



**CONSTRUCTION MANAGEMENT SERVICES
REQUEST FOR QUALIFICATIONS
#RFQ 19-04**

The City of Dawsonville is soliciting the services of qualified Construction Manager to manage and represent the City throughout the phases of projects included in the City's SPLOST VI, including the design, construction, renovation, and building acceptance phases of the projects to ensure all phases of the projects, and all elements of the work, meet the required quality design standards and construction schedule. The City reserves the right to designate in the Construction Management Agreement which projects or portions/phases of SPLOST VI projects will be within the scope of services requested of the Construction Manager.

To be considered, the proposer shall submit a statement of qualifications in a sealed envelope to Bob Bolz, City Manager at 415 Hwy 53 #100, Dawsonville, GA 30534 by 4:00 p.m. on March 22, 2019.

Proposal specifications can be obtained online at www.dawsonville-ga.gov or by emailing the City Clerk, Beverly Banister at clerk@dawsonville-ga.gov.

The Construction Management Selection Committee will make a recommendation to the City Council. It is anticipated that a recommendation to the City Council will be made by April 8, 2019.

The City of Dawsonville is an equal opportunity service provider and employer.

**CITY OF DAWSONVILLE
CONSTRUCTION MANAGEMENT SERVICES
REQUEST FOR QUALIFICATIONS
#RFQ 19-04**

I. INTRODUCTION

A. General Information

The City of Dawsonville is soliciting the services of qualified Construction Manager to manage and represent the City throughout the phases of projects included in the City's SPLOST VI, including the design, construction, renovation, and building acceptance phases of the projects to ensure all phases of the projects, and all elements of the work, meet the required quality design standards and construction schedule. The City reserves the right to designate in the Construction Management Agreement which projects or portions/phases of SPLOST VI projects will be within the scope of services requested of the Construction Manager.

There is no express or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing a statement of qualifications in response to this request.

To be considered, the proposer shall submit a statement of qualifications in a sealed envelope to Bob Bolz, City Manager at 415 Hwy 53 #100, Dawsonville, GA 30534 by 4:00 p.m. on March 22, 2019.

Statements of qualifications submitted will be evaluated by a Construction Management Selection Committee consisting of the City Manager and other persons as appointed by the Mayor and City Council.

During the evaluation process, the Construction Management Selection Committee and the City of Dawsonville reserves the right, where it may serve the City of Dawsonville's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Dawsonville or the Committee, firms submitting Statements of qualifications may be requested to make oral presentations as part of the evaluation process.

The City of Dawsonville reserves the right to retain all statements of qualifications submitted and to use any ideas in a statement of qualification regardless of whether that statement of qualification is selected. Submission of a statement of qualification indicates acceptance by the firm of the conditions contained in this request for qualifications,

unless clearly and specifically noted in the statement of qualification submitted and confirmed in the contract between the City of Dawsonville and the firm selected. All statements of qualifications are deemed public records and must be released to the public upon request, less any portions excluded by law. Any questions should be directed to Beverly Banister, City Clerk at clerk@dawsonville-ga.gov.

The final deadline for submission of substantive questions is 4:00 p.m., March 15, 2019. All questions should be conveyed by email only to Bob Bolz, City Manager at citymanager@dawsonville-ga.gov.

Right of Rejection: The City reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Respondents at the same time, if such action is in the best interest of the City of Dawsonville. Further, the City of Dawsonville may consider alternatives, waive any informalities or irregularities, and re-solicit statement of qualifications. The City shall have the right, in its sole and absolute discretion, to select the firm that the City determines to best meet its needs and interests. The City reserves the right to accept or reject any or all statement of qualifications, to solicit additional statements of qualifications to amend or revise statements of qualifications, or to correct or amend specifications. The City also reserves the right answer questions, clarify and/or amend this RFP at any time. Note: All potential responders should advise the City of their interest (via the email address in the above paragraph) and provide their preferred email address to receive any answers to questions and/or amendments to the RFP.

II. DESCRIPTION OF SERVICES REQUIRED

The City of Dawsonville is soliciting the services of qualified Construction Manager to manage and represent the City throughout the phases of the City's SPLOST VI projects as designated in the Construction Management Agreement, including the design, construction, renovation, and building acceptance phases of the projects to ensure all phases of the projects, and all elements of the work, meet the required quality design standards and construction schedule. The successful construction manager will provide the resources and expertise necessary to understand and be responsible for a broad spectrum of services related to the projects. The successful construction manager will be well versed in government regulations, building codes, and the use, selection and availability of construction materials, as well as have RFP/RFQ experience. The construction manager will have extensive experience in a leadership position utilizing the integrated services of architects, engineers, construction managers, and project managers. The construction manager will be able to review the monthly payment requests for accuracy.

The successful construction manager will be paid 3% of the total project cost, with the potential for completion incentives for timely completion of projects prior to the project deadline.

A one year contract (Construction Management Agreement) is contemplated with the option to renew for up to two additional one year terms, subject to the annual review and

recommendation of the Construction Management Committee, the satisfactory negotiation of terms, the concurrence of the City Council and the annual availability of an appropriation.

III. MINIMUM QUALIFICATIONS

The City of Dawsonville is seeking a construction manager that has completed similar projects of similar size, scope, and condition as the project included in the City's SPLOST VI. In addition, the successful construction manager should have:

1. Professional knowledge and expertise regarding facility design, construction, and utilization.
2. Proficiency in independent cost development, independent review, tracking, analysis of costing activity of design professionals and construction firm.
3. Ability to interact in a positive and supportive manner with key City staff.
4. Ability to coordinate multiple construction and administrative activities.
5. Ability to communicate effectively with Mayor and the City Council and provide monthly status updates.
6. Ability to manage a budget and keep the City well informed of the progress of the projects through all phases.
7. Ability to issue RFP's/RFQ's for the design and construction of all SPLOST VI projects.

Proposers shall submit reference information on completed projects that meet the minimum qualifications. Projects should be of a similar type. For each reference, the proposer shall provide the following information:

1. Description of the project.
2. Contact name of a person able to answer any customer satisfaction questions.
3. Contact information for person listed in response to number 2 above.
4. Size of the project (square feet and dollar amount).
5. Duration of the project

IV. TIME REQUIREMENTS

- A. Statement of Qualifications Calendar

The following is a list of key dates up to and including the date statements of qualifications are due:

Due date for statements of qualifications	March 22, 2019
Recommendation to City Council	April 8, 2019

The City of Dawsonville may conduct interviews with proposers

B. Date Construction Management Services May Commence

Construction Management services may commence immediately following the execution of the Construction Management Agreement by the City and the Construction Manager selected.

V. STATEMENTS OF QUALIFICATIONS REQUIREMENTS

A. General Requirements

1. Inquiries concerning the request for qualifications and the subject of the request for qualifications must be made to the following party by email:

Bob Bolz, City Manager citymanager@dawsonville-ga.gov

2. Statements of Qualifications must be received by 4:00 pm on March 22, 2019 to be considered, and should include the following:

- a. Title Page

Title page showing the request for qualifications subject; the firm's name; the name, address and telephone number of the contact person; and the date of the statement of qualification.

- b. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the statement of qualification is a firm and irrevocable offer for 90 days.

- c. Price

The successful construction manager will be paid 3% of the total project cost, with the potential for completion incentives for timely completion of projects prior to the project deadline. As such, proposers should not address price in their statement of qualification.

d. Qualification Statement

As described below.

3. Proposers should send the completed statement of qualifications in one, sealed envelope to the following address:

Bob Bolz, City Manager
415 Hwy 53 #100
Dawsonville, GA 30534

B. Qualifications Statement

The substance of statement of qualifications will carry more weight than their form or manner of presentation. The Qualifications Statement should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

The Qualifications Statement should address all the points outlined in the request for qualifications. The Statement of qualification should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for qualifications. While additional data may be presented, the subjects outlined in this Request for Qualifications must be included. They represent the criteria against which the statement of qualification will be evaluated.

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the City of Dawsonville by type of engagement. Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

For the firm's office that will be assigned responsibility for the projects, list the most significant engagements (maximum 5) performed in the last five years that are similar to the engagement described in this request for qualifications. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

Please provide the name and the official position of any City of Dawsonville elected official to whom a contribution has been made in the past two years. Please list any family member that is currently employed by the City of Dawsonville. Please list any family member that is an elected official for the City of Dawsonville.

VI. EVALUATION PROCEDURES

A. Construction Management Committee and Statement of qualification Evaluation

Statement of qualifications submitted will be evaluated by a Construction Management Selection Committee consisting of City Manager and other persons as appointed by the Mayor and City Council. The City of Dawsonville reserves the right to retain all statements of qualifications submitted and use any idea in a statement of qualification regardless of whether that statement of qualification is selected.

B. Evaluation Criteria Statement of qualifications will be evaluated using three sets of criteria.

Firms meeting the mandatory criteria will have their statement of qualifications evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Dawsonville
- b. The firm adheres and conforms to the instructions in this request for qualification on preparing and submitting the statement of qualification

2. Technical Qualifications

a. Expertise and Experience

- i. The firm's past experience, performance, and demonstrated competence on comparable government engagements
- ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

3. Price:

The successful construction manager will be paid 3% of the total project cost, with the potential for completion incentives for timely completion of projects prior to the project deadline. Proposers should not address price in their statement of qualification.

C. Oral Presentations/Interview

During the evaluation process, the Construction Management Selection Committee may, at its discretion, request any one or all firms to make oral presentations or be interviewed by phone or email. Such presentations will provide firms with an opportunity to answer

any questions the Committee may have on a firm's statement of qualification. Not all firms may be asked to make such oral presentations.

D. Final Selection and Construction Management Agreement

The Construction Management Selection Committee will make a recommendation to the City Council. It is anticipated that a recommendation to the City Council will be made by April 8, 2019.

The City Council will make the final selection of a Construction Manager. Once selected, a Construction Management Agreement setting forth the terms of the engagement and scope of services will be executed by the City and the Construction Manager selected.

E. Right to Reject Statement of qualifications

Submission of a statement of qualification indicates acceptance by the firm of the conditions contained in this request for qualification unless clearly and specifically noted in the statement of qualification submitted and confirmed in the contract between the City of Dawsonville and the firm selected.

The City of Dawsonville reserves the right without prejudice to reject any or all statements of qualifications.