

**REQUEST FOR QUALIFICATIONS TO DETERMINE PRE-QUALIFIED BIDDERS  
FOR GENERAL CONTRACTOR FOR NEW CITY HALL, INSTALLATION OF  
NATURAL GAS GENERATOR, RENOVATION OF EXISTING CITY HALL AND  
RENOVATION OF FIRE STATION FOR CITY OF PEMBROKE, GEORGIA**

**Request for Qualifications:** The City of Pembroke (“Owner” or “City”) is soliciting statements of qualifications from firms interested in serving as the general contractor for the project known as the City of Pembroke New City Hall, Renovation of Existing City Hall & Fire Station ("Project"). Firms determined by the City to be qualified will be invited to submit sealed bids for these services. All respondents to this Request for Qualifications (“RFQ”) are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. The City of Pembroke reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities at the discretion of the City of Pembroke.

**Project Overview:** Project is a fully designed and permitted two-phased construction project with first phase being the construction of new freestanding 1 story, 6,738 square foot City Hall office building and installation of natural gas emergency generator at the present City Maintenance Facility. **The site plan, floor plan and rendering are attached hereto as Exhibit “A”.**

Once phase one work is substantially complete and occupied by Owner, second phase of work can commence. The second phase of construction involves renovating the existing City Hall to become police headquarters and renovating the existing fire station which is on the same site as the existing City Hall. Existing City Hall and Fire Station will be continuously occupied during renovation. Scope of work includes; site work, site utilities, concrete, wood framing, masonry, standing seam metal roof, EIFS residential windows and storefront windows, doors and frames, finishes, casework, plumbing, HVAC systems, electrical power and lighting, and fire alarm system.

**The City intends to use American Institute of Architects A-101 Owner Contractor Agreement as the agreement between it and the successful pre-qualified bidder.**

**Restriction of Communication:** From the issue date of this RFQ solicitation until the qualified firms are selected and the selection of qualified firms is announced, respondents are not allowed to communicate for any reason with any members of the Selection Committee, Owner, or the Architect, except for submission of questions as instructed in Section VI of this RFQ. For violation of this provision, the Owner reserves the right to reject the qualifications of an offending respondent.

**Note:** As used herein the terms “response,” “submission,” “statement of qualifications,” and “response to RFQ” are interchangeable and intended to mean the same thing, i.e. a firm’s provision to the City of Pembroke the information sought in Section II of this RFQ.

**I. INSTRUCTIONS FOR SUBMISSION OF RESPONSE TO RFQ.**

**READ CAREFULLY**

**RFQS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

- a. **An original, 1 duplicate copy and one electronic copy (thumb drive) must be submitted in a sealed opaque envelope, plainly marked with “RFQ for New City Hall” and company name.**
- b. **Please include all documents requested to be provided**
- c. **All responses to this RFQ shall be mailed or hand delivered in sufficient time to ensure receipt by the City Administrator on or before 4:00 P.M., August 20, 2020. Mailing Address and Hand Delivery: CITY OF PEMBROKE, ATTN: ALEX FLOYD, ADMINISTRATOR, 160 NORTH MAIN STREET, PEMBROKE, GA 31321.**
- d. **THE CITY OF PEMBROKE RESERVES THE RIGHT TO REJECT ANY OR ALL RFQ RESPONSES.**

**II. CONTENT OF RESPONSE TO RFQ.**

Interested firms shall submit RFQ responses in accordance with this Section II. **The entire response shall not exceed 50 one sided pages or 25 two sided pages. All pages are to be counted, except the letter or documentation from surety submitted as per Subsection III. A. b. iv. below.** Submittals that include qualifications of more than one firm shall not exceed the page limits. Emphasis should be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below.

**A. Description and Resources of Firm**

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

- A2- Has the firm been involved in any litigation in the past five (5) years Describe your experience with litigation with Owners and/or Architects. List any active or pending litigation and explain. List any claims against your firm or against Owners where your firm is named.
- A3- List the firm's annual revenue for the past 5 years and supply main financial and banking references.
- A4- Has the firm, or a member thereof, ever been removed from a contract or failed to complete a contract as assigned or been debarred by any government agency? If yes, provide explanation.
- A5- The firm, in order to be deemed eligible for evaluation, must provide supporting documentation asserting that the firm meets the minimum qualifications required for this project
- a. Certify that your firm has sufficient bonding capacity for anticipated total cost of work. All insurance and bonds will be obtained through a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. The company is an insurer (or qualified self-insurers or group self insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. **Provide** a letter or other supporting documentation from your firm's surety indicating the firm has bonding capacity of \$4,000,000.00. See Section III below for all insurance and bonding requirements.
  - b. Certify your firm has a current Contractor's Public Liability Insurance policy, and your firm is insurable in the amounts required under Section III of this document. **Provide** your current insurance certificate.
  - c. Certify your firm has all necessary, valid and current licenses (including a valid and current Georgia General Contractor's License) to do business in the State of Georgia. *General Contractor **must** provide a valid and current Georgia General Contractor License at the time of submission of qualifications.* **Provide** a valid copy of your Georgia General Contractor license, and a Georgia Certificate of Existence or Certificate of Authority demonstrating your firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia.
  - d. Certify your firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. **Provide** a one page statement evidencing your current ratio.
  - e. Certify your firm demonstrates a commitment to safety with regard to Worker's Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less. **Provide** evidence from your firm's carrier on their letterhead of your firm's EMR.
- A7- Complete the Certification Form (*Exhibit "B" hereto*), and provide a notarized copy within response as section "A7" of the firm's response to RFQ.

**B. Qualifications and Experience of Project Team**

- B1- Describe your firm's proposed organization for the construction management team including superintendent, project manager, project director, cost estimator, project executive, etc., who will manage the project. Please designate the specific individuals to fill the following key roles on your team:
- a. Superintendent
  - b. Project Manager
  - c. Project Director
  - d. Cost Estimator
  - e. Project Executive
  - f. Other (please describe, if applicable)
- B2- Provide for each of the above personnel current resumes listing relevant project experience and percentage of the person's time to be committed to this project.
- B3- Identify the individual who, *from project start to finish*, will be the leader of your construction team and the principal point of contact between your firm and the Owner, the Architect, and other consultants. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve *customer satisfaction* will be heavily considered in the selection of a construction management firm.
- B4- Provide an organizational chart showing the lines of responsibility and accountability for your team and proposed sub-consultants. If a joint-venture, identify responsibility relationships, where there may be past experience at such relationships, and levels of experience.

**C. Relevant Project Experience**

- C1 – Provide information on the Firm's experience on projects of similar size, function, and complexity. Describe no less than three (3) and no more than five (5) projects, in order of most relevant to least relevant, which demonstrates the Firm's capabilities to perform the project at hand. Projects should be no less than \$1 million in construction value and one should be for a public entity/government agency. For each project the following information should be provided:
- a. Provide photographs of the project
  - b. Project name, location, and dates during which services were performed.
  - c. Brief description of project and physical description (delivery method, contract value, square footage, number of stories, site area, etc.)
  - d. List the individuals who served as the project executive/director, project manager, superintendent, and cost estimator on the project
  - e. Services performed by your firm
  - f. Provide information on your firm's experience with mixed use development projects
  - g. Provide information on your firm's experience with high-end residential projects

- h. Provide information on your firm's experience with infill projects in a busy urban environment with little to no lay-down space.
- i. Provide any owner-written letters of reference about the firm's performance.
- j. Owner/user/architect contact information

**D. Statement of Suitability**

- D1- Provide any information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.
- D2- Provide non-discrimination policies and describe the firm's record and methodologies of addressing public safety, social, environmental, historical preservation, accessibility for persons with disabilities and special needs, or other related concerns.
- D3- Provide information on any special services offered by the firm that may be relevant and available for this project.

**III. INSURANCE AND BOND REQUIREMENTS.** The following is being provided for information purposes only (with exception of subsection b.iv. below) so that all respondents are aware of the insurance and bonds that will be required at execution of the contract.

**A. Insurance Provisions, General.** The bidder to whom the contract is awarded shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the bid.

- a. General Information that shall appear on a Certificate of Insurance:
  - i. Name of the Producer (bidder's insurance Broker/Agent).
  - ii. Companies affording coverage (there may be several).
  - iii. Name and Address of the Insured (this should be the Company or Parent of the firm the City is contracting with).
  - iv. A Summary of all current insurance for the insured (includes effective dates of coverage).
  - v. A brief description of the operations to be performed, the specific job to be performed, or contract number.
  - vi. Certificate Holder (This is to always include the City of Pembroke).

**City of Pembroke as an Additional Insured:** The City of Pembroke should also be named as an Additional Insured.

b. **Minimum Limits of Insurance** to be maintained for the duration of the contract:

- i. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- ii. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, and disease each employee and Statutory Worker's Compensation limit.
- iii. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an Any Auto basis.
- iv. **Bonding Capacity:** Certify that your firm has sufficient bonding capacity for anticipated total cost of work. All insurance and bonds will be obtained through a company licensed by the Georgia Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance. The company is an insurer (or qualified self-insurers or group self insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of "A-" or better with an A.M. Best Financial Size Category of Class V or larger. **Respondent shall include with their response a letter or other supporting documentation from respondent's surety indicating the firm has bonding capacity of \$4,000,000.00.**

c. Special Requirements:

- i. **Extended Reporting Periods:** The Contractor shall provide the City of Pembroke with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.

- ii. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- iii. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the City of Pembroke.
- iv. **Proof of Insurance:** City of Pembroke shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the City of Pembroke before services are rendered. The Contractor must ensure Certificate of Insurance is updated for the entire term of the City of Pembroke.
- v. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- vi. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the City of Pembroke.
- vii. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the City of Pembroke. At the option of the City of Pembroke, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the City of Pembroke, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses

## **B. Bond Requirements.**

- a. **Bid Bond:** All bidders shall be required to submit at time of the submission of the bid either a bid bond in the amount of not less than 5 percent of the total amount of the bid or other security as authorized by O.C.G.A. § 36-91-5.
- b. **Performance and Payment Bonds:** The successful bidder will be required to provide a performance bond and a payment bond at time of execution of the contract. The payment bond shall be in the amount of at least the total amount payable by the terms of the contract.

#### **IV. QUALIFICATIONS EVALUATION CRITERIA.**

##### **A. Criteria.**

All proposals will be evaluated from the written responses to the requirements set forth in this Request. The evaluations will be based on the following criteria:

1. Experience 35 points
2. Qualifications 25 points
3. Safety 10 points
4. Financial Strength 20 points
5. References 10 points

##### **B. Selection Committee.**

The selection of qualified bidders will be by a Selection Committee consisting of members of the City of Pembroke City Council, City staff and the Architect. The Selection Committee will receive and review the Qualifications Submittals in response to this Request. Qualifications will be evaluated against the above set of weighted criteria to determine those firms qualified for this project. The scoring of the Qualifications Submittals alone will narrow the field to the most qualified responding firms who will be requested to submit bids based on the construction documents.

#### **V. SCHEDULE OF EVENTS.**

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

##### **STEP I (RFQ)**

<b>Event</b>	<b>Date</b>	<b>Time</b>
1. First public advertisement of RFQ	07/16/2020	n/a
2. Second public advertisement of RFQ	07/30/2020	n/a
3. Deadline for submission of written questions and requests for clarification. <i>(See Section VI. Submittal of Questions and Requests for Clarification)</i>	08/11/2020	5:00 P.M.
4. Deadline for submission of Statements of Qualifications	08/20/2020	4:00 P.M.
5. City completes qualification evaluation and determines most qualified firms	09/03/2020	n/a

**STEP II**  
**(Bidding and Award of Contract)**

<b>Event</b>	<b>Date</b>	<b>Time</b>
1. City notifies Qualified firms and issues Invitation to Bid	09/08/2020	n/a
2. Prebid Conference	09/22/2020	2:00 P.M.
3. Deadline for submission of written questions and requests for clarification regarding bid requirements	09/25/2020	5:00 P.M.
4. Deadline for submission of sealed bids	10/08/2020	3:00 P.M.
5. City opens sealed bids	10/08/2020	3:01 P.M.
6. Contract presented to City Council for award and approval	10/12/2020	7:00 P.M.

**VI. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION.**

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

**Todd Naugle**  
[tnaugle@LottBarber.com](mailto:tnaugle@LottBarber.com)

with a copy to:

**Alex Floyd**  
[administrator@pembrokega.net](mailto:administrator@pembrokega.net)

**The deadline for submission of questions relating to the RFQ is the time and date shown in the Schedule of Events, STEP I (Section V above).** All relevant and significant questions that have been submitted in writing prior to the deadline will be compiled, and answers will be dispersed via formal Addendum.

**VII. MISCELLANEOUS.**

**A. CONE OF SILENCE** - Lobbying of Selection Committee members, City employees, and elected officials regarding this product or service solicitation, RFQ or contract by any member of a respondent's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited.. Such actions may cause your proposal to be rejected.

**B. GEORGIA OPEN RECORDS ACT** - The responses will become part of the City of Pembroke's official files without any obligation on the City of Pembroke's part. Ownership of all data, materials and documentation prepared for and submitted to City of Pembroke in response to a solicitation, regardless of type, shall belong exclusively to City of Pembroke and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided by law.

It is the responsibility of the Respondent to notify the City of any documents turned over which may contain trade secrets or other confidential matters. A Respondent submitting records which the entity or person believes contains trade secrets that wishes to keep such records confidential pursuant to O.C.G.A. § 50-19-72(34) shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia.

Proposals will not be opened in public, and the information is exempt from disclosure, including the Open Records Act until such time as the qualified contractors have been selected, or all responses have been rejected.

City of Pembroke shall not be held accountable if material from responses is obtained without the written consent of the respondent by parties other than the City of Pembroke, at any time during the solicitation and evaluation process.

**C. GEORGIA TRADE SECRET ACT of 1990** - In the event a Respondent submits trade secret information to the City of Pembroke; the information must be clearly labeled as a Trade Secret. The City of Pembroke will maintain the confidentiality of such trade secrets to the extent provided by law.

**D. CONTRACTOR RECORDS** -The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the City of Pembroke. This applies to those specific contracts currently in effect and those which have been completed or closed for up three (3) years following completion.

**E. IMMIGRATION** - On 1 July 2007, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors with 100 or more employees entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. **No responses will be considered unless a signed E-Verify Affidavit is enclosed with the submittal package.** You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

**F. AWARD CONDITIONS** - This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this Request for Qualifications and to reject any or all responses submitted in response. Upon receipt and review of responses, the Owner will determine the parties qualified that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to invite bids from said parties to enter into a mutually acceptable l.

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

**EXHIBIT "A"**  
**SITE PLAN, FLOOR PLAN AND RENDERING**

**EXHIBIT "B"**  
**CERTIFICATION FORM**

I, \_\_\_\_\_, being duly sworn, state that I am \_\_\_\_\_ (title) of \_\_\_\_\_ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

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

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

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

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

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

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

\_\_\_\_\_  
Signature

Sworn and subscribed before me  
This \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: \_\_\_\_\_