

Request for Proposals/Qualifications

Architectural, Engineering, Consulting Services - County Master Building Plan

Whitfield County is requesting proposals and qualifications for a consultant or consulting firm to provide an analysis of the County's current facilities, future needs and the fiscal realities of maintaining the current county buildings, renovating the current facilities and/or building new facilities to house the County operations, which are maintained by the Building and Grounds Department.

The Request for Proposal/Qualifications is available online at www.whitfieldcountyga.com. Instructions are to contact Kent Benson, P.E., Whitfield County Engineer, at kbenson@whitfieldcountyga.com or 706-275-7552. Proposals must conform to the requirements of the RFQ, specifications and instructions.

Proposals must be received by Brian McBrayer, located at 201 S. Hamilton Street, Dalton, GA 30720 on or before 11:00 AM on November 7, 2022. Proposals will be publicly opened at the County Administrator's Office at 11:00 AM on November 7, 2022. Please note this is not an Invitation to Bid and there will be no reading of proposals at the public opening. Proposals will be examined for compliance with submittal requirements only at the opening.

INSTRUCTIONS

1. PROPOSALS / QUALIFICATIONS.

All proposals will be addressed to the Whitfield County BOC (Attn: Brian McBrayer), 201 S. Hamilton Street, Dalton, GA 30720. Proposals must be legibly printed or type written. Proposals must be sealed in an opaque envelope labeled "County Master Building Plan Consulting Proposal". Proposals must set forth the scope of services to be provided and the qualifications of the individual or entity. Any deviation from the specifications or these instructions must be noted clearly and concisely. Proposals must be signed (by the individual or by a duly authorized representative of the entity) and dated. Proposals must remain firm for a period of ninety (90) days.

Issuance of this request for proposal does not confer any rights to any prospective proposer and does not obligate Whitfield County to engage in any procurement or to purchase services. Any costs associated with the preparation of a response to this request shall be the sole responsibility of the person/entity submitting the proposal.

Any confidential or proprietary information should be clearly marked as such. The entire proposal cannot and should not be marked confidential. The County will use discretion with regards to disclosure of confidential or proprietary information contained in any proposal, but cannot guarantee that information will not be made public. As a governmental entity, the County is subject to Georgia's Public Records Law; as such, a decision regarding release of information from your proposal is the County's alone.

Once submitted, the proposals and any supplementary documents become the property of Whitfield County.

2. LATE PROPOSALS

Proposals not received on time will not be accepted. Late proposals will not be opened, nor will they be returned to the bidder. Proposals by email or fax will NOT be accepted. Actual receipt is required.

3. PROPOSALS / QUALIFICATIONS

The contract shall be awarded to the most qualified and responsible proposer, advantageous to the County, meeting or exceeding the evaluation criteria set forth herein. The County reserves the right to reject all proposals in the best interest of the County.

4. QUALIFICATIONS OF INDIVIDUAL OR FIRM

Individual or firm shall be licensed, certified, accredited, and/or meet all of the necessary qualifications to perform the services/work contemplated. Whitfield County may make investigation as it deems necessary to determine the ability of the individual or entity to perform the services/work. Whitfield County reserves the right to reject any proposal if the individual or entity fails to satisfy the County that the individual or entity is qualified to perform the services/work contemplated.

5. CONSIDERATION / AWARD OF CONTRACT

Whitfield County reserves the right to reject or accept any or all proposals, or parts thereof, and/or waive technical defects, formalities or delete items/requirements from the RFP/RFQ or resulting contract when deemed to be in the County's best interest. This solicitation may be cancelled.

If the County chooses to award a contract, it shall be to the most responsible and qualified individual or entity meeting or exceeding the evaluation criteria as determined to be most advantageous to the County.

A responsible individual or entity is one who is not only financially responsible, but also who is possessed of the judgment, skill, ability, capacity and integrity requisite and necessary to perform a public contract according to its terms. Time is of the essence as to all elements of the contract. Whitfield County reserves the right to consider all elements/factors in determining the responsibility of the individual or entity.

Whitfield County and/or its designee may choose to conduct interviews of qualified and responsible proposers and/or contact current and former customers of proposer.

6. SITE VISIT AND PRE-BID CONFERENCE [optional but recommended]

Prospective proposers/bidders will be afforded the opportunity to conduct a site visit and pre-bid conference to ensure that proposers/bidders are aware of site conditions and to allow bidders to ask questions and/or exchange information with County staff. Brief Pre-bid Conferences and Site Visits will be conducted on October 3, 2022 and October 19, 2022. These site visits can be scheduled with Kent Benson (kbenson@whitfieldcountygga.com). Attendance is not mandatory, but is recommended.

Proposers/bidders assume responsibility for carefully examining the RFP/RFQ and specifications for the work contemplated; investigating the conditions to be encountered; being satisfied as to the character, quality and quantities of work to be performed and any materials to be furnished; understanding the requirements of the specifications, special provisions, and contract. Submission of a proposal shall be considered conclusive evidence that the bidder has made such examination.

7. CONTRACT

The successful individual or entity shall execute an Agreement within fifteen (15) days after notice of the award of the contract is given. The request for proposal, instructions, specifications and proposal in their entirety form the primary basis of the agreement and will be made part of the agreement.

8. BOND

Each proposal shall submit a certified check or bid bond verification certificate in the amount of five percent (5%) of the value of the proposal, made payable to Whitfield County Board of Commissioners, as bond for this project.

9. LAWS AND REGULATIONS

The successful individual or entity must be cognizant of and shall abide by all applicable

federal, state and municipal laws, ordinances, rules and regulations. Any permit, license, certification, accreditation (and any fee therefor) shall be the responsibility of the successful individual or entity.

10. ETHICS/CONFLICT OF INTEREST

It shall be unethical for any person to offer, give, or agree to give any elected official, employee or former employee, or to solicit, demand, accept, or agree to accept, from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement, purchase request, influencing of the contents of any specification or procurement standards, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceedings or application, request for ruling, determination, claim, controversy, or other particular matter pertaining to any program requirement, contract, or subcontract, or to any solicitation or proposal therefor.

No person/entity awarded a contract after submitting a proposal under this RFQ will be allowed to submit a proposal for the ultimate construction of any renovation/new construction that may result from the analysis and recommendation provided through this RFQ.

11. INDEMNIFICATION

To the full extent permitted by law, the Contractor shall indemnify and hold harmless the County and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, arising out of or resulting from the services provided by the Contractor for the request services addressed in this document.

12. INSURANCE

The selected individual or entity shall have adequate insurance coverage that will protect operations conducted under contract, whether performed by the contractor or anyone employed by them. The contractor shall be required to furnish the County an insurance certificate five (5) days prior to contract award, certifying the contractor is covered by the following types and amounts of coverage:

Type	Limits
Worker's compensation & Employer's Liability	Coverage A: \$ Statutory; Coverage B: \$100,000 Employers Liability
CGU General liability	\$1,000,000 each occurrence, Combined single limit (Bodily injury/ Personal injury, Property damage) \$2,000,000 each occurrence, Combined single limit (excavating/underground/collapse, if applicable to project)
Automobile liability	\$1,000,000 each occurrence, Combined single limit (Bodily injury/Property damage)
Umbrella excess liability insurance	\$1,000,000 each occurrence, Combined single limit

Failure of County to demand such certificates or other evidence of full compliance with these insurance requirements or failure of contractor to identify a deficiency from evidence provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Contractor shall maintain insurance for the duration of the contract.

The certificate shall list the Certificate Holder and address as follows: Whitfield County, 201 S. Hamilton St., Dalton, GA 30720.

Insurance shall include under the General Liability and Automobile Liability Policies "Whitfield County, its employees, elected officials, representatives, and members of its boards and/or commissions" as "Additional Insureds".

All insurance shall include a thirty (30) day notice to the County prior to cancellation or material policy change.

Contractor shall require sub-contractor; if applicable, to furnish identical Certificates of Insurance to Whitfield County prior to contract taking effect.

NO ASSIGNMENT

Assignment by the selected Contractor to a third party of any contract entered into for this project is prohibited and will not be recognized by the County unless approved by the County in writing in advance.

SPECIFICATIONS

A. PURPOSE

Whitfield County is seeking statements of qualifications/proposals from individuals, firms or teams interested in providing architectural, engineering, consulting and project management services for a project regarding the county buildings, facilities, and needs to continue county operations in a cost efficient, public-friendly manner looking into the future and considering the fiscal restrictions of the county.

B. BACKGROUND

Whitfield County has multiple buildings in multiple locations which will need to be examined and analyzed to determine what is the best, most economical, and efficient option moving into the future. The buildings are of different ages and house different functions. A few examples: The majority of the county's judicial services are currently housed in the Courthouse. The Courthouse will be analyzed only from a building systems perspective. The Board of Commissioners' staff and the Tax Assessor are in leased spaces in downtown Dalton, a practice which cannot continue long-term. The successful candidate will be asked to analyze the facilities both from a functional and fiscal view and make recommendations as to whether these facilities should be renovated, new facilities constructed for consolidation of department location, or some combination of the two to meet the needs of the County and the Public.

In addition to these buildings, the successful candidate will be asked to review the current Sheriff's Department/Jail, which was constructed in 2000, the Accountability Courts building (an old church), 12 fire stations, the Health Department, four voting precinct buildings, the 911/EMA building, the Public Works/Animal Shelter/Building Inspections complex, and other buildings. For these buildings, the question will be what repair, renovation, addition, or replacement is needed to meet future needs. The complete building list is below in Section C.

C. LOCATIONS

Whitfield County Courthouse:

205 N. Selvidge Street
Dalton, GA 30721

Wells Fargo Bldg. (BOC Offices):

201 S. Hamilton Street
Dalton, GA 30720

Accountability Courts:

301 W. Crawford Street
Dalton, GA 30721

Whitfield County Sheriff's Department:

805 Professional Blvd.
Dalton, GA 30720

WC 911/EMA:
804 Professional Blvd.
Dalton, GA 30720

WC Fire Station 1:
2900 Cleveland Road
Dalton, GA 30721

WC Fire Station 2:
4215 Cleveland Road
Cohutta, GA 30710

WC Fire Station 3:
1324 Dawnville Road
Dalton, GA 30721

WC Fire Station 4:
101 Forrest Hill Road
Dalton, GA 30721

WC Fire Station 5:
4229 S. Dixie Road
Resaca, GA 30735

WC Fire Station 6:
1370 Lafayette Road
Rocky Face, GA 30740

WC Fire Station 7:
208 N. Varnell Road
Tunnel Hill, GA 30755

WC Fire Station 8:
225 Command Drive
Dalton, GA 30721

WC Fire Station 9:
1620 Mill Creek Road
Rocky Face, GA 30740

WC Fire Station 10:
1250 Cohutta-Beaverdale Road
Cohutta, GA 30710

WC Fire Station 11:
5268 Cohutta-Varnell Road
Cohutta, GA 30710

WC Fire Station 12:
2446 S. Riverbend Road
Dalton, GA 30721

WC Fire Headquarters:

410 North Park Drive
Dalton, GA 30720

Whitfield County Health Department:

800 Professional Blvd.
Dalton, GA 30720

Whitfield County Public Works Department:

170 Gillespie Drive
Dalton, GA 30721

Whitfield County Animal Shelter

156 Gillespie Drive
Dalton, GA 30721

Whitfield County Inspections and Enforcement/Transit

136 Gillespie Drive
Dalton, GA 30721

Whitfield County Tax Commissioner's Office

1013 Riverburch Pkwy
Dalton, GA 30721

D. SPECIFICATIONS/SCOPE OF SERVICES

These specifications/scope of services are intended to be primarily goal-oriented versus prescriptive in nature. All items, details of construction, services or features not specifically mentioned which are regularly furnished in order to provide the services described herein shall be furnished at the proposed price and shall conform in strength, quality and workmanship to that usually provided by the practice.

1. Objective

Whitfield County is looking to determine how best to meet the needs of its departments, employees, services, and the public now and into the future. It is believed that, in order to meet current demands and future growth, the current facilities of varying ages and condition may need to be renovated and/or new facilities constructed.

The goal of this RFQ is to find a qualified person, firm, or team to assist the County in reviewing the current facilities and possible options to determine an appropriate, cost-effective plan to move our facilities and services into the future.

Scope of Project

- 2.0 This project consists of determining the options and providing recommendations on the options in order for the County Administrator and Board of Commissioners ultimately to decide how to proceed. There is no predetermined correct path, but rather possible options, which may or may not include the ultimate path that the County Board will choose. Reviewing the situation, it appears that the current facilities will need to be renovated, razed and reconstructed, or some combination to allow the county to continue to provide services to the public in a cost effective manner. The successful candidate will be asked to

review the options, determine whether there are any other options, and provide a recommendation. Once the County Board makes a determination on the project, the successful candidate will become the project consultant to ensure and assist the County through successful completion of the project. This is anticipated to be a multi-year project.

2.1 Each proposer must furnish with the proposal a certified check or bid bond verification certificate in the amount of five percent (5%) of the proposal value, made payable to the Whitfield County BOC, to be forfeited as damages in case the proposal is accepted and the proposer fails to enter into a contract with the County for any reason and according to the provision of these proposal specifications.

2.2 Each aspect of the proposals must align with goals stated below.

- i. Provide a cost-effective solution with a reduction in operational costs.
- ii. Provide sufficient space to meet the current and future program needs
- iii. Appropriately balance wants and needs while respecting fiscal limitations and implications of choices

2.3 Any questions you have concerning the attached specifications should be addressed (by email) to:

Kent Benson, P.E.
Whitfield County Engineer
kbenson@whitfieldcountyga.com

3. PROPOSALS

- a. Proposals are to be submitted in a sealed envelope addressed to **Brian McBrayer, 201 S. Hamilton Street, Dalton, GA 30720 (for Fedex and UPS delivery) or PO Box 248, Dalton, GA 30722 (for USPS delivery)**, and clearly marked on the outside that it is a Proposal for County Building Renovation/Construction Consulting, due November 7, 2022 at 11:00AM. No faxed or emailed transmissions will be accepted or allowed. It is highly recommended to ship via Fedex or UPS, or hand-deliver. USPS mail is delivered to our main Courthouse, which is a separate building receiving all County mail. The proposer is responsible for ensuring delivery on time to Brian McBrayer for logging receipt.

Please submit one (1) original and five (5) copies of the proposal for consideration. Also, please submit one (1) soft copy (CD or flash drive media) of the file with the hard copies.

- b. Whitfield County is not responsible for any expenses that proposers may incur in preparing and submitting proposals called for in this RFP.
- c. The County reserves the right to conduct personal interviews and require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.).
- d. The County reserves the right to request that the proposer modify his/her proposal to meet

the needs of the County.

- e. The proposer shall furnish such additional information as the County may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The County reserves the right to make investigations of the qualifications of the proposer as it deems appropriate, including but not limited to, a background investigation.
- f. The County reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in procedures.
- g. All proposals received shall be binding for ninety (90) calendar days following opening.
- h. If it becomes necessary to revise or amend any part of this RFP/Q, Whitfield County will furnish the revision by written Addendum to all prospective proposers who receive an original RFP/Q. The Addendum Receipt Verification form included with this RFP/Q in Attachment "A" must be completed and submitted with your proposal. The County Engineer will issue all responses to questions, if any, through addenda.

- i. All proposals received from proposers in response to this RFP/Q will become the property of the County and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the County.
- j. By submitting a proposal, the proposer certifies that he or she has fully read and understands the proposal and has full knowledge of the scope, nature, and quality of work to be performed. The Proposer's Proposal form is included with this RFP/Q in Attachment "A," the Reference Sheet in Attachment "B," the Assurance of Compliance form in Attachment "C," and the Noncollusion Affidavit in Attachment "D."

4.0 PROPOSAL SUBMISSION

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized in the manner specified.

- 4.1 Title Page:** Show the name of the proposer's agency/firm, address, telephone number, name of contact person, date, and the subject: - County Master Building Plan Consulting Proposal
- 4.2 Table of Contents:** Include a clear identification of the material by section and by page number.
- 4.3 Letter of Transmittal:** Limit to one (1) or two (2) pages.
 - Briefly state the proposer's understanding of the work to be done and make a positive commitment to perform the work.
 - Give the names of the person who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers. It is imperative that the County has a primary contact for this RFP/Q. This person will be required to know the proposal thoroughly, and will be required to have the ability to act on the plan. This person will be responsible for being the contact during the implementation and will coordinate all meetings as required.
- 4.4 Background and Qualifications**
 - Name of business.
 - Mailing Address/Phone Number
 - Names of person to be contacted for information if different from name of person in charge.
 - State if business is local, national, or international and indicate the business legal status (corporation, partnership, etc.).
 - Give date the business was organized and/or incorporated, and where.
 - Name the office that will complete the work and the number of professional staff at that office, including an organizational chart that identifies the employees that will be working on the project.
 - Indicate whether the business is a parent or subsidiary in a group of firms/agencies.
 - State if the business is licensed, permitted and/or certified to do business in the State of Georgia. The County reserves the right to request copies of all such licenses issued to the business entity.
 - Please list the location of the main corporation office as well as all the local office(s) including the primary local office within the boundaries of Whitfield County.

- Summary of experience assisting governmental entities or other like entities in analyzing current facilities, renovation and new construction. Please provide a brief description of the projects: type of entity, scope of work, duration of project, problems and successes.
 - Financial History of Firm: Proposers shall provide a copy of their most recent annual report. Provide State of Georgia's contractor license number and Federal Tax ID. Include any additional information that pertains to the financial soundness of the firm.
 - Bonding references: provide information concerning your firm's ability to be bonded and who has bonded you in the past or currently.
- 4.5** Proposal submission forms including the identification of the firm and the signature of the person submitting the proposal. These would be Attachments A-F.
- 4.6** Additional written correspondence as necessary to describe, but not modify, the forms.
- 4.7** Please fill out the enclosed required reference form at the end of this document. (Attachment B) Whitfield County may contact reference(s) listed on this form.
- 4.8** Statement describing the services that will be provided to meet the requested analysis listed later in this document and the cost of such proposal. The cost should not include project management/construction oversight as that will be covered in a subsequent contract once the consulting work is completed and an option is selected.
- 4.9** All equipment proposed must meet or exceed the requested analysis specified later in this document. All exceptions to these specifications must be listed on a separate sheet and may disqualify the vendor from the process.

5.0 PROPOSAL EVALUATION

- 5.1** A Review Committee (hereinafter referred to as the "Committee") will be established to review and evaluate all proposals submitted in response to this RFQ. The County reserves the right to conduct personal interviews and require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.).
- 5.2** The purpose of this RFQ is to explore the options available to the County for renovation and or construction of buildings and infrastructure to provide necessary space and infrastructure to meet the current and future needs of the County.
- 5.3** The Committee will first review each proposal for compliance with minimum qualifications and mandatory requirements of the RFQ. Failure to comply with any mandatory requirements may disqualify a proposal.
- 5.4** The Committee will then review all responsive proposals, taking into consideration the evaluation criteria set forth below:
- Responsiveness of the proposal related to the scope of the work (RFP/Q) **10%**
 - Ability, capacity, and skill of the proposer to perform the services on a timely basis **15%**
 - Responses to client preferences **15%**

- Experience and qualifications of the business and individual members of the business in accomplishing similar services **15%**
- Total Price and price verses services provided **15%**
- The sufficiency of financial resources and ability of business to perform the contract **15%**
- Quality of product and services **15%**

5.5 The County's commitment upon the award of this proposal will be with the successful bidder only. No sub-contractors will be allowed without the expressed consent of Whitfield County.

5.6 The County reserves the right to reject any and all proposals and to waive minor irregularities. The County further reserves the right to seek new proposals when such a procedure is reasonably in the best interest of the County to do so.

6.0 ANALYSIS SPECIFICATIONS

6.1 The consultant is to provide a detailed analysis of the following in order to determine the most appropriate plan for renovation and/or construction:

- Office space needs
- Foot traffic in current buildings
- Mechanical/Electrical/Plumbing (MEP)
- Roof condition
- Overall energy efficiency
- Information Technology (IT) needs
- Parking

6.2 The consultant is to discuss the following in coming up with an option to meet the current and future needs. The consultant may look at any other options if such options are fiscally realistic and address the problems currently existing:

- Constructing a New Building on the lot at the west side of the parking deck or other property owned by Whitfield County
- Renovating or replacing fire stations 1-10.
- Renovating or replacing the Accountability Courts Building.
- Renovating the current Sheriff's Department/Jail to address structural and wear and tear issues.
- Renovate/Build additions or replace any of the buildings in the Public Works/Animal Shelter/Inspections complex.
- Renovate/Build addition to the 911/EMA Building
- Renovate the Health Department Building
- Assess other County-owned buildings on the list for needed repairs/renovations.

6.3 The consultant is to provide a fiscal analysis of the following options at a minimum, including how each option may impact the businesses located downtown Wautoma:

- Do Nothing - Maintain the Status Quo, no major changes or additions to existing buildings, no new buildings
- Renovate the existing buildings
- Construct new

6.4 The successful bidder will also be expected to act as the project manager for the ultimate project once an option is determined, including advising the committee and governing body as well as overseeing the construction process. It is understood that once an option is chosen, a subsequent contract for the project management/architectural services/construction oversight will be negotiated and entered into with the successful candidate to this RFQ.

7.0 QUESTIONS OR CLARIFICATIONS

7.1 The County will respond to any questions or requests for clarification that are received in writing (email) by the date specified in this RFQ.

7.2 Any interpretation made to prospective proposers will be expressed in the form of an addendum to the specifications that, if issued, will be conveyed in writing to all prospective proposers no later than three (3) days prior to the date set for receipt of proposals.

7.3 It will be the responsibility of the proposer to contact the County Engineer prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with the proposal.

7.4 Direct Inquiries by email to:

Kent Benson, P.E.
Whitfield County Engineer
kbenson@whitfieldcountyga.com

It is the vendor's responsibility to bring all discrepancies, ambiguities, omissions or matters that need clarification to the attention of Kent Benson, County Engineer.

8.0 PROPOSAL CONDITIONS

8.1 Proposals received by the County after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals.

8.2 All information required by the RFP/Q must be supplied to constitute a legitimate proposal.

8.3 The County Engineer will present the proposals to the Review Committee, who will review them and make a recommendation to the County Board of Commissioners for acceptance and final award of one of the proposals, or reject any/all proposals, within ninety (90) calendar days from the date of opening of proposals.

9.0 EXECUTION OF AGREEMENT

9.1 The successful proposer shall, within fifteen (15) calendar days after the Notice of Award is issued by the County, enter into a contract with the County for the performance of work awarded them and shall simultaneously provide any required bonds, indemnities, insurance certificates, and complete all necessary tax documentation including but, not limited to a W-9. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

All contracts signed by the County will include verbiage to state that all terms and conditions listed in the RFP/Q supersede any and all contract language from the vendor and will be in force for the duration of the length of the contract. Failure to comply with this language will void the submitted proposal.

10. INSURANCE/PERFORMANCE BONDS

10.1 Insurance coverage required by the Contract Specifications must be in force throughout the Contract term. Should a contractor fail to provide acceptable evidence of current insurance within seven (7) days prior to the expiration date of an insurance policy at any time during the Contract term, the County shall have the absolute right to terminate the Contract without any further obligation to the contractor.

C. GENERAL REQUIREMENTS, PERMITS, CODES AND STANDARDS

- 1) All work under this contract shall be done in strict accordance with State, Federal and local laws, rules and regulations including, but not limited to Occupational Safety and Health Administration (OSHA) worker safety codes and regulations.
- 2) It is the contractor's responsibility to provide all materials, equipment, and labor necessary to do the work.
- 3) It is the contractor's responsibility to provide and maintain protection for the public from any hazards caused by this work.
- 4) Contractor will be responsible for providing any necessary containment measures to protect occupants, workers and property.
- 5) Contractor will be responsible for assuring that employees are provided with and wear any protective gear as required by any regulatory agency.
- 6) Contractor shall provide a schedule indicating the approximate dates of all the key functions for the job.
- 7) Contractor shall assure that the project area is free of refuse/repared or replaced to the satisfaction of the County.
- 8) Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of the work with respect to hire tenure, terms, conditions, or privileges of employment, or a matter directly, or indirectly related to employment, because of age (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry.

D. PRE-BID SITE VISIT AND CONFERENCE (NON-MANDATORY BUT RECOMMENDED)

Although not mandatory, a site visit is strongly encouraged before submitting bids to gain a full understanding of the scope of work. **Site visits can be scheduled with Kent Benson for the dates of October 3 and October 19 (choose one). Proposers may take a “windshield tour” without notice, but cannot access restricted areas or go behind buildings.**

E. SCHEDULE

EVENT	SCHEDULED DATE	TIME (all Eastern)
Release of RFP	Friday, September 23, 2022	
Site Visit/Pre-Bid Conference	By appt Oct 3 and Oct 19 (1 only)	See Attachment F
Questions Due	Sunday, October 30, 2022	11:59 PM
Addendum Posted, if necessary	By Wednesday, November 2, 2022	1:30 PM
Proposals Due	Monday, November 7, 2022	11:00 AM
Proposals Opened	Monday, November 7, 2022	11:00 AM
Building Renovation Committee Meeting to review Proposals	November 8-10, 2022	TBD
Reference Checks	November 8-10, 2022	NA
Committee Recommendation on Bid	Friday, November 11, 2022	By 5:00 PM
County Board Action on Recommendation	Monday, November 14, 2022	6:00 PM
Completion Date	Summer 2023 (exact date TBD)	

ATTACHMENT A
REQUEST FOR PROPOSAL
County Building Master Plan Consulting Proposal
Whitfield County, Georgia

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE PROPOSAL PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

Company

Phone Number

Signature

Fax Number

Title

Email

ATTACHMENT B
REQUEST FOR PROPOSAL
County Building Master Plan Consulting Proposal
Whitfield County, Georgia

REFERENCES:

Proposer shall submit as a part of the proposal package, six (6) references, with at least three (3) being local government of a comparable size to Whitfield County; with name of business, address, contact person, and telephone number, that has utilized the services being proposed to the County:

Name:
Address:
Contact:
Telephone No.: ()
Email:

Name:
Address:
Contact:
Telephone No.: ()
Email:

Name:
Address:
Contact:
Telephone No.: ()
Email:

Name:
Address:
Contact:
Telephone No.: ()
Email:

Name:
Address:
Contact:
Telephone No.: { }
Email:

Name:
Address:
Contact:
Telephone No.: { }
Email:

Feel free to attach a reference list in lieu of filling out "Attachment B."

ATTACHMENT C
REQUEST FOR PROPOSAL
County Building Master Plan Consulting Proposal
Whitfield County, Georgia
ASSURANCE OF COMPLIANCE

Whitfield County
Dalton, GA

To Whom It May Concern:

The undersigned, being familiar with the provisions and conditions of these specifications for architectural and engineering consulting services for possible renovation and/or construction of county buildings, hereby propose to furnish and deliver as specified and directed to Whitfield County.

The proposer has carefully checked all items as to description listed on the specification form, has properly identified or described proposed substitutions of the proposal, including all special provisions, and any deviation or exceptions have been clearly cited herein. It is understood that these deviations and exceptions will be considered conclusive and official parts of this proposal.

The agreement will include options for extending the contract for additional periods if all terms and conditions remain the same, and the quality of service continues to be acceptable to the County, and all specifications are met. If terms and conditions are not met, there will be a ninety (90)-day Notification of Cancellation.

In submitting this proposal, it is understood that the right is reserved by the County to reject any or all proposals, and it is agreed that this proposal may not be withdrawn during a period of ninety (90) days from the time of the opening of the proposal.

FIRM NAME _____

FIRM ADDRESS _____

TELEPHONE NUMBER _____

SIGNATURE _____

TITLE _____

DATE _____

EMAIL ADDRESS _____

ATTACHMENT D
REQUEST FOR PROPOSAL
County Building Master Plan Consulting Proposal
Whitfield County, Georgia

NONCOLLUSION AFFIDAVIT

_____ Deposits and states that
(Name and Title)

(Name of Company, Firm or Team)

Has not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition in connection with this proposal leading to the foregoing contract or in connection with the contract.

That the proposal leading to this contract has been independently arrived at without collusion with any other competitor or potential competitor.

That the proposal leading to this contract has not been knowingly disclosed prior to the opening of this proposal to any other competitor.

That no attempt has been made to induce any other person or firm to submit or not to submit a proposal which may have led to this contract.

That the above statement is accurate under the penalty of perjury.

Signature

State of _____
County of _____

Subscribed and sworn to before me on
This _____ day of _____, 2022

Notary Public
My Commission Expires: _____

ATTACHMENT E
REQUEST FOR PROPOSAL
County Building Master Plan Consulting Proposal
Whitfield County, Georgia

ASSURANCE OF COMPLETION

This document is to serve as complete acceptance of the Building Renovation/Construction Consulting Proposal project by Whitfield County, and is not to be signed by either party until said parties agree that the project is complete and acceptable.

Upon verification and validation by said parties that the project is completed; the contract will be signed and the one hundred and eighty (180) day monitoring period of the termination clause will begin.

COUNTY ACCEPTANCE:

SIGNATURE _____
NAME _____
TITLE _____
DATE _____

PROPOSER:

SIGNATURE _____
NAME _____
TITLE _____
DATE _____

ATTACHMENT F
REQUEST FOR PROPOSAL
County Building Master Plan Consulting Proposal
Whitfield County, Georgia

PRE-BID CONFERENCE AND SITE VISITS

Building walk-through dates will be scheduled in October of 2022 by contacting Kent Benson to make arrangements. Please contact Kent Benson via email (kbenson@whitfieldcountyga.com) or phone 706-275-7552 to schedule attendance for one of the prescribed dates (Oct 3 or Oct 19) and to confirm the names and contacts that will be present for the site visits. Please choose only one (1) date. The visits will be identical.

The Pre-bid conference is not mandatory, but is encouraged. The Pre-bid conference will be held at Riverbend Park, 1999 Riverbend Rd., Dalton, GA 30721. The conference will begin at **9:00 AM on Oct 3 and again at 9:00 AM on Oct. 19**. You may attend the pre-bid conference but elect not to take the site visit tour. For the site visit tour, the group will board a Transit bus and travel together to the larger buildings and a representative sample of the fire stations. We will strive to be back at Riverbend Park by **12:00 PM** at the latest.

You may take a windshield tour of the locations on your own, but will not have access to any non-public areas. Please do not ask staff in any County building to allow access for you to tour non-public areas.