



Cherokee County Board of Commissioners
Purchasing Department
1130 Bluffs Parkway, Canton, GA 30114
Phone: (678) 493-6000
Fax: (678) 493-6035

REQUEST FOR PROPOSALS

RFP# 2023-041 **RENOVATION, CHEROKEE COUNTY PROBATION OFFICE**

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed proposals from licensed general contractors for the renovation of Cherokee County Probation Office located at 400 East Main Street, Canton GA 30114, meeting the specifications and as described herein.

There will be a mandatory meeting to review the requirements. The meeting will be held at the proposed work site and will include walking the area.

All times in the solicitation are local times to Cherokee County, Georgia in the Eastern Time Zone.

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

The County reserves the right to reject any or all bids/proposals, to waive technicalities and to make a selection and final award as deemed to be in the best interest of the County, including using any form of contract it deems most advantageous to the County.

SCHEDULE:

Issued	September 7, 2023
Mandatory Site Visit	September 14, 2023, at 10:00 AM
Questions Due	September 21, 2023, by 4:00 PM
Answers Due	September 28, 2023
Bids/Proposals Due	October 5, 2023, at 10:00AM
Anticipated Award Date	November 7, 2023

THE EXPECTED PERIOD OF PERFORMANCE:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be an X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS/GOODS ☒ PHYSICAL DELIVERY OF ITEMS/GOODS REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of a Notice to Proceed (NTP), in which case the NTP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☐ Two Years
☐ Three Years
☒ Other: 8 months from Notice to Proceed (NTP)

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see Statement of Work for details.

SUBMITTAL INSTRUCTIONS:

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions that should include the following items (**only items indicated with an “X” in the corresponding boxes are required for this solicitation**):

- ☒ Information and Addenda Acknowledgement Form (Appendix A)
- ☒ Non-Influence and Non-Collusion Affidavit (Appendix B)
- ☒ E-Verify Affidavit (Appendix C)
- ☒ References* (Appendix D)
- ☒ Acceptance of County' Standard Agreement**, as below: (Appendix E)
 - ☐ Professional Services Agreement (Sample provided)
 - ☒ Construction Services Agreement (Sample Provided)
 - ☐ Architectural & Engineering Services Agreement (Sample Provided)
 - ☒ Other: 00700 General Conditions_2022
- ☒ Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions (Appendix F)
- ☒ Contractor's License Certification (Appendix G)
- ☒ Bonds Requirements **if the price bid > \$100K**
 - ☒ Ability to Provide Performance, Labor & Mat'l. Payment Bond (Appendix H)
 - ☒ Bid Bond (See Appendix I)
- ☒ Evidence of/ability to provide Insurance at the limits identified herein, ***
- ☒ Certifications, Licenses or Registrations as required by law and/or as requested.
- ☐ Pricing on Proposer's Company Letterhead
- ☒ Pricing on included pricing sheet / bid form (Attachment B)
- ☒ Contractor's Qualifications Statement (Appendix J)
- ☒ ARPA Terms, Conditions, Certifications & Representations (Attachment 1)
- ☐ Substitutions Proposed: See Instructions Standard Solicitation Terms****, Item 9
- ☒ Any other requirements as requested under the scope of work.

This project is funded by the American Rescue Plan Act of 2021 (ARPA). All documents listed above with an ☒ in the box are required to be submitted with complete and accurate information including signatures and notarization where required. Attachment 1 (ARPA Terms & Conditions and Representations) shall be incorporated into the County's standard Construction Services Agreement. Failure to comply with this requirement will be deemed as non-responsive.

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies, and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

****Standard Solicitation Terms Refer to Cherokee County Standard Solicitation Terms and Conditions

EVALUATION CRITERIA:

Bids/Proposals that contain options or additive work above and beyond the base bid will be evaluated financially according to the criteria described in the solicitation. However, should the use of options or additive work proposed exceed the County budget, the County retains its rights to address such situations as described in its Standard Terms For Bid and Proposal Solicitation as well as the right to award based on the base bid only or the base bid plus quoted additive work that is within its budget.

☐ Bids determined to be Responsive and Responsible will be ranked based Bid Form Criteria.

OR

☒ Proposals determined to be Responsive and Responsible will be evaluated on the following criteria, detailed further in **Attachment A**.

Determination of acceptable proposing firms shall be made according to the sole judgement of the evaluation team as overseen by the Procurement Director and based on application of the evaluation criteria defined in the solicitation. The County will evaluate each proposal according to the criteria defined in the solicitation and make a determination as to if the minimum requirements were adequately met and considered acceptable.

All acceptable qualified proposals as determined by the evaluators and accepted by the Procurement Department will be ranked from lowest proposed price to highest, with award recommendation being the lowest proposed price from an acceptable and appropriately qualified proposing organization.

Firm's Information
 Relevant Project Experience
 Project Team
 Proposed Schedule
 Project Approach
 Financials

Proposals will be evaluated on the major qualification groupings listed above criteria and further defined in Attachment A. Failure to provide information necessary to evaluate proposal will limit possible scoring and may result in disqualification.

In order to ensure qualifications are adequately met, the County reserves the right to request clarifying information by way of interview or follow-up clarifying questions.

Proposals will be scored on the above evaluation criteria. Failure to provide information necessary to evaluate proposal, may result in a lower scoring proposal.

The County reserves the right to reject the bid of any vendor who has previously failed to perform properly or complete on time contracts of a similar nature, or who upon investigation shows is not in a position to perform the contract.

HOW AND WHERE TO SUBMIT BIDS AND PROPOSALS:

The County has two methods for receiving bids and proposals that are mutually exclusive; either electronically or by physical receipt. The box with the “X” below indicates how and where bids or proposals are to be submitted. The County will NOT accept proposals by fax, or e-mail unless authorized, in writing, by the Procurement Director. The solicitation submission deadline will be strictly enforced; no late bids/proposals will be accepted for any reason, please plan accordingly.

A. Electronic Submissions Only:

☒ Bids and Proposals are to be submitted electronically ONLY to BidNet Direct. Physical copies are not to be submitted unless approved in advance by the Purchasing Director.

Proposals and all requested documentation to be provided electronically should in the Adobe Portable Document Format (PDF) as ONE file unless otherwise indicated in these solicitation instructions. Documents provided in response to this solicitation are to be named according to the following naming convention:

- a. [Solicitation Number]_[Vendor Name]_[Document Type]
Example: “2017-111_ABC Company_Proposal”

QUESTIONS/ADDENDA:

Only written inquiries will be permitted during the solicitation period. **Questions are to be submitted via BidNet Direct** for this solicitation no later than the date and time indicated in the Schedule, as may be amended. Answers will be posted via formal Addendum and only released as part of the solicitation documents on BidNet Direct. All interested parties are instructed to monitor BidNet Direct on a regular basis throughout the solicitation period. The final date for posting of Addenda is per the Schedule, as may be amended.

STATEMENT OF WORK AND / OR SPECIFICATION LOCATED ON THE NEXT PAGE

STATEMENT OF WORK AND / OR SPECIFICATION:

Cherokee County is seeking proposals from licensed general contractors for the renovation of Cherokee County Probation Office located at 400 East Main Street, Canton GA 30114.

The renovation includes an approximately 7,270 square foot single story facility to contain offices, administration, and drug testing spaces. The office and administration spaces will accommodate Probation Staff, Supervisors, and the Director. The offices are adjoined by support spaces containing restrooms, a break room, a training room, office and custodial storage, and mechanical spaces as well. The exterior walls shall be CMU block construction with light gage metal furring and gypsum board interiors, with brick exterior veneer. The interior walls shall be light gage metal stud and gypsum board construction. The building will receive all new paint, flooring, lighting, electrical, plumbing, HVAC, and low voltage systems. The building exterior will receive new paint on the metal roofing system and brick veneer, new prefinished metal gutter and downspout systems, new aluminum storefront windows and entrance, new flagpole and building lighting, and general repairs throughout.

Project shall be complete within 8 months from the issuance of the notice to proceed.

Plans have been submitted to the building department. The awarded contractor will have to apply for and pick up the permits. Permit fees will be waived.

All work shall be in accordance with the plans and specifications issued by KRH Architects and are included as part of this solicitation.

Attachments:

- 00700 General Conditions
- 23-001 Probation Office Combined Drawings
- 23-001 Probation Office Combined Specs
- Cherokee Standard Construction Agreement Sample
- Cherokee County Standard Solicitation Terms and Conditions

END OF STATEMENT OF WORK/SPECIFICATION

ATTACHMENT A
Qualifications and Submission Requirements

QUALIFICATIONS OF DETERMINATION

I. EVALUATION CRITERIA

A. FIRM'S INFORMATION – 20%

Firms shall provide the following business information for the office that will be responsible for this project:

1. Firm name, address, and telephone number
2. Primary contact person(s) and telephone number(s), this will be the main contact throughout the RFP process.
3. Total number of firm's full-time employees
4. Firm's history, including background of firm's executive management and number of years the firm has been in business.
5. Type of organization (joint venture, partnership, limited partnership, corporation, etc.). If submitting as a joint venture, firm shall provide a summary of the draft agreement terms.
6. Listing and description of all current litigation involving the local firm
7. Listing and description of all litigation history for the local firm within the last 10 years.

B. RELEVANT PROJECT EXPERIENCE – 35%

In order to meet the minimum qualification requirement, the proposing organization shall submit documentation that:

1. Demonstrates that they have completed a minimum of three to five similar projects with in the last 5 years.
2. All of the similar projects must be where the contractor has acted as the prime contractor.
3. Similar project reference documentation shall be limited to one page for each project and must include the following informational requirements:
 - a) Project name,
 - b) Project location,
 - c) Summary scope of work,
 - d) Original contract price and final contract price,
 - e) Original contract period and final contract period,
 - f) Current reference contact information for the project Owner, and
 - g) Provide brief narrative with examples of Effective & Proactive Subcontractor Management
 - i. Proper Change Order Vetting
 - ii. Onsite Management

C. PROJECT TEAM – 15%

Evaluations will consider qualifications and experience of key personnel as both a team and as individuals. Proposing firms shall:

1. Identify the key personnel who will be assigned to this project and indicate the % of time commitment for each individual.
2. Identify the firm's single point of contact (Project Manager) for the entire awarded project.
3. Provide an organization chart clearly defining all individuals proposed for the project.
4. Identify number of years key personnel have worked together as a team.
5. Provide resumes for each individual listed above, including the following:
 - a) Name and title
 - b) Years of experience
 - c) Years with firm
 - d) Office location
 - e) Education, certifications, licenses, and/or special training
 - f) Description of role and key responsibilities for the project and level of involvement in each phase
 - g) Listing and description of relevant project experience
6. Provide list of projects key personnel have completed as a team for the last 3 years.
7. Firms shall submit the timelines of projects completed by identified team and identify original schedule and completed schedule of team's last five (5) completed projects.

D. PROPOSED SCHEDULE – 15%

1. Firms shall submit a proposed schedule including a project plan containing critical path items based on the identified anticipated award date and using the provided Construction Schedule as a guideline.
2. Firms shall identify potential obstacles and address management strategies to protect schedule and maintain critical path.
3. Statement of Capacity and Commitment: Statement of Firm's capability to absorb additional workload, availability of personnel and commitment to provide services on a timely basis.
4. Proposals shall identify any long lead time items that could potentially affect project schedule.

E. PROJECT APPROACH – 15%

1. Firms shall submit a description of how cost and quality are managed to maximize the value to the Owner, including examples of cost reductions realized by owners

and examples of how and where savings were realized under the original project budget.

2. Firms shall submit a detailed list of the services to be provided under this Scope of Work.

F. FINANCIALS

Firms must exhibit financial solvency and responsibility and shall submit the following:

1. Copy of the most recent 2 completed years audited financial statements (Income Statement and Balance Sheet) and audited tax returns.
2. Current year's to-date audited income statement and balance sheet.

II. PRICING PROPOSAL

All acceptable qualified proposals as determined by the evaluators and accepted by the Procurement Department will then, regardless of scoring differential, be considered equally qualified for award resulting in selection of lowest proposed price for award.

(BALANCE OF PAGE BLANK)

ATTACHMENT B

RFP# 2023-041 RENOVATION, CHEROKEE COUNTY PROBATION OFFICE

*PRICING FORM***A. Base Proposal**

Company Name: _____
 proposes to fully and completely construct the Project in conformity with all requirements of the Contract Documents and furnish all necessary labor, material and equipment for such construction, and, furthermore, to fully, completely, and strictly perform all obligations of the Contractor as set forth in the Contract Documents, for the lump sum contract price of

(\$_____). Said lump sum contract price is allocated, in its entirety, to the following elements of the work:

General Conditions and Fees	\$_____
Demolition	\$_____
Concrete	\$_____
Light Gage Metal Framing	\$_____
Low Voltage/Fire Alarm System	\$_____
Electrical	\$_____
Mechanical	\$_____
Plumbing	\$_____
Painting	\$_____
Masonry	\$_____
Other	\$_____
Allowances (from below)	\$ <u>300,000.00</u>

TOTAL (must match lump sum) \$_____

 REPRESENTATIVE'S NAME

 REPRESENTATIVE'S SIGNATURE

 DATE:

B. Allowances

The Contractor proposes the following Allowance as described in section 01020. Please reference section 01020 for a complete description of work for each item.

Allowances:

1.	General Contingency Allowance	\$300,000.00
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BE SURE TO INCLUDE ALL ALLOWANCES IN YOUR LUMP SUM ON PAGE 1 OF THE PRICING FORM

Allowances shall be used for unforeseen conditions above and beyond the work included in the contract documents as approved by the Owner.