REQUEST FOR QUALIFICATIONS

Program Management Services for TSPLOST Engineering and Construction Services

The City of Mountain Park Georgia
118 Lakeshore Drive
Mountain Park, Georgia 30075

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The City of Mountain Park Georgia (Owner) is soliciting statements of qualifications from firms interested in providing program management services for the design and construction of certain storm water projects within the City. The City of Mountain Park has a population of 557 residing in approximately 270 homes spread over a one-mile radius and served by slightly less than eight miles of roadway.

This Request for Qualifications (RFQ) seeks to identify potential providers of the above-mentioned services. All firms that respond to this RFQ, as determined by the Owner to be qualified, will be eligible for consideration by the City. All respondents to this RFQ are required to follow all instructions communicated in this document, and are cautioned to completely review the entire RFQ and follow instructions carefully to avoid disqualification. The Owner reserves the right to reject all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion.

1. GENERAL PROGRAM INFORMATION

Program Background

The Owner desires to implement a program of capital improvements shown in Exhibit A

Program Description

The components of the Program are described in the attached Exhibit A, and are subject to change and further specification.

Program Budget

The anticipated cost repair and replacement of the storm water systems is estimated at $350,000. The budget may be revised by the Owner due to final programmatic requirements, funding availability, or other circumstances.

Program Schedule

The Program schedule will be based upon an approximate one-year duration with non-continuous, multiple projects commencing and completing based upon Owner's approvals.

2. PROGRAM MANAGEMENT SERVICES REQUIREMENTS

The Owner is seeking the services of a program management firm ("Program Manager" or "PM") to coordinate with the Owner to take responsibility for the programming, planning, design, and construction phases of the Program to ensure that all elements of the work under each task order meet the required quality, design standards, budget, and construction schedule.

The successful program manager will provide the resources and expertise necessary to understand, and be responsible for the services related to the Program.

The PM, as part of its services, will assist with developing a strategy for the best approach for the successful completion of the Program. The PM will provide collegial collaboration, guidance, and assistance in the preparation of detailed specifications, schedule, and reliable cost estimates for each task included in the Program. The Owner insists that all parties approach the work with a spirit of teamwork, openness, and partnership.

3. SCOPE OF SERVICES

The following is a list of some of the representative services to be provided by the PM:

A. General Duties: The PM will perform a variety of duties within the following broad areas:
   a. Identify concepts and associated budgets; validate that each task is financially feasible.
   b. Prepare a task-related delivery schedule and individual specific schedules that are consistent with the Program delivery schedule.
   c. Deliver a fully developed plan for the Program to the Owner and User.
   d. Contract with, and manage, the onboarding process for the subcontractor teams and other consultants, as needed.
   e. Develop and implement a cost management (cost containment) strategy that will identify and track decisions that have an impact on cost.
   f. Work with user-group representatives and prepare a validation schedule in conjunction with the Owner and User.
   g. Represent the interests of the Owner during the preparations of schematic design plans, design development plans, and construction drawings.
   h. Develop a framework for negotiating the lump sum subcontracts.
   i. Provide construction administration services to monitor and manage construction activities that will affect the Program's cost, schedule, and quality.
   j. Coordinate the final punch lists for each project, including any commissioning all operating systems on behalf of the Owner and User with a full and complete set of all building-related documents at occupancy.
   k. Perform activities not specifically identified but that are necessary and convenient to the best interests of the Owner and User in completing the Program.
   l. Perform all reporting as required for the TPSPLOST Program.
   m. Provide monthly updates to the City Council.
   n. Meet with property owners or other stakeholders during project development or construction.

B. Other Expectations: The PM should also have experience meeting the following expectations:
   a. Interact in a positive, supportive manner as a team member.
   b. Provide clear, concise, and accurate reports on complex budget, construction, or implementation matters on a regular basis, including digital photographic documentation of the Program's progress.
   c. Be knowledgeable of the Program's funding process.

4. QUALIFICATIONS REVIEW PROCESS

Qualifications Review is initiated with this RFQ for the purpose of acquiring Statements of Qualifications from prospective PM firms. A selection list of all qualified proposers will be made by a selection committee consisting of representatives of the Owner and, if it elects, the User. The selection committee will receive and review statements of qualifications submitted in response to this RFQ. To be deemed eligible for evaluation, firms must meet the following minimum qualifications:

Minimum Qualifications Required (evaluated on a pass/fail basis by the selection committee)

- The firm must have all necessary, valid, and current licenses to do business in the State of Georgia.
- The firm or its principals have not been terminated for cause or currently in default on any public works contract.
- The firm must provide supporting documentation as requested as part of the deliverables in the Statement of Qualifications.

The selection committee will evaluate submittals that meet the minimum qualifications based on the criteria for evaluation listed below:

Criteria for Evaluation of Statements of Qualifications

- Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.
- Firm's relevant experience and qualifications, including the firm's demonstrated ability in effective management of design and construction of facilities comparable in complexity, size, and function. This includes relevant experience and qualifications of the principal program manager(s), lead staff, and evidence of relevant competencies for this Program.
- Firm's suitability to provide services for the Program, including past performances and firm's fit to the Program type and/or needs of previous clients, experience with capital improvement projects, delivery method, performance on past work, and any special or unique qualifications for this Program, current and projected workloads, the proximity of the firm's office to the Program's location, and services offered by the firm.

5. SCHEDULE OF EVENTS

The following schedule of events represents the Owner's best estimate of the timeline that will be followed. All times indicated are prevailing times in Eastern Standard Time (EST). The Owner reserves the right to adjust the schedule as necessary.

RFQ Estimated Timeline

Owner issues public advertisement of RFQ	04/29/2020	-----
Owner issues public advertisement of RFQ Addendum	05/20/2020	
Deadline for written questions/requests for clarification (see Section 6)	06/12/2020	4:00 pm

Deadline for submission of Statements of Qualifications	06/19/2020	2:00 pm

6. SUBMITTAL OF QUESTIONS AND REQUESTS FOR CLARIFICATION

It is the responsibility of the respondent to examine the entire RFQ, seek clarification in writing, and review its submittal for accuracy before submission. Once the submittal deadline has passed, all submissions will be final. The Owner will not request clarification from individual proposers regarding his/her submission, but reserves the right to ask for additional information from all parties who have submitted qualifications. Questions pertaining to any aspect of the RFQ, or the Program, shall be submitted in writing via email to:

Ms. Karen Segars
City of Mountain Park
118 Lakeshore Drive
Mountain Park, Georgia 30075

E-mail: city.clerk@mountainpark-gov.com
Phone: 770.993.4231

7. INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

Interested firms shall submit/upload two (2) hard copies and one (1) electronic copy in .pdf format of the complete qualifications package on a flash drive to the address in Section 6. Electronic copies of the submittals must be prepared in a manner that fits Letter size paper (8 ½" x 11") when printed. Responses are limited to using a minimum of an 11-point font. The entire response shall not exceed 25 pages, including exhibits, affidavits, or other enclosure information that may be included in an appendix. All pages count regardless of content. Submittals that include qualifications of more than one firm shall not exceed page limits. Submittals that exceed the page limit will be deemed non-responsive and will not be considered by the selection committee.

Emphasis should be on completeness, relevance, and clarity to content. It is essential that all statement of qualifications follow the format and instructions outlined below:

A. Description and Resources of Firm

A1. Provide basic company information: company's legal name, address, name and title of the primary contact, primary contact's telephone number, primary contact's email 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 office from which the Program will be managed and this office's proximity to the Program site. If applicable, indicate the year the local office was established and the number of persons staffing that office and their disciplines. 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), or other structure?

A2. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines, numbers of employees, locations, and staffing of offices.

A3. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with previous clients, architects, and/or contractors. List any active or pending litigation and explain. List any claims against your firm or against previous clients where your firm is named.

A4. Provide the name of the insurance carrier, types of coverage, and deductible amounts per claim.

A5. List the firm's annual revenue for the past five (5) years. List the parent office and the local office revenues separately, if applicable.

A6. Supply main banking references.

A7. Has the firm ever been terminated by a municipality or failed to complete a contract as assigned? If yes, provide an explanation.

A8. Complete the Contractor Affidavit Form (Exhibit "C" provided with RFQ) and provide a scanned notarized copy with response with the firm's Statement of Qualifications in compliance with the Georgia Security and Immigration Compliance Act.

B. Experience and Qualifications

B1. Provide professional qualifications and description of experience for program management personnel.

B2. Provide information on the firm's experience on projects of similar type, size, function, and complexity. Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the services required. For each previous project, the following information should be provided:
   a. Name, location, and dates during which services were performed.
   b. Brief description and representative photos and physical description.
   c. Services performed by your firm.
   d. If your firm has more than one office, indicate which office was responsible for each of the example projects.
   e. Previous client's stated satisfaction in program management and/or overall service of your firm. Provide any client-written letters of reference/recommendation about the firm's performance on the project.
   f. Previous client's current contact information.
   g. Previous contractor's current contact information.

8. SUBMITTAL OF STATEMENTS OF QUALIFICATIONS AND PROPOSED FEE

Submit two (2) hard copies and one (1) electronic copy in .pdf format of the complete qualifications package on a flash drive to the address in Section 6 of the RFQ. The electronic copy should be submitted as one (1) file. Please do not submit individual documents or sections separately.

Statements of Qualifications must be received by the Owner prior to the deadline indicated in the Schedule of Events (Section 5 of the RFQ). Late copies will not be accepted.

The proposed fee is to be a Lump Sum Fee for the PM services required, and should be submitted in a separate sealed envelope.

It is the sole responsibility of the proposer to ensure delivery by the specified deadlines; the Owner cannot accept responsibility for incorrect delivery, regardless of reason. No submittals will be accepted after the deadline. Submittals will not be accepted via facsimile or fax.

9. ADDITIONAL TERMS AND CONDITIONS

Restriction of Communication

From the issue date of this RFQ solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Program for any reason with the Owner or User, except for submission of questions as instructed in the RFQ, or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.

Submittal Costs and Confidentiality

All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner. Labeling information provided in submittals “proprietary” or “confidential,” or any other designation of restricted use will not protect the information from public view. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.

Award Conditions

This request is not an offer to contract or a solicitation of bids. This request, and any statement of qualifications or proposal submitted in response, 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 responsive proposal is submitted and evaluated by the Owner and a written contract is signed by both parties. The Owner reserves the right to reject all statement of qualifications or any statement of qualifications that is non-responsive and to waive technicalities and informalities.

Joint-Venture Proposals

The Owner does not desire to enter into “joint-venture” agreements with multiple firms. In the event two or more firms desire to “team up,” it is strongly recommended that one incorporated firm propose

and maintain status as the contracted lead firm with the remaining firm(s) participating as major consultants to the lead firm.

Statement of Agreement

With submission of a statement of qualifications, the proposer agrees that he/she has carefully examined the RFQ, and the proposer agrees that it is his/her responsibility to request clarification on any issues in any section of the RFQ with which the proposer disagrees or needs clarification. The proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the he/she is in full agreement with the terms, conditions, specifications, and requirements in the therein.