

RFQ 22-0016-4

**REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR PROGRAM
MANAGEMENT SERVICES FOR VARIOUS CHATHAM COUNTY CAPITAL
PROJECTS**

STATEMENTS OF QUALIFICATIONS DUE: 5:00 PM, ON MARCH 25, 2022

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

CHESTER A. ELLIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER TANYA MILTON

COMMISSIONER LARRY RIVERS

COMMISSIONER AARON R. WHITELY

COMMISSIONER BOBBY LOCKETT

COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER KENNETH A. ADAMS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.**

- GENERAL INFORMATION AND INSTRUCTIONS WITH ATTACHMENTS
- SURETY REQUIREMENTS
- STATEMENTS OF QUALIFICATIONS
- BID SCHEDULE
- PERFORMANCE BOND
- PAYMENT BOND
- CONTRACT
- LEGAL NOTICE
- ATTACHMENTS: A through I

COUNTY TAX CERTIFICATE REQUIREMENT - Contractor must supply a copy of their Tax Certificate from their location in the State of Georgia, as proof of payment of the occupational tax where their office is located.

CURRENT TAX CERTIFICATE NUMBER _____
CITY _____
COUNTY _____
OTHER _____

The Chatham County Board of Commissioners have established goals to increase participation of minority and female owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or female business is defined as a business with 51% or greater minority of female ownership. Please check ownership status as applicable:

African-American _____ Asian American _____ Hispanic _____
Native American or Alaskan Indian _____ Female _____

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: _____

DATE: _____

SIGNATURE: _____

TITLE: _____

COMPANY: _____

CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING DIRECTOR
1117 Eisenhower Drive, Suite C, Citizens Service Center
SAVANNAH, GEORGIA 31406
(912) 790-1620

Date:

RFQ 22-0016-4

GENERAL INFORMATION FOR REQUEST FOR STATEMENT OF QUALIFICATIONS

Chatham County is soliciting qualification packages from **qualified firms to provide program management services**. Statement of Qualifications will be received at the Office of the Purchasing Director, **Suite C, "Citizens Service Center" 1117 EISENHOWER DRIVE, Savannah, Georgia, 31406 until 5:00 PM on March 25, 2022**, at which time they will be opened and evaluated. The Purchasing Director reserves the right to reject any and all submissions and to waive formalities. A list of respondents will be posted on the County's website.

Instructions for preparation and submission of a SOQ are contained in this Request for Qualification package. Please note that specific forms and formatting are required. All information must be typed or printed in ink. **Robert Marshall, Senior Procurement Specialist is the assigned Purchasing & Contracting point of contact. All communications regarding this solicitation should be directed to Robert Marshall at 912-790-1622 or via E-mail at rmarshal@chathamcounty.org.**

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document each approved change.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the local business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of local minority and woman owned business enterprises in our procurement activities. The County provides equal opportunity for businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "minority business enterprise," and "woman owned business enterprise" are more specifically defined and explained in the Chatham County Local, Small Minority and Women Owned Business Policy.

INSTRUCTIONS TO PROPOSERS

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a statement of qualifications for a firm to provide program administration services. All SOQ's are governed by the Code of Chatham County and the laws of the State of Georgia.

1.2 **How to Prepare Statement of Qualifications (SOQ):** All SOQ's shall be:

- A. Prepared on the forms enclosed herein, unless otherwise prescribed, and **all documents must be submitted.**
- B. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. ALL SIGNATURE SPACES MUST BE SIGNED.

Firms are encouraged to carefully review all provisions and attachments of this document and furnish all required information with their submission.

1.3 **How to Submit:** All SOQ's shall be:

- A. **Submitted in sealed opaque envelopes, plainly marked with the RFQ number and project title, date and time of opening, and company name.**
- B. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before the time and date specified above.
 - a. **Mailing Address: Chatham County Purchasing Director, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**
 - b. **Hand Delivery: Purchasing Director, Suite C, "Citizens Service Center", 1117 Eisenhower Drive, Savannah, Georgia 31406.**

SOQ's NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.

1.4 **How to Submit an Objection:** Objections from proposers to this solicitation must be brought to the attention of the County Purchasing Director in the following manner:

- A. When a conference is not scheduled, the bidder shall submit any objections in writing not less than five (5) days prior to the opening date.
- B. The objections contemplated may pertain to form and/or substance of the solicitation documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest.

- 1.5 **Errors:** Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting their qualifications. Failure to do so will be at the proposer's own risk.
- 1.6 **Standards for Acceptance:** The County reserves the right to reject any or all responses and to waive any irregularities or technicalities in responses received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the questionnaire response of a proposer who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.7 **Bidder:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid, proposal or statement of qualifications to Chatham County in such capacity before a contract has been entered into between such party and the County.
- 1.8 **Compliance with Laws:** The proposer and/or contractor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or county statute, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.
- 1.9 **Contractor:** Contractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with an awarded contract as more fully specified in the contract documents.
- 1.10 **Local Preference:** On March 27, 1998, the Board of Commissioners adopted a Local Vendor Preference Ordinance. Contractors are encouraged to apply the same method when awarding bids to local and local M/WBE businesses whenever possible in order to promote growth in Chatham County's economy.

GENERAL CONDITIONS

- 2.1 **Specifications:** Any error or omission in the request for statement of qualifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County.
- 2.2 **Completeness:** All information required by the statement of qualification must be submitted in order to constitute a proper response.
- 2.3 **Award of Contract:** The contract, if awarded, will be based on the responses received in Phase 2 which will be a Request for Proposal from qualified Program Management teams. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.
- 2.4 **Procurement Protests:** Protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Procedures Manual shall govern the review and resolution of all protests. The same provisions apply to qualification of Program Management teams.
- 2.5 **Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or can meet, by the date of the bid acceptance all requirements for bonding, licensing, insurance, and service contained within this Invitation for Bid or Proposal. Chatham County has the right to require any or all bidders to submit documentation of their ability to perform, provide, or carry out the service or provide the product requested.

Chatham County has the right to disqualify the bid or proposal of any bidder or proposer as being non-responsive or non-responsible whenever such bidder/proposer cannot document the ability to deliver the requested product or service.

- 2.6 **Chatham County Tax Certificate Requirement:** A current Chatham County Tax Certificate is required unless otherwise specified.

Please contact the Building Safety and Regulatory Services (912) 201-4300 for additional information.

- 2.7 **Insurance Provisions, General:** The selected CONTRACTOR shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agent, representatives, employees or subcontractors.

It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. Failure to do so may be cause for termination of contract or stop work notice with liquidated damages.

2.7.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor'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 Chatham County 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 Chatham County).

Chatham County as an Additional Insured: Chatham County invokes the defense of sovereign immunity. In order not to jeopardize the use of this defense, the County **is not** to be included as an Additional Insured on insurance contracts.

2.7.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. 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 \$3,000,000 annual aggregate.
- B. **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, disease each employee and Statutory Worker's Compensation limit.
- C. **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".

2.7.3 Special Requirements:

- A. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- B. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- C. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.

- D. **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 County.
- E. **Proof of Insurance:** Chatham County 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 County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County contract.
- F. **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.
- G. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- H. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, 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.

2.7.4 Additional Coverage for Specific Procurement Projects:

- A. **Builder's Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.
Minimum Limits: All-Risk coverage equal 100% of contract value
Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

- 2.8 **Compliance - Terms and Conditions:** The response to the Statement of Qualifications, Request for Proposal, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidder's proposal/bid and by reference are made a part of any resulting contract.
- 2.9 **Signed Bid Considered Offer:** The signed proposal in Step Two shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners. In case of a default on the part of the bidder after such acceptance, Chatham County will take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.10 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for local and minority/woman owned, small and disadvantaged business participation in construction, professional services, and general procurement.

- A. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise "Good Faith Effort" in obtaining the goal established for M/WBE participation.
 - B. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of local, local minority and female owned businesses, through MBE/WBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals must report ownership status. A bidder or vendor that is certified by any agency of the Federal Government, the State of Georgia, or any other local government agency must submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the Purchasing Director, a report on local Minority/Female Business Enterprise participation.
 - C. Chatham County encourages the use of local labor on County contracts. Proposers should include their methodology to maximize the use of local labor.
- 2.11 Bidders or proposers are required to make a **Good Faith Effort**, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified local M/WBEs. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. Each bidder or proposer is required to maintain records of such efforts in detail, adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect Good Faith Efforts and reporting requirements for the term of the contract. The county particularly urges general contractors to give emphasis to subcontracting with local area firms. **For information on the program or M/WBE contractors/vendors please contact Connell C. Heyward, Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 110, Savannah, Georgia, 30401, (912) 652-7828 phone, or (912) 652-7951 fax. Email: cheyward@chathamcounty.org**

- 2.12 **GEORGIA OPEN RECORDS ACT** - The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County 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.

Responses shall be held confidential from all parties other than the County until after the contract is awarded by the Board of Commissioners.

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

- 2.13 **GEORGIA TRADE SECRET ACT of 1990**- In the event a Bidder/Proposer submits trade secret information to the County, the information must be clearly labeled as a Trade Secret. The County will maintain the confidentiality of such trade secrets to the extent provided by law.

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

CONVERSATIONS OR CORRESPONDENCE REGARDING THIS SOLICITATION OR REPORT BETWEEN PROSPECTIVE OFFERORS AND PERSONS OUTSIDE THE CHATHAM COUNTY PURCHASING OFFICE WILL NOT BE CONSIDERED OFFICIAL OR BINDING UNLESS OTHERWISE SPECIFICALLY AUTHORIZED WITHIN THIS DOCUMENT.

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies the information provided are in accordance with all documents contained in this qualification package, and understands that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned proposer, have read the instructions and agree to be bound by the provisions of the same.

This _____ day of _____ 2022.

BY _____
SIGNATURE

PRINT NAME

TITLE

COMPANY

TELEPHONE _____

EMAIL _____

SECTION III SPECIFIC REQUIREMENTS

3.0 This qualifications process is intended to identify potential teams to respond to a request for proposals from the County for specific services/projects which will be Step 2 of this process.

3.1 Introduction

Scope of Work

The County will engage the consultant to provide technical, professional and other services for various County projects necessary to support the County's capital program management. Under the guidance of the County Manager, the selected party will assist with capital program management and project management services as requested by the County Manager. Such projects can include capital recreation, vertical, roadway, drainage, transportation and other special capital projects. Projects may be funded with SPLOST or other County resources. The intent is for the consultant to provide some or all of the following services on an as-needed basis:

3.2 Program/Project Management:

Services shall include:

- Assist the County Manager in scheduling and developing priorities for capital program, to include adjusting the program to add projects as they are identified;
- Provide detailed forecasting and reporting to the County Manager on performance, deadlines and budgetary considerations to include estimates of post-construction maintenance costs of projects;
- Coordination and management of all project phases, completion of design, engineering, environmental considerations, utilities, permitting, bidding, procurement, construction through contract closeout and financial reporting for all assigned projects;
- Provide weekly updates to the County Manager, as well as ad hoc reports to County administration;
- Provide construction inspection services, either directly or through coordination, on behalf of the County;
- Coordinate with County staff to provide communication to the public regarding project status; prepare and attend Board workshops, meeting and other applicable public hearings; articulate program accomplishments and provide up-to-date information on program development; and
- Seek grant opportunities and provide assistance with grant application, administration, and compliance through entire lifecycle of grant.
- Maintain records on projects
- Assist in developing procurement documents for vendor solicitations.

3.3 Pre-Construction Services

Required to provide pre-construction contractor management in areas such as engineering, architecture, landscape architecture, land surveying, environmental compliance, technical management, and administrative services. The selected project management firm will provide qualified technical and professional personnel to perform to County standards and procedures, as assigned. Firm shall provide the following for all assigned projects:

- Offer recommendations on scheduling and phasing;
- Provide coordination and support of permit applications; must have the ability to coordinate, negotiate, and resolve all issues with permitting agencies;

- Coordinate and manage independent reviews of design plans and specifications to verify design integrity, cost-effectiveness, and conformity of design specifications; and
- Provide utility coordination. Expected to identify and manage utility conflicts early in the project to avoid or minimize cost and delays.

3.4 Construction Services

Responsible for construction management of assigned projects, including change order management, contractor management, administration, construction, engineering, inspection and management of materials, and compliance with local, state and federal codes, standards and procedures. Shall provide close out services for all assigned projects that meet standards of any grant awards. Additional construction service will include the following for all assigned projects:

- Prepare or validate construction cost estimates based on preliminary plans and prepare final estimates;
- Prepare and/or review bid documents and manage bid process. Responsible for ensuring compliance with all applicable federal, state and local procurement laws;
- Schedule and conduct pre-construction conferences with contractors, utilities, and other appropriate parties;
- Receive, review and archive all submittals and correspondence;
- Provide experienced project staff whose duties will include day to day decisions on plans, construction acceptability, direction to the contractor, and supervision and assignment of inspections and testing personnel;
- Maintain detailed and accurate records of contractors' operation and significant events that affect work;
- Provide complete contract administration, management, and documentation of projects, including maintaining and providing all email, letters, submittals, reports, resolution of problems, and etc to the County during project closeout; and
- Assist County staff in responding to all public inquiries during life of project.

3.5 Post Construction Closeout

- Provide County with all necessary documents and records of project activities;
- Provide all operational manuals and guarantees;
- Provide County with as-built and record drawings;
- Ensure all warranty management related items have been satisfied;
- Notify all appropriate agencies (GDOT, municipalities, etc.) of project close and provide agencies with all necessary/required documentation and final payments to fully closeout project; and
- Conduct a final project management closeout meeting with County staff.

3.6 Selection Process

Selection of the Program Management Team will be procured through the following process:

1. Request for Qualifications responses will be evaluated against a set of criteria to determine those firms most qualified and suited for potential services

2. As services are needed, the County will issue a request for proposals to the qualified teams to provide detail of their proposal.

3.7 Statement of Qualifications Instructions and Requirements

A. General Instructions

Sealed Statement of Qualifications must be received in the County's Procurement Office not later than **5:00 pm, on March 25, 2022**. The Proposer is responsible for the means of delivering the qualifications submittals to the location listed below. Delays due to any instrumentality used to transmit submittals will be the responsibility of the Proposer. Qualification submissions must meet the requirements of and conform to the "Format and Requirements" as stated below and must be submitted to:

Purchasing and Contracting
1117 Eisenhower Drive Suite C
Savannah, Georgia 31406

Attn: Robert Marshall, Senior Procurement Specialist

Submittals shall be marked on the outside of the envelope as "Program Management Services for Chatham County, RFQ #22-0016-4" and include the name of the firm submitting the SOQ.

Proposers must submit an original and five copies of their SOQ in addition to an electronic copy on CD or flash drive.

No submissions will be accepted after the time set for receipt of the SOQ's.

The County reserves the right to waive minor informalities and technicalities in the process.

It is the responsibility of each proposer to examine the entire RFQ, seek clarification in writing, and review its qualifications for accuracy before submitting. Once the submission deadline has passed, all qualifications submissions will be final. The County is not obligated to request clarification from any proposer relative to their submission.

Proposers are prohibited from contacting any elected official or employee of the County regarding this RFQ, or selection process from the time the RFQ is issued until the time a notification of intent to award is announced, except if such contact is in writing to the County's Purchasing Director. Unauthorized contact with the County or any employees thereof may result in disqualification of the firm from the selection process at the discretion of the County.

It is the County's intent to minimize the cost to proposers responding to this solicitation, so proposers are encouraged to be brief and succinct. The County is seeking thoughtful, tightly focused qualifications that document the proposer's suitability for these services and understanding of the scope of work.

Questions relating to the RFQ must be submitted in writing to the County's Purchasing Director. The deadline for submission of questions relating to the RFQ shall be one week prior to deadline for receipt of proposals.

All questions that have been submitted in writing, prior to the deadline, will be compiled and answered in writing. A written addendum will be used to answer all questions and any and all addenda will be posted on the County's website with the solicitation. Any interpretations, corrections or changes to this RFQ will be made by addendum.

B. Format and Requirements

Qualifications submissions must be printed on standard (8 1/2" x 11") paper using a font size no smaller than 11 point and one inch margins. Proposers must submit one (1) original plus five (5) copies of their qualifications submission and also provide an electronic version via CD or flash drive.

Qualifications should be organized and indexed in the following format and should contain all listed items in the sequence indicated:

1. Submittal Letter – A duly authorized official of the responding team shall provide a transmittal letter. This is the individual with whom the County will communicate during this process.
2. Executive Summary – Summarize the respondent's qualifications and why this team is best suited to meet the County's objectives.
3. Proposer – Identify the prime consultant and proposed members of the team and roles of the various parties.
4. Team Members – Identify all major members of the team. Provide the names of similar projects that the team has previously completed.
5. Experience – Describe the relevant experience of each entity within the team.
 - Success in delivering projects on schedule and within budget
 - Provide client references for each member of the team.
6. Management Team – Please designate the specific individuals to fill all key roles on the team: For each of the above individuals provide current resumes listing relevant project experience.

7. Local, Minority and Woman Owned Business Participation. The Chatham County Board of Commissioners has adopted a goal of **30% Local and M/WBE participation** for all SPLOST projects. Proponents and Consultants are required to meet this goal or provide documentation of their Good Faith Efforts to utilize Local, M/WBE sub consultants. See Attachment H for Good Faith Efforts requirements.

Include examples of other projects where you have been successful in meeting similar goals.

8. Required Forms:

- Attachment A Drug Free Workplace Certification
- Attachment B Promise of Non-Discrimination Statement
- Attachment C Disclosure of Responsibility Statement
- Attachment D Contractor and Subcontractor Affidavits
- Attachment E SAVE Affidavit
- Attachment F Suspension and Debarment Form
- Attachment G Affidavit Regarding Lobbying
- Attachment H Good Faith Effort Documentation

3.4 Evaluation and Selection Criteria

The purpose of this RFQ is to solicit qualified teams/firms to provide program management services. The County will evaluate the qualifications submissions and score each in accordance with the detail below.

- Experience of all members of the team
- Commitment to local business participation, employment of local labor, use of local minority and woman owned businesses.
- Management Team proposed for the Project
- Success with similar projects
- Responsiveness to the information required to be provided in this RFQ

Interviews may be scheduled at the County's discretion. The County will score the proposers based on the above criteria and notify proposers of their qualification status.

3.5 Additional Conditions

- A. The County reserves the right to reject any or all SOQ's received, to request additional information, or to extend the deadline for submittals.
- B. Confidentiality of Documents: Upon receipt of qualifications by the County, the qualifications shall become the property of the County without compensation to the proponent, for disposition or usage by

the County at its discretion. The details of the qualifications documents will remain confidential until final award.

If a Proposer does not desire proprietary information in the qualifications submittal to be disclosed, it is required to identify all proprietary information in the submittal as such. This identification will be accomplished by individually marking each page with the words "Proprietary Information" on which such proprietary information is found. If the Proposer fails to identify proprietary information, it agrees that by submission of its qualifications those sections shall be deemed non-proprietary and made available upon public request.

The previous paragraph notwithstanding, Proposers are advised that the County, only to the extent permitted by law, will protect the confidentiality of qualifications submittals. Proposers shall consider the implications of the Georgia Open Records Act.

- C. Costs to Prepare Responses: The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of these Qualifications.
- D. Equal Employment Opportunity: During the performance of this Contract, the proposing team agrees as follows: The team will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap.

ATTACHMENT A

DRUG - FREE WORKPLACE CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE ****DRUG-FREE WORKPLACE****, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

_____ (CONTRACTOR)
certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as

(PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

CONTRACTOR DATE

NOTARY DATE _____

ATTACHMENT B

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), _____,
_____, _____ (herein after "Company"),
Name of Bidder

in consideration of the privilege to bid/or propose on the following Chatham County project procurement _____ hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature Date

ATTACHMENT C
DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

3. List any convictions or civil judgments under states or federal antitrust statutes.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

5. List any prior suspensions or debarments by any governmental agency.

6. List any contracts not completed on time.

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

9. List any bankruptcies occurring in the past seven (7) years.

I, _____, as _____
Name of individual Title & Authority

of _____, declare under oath that

Company Name _____

the above statements, including any supplemental responses attached hereto, are true.

Signature

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____

20__ by _____ representing him/herself to be

_____ of the company named herein.

Notary Public

My Commission expires:

Resident State: _____

Attachment D



Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires:

ATTACHMENT D
SUBCONTRACTOR AFFIDAVIT under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of contractor) on behalf of CHATHAM COUNTY has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91 (b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five (5) business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC
My Commission Expires:

Attachment E
Systematic Alien Verification for Entitlements (SAVE)
Affidavit Verifying Status for Chatham County Benefit Application

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20__

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

ATTACHMENT F

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education of local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification - the above information is true and complete to the best of my knowledge and belief.

(Printed or typed Name of Signatory)

(Signature)

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT Mod. CC P & C 6/2005

**ATTACHMENT G
AFFIDAVIT REGARDING LOBBYING**

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 2012

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____

ATTACHMENT H

Guidance Concerning Good Faith Efforts for Chatham County

I. When the County establishes a contract goal, a bidder must, in order to be responsible and/or responsive, make good faith efforts to meet the goal. The bidder can meet this requirement in either of two ways. First, the bidder can meet the goal, documenting commitments for participation by M/WBE firms sufficient for this purpose. Second, even if it doesn't meet the goal, the bidder can document adequate good faith efforts. This means that the bidder must show that it took all necessary and reasonable steps to achieve an M/WBE goal or other requirement of this part which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient M/WBE participation, even if they were not fully successful.

II. In any situation in which the County requires a bidder to use the good faith efforts, it is up to the County to make a fair and reasonable judgment whether a bidder that did not meet the goal made adequate good faith efforts. It is important to consider the quality, quantity, and intensity of the different kinds of efforts that the bidder has made. The efforts employed by the bidder should be those that one could reasonably expect a bidder to take if the bidder were actively and aggressively trying to obtain M/WBE participation sufficient to meet the M/WBE contract goal. Mere pro forma efforts are not good faith efforts to meet the M/WBE contract requirements. We emphasize, however, that your determination concerning the sufficiency of the firm's good faith efforts is a judgment call, and meeting quantitative formulas is not required.

III. County officials may not require a bidder to meet a contract goal (i.e., obtain a specified amount of M/WBE participation) in order to be awarded a contract, when the bidder makes an adequate good faith effort showing. This rule specifically prohibits County officials from ignoring bona fide good faith efforts.

IV. The following is a list of types of actions which the County should consider as part of the bidder's good faith efforts to obtain M/WBE participation. It is not intended to be a mandatory checklist, nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

A. Soliciting through all reasonable and available means (e.g. attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified M/WBEs who have the capability to perform the work of the contract. The bidder should solicit this interest within sufficient time to allow the M/WBEs to respond to the solicitation. The bidder must determine with certainty if the M/WBEs are interested by taking appropriate steps to follow up initial solicitations.

B. Selecting portions of the work to be performed by M/WBEs in order to increase the likelihood that the M/WBE goals will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate M/WBE participation, even when the prime contractor might otherwise prefer to perform these

work items with its own forces.

C. Providing interested M/WBEs with adequate information about the plans, specifications, and requirements of the contract in a timely manner to assist them in responding to a solicitation.

D. (1) Negotiating in good faith with interested M/WBEs. It is the bidder's responsibility to make a portion of the work available to M/WBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available M/WBE subcontractors and suppliers, so as to facilitate M/WBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of M/WBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and evidence as to why additional agreements could not be reached for M/WBEs to perform the work.

(2) A bidder using good business judgment would consider a number of factors in negotiating with subcontractors, including M/WBE subcontractors, and would take a firm's price and capabilities as well as contract goals into consideration. However, the fact that there may be some additional costs involved in finding and using M/WBEs is not in itself sufficient reason for a bidder's failure to meet the contract M/WBE goal, as long as such costs are reasonable. Also, the ability or desire of a prime contractor to perform the work of a contract with its own organization does not relieve the bidder of the responsibility to make good faith efforts. Prime contractors are not, however, required to accept higher quotes from M/WBEs if the price difference is excessive or unreasonable.

E. Not rejecting M/WBEs as being unqualified without sound reasons based on a thorough investigation of their capabilities. The contractor's standing within its industry, membership in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the contractor's efforts to meet the project goal.

F. Making efforts to assist interested M/WBEs in obtaining bonding, lines of credit, or insurance as required by the recipient or contractor.

G. Making efforts to assist interested M/WBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.

H. Effectively using the services of available minority/women community organizations; minority/women contractors' groups; local, state, and Federal minority/women business assistance offices; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of M/WBEs.

V. In determining whether a bidder has made good faith efforts, County officials may take into account the performance of other bidders in meeting the contract. For example, when the apparent successful bidder fails to meet the contract goal, but others meet it, you may reasonably raise the question of whether, with additional reasonable efforts, the apparent successful bidder could have met the goal. If the apparent successful bidder fails to meet the goal, but meets or exceeds the average M/WBE participation obtained by other bidders, County officials may view this, in conjunction with other factors, as evidence of the apparent successful bidder having made good faith efforts.

I acknowledge receipt of the Good Faith Effort guidelines.

NAME / TITLE

SIGNATURE

COMPANY

LEGAL NOTICE

CC NO. 168595

REQUEST FOR STATEMENTS OF QUALIFICATIONS

Sealed Statements of Qualifications will be received until **5:00 P.M. on MARCH 25, 2022** in **Chatham County Purchasing and Contracting Department, 1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GA.** for: **RFO 22-0016-4 REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR PROGRAM MANAGEMENT SERVICES FOR VARIOUS CHATHAM COUNTY CAPITAL PROJECTS**

Request for Statements of Qualifications Proposal Packages are available at 1117 Eisenhower Drive, Suite C, Savannah, Georgia, and on the Chatham County Purchasing Web Site <http://purchasing.chathamcounty.org>, or by calling Robert Marshall, Senior Procurement Specialist, at (912) 790-1622.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND OR ALL PROPOSALS AND TO WAIVE ALL FORMALITIES.

"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL PROPOSERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"


MARGARET H. JOYNER, PURCHASING DIRECTOR

SAVANNAH N/P INSERT: Feb. 23, 2022

Please send affidavit to:
Chatham County Purchasing and Contracting Department
1117 Eisenhower Drive, Suite C
Savannah, GA 31406
912-790-1622