

Infinite Energy
CENTER



Request for Qualifications and Proposal (RFQ/P)

for

FY19 General Contractor Task Order Services

Solicitation Number: RFQ/P #20190311

Issuance Date: March 18, 2019

Submission Due: April 15, 2019

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Infinite Energy Center

1. Introduction

1.1. Purpose of Procurement

- 1.1.1 Infinite Energy Center (hereafter "IEC" or "Owner"), is seeking qualifications and proposals from firms interested in providing Task Order Contractor Services for small construction projects at IEC. This Request for Qualifications (RFQ/P) seeks to identify qualified potential providers of the above-mentioned services.
- 1.1.2 IEC is responsible for procuring and administering the Task Order Contract(s) for limited services for construction projects in support of IEC.
- 1.1.3 A contract will be issued for an indefinite amount of "as needed" construction orders named "Task Orders." Each Task Order consists of a Task Order Agreement, with attachments, together with the master Task Order Contract. The maximum amount of Task Order Agreements issued, including Change Orders, shall not exceed **\$2,500,000.00** per year.
- 1.1.4 Contract, if awarded, will be on a blanket order basis. Both performance and payment bonds will be required in an amount equal to 100% for any Task Order Agreement over **\$100,000.00**. The scopes of services may vary from project to project. Projects may consist of, but may not be limited to, certain sitework renovations and related building repair and maintenance work for the various facilities at IEC.
- 1.1.5 The delivery method of each assignment under the Task Order Contract will be a Task Order Agreement. The Task Order master contract will use a contract template with General Requirements from the Construction Management At-Risk (CM), Design-Bid-Build (DBB), and Design-Build (DB) project delivery method.
- 1.1.6 The successful Task Order Contractor(s) may be offered a contract for Task Order Contractor Services, which may be valid for a term of one year. Upon mutual written agreement, the Parties may extend this contract for an additional one-year period, up to a maximum of four additional years. No actual work may be contracted between the Task Order Contractor and IEC unless a project-specific Task Order Agreement is issued by IEC and mutually agreed and executed (the project delivery method (CM-at-Risk, DBB, or DB) will be determined appropriately at this time).
- 1.1.7 The assigned Task Order Contractor will be under contract to supply construction services, to complete the projects and place users of the facility in occupancy of the facility in a timely fashion. The Task Order Contractor is responsible for completion of all construction set forth in the Task Order Agreement with adherence to project price, schedule, and all other terms and conditions.
- 1.1.8 Each Task Order Agreement performed will be negotiated based on actual costs plus a negotiated fee with a Guaranteed Maximum Price (GMP) and "open book" process. Please note that manifest interim and final billings will be required for all work where a minimum of three (3) competitive bids are not obtained.

1.2. Project Objectives

- 1.2.1. The Task Order Contractor shall competitively select all construction subcontracts and other work appropriate for competitive selection but can, with IEC's approval, select construction subcontractors that will deliver the greatest value to Infinite Energy Center.
- 1.2.2. In selecting a firm, IEC will emphasize experience of the firm and of assigned personnel in providing like functions on projects of similar magnitude and complexity. Selection preference will be toward firms that have depths of knowledge and resources for scheduling and budget control, as well as familiarity with state, county, and city laws, ordinances, and codes. Certified Minority Business Enterprises are encouraged to respond to this request.

1.3. Project Assumptions

- 1.3.1. If the assigned Task Order Agreement calls for it, the Task Order Contractor may be expected to employ a Consultant (Architect/Engineer) to deal appropriately with project conditions and provide design assistance.
- 1.3.2. The Task Order Contractor, as a part of its Preconstruction Services, will assist with developing a strategy for the best approach for the successful completion of the project. For example, without limitation, Task Order Contractor will provide guidance and assistance in the preparation of a schedule and a reliable cost estimate.
- 1.3.3. It is the policy of the IEC not to solicit submittals unless there is a bona fide intention to issue a Contract with the ultimate intent to execute the work; however, submittal is not a guarantee of award.
- 1.3.4. It is the sincere intention of IEC to make every effort to be fair and equitable in our dealings with all candidates for selection.

1.4. Definitions of Terms

- 1.4.1. Whenever the term "**RFQ/P**," is used, the reference is to this Request for Qualifications and Proposal or portions thereof, together with any exhibits, attachments, or addenda it may contain.
- 1.4.2. Whenever the terms "**shall**," "**must**," or "**is required**" are used in the RFQ/P, the referenced task is a mandatory requirement of this RFQ/P. Failure to meet any mandatory requirement will be cause for rejection of a submittal.
- 1.4.3. Whenever the terms "**can**," "**may**," or "**should**" are used in the RFQ/P, the referenced specification is discretionary. Therefore, although the failure to provide any items so termed will not be cause for rejection, the Selection Committee may consider such failure in evaluating the submittal.
- 1.4.4. Whenever the terms "**apparent successful firm**" or "**top-ranked firm**" or "**highest-ranking firm**" are used in the RFQ/P, the reference is to the firm that the Selection Committee ultimately judged to have submitted the case best satisfying the needs of Infinite Energy Center in accordance with the RFQ/P. The selection of an apparent successful firm does not necessarily mean the Selection Committee accepts all aspects of the firm's submittal or proposal.
- 1.4.5. Whenever the term "**submittal**" is used in the RFQ/P, the reference is to the response offered by a firm in accordance with the RFQ/P.
- 1.4.6. Whenever the term "**firm**" is used in the RFQ/P, the reference is to the entity offering a submittal in accordance with the RFQ/P.

- 1.4.7. Whenever the term “**Selection Committee**” is used in the RFQ/P, the reference is to Infinite Energy Center representatives responsible for administering and conducting the evaluation and selection process of the RFQ/P.
- 1.4.8. “**Task Order Contract**” refers to the construction project delivery method in which, among other things, IEC holds contracts with the Construction Manager, and the Construction Manager may or may not hold contracts with the trade contractors, consultants, and design professionals.
- 1.4.9. “**Qualifications Submittal**” and “**Statement of Qualifications**” refer to a firm’s response to the RFQ/P.
- 1.4.10. “**Qualifications-Based Selection**” and “**QBS**” both refer to a procurement process established by Congress in 1972 as a part of the Brooks Act (40 USC 1101 et. seq.), developed as a process for federal agencies to use for the selection of architectural and engineering services for public projects. It is a competitive contract procurement process whereby consulting firms submit qualifications to a procuring entity that evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and consultant fee. Georgia law adopted QBS as appropriate under state law: see Chapter 22 of Title 50 in the Official Code of Georgia.

2. General Instructions

2.1 Selection Process

- 2.1.1 **Georgia Code Title 50 Chapter 22** Selection of the Task Order Contractor will be a multi-step process. IEC will generally follow the requirements of Georgia Code Title 50 Chapter 22 with respect to the selection of a Task Order Contractor for the proposed project. IEC reserves the right to eliminate the interview process if expedition is required.
- 2.1.2 **Selection Committee** The selection of the successful Task Order Contractor will be by a Selection Committee comprising of representatives of IEC, as appointed by IEC. Your contact for information and clarification about the Project must be limited to the chair of the Selection Committee, as identified in 2.3.1.c, below.
- 2.1.3 **Statements of Qualifications** the Selection Committee will receive and review Statements of Qualifications and performance data in response to the RFQ/P. Review of responses by Selection Committee members will result in a shortlist of no more than five firms to be interviewed. Responses to the RFQ/P will be evaluated first against a set of weighted criteria, provided below, to determine those firms most qualified and suited for this project. Qualifications alone will narrow the field to a shortlist of finalists of no more than five firms who will be invited to be interviewed and provide sealed proposals. **RFQ/P responses will be due by the time and date shown in the Schedule of Events (Section 2.6), at the address shown in Section 2.3.1.a, below.**
- 2.1.4 **Interview of Shortlisted Firms** Firms shortlisted will be invited to present a statement of qualifications as part of their interview with the Selection Committee. As a major part of the interview, the Selection Committee will ask questions of each firm about their qualifications and their team.
- 2.1.5 **Final Ranking of Shortlisted Firms** Candidates interviewed will be ranked, with the highest-ranking firm selected to enter into contract negotiations. Ranking will be based solely on qualifications. IEC reserves the right to enter into contract

negotiations with the next highest-ranking firm in the event an additional firm is deemed necessary to engage either due to workload or termination of contract with a selected Task Order Company.

2.2 Pre-submittal Conference

There will be an **OPTIONAL** pre-submittal conference for all interested parties to take place on March 27, 2019 at 10 am in the IEC Forum Building, located at 6400 SUGARLOAF PARKWAY, DULUTH, GA 30097. For benefit of bidders for a site tour and familiarization of campus and potential projects within the scope of this contract.

2.3 Statement of Qualifications

a. Please refer to Section 3 for further instructions on the Request for Qualification/Proposal format. **No submittals will be accepted after the time set for receipt in the Schedule of Events (Section 2.6).** Qualifications must be submitted via e-mail to the following address: susan@cayugagroup.net Attention: Susan Simpson, Project Manager.

b. Except for submission of questions proposers shall not contact any members or employees of IEC regarding any aspect of this procurement until after the award of the contract. Contact with these persons could be grounds for elimination from the competition.

c. **Questions relating to the RFQ/P may be asked at the mandatory pre-submittal conference. Other questions must be submitted in writing via e-mail to Susan Simpson, Project Manager at susan@cayugagroup.net by March 25, 2019 at 4 pm and will be answered by end of business on March 27, 2019..**

d. All questions from the pre-submittal conference, as well as any questions that have been submitted in writing before the deadline, will be compiled and answered in writing. **The deadline for submission of questions relating to the RFQ/P is the time and date shown in the Schedule of Events (Section 2.6).** Answers will be posted on the IEC website.

e. It is the responsibility of each submitter to examine the entire RFQ/P, seek clarification in writing, and review its submittal for accuracy before submitting their qualifications. Once the submission deadline has passed, all submissions will be final.

2.4 Presentation of "Statement of Qualifications"

2.4.1 After receipt of the qualification submittals, up to five firms judged most qualified based on the information submitted will be invited to an interview, limited to 50 minutes, of additional detailed information concerning their experience and abilities relevant to task order projects. The shortlisted firms will present their qualifications "in person" as the first part of a formal interview with the Selection Committee.

2.5 Scope of Work Overview

The Task Order Contractor will provide cost estimates and cost evaluation, value engineering recommendations, design analysis, constructability reviews, and technical input on methods of construction, materials, details, and subcontractor bidding packages. The Task Order Contractor shall also develop and maintain a master project schedule. During the execution of a Task Order Agreement, Task Order Contractor will be responsible for the following things, without limitation:

- methods of construction
- safety programs

- general conditions
- prequalification of potential subcontractors
- performance of all work
- certification of work-in-place
- payment requests
- coordination and scheduling of all work of all construction contracts and miscellaneous contracts required for the completion of the project within the predetermined budget and schedule

2.6 Schedule of Events

The following Schedule of Events represents IEC’s best estimate of the schedule that will be followed. IEC reserves the right, at its discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all who have requested this RFQ/P.

EVENT	DATE	TIME
1. IEC issues advertisement	3/18/2019	
2. IEC conducts pre-submittal conference for all interested firms.	3/27/2019	10 am
3. Deadline for written questions and clarifications on Request for Qualifications	4/1/2019	4 pm
4. Deadline for submission of Qualifications Package	4/15/19	4 pm
5. IEC completes qualifications evaluation and issues shortlist	4/22/19	
6. IEC interviews shortlisted firms	TBD after 4/29/19	

3. Statement of Qualifications - Submission Format and Requirements (Response to Request for Qualifications or “RFQ/P”)

3.1. **Physical Submittal** Each submittal shall be submitted via email. The transmittal letter (or cover letter will not count toward the page limit (specified in Section 3.1.2). The table of contents sheet and the tab sheets also do not count toward the page limit. Submitters are encouraged to follow the sequence of the Initial Written Submittal outlined here in their responses. Responses should be concise, clear, and relevant. Submitter’s cost incurred in responding to this RFQ/P is submitter’s alone and IEC does not accept liability for any such costs.

3.1.1. Submittals of qualifications will be accepted until time and date shown in the Schedule of Events (Section 2.6). This is a firm deadline.

IEC is not responsible for the proper or timely delivery of submittals. Failure to meet the deadline for receipt of submittals will result in rejection of the submittal. Submittals received after the deadline will not be considered whether delayed in transit or for any other cause whatsoever. Each firm is solely responsible for the accuracy and completeness of its submittal. Errors and omissions may constitute grounds for rejection.

3.1.2. Qualifications submittals must be typed on standard (8½” x 11”) paper. Responses are limited to fourteen pages (may be less) using a minimum of a 10-point font.

The pages of the qualification submittals must be numbered. A table of contents must be included as well to identify each section. Make the submission of the RFQ/P electronic. Any affidavits called for may be included in an appendix and will not count toward the page limit.

3.1.3. The email subject line should reference “RFQ/P for Task Order Contractor Services, Infinite Energy Center”.

3.2. **Initial Written Submittal Prerequisite Criteria** Firms must meet the criteria in the bullet points immediately below. Firms that do not meet these criteria are **automatically disqualified** for further evaluation.

- Firm **MUST** be a General Contractor having been in business under the present company name for a minimum of five (5) years and hold a Commercial General Contractor's Georgia license.
- Firm **MUST** provide documentation of having experience of working for a public assembly facility.
- Firm **MUST** have the location of a company office within 60-miles of IEC's main campus. The company location shall be the mailing address provided to the State of Georgia for the registration of the business name of the company.
- Firm **MUST** have a State of Georgia, General Contractor's license. An officer, partner, or principal of the Contractor shall be the holder of the License.
- Firm **MUST** provide information documenting if, within the last five (5) years, the General Contractor has or has not been involved in litigation with any Client regarding construction. If yes, provide an explanation of the circumstances surrounding and ultimate disposition of the litigation.
- Firm **MUST** provide information documenting if, within the last five (5) years, the General Contractor has or has not been declared in default on any construction contract within that time.
- Firm **MUST** provide information documenting compliance with the federal and state work authorization and immigration laws (see <https://e-verify.uscis.gov/enroll> for more information).

In order to be deemed eligible for evaluation, the submitting firm must create, officially sign, and place in its submittal an affidavit that contains the following statements:

- *We certify that our firm has a safety Experience Modification Rate average of less than 1.2 over the last three years.*
- *We certify that our firm has enough bonding capacity to provide a payment and performance bond for total cost of work.*
- *We certify that our firm has a current Builder's Risk Insurance Policy.*
- *We certify that our firm meets or exceeds the insurance requirements set forth by IEC. (The Owner reserves the right to require additional limits and coverage in the final contract.)*

Such affidavit may be placed in an appendix and will not count toward your page limit.

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3.3. Initial Written Submittal Evaluation Criteria

Major Category	Criteria
Completeness of Submittal (POINT VALUE = 10)	Extent to which the instructions in the RFQ/P were followed
Financial Information (POINT VALUE = 30)	Firm's financial stability
Adequacy of Firm's Resources (POINT VALUE=30)	Ability of project team to respond to project needs during Task Order contract services
	Proximity of firm's resources to the potential project locations
	Extensiveness of firms in house and subcontractor resources
Depth of Personnel Capability with Relevant Experience (POINT VALUE=50)	Depth of resources with experience and ability, qualified and available for Project Superintendent role and if applicable, Project Manager role
	Specific personnel experience with renovations
Firm's relevant project experience (POINT VALUE=50)	
	Firm's experience with renovations
	Firm's experience with renovations of occupied buildings
	Firm's experience with preconstruction and construction services
	Firm's experience with public assembly projects
	Firm's litigation record
Firm's Experience and Special Capabilities with Task Order Services (POINT VALUE=30)	
	Firm's experience providing Task Order contract services
	Firm's innovations and unique approaches with Task Order contracting

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3.4. **Contents.** The qualification submittal should contain the following information in the following order:

- 3.4.1. Statement of Interest. Briefly, tell why your firm is interested in this project.
- 3.4.2. Firm Description
- 3.4.3. Basic company information
 - i. Company name
 - ii. Address & Zip code
 - iii. E-mail address & Name of primary contact
 - iv. Telephone number
 - v. Number of years in business
 - vi. Copy of GC license for the State of Georgia
 - vii. Work Authorization Verification Program User ID or Registration No. and Date of Authorization (see <https://e-verify.uscis.gov/enroll> for more information)
- 3.4.4. Form of ownership, including state of residency or incorporation: Is the offeror a sole proprietorship, partnership, corporation, Limited Liability Company (LLC), or other structure?
- 3.4.5. Describe the history and growth of your firm(s).
- 3.4.6. Regarding litigation with Owners, subcontractors, and design professionals: List any active or pending litigation and explain. If the firm has been involved in any other relevant litigation in the past five years, list and explain.
- 3.4.7. Has the firm ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? Explain.
- 3.4.8. Give three references to which your company has provided professional services of a nature and quality like those described herein. This reference information should include a short paragraph describing the service(s) provided, together with the following:
 - i. The name of the organization to which the services were provided;
 - ii. Project location;
 - iii. Dates during which services were performed; must be within the last 5 years.
 - iv. Brief description of project;
 - v. A current contact name, together with organizational title, at the firm, and
 - vi. The contact's current address and telephone number; **references with incomplete contact information may be disqualified.**
- 3.4.9. Provide a statement of disclosure, which will allow IEC to evaluate possible conflicts of interest. This disclosure requirement is not about revealing relationships that your company might have with persons not of your company who are directly involved in the decision-making regarding this project. If your company has no conflicts of interest, your statement should affirm that as fact, and you may do so succinctly.
- 3.4.10. Office Submitting Qualifications

If the firm has multiple offices, the qualification statement should include information about the parent company and branch office separately. Identify the office from which project will be managed and that office's proximity to the project site. Parent company (or general office) financial information as totals will be acceptable IF "parent" (or "general office") means that it is financially responsible for the liabilities of the branch office. If the parent company is not so responsible, meaning that its financial resources are not available to the office that will perform the contract, it will be misleading to IEC to offer the financials of any office other than the one with the prospect of a contract with IEC.

3.4.11. Financial Responsibility

- i. List your total annual billings for each of the past three calendar years.
- ii. List the contact persons, addresses, and telephone numbers for your insurance carrier and agent.
- iii. List the contact persons, addresses, and phone numbers for the firm's bonding company and agent.
- iv. The Task Order Contractor is required to have enough bonding capacity for contracts up to two million five hundred dollars (\$2,500,000).
- v. What percentage of your firm's work has been negotiated during the past three years?
- vi. Supply firm's Current Ratio (Current Assets / Current Liabilities) experience for the last five years, with a signed affidavit. Such affidavit may be placed in an appendix and will not count toward your page limit.

3.4.12. Personnel Capability

Provide general information about the firm's personnel resources, including classifications and numbers of employees and the locations and staffing of relevant offices. Provide list of qualified and available personnel resources, identifying experience and ability for key personnel. The key personnel, at a minimum, are the project superintendent and, if applicable, project manager, and the project executive in charge. At this stage, firms may list more than one person qualified and available for the proposed Task Order Contract.

3.4.13. Firm's Relevant Project Experience

Relevant project experience on Task Order Contracts and/or projects of similar building types and delivery methods. Of special interest will be firm's experience with renovations of occupied buildings. Describe five projects in order of most relevant to least relevant that demonstrate the firm's capabilities to perform Task Order Contract services. For each project, the following information should be provided:

- i. Project name
- ii. Project location
- iii. Dates during which services were performed
- iv. Physical description (e.g., square footage, number of stories, site area, etc.)
- v. Brief description of project
- vi. Services performed by Task Order Contractor
- vii. Statement of performance versus owner expectations in the areas of cost, quality, and schedule
- viii. Owner reference
- ix. Design professional reference

3.4.14. Safety Information Provide a letter on the letterhead of the firm's insurance company stating the Workers Compensation Experience Modification Rate (EMR) for the past three years, to be included along with the signed affidavit required earlier in this section. This letter may be placed in the appendix.

3.4.15. Statement of Firm's Special Capabilities with Task Order Services This section provides each firm the opportunity to provide specific information that differentiates them from others in the competition. This may include but is not limited to the firm's fit to the projects and /or needs of IEC, any special or unique qualifications for the projects, current and projected workloads, the location(s) of office(s) to potential project locations, extent that experience and any techniques or methodologies offered by the firm that may be particularly suitable for this contract. Provide non-discrimination policies and describe the firm's record and methodologies of addressing public safety, accessibility

concerns, environmental concerns, historical preservation, or other related concerns.
This statement is limited to two pages.

- 3.4.16.** Additional information, not explicitly required by the RFQ/P, placed in the appendix will not be considered and may be grounds for rejection of the submittal.

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4. Presentation of “Statement of Qualifications” (Response to Request for Qualifications “RFQ/P”)

- 4.1. **Effect of Short listing** The Selection Committee will review the qualifications submitted above and shortlist no more than five firms. These shortlisted firms will be asked to participate in an interview before the Selection Committee to elaborate their qualifications in person. The firms selected to interview with the Selection Committee will be notified within the time outlined in Section 2.6, “Schedule of Events.”
- 4.2. **Evaluation of Shortlisted Firms Evaluative Criteria** – The Selection Committee will evaluate the content of the qualification’s presentations based upon the criteria listed in the table below. IEC has judged each major category of criteria to be worth the point value given, as a maximum, in establishing committee rankings of proposals presented. The services being sought under this RFQ/P are considered professional in nature. Consequently, the evaluation of the proposals will be based upon consideration of the demonstrated qualifications and capabilities of the proposers. Absent subsequent written notice to the shortlisted firms affected, factors to be considered in the evaluation of the technical proposal will be limited to the following:

[EVALUATION CRITERIA TABLE PROVIDED ON NEXT PAGE]

Major Category	Criteria
Qualifications and experience of the proposed project team (POINT VALUE=30)	
	Experience of the Task Order Contractor's Project manager and Superintendent working together on past projects
	Quality of references about the proposed Superintendent and, if applicable, Project Manager
	Proposed team's experience with projects of similar size and type
	Team's experience with renovations of occupied buildings
	Proposed team's experience with effective budget control
	Proposed team's experience with effective schedule control
Services (POINT VALUE=20)	
	Quality of firm's proposed services and how well services address proposed project needs
	Communication skills
	Firm's articulation of alternative approaches, demonstrating flexibility in addressing project requirements
	Firm's ability to apply in-house services to solving project issues
Management Plan for Task Orders (POINT VALUE=25)	
	Firm's demonstrated ability to solve complex project issues
	Effectiveness of firm's cost management plan during design and construction
	Firm's approach for managing changes within the stated cost and schedule limitations
	Effectiveness of firm's schedule management plan during design and construction
	Effectiveness of firm's subcontractor management plan
	Effectiveness of quality assurance program and plan
	Effectiveness of closeout plan
	Effectiveness of plan for administering any other services identified by firm and offered to add value to project
	Firm's understanding of this project as part of an entertainment/convention center facility that will remain in operation during construction
Nondiscrimination Policy (POINT VALUE=10)	
	Firm's nondiscrimination policies, any affirmative action policies concerning its work force and procurement practices, and any proposed efforts for inclusion of small and minority business enterprises
	Firm's approach to implementing an effective nondiscrimination policy and local or small contractor outreach program
	Firm's record on nondiscrimination based on race, creed, color, sex, or national origin in its employment or procurement practices
Safety & Site Security (POINT VALUE=15)	

	Quality of firm's safety plan
	Quality of firm's logistics plan

4.2.1. Interviewing Sequence

Interviewing firms are advised to follow the criteria given above in such manner that the Selection Committee can follow along the criteria list and take proper note of the evidence you give to demonstrate matching qualifications.

4.3. The Interview

The interview of the qualifications should contain information pertinent to the following points of interest:

4.3.1. Qualifications and Experience of Proposed Project Team:

- Describe your firm's proposed organization for the construction management team. Your synopsis should provide an organizational chart showing the lines of responsibility and accountability. Please designate the specific people to fill the following key roles on your team: Task Order Contractor's Superintendent and, if applicable,
 - Task Order Contractor's Project Manager Project Executive Other (please describe, if applicable)
- a. Please identify the person who will be the leader of your construction team and the principal point of contact between your firm and IEC and the prospective Consultant (Architect/Engineer), and other consultants. This person's competence, leadership, and ability to achieve customer satisfaction will be heavily considered in the selection of a construction management firm.

4.4. Services

- a. Describe a list of services that you normally provide for construction management or general contractor services.
- b. Define value engineering and describe your approach to providing value engineering with relevant examples.
- c. Occasionally, subcontractors and suppliers go bankrupt during a project. What would you do to protect IEC from being affected adversely by such an occurrence?

4.5. Bonding

Describe the process to be used for providing bonding equal to 100% of Task Orders Agreements over \$100,000.00.

4.6. Management Plan

- 4.6.1. Describe your process for efficiently resolving issues and maintaining the project commitments. Provide specific examples demonstrating your ability to solve complex project issues without compromising your team commitments.
- 4.6.2. Describe your systems and procedures for controlling costs and changes during design and construction.
- 4.6.3. Describe your systems and procedures for meeting "open book" requirements
- 4.6.4. Describe systems and procedures your firm uses to manage the project schedule.
- 4.6.5. Provide your detailed subcontractor management plan, including contract document compliance procedures, project accounting procedures, and issue resolution.
- 4.6.6. Provide your quality assurance plan for Task Order Contractor services. Explain your process for ensuring quality workmanship.
- 4.6.7. Provide your closeout management plan for Task Order Agreements.

4.6.8. Provide assurances and your commitment regarding site logistics and safety.

4.6.9. Nondiscrimination Policy

- a. Describe your firm's nondiscrimination policies, any affirmative action policies concerning its work force and procurement practices, and any proposed efforts for inclusion of small and minority business enterprises.
- b. Describe how your firm would assist IEC in assuring participation by local contractors. Include examples of other projects where you have been successful in meeting similar goals.
- c. Describe your firm's record on policies of nondiscrimination based on race, creed, color, sex, or national origin in its employment or procurement practices.

4.6.10. Safety and Site Security

- a. Provide your safety and site logistics plan.
- b. Describe your plan for working around existing operations and for site access.

4.7. Additional Conditions

- 4.7.1.** Confidentiality of Documents: Upon receipt of "Statement of Qualifications" by IEC, the submittal shall become the property of the IEC without compensation to the proponent for disposition or usage by the Owner and IEC at their discretion. Subject to the provisions of the Open Records Act, the details of the proposal documents will remain confidential until final award.
- 4.7.2.** Costs to Prepare Responses: IEC assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of "Statement of Qualifications."
- 4.7.3.** Equal Employment Opportunity: During the performance of this Contract, the Task Order Contractor agrees as follows: The Task Order Contractor 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. Task Order Contractor must have a history of being non-discriminating and will not discriminate based on race, creed, color, sex, or national origin in any of its employment practices, or procurement practices with respect to the workforce of the firm, or procurement services in connection with this project. An affirmative action plan must be maintained for both work force and procurement practices.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

5. Interview Format & Final Evaluation

- 5.1. **Qualifications Interview Format** The time allotted to each firm for the presentation and interview will not exceed 50 minutes (5 minutes for setup, 20 minutes for presentation, 20 minutes for questions, and 5 minutes for knockdown). The format of the firm's presentation during the interview session is at the discretion of the firm; however, firms should be wary of electronic presentations. Any time beyond your five minutes for setup wasted in attempting to make a computer-aided presentation run will **not** be compensated for from the Selection Committee's time for questions. All members of the Selection Committee will be present during the formal interview. Firms must address any questions, prior to the interview, to the Selection Committee Chair. Firms must not contact any other members of the Selection Committee before or after the interview until after a contract is executed.
- 5.2. **Who Should Attend?** Please limit the number of representatives of the Task Order Contractor team to no more than five people, but include at least the Task Order Contractor's Superintendent, Project Manager, and those with whom IEC will interact regularly.
- 5.3. **Things to Address at Interview** The intent of the formal interview process is to provide the Selection Committee with in-depth information from the Task Order Contractor firm in order to make a final selection of the best-suited firm for the contract.
- 5.4. **Final Evaluation** Upon the Selection Committee's completion of the evaluation process, the firms will be ranked in descending order of recommendation. Public notice of the competition's results will follow, first to the shortlisted firms. Once the successful Task Order Contractors have been determined, IEC will award Task Order Contracts to a minimum of three Task Order Contractors. The Owner and IEC will develop the Form of Contract.
- 5.5. **Additional Information**
 - 5.5.1. IEC reserves the right to withdraw this RFQ/P or to reject any and all submittals at any time and cancel the project if, in the sole discretion of IEC, continuation is deemed not to be in the best interest of Infinite Energy Center.
 - 5.5.2. In addition to IEC's general right to reject all submittals, a submittal may be rejected if the submittal contains false or misleading statements or references that, in the sole judgment of the Selection Committee, do not support an attribute or condition contended by the firm and, in the sole judgment of the Selection Committee, such statements were intended to mislead the Selection Committee in its evaluation of the submittal.
 - 5.5.3. The Selection Committee reserves the right in its sole discretion to waive minor irregularities and to reject any or all submittals.
 - 5.5.4. It is IEC's policy that small and minority business enterprises have a fair and equal opportunity to participate in the purchasing process. IEC encourages both small and minority business enterprises to compete for and receive contracts for goods and services with IEC and with other contractors doing business with IEC.
 - 5.5.5. Firms interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated (O.C.G.A. §48-7-38), relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact office referenced below:

Georgia Entrepreneur & Small Business Coordinating Network
<http://www.georgia.org/Business/SmallBusiness/>

- 5.5.6. The execution of a contract by IEC with a firm is contingent upon the firm certifying Infinite Energy Center that the firm will provide a drug-free workplace for the firm's employees during the term of the contract as required by the "Drug-Free Workplace Act" (O.C.G.A. §50-24-1). The submission of a response to the RFQ/P serves as such certification.
- 5.5.7. All submittals, together with any supporting material submitted by the firm, become the property of the Owner and IEC and may be retained, destroyed, or otherwise disposed of at the convenience of the Owner and/or IEC. All submittals, if retained by the Owner and/or IEC, become a matter of public record when final negotiations are completed.
- 5.5.8. By providing a submittal, each firm agrees not to request access to another firm's submittals until after a contract has been executed.
- 5.5.9. By providing a submittal, each firm agrees that the Owner and Infinite Energy Center will have the right to use any or all ideas or concepts presented in any submittal without restriction and without compensation to the firm.

6.0 Fee Proposals

Fee Proposals (on company letterhead) must be submitted at the conclusion of the interview session in a sealed envelope. Firms must identify their envelopes with "Task Order Contractor Fee Proposal". The information required to be submitted is the proposed fee percentage for each project. No sealed fee proposals will be opened until the committee has determined that the firm is one of the top ranked firms. Subsequently, only the proposals from those firms will be opened. Please understand that this proposal constitutes a starting point for negotiation toward an eventual agreement on fees.

[END OF REQUEST FOR QUALIFICATIONS]