



**REQUEST FOR QUALIFICATIONS  
(RFQ) NUMBER 18-030  
WINDSOR MEADOWS PARK**

**STATEMENTS OF QUALIFICATIONS DUE:  
NO LATER THAN OCTOBER 25, 2017, 2:00 PM EST IN HARD COPY.  
Electronic submissions via e-mail or fax will NOT be accepted.**

**SUBMIT STATEMENTS OF QUALIFICATIONS TO:  
City Of Sandy Springs  
Purchasing Department  
7840 Roswell Road, Building 500  
Sandy Springs, Ga 30350**

Qualifications received after the above date and time or in any other location other than the Purchasing Department **will not** be accepted.

The City of Sandy Springs is accepting sealed SOQs from qualified general contractors for the Windsor Meadows Park Project to establish a pre-qualified pool of bidders for the project. The goal of this project is the installation of a passive walk trail along Nancy Creek. There is no pre-qualification conference for this Request for Qualifications. Questions should be directed in writing to Lynn Taylor, City of Sandy Springs Senior Buyer via e-mail at [purchasing@sandyspringsga.gov](mailto:purchasing@sandyspringsga.gov). Please include RFQ #18-030 Windsor Meadows Park Project in the subject line. The deadline for questions is no later than 5:00 PM on October 16, 2017. Questions received after the deadline may not be considered.

The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

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## QUALIFICATIONS LETTER AND CERTIFICATION

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**(FAILURE TO INCLUDE THIS SIGNED QUALIFICATIONS LETTER AND CERTIFICATION MAY RESULT IN THE REJECTION OF YOUR STATEMENT OF QUALIFICATIONS.)**

We propose to furnish and deliver any and all of the deliverables and services named in the attached RFQ 18-030 Windsor Meadows Park for the City of Sandy Springs.

It is understood and agreed that this Statement of Qualifications (SOQ) constitutes an offer, which when accepted in writing by the Purchasing Department, City of Sandy Springs, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Sandy Springs ("City").

It is understood and agreed that we have read the City's specifications shown or referenced in the RFQ and that this statement is made in accordance with the provisions of such specifications. By our written signature on this SOQ, we guarantee and certify that all items included in this statement meet or exceed any and all such City specifications described in this RFQ. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

### QUALIFICATIONS LETTER AND CERTIFICATION

I certify that this SOQ is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a statement for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFQ and certify that I am authorized to sign this SOQ for the Offeror. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. have not been violated and will not be violated in any respect.

Authorized Signature for Offeror \_\_\_\_\_

Date \_\_\_\_\_

Print/Type Company Name \_\_\_\_\_

Print/Type Offeror Name Here \_\_\_\_\_

## OFFEROR'S RFQ CHECKLIST

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### 10 Critical Things to Keep in Mind When Responding to an RFQ for the City of Sandy Springs

1. \_\_\_\_\_ **Read the *entire* document.** Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc.
2. \_\_\_\_\_ **Note the Buyer's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the RFQ and is an excellent source of information.
3. \_\_\_\_\_ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFQ. This conference may be mandatory.
4. \_\_\_\_\_ **Take advantage of the "question and answer" period.** Submit your questions to the Buyer by the due date listed in the *Schedule of Events* and view the answers given in the formal "addenda" issued for the RFQ. All addenda issued for an RFQ are posted on the City's website and will include all questions asked and answered concerning the RFQ.
5. \_\_\_\_\_ **Follow the format required in the RFQ** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the City will know what your company's capabilities are or what items/services you can provide, even if you have previously contracted with the City. The proposals are evaluated based solely on the information and materials provided in your response.
7. \_\_\_\_\_ **Use the forms provided**, e.g. cover page, standard forms, etc.
8. \_\_\_\_\_ **Check the City's website for RFQ addenda.** Before submitting your response, check the City's website at <http://www.sandyspringsga.gov/business/doing-business-with-the-city/city-procurements> to see whether any addenda were issued for the RFQ. **If so, you must submit a signed cover sheet for each addendum issued along with your RFQ response.**
9. \_\_\_\_\_ **Review the RFQ document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and complete. The copies are provided to the Evaluation Committee members and will be used to score your proposal.
10. \_\_\_\_\_ **Submit your SOQ on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late proposal responses will not be accepted.

***This checklist is provided for assistance only and should not be submitted with Offeror's SOQ.***

## SCHEDULE OF EVENTS

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<u>EVENT</u>	<u>DATE</u>
RFQ Issue Date.....	October 4, 2017
Deadline for Receipt of Written Questions .....	October 16, 2017 (5:00 PM)
Deadline for Posting of Written Answers to City’s Website .....	October 19, 2017
RFQ Response Due Date.....	October 25, 2017 (2:00 pm)
Anticipated Award Date .....	to be determined

*(All time references in this document are to be understood as local, Eastern Time for our City, Sandy Springs, GA.)*

## SECTION 1: RFQ INSTRUCTIONS

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### 1.1 Single Point of Contact

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From the date this Request for Qualifications (the “RFQ”) is issued until an Offeror is selected, **Offerors are not allowed to communicate with any staff (other than designee below) or elected officials of the City regarding this procurement.** Any unauthorized contact may disqualify the Offeror from further consideration. Contact information for the single point of contact is as follows:

Buyer:	Lynn Taylor
Address:	7840 Roswell Road, Building 500 Sandy Springs, GA 30350
E-mail Address:	<a href="mailto:purchasing@sandyspringsga.gov">purchasing@sandyspringsga.gov</a>

### 1.2 Required Review

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- 1.2.1 **Review RFQ:** Offerors should carefully review this RFQ in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Buyer, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which may be discovered upon examination of this RFQ.
- 1.2.2 **Addenda:** The City of Sandy Springs may revise this RFQ by issuing an addendum prior to its opening. The addendum will be posted on the City’s website alongside the posting of the RFQ at <http://www.sandyspringsga.gov/business/doing-business-with-the-city/city-procurements> . Addenda will become part of the bid documents and subsequent contract. Offerors must sign and return any addendum with their RFQ response. Failure to propose in accordance with an addendum may be cause for rejection. In unusual circumstances, the City of Sandy Springs may postpone an opening in order to notify vendors and to give Offerors sufficient time to respond to the addendum.
- 1.2.3 **Form of Questions:** Offerors with questions or requiring clarification or interpretation of any section within this RFQ must address these questions in writing or via e-mail to the Buyer referenced above on or before October 16, 2017, 5:00 p.m. Please include RFQ #18-030 Windsor Meadows Park Project in the subject line. Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.
- 1.2.3 **The City of Sandy Spring’s Answers:** The City of Sandy Springs will provide by **October 19, 2017**, an official written answer to all questions received within the period stipulated under *Section 1.2.3*. The City of Sandy Spring’s response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFQ will not be binding upon the City of Sandy Springs. Any formal written addendum will be posted on the City’s website alongside the posting of the RFQ at <http://www.sandyspringsga.gov/business/doing-business-with-the-city/city-procurements> by the close of business on the date listed. Offerors must sign and return any addendum with their RFQ response.

### 1.3 Pre-qualification Conference

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There is no pre-qualification conference scheduled for this solicitation.

### 1.4 Submitting a Sealed Qualification

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1.4.1 **Organization of Qualification:** Each SOQ shall be prepared simply and economically, providing straightforward, concise delineation of the Offeror's capabilities to satisfy the requirements of this RFQ. To expedite the evaluation of SOQs, it is essential that Offerors follow the format and instructions contained herein.

Offeror shall place the following information on the **outside, lower left corner** of the envelope containing the SOQ. Failure to include such information may delay opening of the bid.

**Request for Qualifications #18-030  
Windsor Meadows Park  
RFQ Closing Date: October 25, 2017  
RFQ Closing Time: 2:00 PM  
Offeror's Firm's Name**

Offerors must organize their SOQs in the following format:

- a. **Qualifications Letter and Certification** – Offeror's authorized representative(s) shall complete and sign the Qualifications Letter and Certification on page 4 of this RFQ and return it with the SOQ.
- b. **Statement of Qualifications** – Offeror shall respond comprehensively and clearly to the requirements of *Section 4* and shall include all documents, information, exceptions, clarifications, etc., as requested therein.
- c. **Offeror Qualification** – Offeror shall include all requested documents and information.
- d. **Standard Forms** – Offeror's authorized representative(s) shall complete the standard forms attached (Exhibits A and B) to the contract provided upon award.
- e. **Addenda** – if any addenda have been issued, complete, sign and return the Addendum Acknowledgement (for each addenda issued) with bid.

1.4.2 **Failure to Comply with Instructions:** The City of Sandy Springs may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any SOQs that do not follow this RFQ format, are difficult to understand, are difficult to read, or are missing any requested information.

1.4.3 **Multiple SOQs:** Offerors may, at their option, submit multiple SOQs, in which case each SOQ shall be evaluated as a separate document. Multiple responses must be submitted in separate envelopes and marked plainly to notify that each envelope contains a separate and single response.

1.4.4 **Copies Required and Deadline for Receipt of Sealed Qualifications:** All SOQs must be received in sealed opaque packaging. Offerors must submit the following number of copies to the address set forth on the Cover Page:

- One (1) unbound hard copy (3-ring binder OK) marked "Original" with original signatures; and

- One (1) electronic copy. A USB Flash Drive is preferred. The electronic copy shall be submitted in pdf format (OCR) and organized in the same format as the original submission with each Chapter or Section of the original having a corresponding Electronic File.

SOQs must be received sealed and at the Purchasing Office of the location noted on the Cover Page prior to **2:00 PM (EST), on October 25, 2017**. Facsimile or e-mail responses to Request for Qualifications are NOT accepted.

#### 1.4.5 Late Submissions, Withdrawals, and Corrections:

- A. **Late SOQ:** Regardless of cause, late SOQs will not be accepted and will automatically be disqualified from further consideration. It shall be the Offeror's sole risk to assure delivery to the Purchasing Office by the designated time. Late SOQs will not be opened and may be returned to the Offeror at the expense of the Offeror or destroyed if requested.
- B. **SOQ Withdrawal:** An Offeror requesting to withdraw its SOQ prior to the RFQ due date and time may submit a letter to the Buyer requesting to withdraw. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.
- C. **SOQ Correction:** If an obvious clerical error is discovered after the SOQ has been opened; the Offeror may submit a letter to the designated Buyer within two business days of opening, requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The Offeror must present clear and convincing evidence that an unintentional error was made. The Buyer will review the correction request and a judgment will be made. Generally, modifications to opened bids for reasons other than obvious clerical errors are not permitted.

### 1.5 Offeror's Certification

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- 1.5.1 **Understanding of Specifications and Requirements:** By submitting a response to this RFQ, Offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFQ.
- 1.5.2 **Offeror's Signature:** All signatures required in the RFQ on behalf of an Offeror must be signed in ink by an individual authorized to legally bind the business submitting the SOQ. Proof of authority of the person signing the RFQ response must be furnished upon request.
- 1.5.3 **Offer in Effect for 180 Days:** Except in rare cases as described in *Section 1.4.5*, a SOQ may not be corrected, withdrawn, or canceled by the Offeror for a 180-day period following the deadline for SOQ submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and Offeror so agrees in submitting the SOQ.

### 1.6 Cost of Preparing a SOQ

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- 1.6.1 **Sandy Springs Not Responsible for Preparation Costs:** The costs for developing and delivering responses to this RFQ and any subsequent presentations of the SOQ as

requested by the City of Sandy Springs are entirely the responsibility of the Offeror. The City of Sandy Springs is not liable for any expense incurred by the Offeror in the preparation and presentation of their SOQ.

- 1.6.2 **All Timely Submitted Materials Become Sandy Spring’s Property:** All materials submitted in response to this RFQ become the property of the City of Sandy Springs and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City of Sandy Springs and Offeror resulting from this RFQ process.

## SECTION 2: RFQ RECEIPT AND EVALUATION PROCESS

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### 2.1. Authority

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This RFQ is issued under the authority of the City of Sandy Springs.

### 2.2. Receipt of Bids and Public Inspection

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- 2.2.1 **Public Information:** During the opening of sealed qualifications, only the Offeror’s name will be read aloud and recorded. No other information will be disclosed at that time. No other information will be disclosed nor shall the qualifications be considered open record until after Council award. All information received in response to this RFQ, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after Council award with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the City of Sandy Springs; (3) any company financial information requested by the City of Sandy Springs to determine vendor responsibility, unless prior written consent has been given by the Offeror; and (4) other constitutional protections.

- 2.2.2 **Buyer’s Review of SOQs:** Upon opening the sealed SOQs received in response to this RFQ, the Buyer in charge of the solicitation will review the SOQs and separate out any information that meets the referenced exceptions in *Section 2.2.1* above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the SOQ;
- SOQ does not contain confidential material in the cost/price section; and
- An affidavit from an Offeror’s legal counsel attesting to and explaining the validity of the trade secret claim is attached to each SOQ containing trade secrets.

Information separated out under this process will be available for review only by Buyer, the Finance Director, and limited other designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a “right to know” (open records) request from another party.

## 2.3. Classification and Evaluation of SOQs

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- 2.3.1 **Initial Classification of SOQs as Responsive or Nonresponsive:** All SOQs will initially be classified as either “responsive” or “nonresponsive”. SOQs may be found nonresponsive at any time during the evaluation process or negotiations if: any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFQ; or the SOQ is not within the plans and specifications described and required in the RFQ. SOQs found nonresponsive may not be considered further.
- 2.3.2 **Determination of Responsibility:** The Buyer will determine whether an Offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. If an Offeror is found non-responsible, the determination must be in writing and made a part of the procurement file.
- 2.3.3 **Evaluation of SOQs:** During the evaluation of the SOQs, the City reserves the right to request clarification of SOQ responses and to request the submission of references, if deemed necessary for a complete evaluation of SOQ responses.
- Award will be made to the responsive and responsible Offeror(s) whose SOQ is most economical according to designated criteria.
- The City shall be the judge of the factors and will make the award in the best interest of the City.
- 2.3.4 **Completeness of SOQs:** Selection will be based on the Offeror’s SOQ and other items outlined in this RFQ. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Offerors outside the formal response or subsequent discussion/negotiation, if requested, will not be considered, will have no bearing on any award, and may result in the Offeror being disqualified from further consideration.
- 2.3.5 **Opportunity for Interview, Discussion/Negotiation, and/or Oral Presentation/Product Demonstration:** After receipt of all SOQs the City of Sandy Springs may initiate discussions with one or more Offerors should clarification be necessary. Offerors may be required to make an oral presentation and/or product demonstration to clarify their RFQ response or to further define their offer.

## 2.4. Sandy Spring’s Rights Reserved

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Issuance of this RFQ in no way constitutes a commitment by the City of Sandy Springs to award and execute a contract. Upon a determination such actions would be in its best interest, the City of Sandy springs, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ at any time. A notice of cancellation will be issued on the Sandy Springs website. If the RFQ is cancelled, the City of Sandy Springs will not reimburse any Offeror for the preparation of its SOQ. SOQs may be returned upon request if unopened;
- Reject any or all SOQs received in response to this RFQ,
- Make a contract award, based directly on the SOQs received, determined to be in the best interest of the City, in its sole discretion,
- Enter into further discussions with one or more Offerors;
- Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any SOQ;
- Not award if it is in the best interest of the City of Sandy Springs; or
- Terminate any contract if the City of Sandy Springs determines adequate funds are not available.

## SECTION 3: SCOPE OF PROJECT/SPECIFICATIONS

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### 3.1 City's Intent

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The City of Sandy Springs is accepting sealed SOQs from qualified general contractors for the Windsor Meadows Park Project, located at 835 Windsor Parkway Sandy Springs, GA 30342, to establish a pre-qualified pool of bidders for the project. The goal of this project is the installation of a passive walk trail along Nancy Creek. Components include a trail, landscaping, prefabricated site furnishings, custom wood site furnishings, gravel parking area, boulders, wood fencing, porous concrete apron and concrete pavement. The Scope of Work will include the following:

1. Erosion Control
2. Demolition
3. Clearing and Grubbing
4. Grading
5. Crosswalk Striping
6. Pervious and Impervious Concrete Paving
7. Landscaping
8. Tree Protection, Wood Fencing and Metal Picket Fencing
9. Site Furnishings
10. Signage
11. Slatescape Trail

Plans are available at the following:

LDI Norcross  
 3030-A Business Park Dr.  
 Norcross, GA 30071  
[www.ldiline.com](http://www.ldiline.com)  
 770-263-1010 (P)  
 770-417-1147 (F)

### 3.2 Project Manager for City of Sandy Springs

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The successful Offeror will report to the Director of Recreation and Parks or his designee whose office is located at City Hall. Successful Offerors agree to take direction from the project manager and to

make all project documentation available upon request. The project manager shall have sole discretion as to the acceptability of all work on site.

### 3.3 No Limit to Competition

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No specification implied or expressed is intended to limit competition. The specifications below are intended as a guide for the goods and services on which vendors are to submit a SOQ. These requirements and other specifications are not designed to prevent any vendor from submitting a SOQ. All equipment should comply with the requirements within a generally acceptable range.

## SECTION 4: OFFEROR QUALIFICATIONS

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### 4.1 City's Right to Investigate

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The City may make such investigations as deemed necessary to determine the ability of the Offeror to provide the supplies and/or perform the services specified.

The City reserves the right to use any information or additional references deemed necessary to establish the ability of the Offeror to perform the conditions of this request.

### 4.2 Preparing Statements of Qualification

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Provide one (1) original hard copy and one (1) electronic copy of the complete package on compact disc or zip drive. Each submittal shall be identical and include a transmittal letter.

Submittals must be typed on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to fifteen (15) two-sided pages or less using a minimum of an 11-point font. The transmittal letter will not count as part of the page limit. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Submittals that include qualifications of more than one firm shall not exceed the page limit. Such submittals shall be prepared with careful consideration to the limit. Each Statement of Qualifications shall be prepared simply and economically, to provide a straightforward and concise delineation of respondent's capabilities. Fancy bindings, colored displays, and promotional materials are not desired. Emphasis must be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

### 4.3 Statement of Qualifications Submittal

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The Offeror shall submit the following information as their Statement of Qualifications:

#### **A: Description and Resources of Firm**

- A1. Provide basic company information: Company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. Provide form of ownership, including state of

residency or incorporation, and number of years in business. Is the Offeror a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), joint venture, or other structure. For joint venture, entities that have not undertaken at least two projects together, each firm should submit its qualifications separately. Joint submittals are subject to the same submittal page limit.

- A2. Briefly describe the history and growth of your firm(s). Provide general information about the firm's personnel resources, including disciplines and numbers and classifications of employees, and locations and staffing of offices.
- A3. List the firm's annual average revenue for the past five (5) years, provide the firm's Current Ratio (Current Assets/Current Liabilities) and supply main financial and banking references. (If the parent company's financial resources are not available to the office that will perform the contract, only the financials of the office with the prospect of a contract with the Owner should be provided).
- A4. Has the firm been involved in any litigation in the past five (5) years? Describe your experience with litigation with Owners, Subcontractors and/or Architects. List any active or pending litigation and explain. List any claims against your firm or against Owners where your firm is named.
- A5. Has the firm or member thereof, ever been removed from a contract or failed to complete a contract as assigned? Has the firm ever refused to sign a contract at the original bid amount submitted?
- A6. Has the firm made payments of actual or liquidated damages in the last five years for failure to meet a completion date? If so, provide explanation.
- A7. Has a surety made payments on Payment or Performance Bonds on the firm's account in the last five years? If so, provide an explanation.
- A8. The firm, in order to be deemed eligible for further evaluation, must issue the following statement asserting that the firm meets the minimum qualifications required for this project (supporting documentation is required and can be included as an Appendix). The SIGNED statement shall read and certify as follows:
  - We certify that our firm has sufficient bonding capacity to provide payment and performance bonds for anticipated total cost of work.
  - We certify that within ten (10) days of Notice of Award, and at all times that an Agreement is in force, our firm shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-6 or higher and acceptable to the City per the City's Insurance Requirements attached hereto as Exhibit C.
  - Firm MUST have all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.

## B: Experience and Qualifications

- B1. Provide professional qualifications and description of experience for proposed construction team, including, at a minimum the following: Superintendent, Project Manager and Project Director. Firm's Project Director, Project Manager, and Superintendent shall have at least five (5) years' experience on projects of similar scope and complexity as this project. (At this stage, firms may list more than one person qualified and available for the proposed projects).
- B2. Provide information on the firm's experience on projects of similar size, function, and complexity (similar type of construction, dollar value, purpose, delivery method, and sustainability features). Provide the firm's experience on projects that includes(ed) the following types of work:
  - General Requirements
    - a. Structural Testing/Inspection Agency Services
    - b. Erosion, Sedimentation and Pollution Controls
    - c. Cleaning
  - Concrete
    - a. Concrete Formwork
    - b. Concrete Reinforcement
    - c. Cast-in-Place Concrete
  - Wood
    - a. Rough Carpentry
    - b. Exterior Rough Carpentry
  - Furnishings
    - a. Site Furnishings
  - Earthwork
    - a. Clearing and Grubbing
    - b. Tree Protection and Demolition
    - c. Earthwork
  - Exterior Improvements
    - a. Portland Cement and Concrete Paving
    - b. Landscape Materials
- Work performed in the last five years with a **combined** total project cost over \$1,000,000.00.
- B3. Describe no more than five (5) and no fewer than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. The firm shall have at least five (5) years' experience on projects of similar scope and complexity as this project. For each project, the following project information must be provided:
  - Project name, location, dates during which services were performed, and photograph of project.
  - Brief description of project and physical description including delivery method, square footage, site area, environmental issues, traffic impediments, etc.
  - Construction project Owner's contact name, phone number and e-mail address.

- Provide any written letters of reference/recommendation about the firm's performance on the project, including statements addressing the level of service and the quality of the construction
- List the names and roles of proposed team members identified in B1, if any, who participated in these projects.

**C: Statement of Suitability**

- C1. Provide a statement or specific information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and any techniques or methodologies offered by the firm that may be particularly suitable for this project type.

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## **SECTION 5: EVALUATIONS**

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### **5.1 Initial Buyer Review**

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All SOQs received will be reviewed by the Buyer to ensure that all administrative requirements of the RFQ package have been met, such as all documents requiring a signature have been signed and submitted. Failure to meet these requirements may be cause for rejection. All SOQs that meet the administrative requirements will be turned over to the Evaluation Committee for further evaluation.

### **5.2 Evaluation Committee**

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The SOQs will be evaluated on a pass/fail basis by the City and its authorized representatives. After the SOQs have been opened, the City will evaluate the SOQs including without limitation, experience, references, and other data and information relating to qualifications. The City will determine which respondents meet the criteria stated in the RFQ – reference Section 4: Offeror Qualifications.

## EXHIBIT A – Corporate Certificate Form

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### CORPORATE CERTIFICATE

I, \_\_\_\_\_, certify that I am the Secretary of the Corporation named as Contractor in the foregoing RFQ; that \_\_\_\_\_ who signed said bid in behalf of the Contractor, was then (title) \_\_\_\_\_ of said Corporation; that said bid was duly signed for and in behalf of said Corporation by authority of its Board of Directors, and is within the scope of its corporate powers; that said Corporation is organized under the laws of the State of \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 2017 (Signature) \_\_\_\_\_

**EXHIBIT B – Contractor Affidavit under O.C.G.A. §13-10-91**

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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 City of Sandy Springs, 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

**City of Sandy Springs, Georgia**

\_\_\_\_\_  
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:  
\_\_\_\_\_

### INSURANCE REQUIREMENTS

Within 10 days of Notice of Award, and at all times that this Agreement is in force, Contractor shall obtain, maintain and furnish the City Certificates of Insurance from licensed companies doing business in the State of Georgia with an A.M. Best Rating A-6 or higher and acceptable to the City covering:

1. **Workers' Compensation & Employer's Liability Insurance.** Workers' Compensation Insurance in compliance with the applicable Workers' Compensation Act(s) of the state(s) wherein the work is to be performed or where jurisdiction could apply in amounts required by statutes. Employer's Liability Insurance, with limits of liability of not less than \$1,000,000 per accident for bodily injury or disease.
2. **Commercial General Liability Insurance,** including contractual liability insurance, product and completed operations, personal and advertising injury, and any other type of liability for which this Contract applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate for personal injury, bodily injury, and property damage. Commercial General Liability Insurance shall be written on an "occurrence" form.
3. **Automobile Liability Insurance** with limits of liability of not less than \$1,000,000 per accident for bodily injury and property damage if automobiles are to be used in the delivery of or in the completion of services and work or driven onto the City's property. Insurance shall include all owned, non-owned and hired vehicle liability.
4. **Umbrella Insurance** with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$3,000,000.
5. **Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions** (if project involves environmental hazards) with limits not less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
6. **Professional (Errors and Omissions) Insurance** for Professional Services and for all Design/Build Projects with limits of liability of not less than \$3,000,000 per occurrence or claim / \$3,000,000 policy aggregate. Such policy shall also include coverage for losses arising from the breach of information security or cyber liability (including Errors & Omissions, Security and Privacy Liability and Media Liability), whether combined with the Professional Liability policy or placed as a separate policy, but carrying the same limits of liability. Such coverage shall insure damage, injury and loss caused by error, omission or negligent acts, including all prior acts without limitation, related to the professional services to be provided under this Contract. The policy shall be amended to include independent contractors providing professional services on behalf of or at the direction of the Contractor. The definition of Contractual Liability shall be amended to state that liability under a contract of professional services is covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, internet professional services, computer attacks, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured. The Contractor shall ensure that coverage under this policy continues for a period of thirty-six (36) months after completion of services.

7. Fidelity Bond (Employee Dishonesty) in the sum of not less than \$50,000. All such insurance shall remain in effect until final payment is made and the Project is accepted by the City. If the Contractor receives notice of non-renewal or material adverse change of any of the required coverages, the Contractor shall promptly advise the City in writing. Failure of the Contractor to promptly notify the City on non-renewal or material adverse change of any of the required coverages terminates the Agreement as of the date that the Contractor should have given notification to the City. The insurance policies shall contain or be endorsed to contain, the following provisions:

(a) A provision that coverage afforded under such policies shall not expire, be canceled or altered without at least thirty (30) days prior written notice to the City.

(b) Workers' Compensation and Employer's Liability and Property insurance policies shall contain a waiver of subrogation in favor of the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers.

(c) Commercial General Liability, Automobile Liability Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) insurance policies shall include an endorsement making the City and the City's boards, officials, directors, officers, employees, representatives, agents, and volunteers Additional Insureds under such policies.

A copy of these endorsements shall be provided to the City.

Certificates of Insurance showing that such coverage is in force shall be filed under this Contract by the Contractor to the City.

The obligations for the Contractor to procure and maintain insurance shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Contractor whether or not same is covered by insurance.

Certificate Holder should read:

The City of Sandy Springs  
7840 Roswell Road, Building 500  
Sandy Springs, Georgia 30350