

**REQUEST FOR QUALIFICATIONS AND PROPOSAL
CARROLL COUNTY BOARD OF COMMISSIONERS**

**SCOPE OF SERVICES
PROJECT MANAGEMENT AND CONSULTANCY SERVICES
(Solicitation No 09-A039)**

“County” in all instances refers to Carroll County Government

I. Introduction

A. Purpose: The Carroll County Board of Commissioners is soliciting qualifications from qualified firms to conduct Project Management and Consultancy Services for the new Judicial Center Project. The purpose of this Request for Qualifications and Proposals (herein after referred to as RFQ/P) is to obtain qualifications to assist the County in the selection of a provider of Project Management and Consultancy Services for design and construction of the project. The minimum requirements are described on the following pages.

B. Project Description: Judicial Facility: The County Judicial Facility is planned to be approximately 94,000 square feet of finished space and will house the Clerk of Superior Court, State Court, Magistrate Court, Probate Court, District Attorney, Public Defender, Drug Court, Sheriff Courthouse Security, County Coroner and other judicial functions.

C. Program/Design: The County has completed a preliminary space analysis and has selected the architect for the project. The initial phase of services of the Project management and Consultancy provider will be to assist the County with review and validation of the program. Proposing firms should anticipate adjustments and modifications to the program as a result of this effort.

D. Schedule: Completion of this project is anticipated within eighteen (18) months of award of the contract. This schedule is based on the current project scope and budget and anticipated durations for design and construction of the project. It will be the responsibility of the successful firm to confirm and obtain approval for specific design and construction phasing related to site access.

E. Estimated Project Budget: The project budget is \$ 18,800,000.00. This budget is inclusive of Design, Construction, FF&E and other costs.

F. Objective: The primary objective of this process is to identify a Project Management and Consultancy Services firm that can serve as the County’s advocate and partner to develop a project that is well-designed and constructed, delivered on-time and within approved budgets, and represents a high value for the investment by the County.

II. Submittal Requirements/Format

To be considered, prospective consultants must submit a complete response as required by the RFQ/P. Consultants must submit evidence of their ability to provide complete, thorough and comprehensive responses and information for each of the following components of the RFQ/P. All work to be performed shall be carried out by certified and experienced personnel. Qualified submittals shall include the following:

Three (3) copies of the sealed qualifications must be delivered to:

Carroll County Board of Commissioners
Purchasing Department, Room 410
423 College Street
Carrollton, GA 30117
Attn: Russ Benedict, Purchasing Manager

The qualifications shall be delivered no later than **1:00 PM ET on Friday, May 29, 2009**. Each response should be marked on the outside of the envelope with **“Sealed Qualifications/Proposal – PROJECT MANAGEMENT AND CONSULTING SERVICES (Solicitation No 09-A039), May 29, 2009”**.

It is the County’s intent to minimize the cost to proposing firms in responding to this solicitation, so you are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not curry favor with the reviewers. We are seeking thoughtful, tightly focused qualifications packages that document your firm’s suitability for this project and understanding the project and needs of the County.

Format: Qualifications shall be on 8 ½ x 11 inch paper and organized in sections following the order specified under contents. Ensure all pictures, exhibits, etc. fit appropriately in your package.

Contents: Proposal shall contain the following information:

1. A letter of transmittal signed by an individual authorized to bind the proposing entity.
2. A Table of Contents listing the material by section and by page number.
3. Provide a description of the firm.
 - Describe the ownership and current principles of your firm and other firms that you propose to become part of your team.

- Where is your firm headquartered? From what office will this project be administered? What resources are available at the submitting office?
 - Describe your firm's range of services relative to this RFQ/P.
 - Describe your firm's history relative to planning and project management services for Courthouses or Judicial Facilities.
 - Provide a company organizational chart.
4. Provide a listing of previous experience in Project Management Services for Justice Facilities (Courts, Jails and related facilities).
- Provide photographs for each project.
 - Provide a County reference familiar with your performance on the project. Ensure all contacts have current contact information.
 - List the individual from your firm who served as the Project Manager. Is this individual still employed with your firm?
 - List the services provided and their relevance to the Carroll County project.
 - Indicate the budget established at the planning phase and the final budget upon completion.
5. List any litigation your firm is currently engaged in.
6. Provide a conceptual plan for services that you believe are appropriate for the Carroll County project. Indicate how the resources of your firm (e.g. number and type of personnel allocated by hours) will be allocated for this project.
- Designate specific individuals to fill the following key roles on your team.
 - Principal in Charge
 - Project Manager
 - Other (please describe, if applicable)
 - Provide resumes listing relevant project experience for the individuals listed above.
 - 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 County. This individual's competence, leadership and ability to achieve customer satisfaction will be heavily considered in the selection.
 - Provide an organizational chart showing the lines of responsibility and accountability for your team.

7. Attach a copy of a valid insurance certificate for the firm's general liability, automobile insurance, and proof of adequate worker's compensation coverage for employees.

III. County Point of Contact

Technical, policy and procedural questions relating to this RFQ/P must be submitted in writing to the Purchasing Manager. The deadline for submission of questions shall be May 18, 2009. All questions submitted in writing prior to the deadline will be compiled and answered in writing. A copy of all questions and answers will be made available to any interested party.

Contact Information: Russ Benedict at (770) 830-5868 or email: rbenedict@carrollcountyga.com.

IV. Minimum Criteria Used to Determine Responsibility and Responsiveness of Qualifications/Proposals

- Does the Consultant demonstrate an understanding of the County's needs?
- Does the Consultant possess the ability, capacity, skill, and financial resources to provide the requested service?
- Can the Consultant take upon itself the responsibilities set forth in the RFQ/P and produce the required outcomes in this RFQ/P?
- Has the Consultant performed satisfactorily on previous projects of similar size and scope; has it otherwise demonstrated its capacity to perform the services the County seeks to establish through this RFQ/P?
- Does the Consultant have all necessary certifications to perform stated work?
- Does the Consultant meet all insurance requirements?

V. Scope of Services

The Scope of Services, as may be modified through negotiation and/or by written addendum issued by the County, will be made a part of the Agreement.

Services shall include, but not be limited to, the following:

- Recommending project delivery system.
- Establishing the Project Direction and Scope of Work.

- Writing the Request for Qualifications (RFQ), and interviewing and selecting constructors,
- Negotiating fees and scope of services.
- Coordinating with City, County, State and Federal Agencies.
- Overall Project Management from feasibility and conceptual design and budget, through construction completion and client move in.
- Overseeing the consultant firms hired to design project.
- Management of many aspects including architectural, structural, civil, mechanical, electrical and interior design, as well as specialty consultants as each job requires.
- Participating in the preparation of environmental impact reports.
- Meeting with the community to provide information on the project.
- Overseeing that the appropriate approving agencies, regulations and laws are followed.
- Presentations to the Board of Commissioners and County Administrative Staff for project direction and approval.
- Overseeing the bidding process.
- Interfacing with contractors on construction issues.
- Assessing the current and future demands for design and construction services.
- Maintaining the project budget.

VI. Terms

The Term of the Agreement will be for the duration and completion of the project.

VII. Insurance

Consultant shall procure and maintain insurance for the duration of the contract against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of services hereunder by Consultant, its agents, representatives, or employees.

Types of Insurance Required: As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- (a) General Liability: \$1,000,000.00 combined single limit per occurrence for comprehensive coverage including bodily injury, personal injury and property damage for premises/operations, products/completed operations, contractual liability, independent contractors, broad-from property

damage, and underground, explosion and collapse hazard. Defense costs shall be paid in addition to the limits.

(b) Automobile Liability Insurance: \$1,000,000.00 combined single limit per accident for bodily injury and property damage including owned, hired and non-owned.

(c) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of State of Georgia and Employers Liability of \$100, 000.00 per accident.

A "Certificate of Liability Insurance" showing Carroll County Board of Commissioners, as the Certificate Holder, will be provided.

VIII. Safety Measures

Consultant shall take all necessary precautions for the safety of employees on the worksite and shall erect and properly maintain at all times, as required on job conditions and progress of the work, all necessary safeguards for the protection of the workmen and public.

IX. Price

Will be negotiated upon selection of Consultant Firm.

X. Payment

Invoices will be submitted monthly to:

Carroll County Board of Commissioners
P.O. Box 338
Carrollton, GA 30117

Accounts are NET 30 DAYS.

XI. Notice to Consultant

Each bidder, before submitting qualifications/proposals, shall become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstanding of the materials to be furnished, nor work to be done; it should be understood that the submission of a package is an agreement with all the items and conditions referred to herein.

XII. Qualification and Proposal Acceptance

Qualifications and proposals will be reviewed and evaluated by the Carroll County Board of Commissioners. An award, if made, will be made to the firm whose qualifications are most advantageous to the County while meeting the above specifications and requirements. At the conclusion of the review, the County will negotiate a contract with its selected respondent. If negotiations are not successful, the County reserves the right to negotiate with any of the remaining respondents or to act in the best interest of the County.

R. Benedict
Purchasing Manager