D. Affidavits and Forms

- D1 Provide a letter of commitment from Surety or Sureties regarding bonding capacity and availability to bond this Project for \$82,000,000.
- D2 Provide your current insurance certificate.
- D3 Provide a completed Addenda Acknowledgement Form.
- D4 Provide a completed, notarized Non-Collusion Affidavit of Vendor.
- D5 Provide a completed, notarized Contractor Affidavit.
- D6 Provide a completed, notarized Affidavit Verifying Status for County Public Benefit Application.
- D6 Provide a valid and current Georgia General Contractor’s License. A Residential Basic or Residential/Light Commercial Contractor’s license will not be accepted.
- D7 Provide a copy of the most recent completed year’s financial statements (Income Statement and Balance Sheet) for the Firm. One copy shall be submitted in a separate sealed envelope with RFP 23-##, the submitting Firm’s name, and the words “Financial Statements” on the envelope.

PROPOSAL EVALUATION CRITERIA

The evaluation to determine the shortlist will be based on the Selection Criteria listed below.

1. Staffing and Availability – Evaluation of the list of personnel specifically assigned to the proposed project, including their qualifications and overall experience on projects of similar nature and complexity to the proposed project. Evaluation of the workload of the Proposer and the staffing to be assigned to the proposed project; time schedule of the Proposer in relation to that of the proposed project location of the offices or facilities from which the services are to be provided to the Owner. Criterion Weight: 30%
2. Experience/Performance – Review of past performance on projects of similar nature and complexity as the proposed Project; evaluation of client references whether included in the Proposal response or not; overall responsiveness to Owner's needs. Criterion Weight: 30%
3. Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy, and responsiveness to the required information of the RFP. This should include a preliminary Project schedule by task and milestones that will be used to procure the Project. Provide in detail the services your Firm will be providing. Criterion Weight: 20%
4. Financial Stability – Evaluation of the overall financial position of the Proposer as determined from financial information required by the RFP or other independent sources. Criterion Weight: 20%

The Evaluation Committee will review the responses to the RFPs and provide a score for each based on the Selection Criteria above. The Evaluation Committee will convene and summarize the points earned by each Firm, then establish a shortlist of Firms found to have submitted Proposals reasonably susceptible of being selected for award. The Evaluation Committee shall select Firms to be invited to participate in an interview and fee proposal process and provide notification to the shortlisted Firms within the time outlined in the Fact Sheet.

SHORTLIST SITE VISIT

A mandatory site visit for shortlisted firms will be conducted at the time and date shown in the Fact Sheet. The Owner reserves the right to disqualify a proposer from the selection process due to a failure by a proposer to arrive for the site visit by the scheduled time. Failure to attend a mandatory site visit will automatically result in disqualification from the selection process.

Shortlist Site Visit Location:
Rockdale County Assembly Hall
901 Main Street
Conyers, GA 30012

INTERVIEW INFORMATION

The primary intent of the formal interview process is to provide the Evaluation Committee with in-depth and clarifying information about the Firm; information provided should assist the Evaluation Committee in making an informed decision as to the Proposer best suited for the work. The time allotted to each Firm for the interview will not exceed 75 minutes to include: 10 minutes for setup, 30 minutes for Proposer presentation, 30 minutes for Evaluation Committee questions, and 5 minutes for knockdown.

Firms should focus their presentations on:

- The detailed plan for involvement in preconstruction.
- Managing the construction, cost, schedule, and quality on the project.
- Why is your team the best choice for the Rockdale County Judicial and Administrative Complex Project, particularly from a schedule and cost standpoint?

Firms are discouraged from reviewing general company history and past experience previously submitted in the Project Proposal unless this information is particularly relevant to the presentation.

A HDMI connection and monitor will be available for interviewing firms; firms should be prepared for alternative setup in case of any unforeseen technical difficulties.

Location:

Rockdale County Administration Building
958 Milstead Avenue NE
Conyers, GA 30012

FEE PROPOSAL

Fee proposals will be solicited from the finalists invited to interview. The Fee Proposal Form will be provided with the Notice to Finalists document and shall be submitted by finalists. Detailed itemization of the fee proposal must be attached to the Fee Proposal Form.

Fee Proposals shall be submitted at the conclusion of the interview session in a sealed opaque envelope. Reference to RFP 23-11, the words "SEALED FEE PROPOSAL" and the name of submitting Firm must be indicated on the outside of the envelope. The Fee Proposal must contain the Firm's following costs for this Project:

- Preconstruction Costs and Pre-Construction Fee.
- General Conditions Labor Costs for all personnel that will work on this Project. At no time will the CM At-Risk personnel costs be included within the General Requirements or Subcontractor cost of the work.
- General Conditions Non-Labor Costs, including Payment and Performance Bond and Insurance as outlined above. Said policies shall provide for jurisdiction and venue in Rockdale County, Georgia, for resolution of any disputes.
- Contractor's Fee for Construction.

NOTE: The Firm selected shall provide full policy documentation, as well as updated continuation certificates for all bonds, certificates of liability naming the Owner as the obligee and copies of all bond and policies on an annual basis through maturity of the project. Said documentation shall be delivered to and maintained by the Owner with assistance of the Program Manager.

FINAL EVALUATION & SELECTION

- a. Calculation of the Qualifications Score
Upon completion of the Interviews of the shortlisted Firms, each member of the Evaluation Committee will score the Firms out of 80 total points. The Procurement Office will then compile the Scores for each Firm and calculate the average Qualifications Score for each Firm.
- b. Calculation of Price Score
Upon completion of the scoring for the Qualifications, the Procurement Office will open and score each Price Proposal. Price Proposals shall be scored by dividing the total price proposed by the lowest Firm by the total price proposed by the Firm and multiplying the result by 20. For example, if Firm A proposed \$105 and Firm B proposed \$125, Firm A would be awarded 20 points $((105 / 105) \times 20 = 20)$. Firm B would be awarded 16.8 points $((105 / 125) \times 20 = 16.8)$.
- c. Calculation of Total Score = Price Score + Qualifications Score
The Qualifications Score will be added to the Price Score. The Firm with the highest total score (out of 100 possible points) shall be selected.

GENERAL INFORMATION

No proposals received after said time or at any place other than the time and place as stated in the notice shall be considered. No responsibility shall attach to Rockdale County for the premature opening of a proposal not properly addressed and identified.

Withdrawal of Proposal

A proposer may withdraw his proposal before the proposal due date, without prejudice to the proposer, by submitting a written request of withdrawal to the Rockdale County Procurement Office.

Rejection of Proposal

Rockdale County may reject any and all proposals and must reject a proposal of any party who has been delinquent or unfaithful in any formal contract with Rockdale County. Also, the right is reserved to waive any irregularities or informalities in any proposal in the proposing procedure. Rockdale County shall be the sole judge as to which proposal is best, and in ascertaining this, will take into consideration the business integrity, financial resources, facilities for performing the work, and experience in similar operations of the various proposers.

Statement of Experience and Qualifications

The proposer may be required, upon request, to prove to the satisfaction of Rockdale County that he/she has the skill, experience, necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer is required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.

Non-Collusion Affidavit

By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.

Interest of

By submitting a proposal, the proposer represents and warrants that a Commissioner, Administrator, employee, nor any other person employed by Rockdale County has, in any manner, an interest, directly or indirectly, in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

Proprietary Information

Careful consideration should be given before submitting confidential information to Rockdale County. The Georgia Open Records Act permits public scrutiny of most materials collected as part of this process. Please clearly mark any information that is considered a trade secret, as defined by the Georgia Trade Secrets Act of 1990, O.C.G.A. §10-1-760 et seq., as trade secrets are exempt from disclosure under the Open Records Act. Rockdale County does not guarantee the confidentiality of any information not clearly marked as a trade secret.

Documents deemed part of the Contract

The notice, invitation to proposers, general conditions, and instructions for proposers, special conditions, Schematic Drawings, proposal, and addenda, if any, will be deemed part of the contract.

A sample contract will be provided to shortlisted Firms. An official contract will be negotiated following award recommendation.

Contract Term

The Contract Term will be 42 months.

Qualifications of Offerors

Proposers must provide a current business license from their home office jurisdiction with the submittal of their bid response. Rockdale County vendors doing business in Rockdale County must have a current Rockdale County Business License.

Proposals from any offeror that is in default on the payment of any taxes, license fees, or other monies due to Rockdale County will not be accepted.

In evaluating Proposals, the County may seek additional information from any contractor concerning such contractor's proposal or its qualifications to construct the Project.

Insurance

The Company shall maintain in full force and effect the following insurance during the term of the Agreement.

Coverage	Limits of Liability
Commercial General	\$2,000,000 each occurrence \$4,000,000 aggregate
Workers' Compensation	\$1,000,000 each accident \$1,000,000 each employee \$1,000,000 policy limit
Professional Liability	\$2,000,000 per claim \$2,000,000 aggregate
Automobile Liability	\$2,000,000 combined single limit
Excess Umbrella Liability	\$10,000,000 each occurrence \$10,000,000 aggregate

All insurance shall be provided by an insurer(s) acceptable to the County, and shall provide for thirty (30) days prior notice of cancellation to the County. Upon contract award, Contractor shall deliver to the County a certificate or policy of insurance evidencing Contractor's compliance with this paragraph. Contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

Bonds

Payment and Performance Bonds in the amount of 100% of the GMP contract will be required at the time of GMP award and before notice to proceed for construction is given.

All sureties of bonds for Rockdale County must be licensed to do business in the State of Georgia and must be listed on the Department of Treasury Federal Register.

Permits

The awarded contractor will be responsible for acquiring any permits that are required for this project/purchase. Rockdale County will waive fees on all permits issued by Rockdale County (excluding fees related to construction such as tap fees or sub-contractor permit fees).

Award of Contract

The Rockdale County Procurement Office and Evaluation Committee makes a recommendation for award. The Board of Commissioners will make the actual award of the contract and has the authority to award the contract to a company different than the company recommended by the Procurement Office and/or Evaluation Committee.

STANDARD INSTRUCTIONS

1. The instructions contained herein shall be construed as a part of any proposal invitation and/or specifications issued by Rockdale County and must be followed by each proposer.
2. The written specifications contained in this proposal shall not be changed or superseded except by written addendum from Rockdale County. Failure to comply with the written specifications for this proposal may result in disqualification by Rockdale County.
3. All goods and materials shall be F.O.B. Destination Conyers, Georgia and no freight or postage charges will be paid by Rockdale County unless such charges are included in the proposal price.
4. The following number, **23-11** must be written clearly on the outside of each proposal envelope in order to avoid prior opening in error.
5. All proposals must be received and in-hand at proposal due date and time. Each proposer assumes the responsibility for having his/her proposal received at the designated time and place of proposal due date. Proposals received after the stated time and date may be subject to rejection without consideration, regardless of postmark. Rockdale County accepts no responsibility for mail delivery.
6. Unless otherwise stated, all proposals submitted shall be valid and may not be withdrawn for a period of 90 days from the due date.
7. Each proposal form submitted must include the name of the business, mailing address, the name, title and signature of the person submitting the proposal. When submitting a proposal to Rockdale County the first page of your proposal package should be the proposal form listing the price, delivery date, etc., unless the proposal form is requested to be in a separate envelope.
8. Rockdale County reserves the right to accept a proposal that is not the lowest price if, in the County's judgment, such proposal is in the best interest of the County and the public. The County reserves the right to reject any and all proposals.
9. Telephone, Telegraphic or Facsimile proposals will not be accepted.
10. No sales tax will be charged on any orders.
Federal I.D. #58-6000882
Sales Tax Exempt #58-800068K
11. If applicable, completed questionnaires must be signed manually. Rockdale County reserves the right to accept or reject any proposal on the basis of incomplete or inaccurate answers to the questionnaire.
12. If applicable, warranty information shall be provided.
13. Proposers shall state delivery time after receiving order.
14. Proposers shall identify any subcontractors, and include an explanation of the service or product that they may provide.

ADDENDA ACKNOWLEDGEMENT FORM

Instructions: Complete BOTH parts of this form.

PART I: Addenda Acknowledgements (if applicable)

Each vendor is responsible for determining that all addenda issued by the Rockdale County Finance Department – Purchasing Division have been received before submitting a Statement of Qualifications.

Addenda	Date Vendor Received	Initials
"1"		
"2"		
"3"		
"4"		
"5"		
"6"		

PART II: Vendor Information:

Company Name	
Address	
Telephone	
E-Mail	
Representative (print name)	
Signature of Representative	
Date Submitted	

**ROCKDALE COUNTY BOARD OF COMMISSIONERS
NON-COLLUSION AFFIDAVIT OF VENDOR**

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ (owner, partner officer, representative, or agent) of _____, the Vendor that has submitted the attached RFP;

(2) He/She is fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such RFP;

(3) Such RFP is genuine and is not a collusive or sham RFP;

(4) Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Vendor, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Vendor, firm or person to fix the price or prices in the attached RFP or of any other Vendor, or to fix any overhead, profit or cost element of the proposing price or the proposing price of any other Vendor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Rockdale County or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached RFP are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Vendor or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed)

(Title)

Subscribed and Sworn to before me this _____ day of _____, 20

Name _____

Title _____

My commission expires (Date)

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

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 (name of public employer) has registered with, is authorized to use and uses 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

Name of Contractor

Name of Project

Name of Public Employer

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

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC
My Commission Expires:

AFFIDAVIT VERIFYING STATUS FOR COUNTY PUBLIC BENEFIT APPLICATION

By executing this affidavit under oath, as an applicant for the award of a contract with Rockdale, County Georgia, I _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity] am stating the following as required by O.C.G.A. Section 50-36-1:

1) _____ I am a United States citizen

OR

2) _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: _____ Date _____

Printed Name: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 2013.

* _____
Alien Registration number for non-citizens

Notary Public
My commission Expires:

***Note:** O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below.
