

**DOWNTOWN DEVELOPMENT AUTHORITY
OF THE CITY OF JONESBORO**

REQUEST FOR QUOTES

**JONESBORO FIREHOUSE MUSEUM
& STREETScape IMPROVEMENTS**



City of Jonesboro
Attn: Ricky L. Clark, Jr., City Manager
124 North Avenue
Jonesboro, Georgia 30236
(770) 478-3800

August 22, 2018

**Downtown Development Authority of the City of Jonesboro,
Georgia**

QUALIFICATIONS and PRICE PROPOSAL PROCESS

The Downtown Development Authority of the City of Jonesboro, Georgia (hereafter “the Authority”) is seeking proposals from qualified contractors for a Guaranteed Fixed Price Contract for the rehabilitation and conversion of the building at 103 W. Mill Street, Jonesboro, Georgia, formerly the site of Jonesboro Firehouse Museum, along with certain site development, landscaping and streetscape improvements within the adjoining properties. The selected contractor will play the vital role of assisting the Architect, Engineers and Project Manager in the final design and engineering of the facility to insure the contractor’s ability to deliver the project within the final Guaranteed Fixed Price Contract.

Proposals will be considered in two parts. In that process, all interested contractors will be required to be pre-qualified. Interested contractors will complete a separate Qualification Questionnaire.

Qualification Questionnaires as well as documents addressing the scope of work as it now is envisioned may be obtained by contacting either the Downtown Development Authority of the City of Jonesboro, Georgia at 124 North Ave, Jonesboro, Georgia 30236 or by calling Mr. Ricky L. Clark, Jr., City Manager, at (770) 478-3800. In addition, the Questionnaires can be obtained from the City of Jonesboro’s website at www.jonesboroga.com.

All inquiries concerning this Qualification Questionnaire should be made to City Manager at the above location or phone number.

Qualification Questionnaire Submittals:

Five (5) paper documents (one original and four copies), as well as one (1) electronic version on CD-ROM in PDF format of the Qualification Questionnaire must be received in a sealed envelope marked on the outside indicating the document enclosed and the name of the contractor no later than 4:00 PM, September 24, 2018, addressed to:

Mr. Ricky L. Clark, Jr.
Executive Director
Downtown Development Authority of the City of Jonesboro, Georgia
124 North Ave.
Jonesboro, Georgia 30236
(770) 477-3800

Scoring Process

Qualification Questionnaires will be opened and scored on or about 1:00 PM, September 26, 2018 at the Jonesboro City Hall located at 124 North Avenue Jonesboro, GA. Scoring will be based on organization, licensing certifications, experience, references, financial capacity, and management/operations.

Each Qualifications Questionnaire shall be scored as follows:

	Total Maximum Points
1. Organization	4
2. Licensing Certifications	4
3. Experience	20
4. References	12
5. Financing Capacity	10
6. Management/Operations	<u>10</u>
Total Maximum Points	60

Once all Qualification Questionnaires are scored each submitting Proposers will be notified whether their firm has qualified to be eligible to submit a Price Proposal Package. Proposers receiving a total Qualifications Score of less than 50 do not meet the minimum qualification scoring requirement and will not be considered qualified. Those Proposers that do not meet the minimum qualification scoring requirement will not be eligible to submit a Pricing Proposal Package.

Those proposers whose Qualifications Score is 50 or greater will be eligible to submit a Pricing Proposal Package. The Authority intends to have a mandatory walk through with all qualified contractors at 11:00 AM, October 2, 2018. This will insure that all qualified contractors pricing proposals are submitted based on the same understanding of the scope of work. Pricing Proposal Packages will be distributed to all qualifying Proposers ahead of the mandatory walk through.

The Authority further intends to receive Pricing Proposals from qualified Proposers no later than 4:00 PM, October 15, 2018. During the week of October 15th Pricing Proposal Packages will be opened for evaluation regarding their Guaranteed Fixed Price amount.

These pricing proposals are not considered a firm bid and will not be considered as such.

Pricing Proposal Submittals:

Five (5) paper documents (one original and four copies), as well as one (1) electronic version on CD-ROM in PDF format of the Pricing Proposal must be received in a sealed envelope marked on the outside indicating the document enclosed and the name of the contractor no later than 4:00 PM, October 15, 2018, addressed to:

Mr. Ricky L. Clark, Jr.
Executive Director
Downtown Development Authority of the City of Jonesboro, Georgia
124 North Avenue
Jonesboro, Georgia 30236

Following the opening of the Proposals, such will be scored on a comparative basis. The Guaranteed Fixed Price Proposal will be worth a total of 40 points and will be scored on a comparative basis, i.e. the lowest estimated price (based on the highest price if given as a range), will be awarded the total 40 points, each of the remaining proposals will be awarded a prorated number of points based on the ratio of the offeror's price to the lowest proposed price. For example, if Proposer A has the lowest Price Proposal at \$100, Proposer B's Price Proposal is \$110 and Proposer C's Price Proposal is \$120, then Proposer A receives the full 40 points, Proposer B would receive 36 points and Proposer C would receive 33 points.

The Authority's decision will be based upon a cumulative scoring factor and not solely upon the lowest cost proposal. Based on the combined total of the Qualifications and Pricing Proposal scores, the Authority will select the responsible and responsive offeror or offerors whose proposal or proposals are determined to be in the best interest of the Authority, taking into consideration the evaluation factors set forth above, as well as factors such as the work to be performed by local contractors and dates of commencement and completion.

All Proposals will be held in confidence until award. At the discretion of the Downtown Development Authority of the City of Springfield, Georgia, interviews may be requested.

The Authority may choose to negotiate with one or more of the selected contractors. The award will be made to the responsible and responsive offeror whose proposal is determined to be the most advantageous to the Authority.

QUALIFICATION QUESTIONNAIRE

General Information:

Each section and subsection of the Questionnaire should be answered beginning on a separate page, and pages should be numbered consecutively with the name of the respondent indicated clearly at the bottom of each page. Responses must be submitted in the order and format outlined in this Questionnaire. The sworn signature page should then be placed at the end, after all Questionnaire pages.

Responses must be accompanied by a one-page cover letter containing the project title, basic contractor information (including name, address, telephone and facsimile numbers) and the name(s) and telephone and facsimile numbers of persons authorized to receive communications and provide all clarifications as may be required.

Each response will be reviewed to determination if it is complete prior to actual evaluation. Failure to provide an accurate, complete and up-to-date response may result in disqualification. The Downtown Development Authority of the City of Jonesboro, Georgia (the "Authority") reserves the right to eliminate from further consideration any response that is deemed to not substantially conform to the request for information contained in this Questionnaire. The Authority also reserves the right, during the course of the evaluation process, to request any additional information deemed necessary to supplement and/or clarify the information provided.

The Authority reserves the right to accept or reject any or all offers as it believes to be in the best interest of the Authority. The Authority reserves the right to waive informalities in the selection process.

Questions:

1. ORGANIZATION

- 1.1 How many years has your organization been in business as a Contractor?

- 1.2 How many years has your organization been in business under its present business name?
 - 1.2.1 Under what other or former names has your organization been known or operated?

 - 1.2.2 As to former names, during what periods of time was the organization so known?

- 1.3 If your organization is a corporation, answer the following:
 - 1.3.1 Date of incorporation:

 - 1.3.2 State of original incorporation:

 - 1.3.3 All other states where incorporated and/or registered to do business and date(s) thereof:

 - 1.3.4 President's name and address:

 - 1.3.5 Vice-president's name(s) and address(es);

1.3.6 Secretary's name and address:

1.3.7 Treasurer's name and address:

1.3.8 Names and addresses of all other officers:

1.3.9 Names and addresses of all directors:

1.3.10 Names and addresses of all persons, firms or other entities owning five percent (%) or more of shares:

1.4 If your organization, is a limited liability company; answer the following:

1.4.1 Date of organization:

1.4.2 State where initially organized:

1.4.3 All other states where organized and/or registered to do business and date(s) thereof:

1.4.4 Name(s) and address(es) of Managing Member(s):

1.4.5 Names and addresses of all other Members:

1.5 If your organization is a partnership, answer the following:

1.5.1 Date and state of organization:

1.5.2 All states in which the partnership is registered to do business and the dates thereof:

1.5.3 Type of partnership:

1.5.4 Name(s) and addresses of all general partner(s):

1.6 If your organization is individually owned, answer the following:

1.6.1 Date of organization:

1.6.2 Name of owner:

1.6.3 State in which the company's home office is located:

1.6.4 All states in which the company is registered to do business and the dates thereof:

1.7 Identify the names and addresses of all current parent, subsidiary and other affiliated entities, and all the officers, managing members, or general partners thereof.

2. LICENSING CERTIFICATION

- 2.1 Identify all jurisdictions and trade categories in which your organization is legally qualified to do business and indicate all registration or license numbers.
- 2.2 Identify all jurisdictions, if any, in which your organization's partnership or trade name is filed.

3. EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces:
- 3.2 Claims and Suits. (If the answer to any of the questions below is yes, in whole or in part, please add details.)
 - 3.2.1 Has your organization ever failed to complete any work awarded to it? If so, please provide details on a separate sheet.
 - 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding to which your organization is a party, including subsidiaries, affiliates or parent companies, or its/their officers? If so, please provide details on a separate sheet.
 - 3.2.3 Has your organization filed any lawsuits or demands for arbitration with regard to construction contracts within the last five years? If so, please provide details on a separate sheet.
- 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? If so, please provide details on a separate sheet.

- 3.4 On a separate sheet, list all current construction projects of your organization, giving the name and location of each project, owner, architect, contract amount, percent complete and scheduled completion date.
- 3.4.1 State the total value of all work now under contract:
- 3.4.2 State the total value of all work now actually in progress:
- 3.5 On a separate sheet, list all projects having an initial contract value of at least \$4,000,000 which your organization has performed, as general contractor, in the past five (5) years, giving the name and location of each project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.
- 3.6 On a separate sheet, list all projects having an initial contract value of at least \$4,000,000 which your organization has performed as Construction Manager at Risk, in the past five (5) years, giving the name and location of each project, owner, architect, contract amount, date of completion, and percentage of the cost of the work performed with your own forces.
- 3.7 On a separate sheet, list all projects your organization has performed, either as general contractor or as Construction Manager at Risk, involving site development, landscaping and streetscapes in public right-of-way in the past five (5) years, giving the name and location of each project, owner, architect, contract amount, date of completion, and the cost of the work performed.
- 3.8 State the annual amount of construction work performed during each of the past five (5) years in Georgia.
- 3.9 State the average total annual amount of all construction work performed during each of the past five (5) years by your organization at all locations.

- 3.10 On a separate sheet, list the construction experience and present work commitments of the officers, directors and all key individuals of your organization.
- 3.11 Has your firm ever failed to complete a project by the contract completion date? If so, explain.
- 3.12 Has your firm ever been assessed and/or paid damages for late completion of a contract, whether actual or liquidated? If so, explain.

4. REFERENCES

- 4.1 List at least five (5) Trade References with names and addresses of persons at each having the most knowledge of dealings with your organization:
- 4.2 List at least two (2) Bank References (three (3) if providing such in lieu of financial statements) with names and addresses of persons at each having the most knowledge of dealings with your organization:
- 4.3 Identify your Surety and state further:
 - 4.3.1 The specific name of your bonding company
 - 4.3.2 The name and address of your surety bonding agent
 - 4.3.3 Length of your organization's relationship with (a) your current bonding company and (b) your current agent.
- 4.4 State whether your organization's bonding company has within the past five (5) year, placed any limits on your organization's bonding capacity or declined to issue a performance bond and, if so, please describe all circumstances.

- 4.5 Provide a copy of a current dated Certificate of Insurance for all policies of insurance you carry for purposes of liability, property/casualty insurance, and workers' compensation.

5. FINANCING AND CAPACITY

(In lieu of providing the information below you may provide the name of at least three bank references)

- 5.1 Attach a current financial statement, including your organization's latest balance sheet and income statement showing at least the following items:
- 5.1.1 Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses).
 - 5.1.2 Net Fixed Assets
 - 5.1.3 Other Assets
 - 5.1.4 Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes)
 - 5.1.5 Other Liabilities (e.g., long-term liabilities)
 - 5.1.6 Equity (e.g., capital, capital stock, authorized and outstanding shares, par values, earned surplus and retained earnings)
 - 5.1.7 Name and address of firm preparing the financial statement, and date thereof

- 5.1.8 Whether the attached financial statement is for the identical organization named on page one of this Questionnaire
- 5.1.9 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent, subsidiary)
- 5.2 Attach the information requested in Paragraph 5.1 as to any wholly owned subsidiary and as to any entity that owns at least an eighty percent interest in your organization
- 5.3 Whether, and if so to what extent, will the organization, whose financial statement is provided act as guarantor of the contract for construction
- 5.4 Identify all persons, firms or other entities that have acted to guarantee, in whole or in any part, any of the project undertakings identified in response to Paragraph 3.5 of this Questionnaire

6. MISCELLANEOUS

- 6.1 State whether your organization maintains a written Quality Assurance Program or similar program and, if so, describe that program, how it would operate on this project, and provide a copy of same.
- 6.2 What is your current experience modification rating? Provide a copy of the rating letter as issued by the NCCI for Workers Compensation experience.
- 6.3 State whether your organization maintains a written Drug Policy or similar program and, if so, describe that program, how it would operate on this project, and provide a copy of same.
- 6.4 State whether your organization maintains written policies providing for equal employment opportunity, and for the location and utilization of small, disadvantaged, minority and female business enterprises in the performance of public projects, if so,

please describe each of these policies, how they would operate on this project and provide copies of each of same.

6.5 State whether your organization maintains written policies, procedures or manuals providing for workforce and work place safety in the performance of projects, if so, please describe each of these policies, how they would operate on this project and provide copies of each of same.

7. SWORN SIGNATURE

The preceding Questionnaire, and all questions within it, are herewith answered under oath or affirmation by the undersigned who is fully authorized to do so and who swears or affirms that all information provided herein is true, accurate and sufficiently complete so as not to be misleading.

Dated at _____ this ____ day of _____, 2018

Name of Organization: _____

By: _____

Printed Name

Signature

Title: _____

Subscribed and sworn before me this ____ day of _____, 2018

Notary Public:

My commission expires: _____