



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

RFP# 2024-023 New Construction, Cherokee County EMS Station #30

THE PROJECT: The Cherokee County Board of Commissioners Purchasing Department (County) is requesting competitive sealed **proposals** in support of performing new construction of Cherokee County EMS Station #30 located at 2017 E. Cherokee Drive, Woodstock GA 30188, 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	March 18, 2024
Mandatory Site Visit*	March 25, 2024, at 10:00 AM
Questions Due	April 10, 2024, by 4:00 PM
Answers Due	April 11, 2024
Bids/Proposals Due	April 18, 2024, at 10:00 AM
Anticipated Award Date	May 7, 2024

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:
- 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 & Matl. 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
- Contractor's Qualifications Statement (Appendix J)
- Added Terms to Construction Service Agreement (Attachment)
- ARPA Terms, Conditions, Certifications & Representations (Attachment)
- 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. ARPA Terms & Conditions and Representations shall be incorporated into the County's standard Construction Services Agreement.

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:

60%	Price
40%	Technical* to include similar experience, qualifications, schedule adherence, and project understanding and scope.
100%	TOTAL

References may be contacted should the evaluation team deem them necessary.

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 construction of a new Cherokee County EMS Station #30 located at 2017 E. Cherokee Drive, Woodstock GA 30188.

The project includes an approximately 5,928 square foot single story facility containing a fire station, apparatus bays and support spaces. This includes 2,723 square feet of new construction and 3,205 square feet of renovation to existing structures. The apparatus bays are two spaces wide and shall be constructed for back-in accessibility. The bays are adjoined by support spaces containing gear lockers, a mechanical platform, bay storage, and EMS storage spaces as well. The EMS station will contain office spaces, dayroom, dining, kitchen, exercise room, bathrooms, laundry, bunk rooms and support spaces. The apparatus bays shall be CMU block construction, with brick and cementitious siding veneer. The fire station and community room shall be stud construction, with brick and cementitious siding veneer. The building will receive a prefinished metal roofing system on pre-engineered light gage metal trusses. The renovated portion will receive new paint throughout, new HVAC, plumbing, and electrical systems throughout, new windows and doors, new gutters and downspouts, and other improvements as indicated in the project documents. The site work includes new parking, drives, sanitary system, all utility work, grading, erosion control, etc. A new generator for full building power is also part of this project's scope.

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

23-017 EMS Station #30 Combined Drawings

23-017 EMS Station #30 Combined Specs

Cherokee Standard Construction Agreement Sample

Cherokee County Standard Solicitation Terms and Conditions

END OF STATEMENT OF WORK/SPECIFICATION

ATTACHMENT A

PROPOSAL REQUIREMENTS: Proposals are to be organized in the following sections, clearly labeled. Proposal including all forms are to be uploaded as **ONE PDF document to** BidNet Direct.

I. FIRMS INFORMATION

1. Local Name, address and telephone Number
2. Primary Contact for RFP process: name, telephone number and email address
3. Firm's information to include number of employees, type of business (Inc., LLC, etc.), years in business and executive management team.

II. TECHNICAL PROPOSAL – MAXIMUM OF 40 POINTS AVAILABLE

1. **SIMILAR EXPERIENCE:** Please provide 3 – 5 similar projects in size and nature completed by the General Contractor within the last 3 years. Please submit the following information for each project:
 - a) Project name and Location
 - b) Owner name and current contact information
 - c) Firm's role in project / brief summary of Firm's completed scope of work
 - d) Original contract price and final contract price,
 - e) Original contract period and final contract period
 - f) Any other photos or information relevant to project.
2. **PROJECT MANAGER INFORMATION,** to include: Name, years with company, years in industry, relevant similar projects that he/she has worked on, and any other information that may be relevant to this project.
3. **SITE MANAGER INFORMATION,** to include: Name, years with company, years in industry, relevant similar projects that he/she has worked on, and any other information that may be relevant to this project.
4. **SCHEDULE:** Proposals shall include schedule detailing timeline of major milestones that demonstrates ability to complete project within the specified timeframe. This shall include the assumption of weather days where construction may not be possible as well as any other potential delays in material availability. Notice to Proceed will be issued with 1 to 2 days of award.
5. **PROJECT APPROACH AND UNDERSTANDING:**
 - a) Firms shall submit a detailed list of the services to be provided under this Scope of Work.
 - b) Firms shall include information on firm's project approach to successfully completing the County's project on time demonstrating an understanding of project.

- c) Firms shall submit a description of how cost and quality are managed to maximize the value to the Customer and minimize the issuance of change orders.
- d) Firms shall demonstrate why they would be the most competent firm and/or team to complete this project and provide any additional information that may service to differentiate the firm from others in suitability, experience and qualifications for the project.

III. PRICING PROPOSAL – MAXIMUM OF 60 POINTS AVAILABLE

- a) Pricing is to be submitted on provided pricing form, Attachment B, broken down by major trades/commodities as identified on pricing form.
- b) Please note: Contractor's Schedule of Values shall contain a line item for warranty at the greater of one-half percent (0.5%) the total contract value or twenty-five thousand dollars (\$25,000) which will be held through the duration of the warranty period. The entirety of this amount will be held through the full duration of the warranty period and until all warranty items that arise during the warranty period are corrected to the satisfaction of the architect and owner. If Contractor fails to resolve a warranty issue in a timely manner as determined by the opinion of the owner, the owner may provide a pre-approved county vendor on Contractor's behalf and deduct the cost from the contract.

IV. REQUIRED FORMS AND DOCUMENTATION

- a) Please refer to checklist on page 3 of this document. Only items identified with an "X" in the corresponding box are required.

ATTACHMENT B

RFP# 2024-023 NEW CONSTRUCTION, CHEROKEE COUNTY EMS STATION #30

*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	\$ _____
Earthwork and Civil	\$ _____
Concrete Foundation and Slabs	\$ _____
Fire Alarm System	\$ _____
Electrical	\$ _____
Mechanical	\$ _____
Plumbing	\$ _____
Roofing	\$ _____
Masonry	\$ _____
Other	\$ _____
Quantity Allowances (from below)	\$ _____
TOTAL (must match lump sum)	\$ _____

B. Unit Price Proposal (Quantity Allowances)

The Contractor proposes the following Allowance/Unit prices as described in sections 01020 and 01026. The total allowance for each item must be calculated from the quantities specified in Section 01020 (entered below) and the contractor's proposed Unit Price. Please reference section 01020 for complete description of work for each item.

Item#	Description	Allowance Qty.	Unit	Unit Price	Total Allowance
1.	Remove and dispose of mass rock off site.	250	C.Y.	\$	\$
2.	Remove and dispose of trench rock off site.	250	C.Y.	\$	\$
3.	Remove and dispose of unsuitable soil off site.	750	C.Y.	\$	\$
4.	Haul in and place suitable fill material from off site.	750	C.Y.	\$	\$
5.	Haul in and place #4 stone	30	C.Y.	\$	\$
6.	Haul in and place GAB	30	C.Y.	\$	\$
7.	Haul in and place #57 stone	30	C.Y.	\$	\$
8.	Haul in and place Rip Rap	10	C.Y.	\$	\$
9.	Furnish and install Tensar BX 1100 Geogrid or approved equal	200	S.Y.	\$	\$
10.	Furnish and install French Drain	150	L.F.	\$	\$
11.	Brick			X \$1,200 per 1000 =	\$

Enter Brick Qty Above

Other allowances:

12.	Radio System Integration	\$10,000
13.	Station Alerting	\$50,000
14.	Technology	\$15,000
15.	Monument Sign	\$15,500
16.	Landscaping	\$15,000
17.	Unforeseen Conditions	\$50,000

TOTAL QUANTITY ALLOWANCES

\$ _____

BE SURE TO TOTAL AND INCLUDE ALL ALLOWANCES IN YOUR LUMP SUM ON PAGE 1 OF THE PRICING FORM

Allowances and unit prices shall be used for unforeseen conditions above and beyond the work included in the contract documents as approved by the Owner. Calculation of the brick allowance is the sole responsibility of the contractor. No consideration will be given for additional funds due to a miscalculation of the quantity of brick required.

The unit prices set forth herein shall be binding and shall become a part of the contract. The Contractor declares that it understands that the quantities shown, for unit price items, are approximate only and are subject to either increase or decrease, and that should the quantities of any of the items of the work be increased, the Contractor proposes to do the additional work at the unit prices stated herein; and should the quantities be decreased, the Contractor also understands that payment will be made on the basis of actual quantities at the unit price bid and will make no claim for anticipated profits for any decrease in quantities and that actual quantities will be determined upon completion of the work, at which time adjustment will be made to the contract amount by direct increase or decrease. The unit prices set forth herein include all general conditions, overhead, profit and other compensation of every kind and nature associated with the unit price work.