



**Dawson County Board of Commissioners
Dawson County, GA**

**Request for Qualifications
#10309RFQ**

Standby Architecture Services

Schedule of Events

This Request for Qualifications will be governed by the following schedule:

September 9, 2009		RFQ Released
September 18, 2009	10:00 AM	Joint Pre-Proposal Conference
September 22, 2009	NOON	Deadline for Questions
September 24, 2009	5:00 PM	Deadline for Addenda to be posted on the County website.
October 13, 2009	3:00 PM	Statements of Qualifications DUE.

Purpose & Scope

The Dawson County Board of Commissioners is soliciting proposals from Architecture firms to provide professional services on an on-call basis under an annual contract with two (2), one (1) year options to renew. Interested consultants should anticipate providing a full range of services including, but not limited to master planning, site evaluation, conceptual design, construction documents, feasibility studies and schedule & cost analysis.

Dawson County will select three firms as Architecture firms. As a rule, jobs will be bid among the three standby firms in a Task Order Bid Process. Low bid will be awarded the job.

Restrictions on Communications

From the issue date of this RFQ until the Standby Contractors are selected and the awards are announced, prospective submitters are **not allowed to communicate for any reason with any County staff or elected officials** except: 1) through the Purchasing Director named herein, or

2) as provided by existing work agreement(s). This policy is strictly enforced and the County reserves the right to reject the submittal of any bidder violating this provision.

Pre-Proposal Conference:

A Pre-Proposal Conference is scheduled for 10:00A AM on September 18, 2009. The meeting will be held in the Community Room at Rock Creek Sports Complex located at 445 Martin Road, Dawsonville, GA 30534.

Selection Process

The County has structured a procurement process that seeks to obtain the desired results, while establishing a competitive process, to assure that each person and/or firm is provided an equal opportunity to submit a Statement of Qualifications in response to this RFQ.

Qualification Statements will be independently reviewed and evaluated by County staff. The Statements of Qualifications will be reviewed to assess the Respondent's experience, qualifications and financial stability. Based upon the totality of the information contained in the Statement of Qualifications, the County will (in its sole judgment) determine which Respondents most closely meet the needs of the County. Those firms named to a short list may be invited to interview with the county. Three firms will be named Dawson County Architecture Standby firms pursuant to this RFQ.

Conditions Applicable to RFQ

Upon submission of a Statement of Qualifications in response to this RFQ, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Qualification Statement:

- This document is an RFQ and does not constitute an Invitation to Bid.
- This RFQ does not commit the County to issue an Invitation to Bid.
- All costs incurred by the Respondent in connection with responding to this RFQ shall be borne solely by the Respondent.
- The County reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any or all Respondents responding to this RFQ from further consideration for this procurement.
- The County reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFQ, or a Statement of Qualifications that is not responsive to the requirements of this RFQ. The County reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFQ, or otherwise request additional information.
- Qualification Statements will not be returned and shall become the property of the County

- All Qualification Statements will be made available to the public at the appropriate time, as determined by the County (in the exercise of its sole discretion) in accordance with law.
- The County may request Respondents to send representatives to the County for interviews.
- Any and all Qualification Statements not received by the County by 3:00 p.m. Prevailing Time on October 13, 2009 will be rejected.

Qualification Based Selection Criteria

Primary factors to be considered in the evaluation of proposals include the following:

1. Firm's experience performing these kinds of services.
2. Qualifications and experience of key staff you would devote to these services. Include resumes of management and qualifications for staff that would be assigned to this contract.
3. Organization for contract administration and project management. Include in the submission a chart of the organization structure, including the reporting relationships as they relate to this RFQ.
4. References for and examples of similar services performed by your firm. Provide a list of clients for whom similar services, as detailed in this RFQ, have been provided during the past three years. The list must include:
 - dates of service
 - name of contact person
 - phone number for contact person
 - title of contact person

Also, disclose any contracts terminated by the client(s) and the reason(s) for termination

5. Provide financial information that would allow evaluators to ascertain the financial stability of the firm.
6. Disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. This disclosure will include an explanation, as well as the current status and/or disposition.
7. Attach a fee schedule for professional services. Also, provide a list of typical reimbursables.

Evaluation Scoring

Primary factors to be considered in the evaluation of proposals are listed below. Submissions will be reviewed by the Evaluation Committee for quality and completeness. Qualifications will be scored in each of the following categories using the maximum point values listed below.

Experience of the Contracting Firm	25%
Qualifications of Staff	20%
Organization for contract and project management	10%
References	15%
Financial Credentials	10%
Litigation	5%
Fee Schedule	15%

Organization of SOQ

Submitting firms will strictly adhere to the following order when preparing a Statement of Qualifications. Information provided shall not exceed 25 pages (single-side). Section dividers may be used in addition to the 25 page limit. Information shall be organized in the following order and each section shall be limited to the number of pages indicated.

Statement of Qualifications Order	# of pages allowed
Information Form	3
Insurance Certificate (General Liability & Work Comp)	2
W-9	1

STATEMENT OF QUALIFICATIONS

1. Cover Letter	1
2. Firms experience.	4
3. Qualifications and experience of key staff	6
4. Administrative & Project Management Organization	1
5. References	2
6. Financial stability	2
7. Business litigation within the last five (5) years.	1
8. Standard Fee Schedule & List of Reimbursables	2

Total Pages 25

GENERAL TERMS

Inquiries and Addenda

All questions concerning this RFQ must be submitted in writing (fax or email may be used) to the Purchasing Director no later than 12:00 NOON on September 22, 2009 local time. Inquiries must identify the RFQ by title and must include the company name making the inquiry. Written inquiries must be directed to:

Jill Rathe, Purchasing Director
jrathe@dawsoncounty.org
FAX 706-344-3504

No response other than written shall be binding upon the County. Dawson County reserves the right to issue written addenda to any inquiries that alter the scope of this Request for Qualifications. Addenda shall be posted to the county website, www.dawsoncounty.org no later than September 24, 2009 at 5:00 PM, local time. A signed copy of any addenda shall accompany each submission. Bidders are advised to check the website for addenda before submitting their Qualifications.

Preparation of the Statement of Qualifications

Each qualifications submission should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete package. The cost for developing the submittal is the sole responsibility of the Respondent. The County will not provide reimbursement for such costs. **Do NOT submit qualifications in three-ring binders.** Misrepresented qualifications in the Statement of Qualifications submission, determined after the contract is signed, are grounds for termination of the contract and other legal actions.

Submission of Qualifications:

SIX (6) copies of each respondents Statement of Qualifications to provide these services, shall be submitted in a **sealed** container/envelope with the statement “**#10309RFQ Standby Architecture Services**” written in the lower left hand corner of the shipping container/envelope. An “ORIGINAL” copy must be clearly marked and shall contain original signatures on any addenda that were issued. Qualifications submitted by fax or electronic mail will NOT be accepted. Statements of Qualifications may be delivered, or express mailed to:

Jill Rathe, Purchasing Director
Dawson County Board of Commissioners
76 Howard Avenue East, Suite 120
Dawsonville, GA 30534

Qualifications being submitted by US Mail shall be sent to:

Jill Rathe, Purchasing Director
Dawson County Board of Commissioners
78 Howard Avenue East, Suite 100
Dawsonville, GA 30534

Submittals must be stamped as received by the Purchasing Department no later than **3:00 PM on Tuesday, October 13, 2009**. NO submittal will be accepted after the sounding of the alarm on the official time clock as designated by the Dawson County Purchasing Director.

It is the responsibility of the submitting firm to ensure that the Purchasing Director receives the submittal by the proposal due date and time. NOTE: Most overnight mail services do NOT guarantee timed, next-day delivery to Dawson County. Late proposals will be rejected in their entirety. No submittals or modifications to submittals will be accepted after the submittal due date and time.

Non-Discrimination

Dawson County is an Equal Opportunity Employer.

Conflict of Interest

The Respondent must disclose any existing client relationship that involves Dawson County.

Rejection of Submissions/Cancellation of RFQ

The Dawson County Board of Commissioners reserves the right to reject all qualifications submissions or any submission that is non-responsive or not responsible and to waive technicalities and informalities. It is also within the right of the County to reject submissions that do not contain all elements and information requested in this document. The County reserves the right to cancel this RFQ at any time. The County will not be liable for any cost/losses incurred in the preparation of submittals.

Dawson County, Georgia

Information Form

#10309RFQ Standby Architecture Services

This form must be completed and returned with bid.

Legal Name of Responding Firm: _____

All questions must be answered in full, without exception.

The owner will be entitled to contact every reference listed in response to this statement, and each entity referenced in any response to any question in this statement. The Consultant, by submitting this statement, expressly agrees that any information concerning the Consultant in possession of said entities and references any be made available to the owner.

Only complete and accurate information will be provided by the Consultant. The Consultant herein warrants that, to the best of its knowledge and belief, the responses contained here are true, accurate, and complete. The Consultant acknowledges that the Owner is relying on the truth and accuracy of the responses contained herein. If the Consultant provides any information herein knowing same to be false, the owner may terminate or rescind any subsequent agreement by and between the owner and the Consultant and will have such other and further remedies as may be provided by Consultant, law, or equity.

Company Information:

1. Company Name _____

2. Primary Contact _____

3. Email _____

4. Phone _____ FAX _____

5. Company website _____

6. Address _____

7. City, State & Zip _____

8. Is this a satellite or branch office? If yes, provide information on headquarters office

Organization Information:

1. Years in Business _____

2. Give a brief history of the company.

3. Type of Business: ☐ Corporation ☐ Partnership ☐ Individual ☐ Joint Venture

☐ Other (Please specify) _____

4. Provide names and addresses of current officers and directors:

5. State proximity of your organization's office to Dawson County (miles): _____

6. State the number of full time employees employed with your company: _____

7. State the number of employees that would be assigned to this contract: _____

8. Has your company or any affiliated companies been the subject of a bankruptcy petition filed during the preceding ten (10) years. ☐ YES ☐ NO If YES, state date of filing and circumstances (attach additional pages as necessary)

9. Has your company ever been debarred from doing business with any federal, state or local agency?
☐ Yes ☐ No If yes, please explain.

Date: _____

Name of organization (as licensed in Georgia): _____

Name of Authorized Officer (typed): _____

Signature of Authorized Officer: _____

Title: _____