

## REQUEST FOR PROPOSALS

RFQ 004-19

### Fort Oglethorpe On-Call Building Maintenance/Construction Services

The City of Fort Oglethorpe is soliciting competitive sealed proposals from qualified contractors for the purpose of providing various types of construction services and maintenance to all Fort Oglethorpe city buildings. The resulting contract(s) will be an initial 12-month term with 4 renewal options. A copy of the Scope of Services may be obtained by the following methods:

City of Fort Oglethorpe website: [www.fortogov.com](http://www.fortogov.com)

Emailing your request to: [rquarles@fortoglethorpega.gov](mailto:rquarles@fortoglethorpega.gov)

#### **Proposal Submittal Date and Location:**

Proposals must be sealed and shall state the proposal number, RFQ 004-19, and company name. Proposals will be received until 2:00 pm August 2<sup>nd</sup>, 2019 at the City of Fort Oglethorpe City Clerk's Office, 500 City Hall Drive, Fort Oglethorpe, Georgia, 30742. Any proposal received after this date and time will not be accepted. Proposals will be opened publicly and only the names of the submitting firms will be read at 2:00 pm.

#### **Pre-Bid Date and Location:**

A pre-proposal conference is scheduled for 10:00 am August 12<sup>th</sup>, 2019 at City Hall, 500 City Hall Drive, Fort Oglethorpe, Georgia 30742. The pre-proposal conference is optional for consultants.

#### **Question Deadline:**

Questions regarding the proposals should be directed to Rick Quarles by email to [rquarles@fortoglethorpega.gov](mailto:rquarles@fortoglethorpega.gov) or by calling 706-866-2544 extension 1201, no later than 1:00 pm Friday July 26<sup>th</sup>, 2019. Proposals are legal and binding upon bidder when submitted.

Proposals will be evaluated by the City of Fort Oglethorpe on the basis of experience, qualifications, and cost. The City of Fort Oglethorpe reserves the right to accept or reject any and all proposals, to wave formalities, technicalities or irregularities, and to re-advertise if necessary. The contract between the City of Fort Oglethorpe and the selected responder shall be subject to the payment agreement drawn up between the City of Fort Oglethorpe and the selected responder.

Contractors must comply with all orders, laws and regulations, which prohibit discrimination in employment regarding race, creed, color, religion, sex, or national origin.

We look forward to your proposal and appreciate your interest in the City of Fort Oglethorpe.

Rick Quarles  
Director of Building and Zoning

## **RFQ**

### **Scope of Services**

#### **Project Description**

The City of Fort Oglethorpe hereby requests proposals for an annual construction services & maintenance contract to perform various construction, rehabilitation and emergency repairs to all Fort Oglethorpe City Buildings on an as needed basis. The City does not guarantee any specific amount of work or if any work will be provided during the contract period.

**Building Maintenance:** An emergency will be considered as any situation that threatens the health and safety of the citizens or is an eminent threat to the environment.

**Construction Services:** The Fort Oglethorpe City Hall is approximately 50,000 square feet and currently is occupied by City Administration Departments, DFACS and the Fort Oglethorpe Police Department. The Fort Oglethorpe Fire Station is approximately 7260 square feet, The Fort Oglethorpe Constitution Hall is approximately 2852 square feet, 6<sup>th</sup> Calvary Museum is approximately 8000 square feet. Construction services include but are not limited to carpet installation, interior painting, interior plumbing, interior electrical, interior framing or any minor and major repairs to various areas of the Fort Oglethorpe City Buildings.

#### **Background Documents**

The following documents will be made available to proposers:  
Map of City buildings area legend.

#### **Communications Policy**

Individuals, firms, and businesses seeking an award of a City of Fort Oglethorpe contract may not initiate or continue any verbal or written communications regarding a solicitation with any City officer, elected official, employee, or other City representative without permission of the Director of Building and Zoning Department between the date of the issuance of the solicitation and the date of the final contract award by the City Council.

#### **Project Schedule**

There is no project schedule, all work will be on an as needed basis.

#### **Information Requested in Proposals**

Each contractor who wishes to be considered for this project should submit four copies of their proposals containing the following sections and information:

#### A. Firm Identification and Profile

Give the full legal name of the company, the company's principal business office and its satellite offices, if any. Give information on the company's history, business activities, size, employees, officers, affiliates, subsidiaries, ownership and other corporate data. Project team's aka Sub Contractors are acceptable, provided that overall project accountability is with the lead firm. If an association with another firm(s) is proposed, describe the working relationship, identify specific areas of responsibility of each firm, and identify the lead firm that will have overall accountability, as well as any specific past experiences with said firm(s) and the working relationship.

Contractor must have minimum Worker's Comp and General Liability Insurance in full force and effect. No proposal will be considered unless it is accompanied by satisfactory evidence that the Bidder holds Georgia State Contractors License of proper classification and in full force and effect, in compliance with the provisions of O.C.G.A. Sec. 43-14-2 et seq. Pursuant O.C.G.A. 13-10-91, all contractors and sub-contractor performing work in the State of Georgia on a contract with public employer must register and participate in a federal work authorization. Fort Oglethorpe will require certification from the contractor that this requirement has been met.

All contractors must be E-Verify compliant and provide required documentation to the city.

#### C. Experience of Vendor

Describe experience of the contractor with similar projects including State, County and Municipal government construction services and maintenance. Indicate the extent of the vendor's involvement, whether as lead, sub-consultant or partner. City of Fort Oglethorpe expects that vendors will have a minimum of three projects reflecting similar conditions, scope and criteria whether demonstration projects or for-fee commercial projects.

#### D. References

Provide references for a minimum of three specific projects that demonstrate the contractor's capability to provide the requested services. Each reference should include the following information; name of reference, bid or proposal number/project identifier, individual's name to contact, and current telephone numbers.

#### E. Qualifications and Experience of Staff

Provide a description of the qualifications and experience of the key staff members to be involved.

#### **Cost Proposal**

**The proposer shall provide a schedule of hourly rates as follows:**

Job Superintendent

Laborer

Mobilization per job  
Equipment w/operator  
Any other product, equipment or service you wish to include

### **Selection Procedure**

The City of Fort Oglethorpe's selection committee will review and evaluate properly submitted proposals. The City will select the firm that, in the sole opinion of the City, best demonstrates that it would provide the most value towards achieving the key objectives of the project.

The City of Fort Oglethorpe assumes no liability for any costs incurred in preparing or submitting any proposals, including costs in relation to any opportunities for interview or presentation.

The use of Key Personnel or sub-contractors other than those identified in the proposal may be considered by the City of Fort Oglethorpe as sufficient grounds for termination unless the vendor receives the prior approval of the City. The City of Fort Oglethorpe does not provide assurance that such permission shall be granted and any substitution of proposed staff shall be considered on a case-by-case basis.

J. Evaluation Criteria

The following is a list of the criteria that will be used in the technical and cost evaluation of the Proposals and their relative weights shown as point values (Maximum = 100 points):

Criterion		Point Value
<b>Part I Technical Proposal Evaluation</b>		
1.	<u>Experience of Firm/References</u> <ul style="list-style-type: none"> <li>• Experience of vendor in familiarity and knowledge of ICC building codes, ADA regulations, GA EPD and US EPA requirements.</li> <li>• Demonstrated through past project descriptions led by the vendor.</li> <li>• History of successful efforts by proposed team.</li> <li>• References</li> </ul>	25
2.	<u>Qualification of Proposed Staff</u> <ul style="list-style-type: none"> <li>• The qualifications and experience of the proposed project staff as they relate to projects of similar size, character / scope and specific functions served in the vendor’s references and project descriptions. Emphasis will be on the staff to be used to perform the work, but will also consider supervising staff. <ul style="list-style-type: none"> <li>○ Experienced Project Manager</li> <li>○ Experienced Field Supervisor</li> </ul> </li> </ul>	25
3.	<u>Commitment and Availability</u> The commitment and availability of the vendor to assign the necessary resources to complete the project in accordance with the City of Fort Oglethorpe’s project schedule and quality control plans.	25
<b>SUB-TOTAL</b>		<b>75</b>
<b>Part II Cost Proposal Evaluation</b>		
4.	<u>Cost</u> Evaluation of cost proposal relative to the proposed scope of work	25
<b>TOTAL</b>		<b>100</b>

The proposals will be evaluated to identify those which rate highest according to the criteria elaborated above using a stepped process.