

REQUEST FOR PROPOSAL

Project: Renovations and Modifications to
Dalton Whitfield Public Library
Roof Retrofit
310 Capps Street
Dalton, Georgia 30720

Owner: Dalton Whitfield Public Library
310 Capps Street
Dalton, Georgia 30720

Architect/Engineer: Carlson-Jones Architects
311 N. Hamilton Street
Dalton, Georgia 30720

Construction Manager Felker Construction Company, Inc
300 Fernwood Avenue
Dalton, Georgia 30720

Date: 01-26-18

The Dalton Whitfield Public Library will receive sealed proposals for renovations to the Dalton-Whitfield Public Library located at 310 Capps Street, Dalton, GA 30720. The work is to be completed in accordance with the construction documents prepared by Carlson-Jones Architects and includes a roof retrofit. This RFP is subject to the provisions of the Georgia Local Government Works Construction Law (“GLGWCL”), O.C.G.A. §36-91-1 et. Seq. To the extent this RFP conflicts with the GLGWCL the provisions of the GLGWCL shall control.

All proposals are to be submitted to the Dalton Whitfield Public Library in a sealed envelope/package and clearly marked **Proposal for Construction Services for Dalton Whitfield Public Library**. The outside of the envelope/package must also contain the name and address of the prospective contractor. Sealed proposals must be received at the Dalton Whitfield Public Library no later than **2:00 p.m. on Wednesday, February 28, 2018** at which time all proposals will be opened but not read aloud. Proposals received after the deadline will not be considered.

All General Contractors desiring to make a proposal must attend a **MANDATORY** Pre-Proposal Conference on **Wednesday, February 14, 2018 at 10:00 a.m.** at the Dalton Whitfield Public Library located at 310 Capps Street, Dalton Georgia 30720.

All proposals must be accompanied by a bid bond, cashier's check, or certified check in the amount equal to five percent (5%) of the total contract amount. The form of the bond and the solvency of the surety must be approved by Whitfield County and North Georgia Regional Library prior to acceptance of the proposal. Also, all proposals must be accompanied a complete vendor packet and by a signed and notarized Georgia Security & Immigration Compliance Act affidavit (E-Verify). Proposals will be required to be submitted under a condition of irrevocability for a period of 30 days after submission.

Construction documents may be obtained from the office of the architect, Carlson-Jones Architects, 311 North Hamilton Street, Dalton, Georgia 30720 upon receipt of a nonrefundable printing fee by cash or certified check in the amount of \$20.00.

Information to be submitted in the Proposal package:

1. Price Quote Form
2. General information on the General Contractor, its history, number of employees, and services offered.
3. Relevant experience with similar projects.
4. Project schedule
5. References
6. North Georgia Regional Library Vendor Packet
7. Whitfield County Vendor Application
8. E-Verify affidavit
9. Bid bond, cashier's check, certified or check, in the amount equal to five percent (5%) of the total contract amount

Extensive lists and voluminous responses are neither required nor desired. Preference will be given to precise concise statements.

Minimum Company requirements:

1. Hold a current General Contractor's license in the State of Georgia.
2. Demonstrate at least five years industry experience in similar projects.

Selection criteria will be as follows:

- | | |
|-----------------------------|-----------|
| 1. Cost ID/Responsive Forms | 30 points |
| 2. Responsive Schedule | 20 points |

- | | |
|----------------------------|-----------|
| 3. Completion Success Info | 20 points |
| 4. Quality References | 10 points |
| 5. Presentation Quality | 10 points |
| 6. Locality | 10 points |

RFP's will be evaluated by the Library Director, the Library Board of Directors, and construction specialist. The evaluators will consider how well the vendor's proposal meets the criteria set forth in the fair and competitive bidding process using the evaluation matrix. It is important that the proposal be itemized, clear, and complete so that the evaluators understand all aspects of the proposals. Offerors submitting proposals may be afforded the opportunity for discussion, negotiation and revision of proposals. All responsible offerors found by the Dalton Whitfield Public Library to have submitted proposals reasonably capable of being selected by award will be given the opportunity to participate in such discussions, negotiations and revisions. Evaluation results are confidential and the property of NGRL.

The Northwest Regional Library System is exempt from Sales Tax. Net prices as shown on the Cost Form shall exclude said State tax amounts. Offerors shall inform all prospective subcontractors and suppliers from whom they expect to obtain services or supplies of the tax exempt status of the Northwest Georgia Regional Library System. Following a contract award an exemption certificate will be furnished by Northwest Georgia Regional Library System.

The Dalton Whitfield Public Library reserves the right to reject all proposals or parts thereof or items therein and to waive any defects, errors, omissions, mistakes, irregularities or informalities in therein, and to award the contract based on the highest and best interest of the Dalton Whitfield Public Library..

END OF DOCUMENT

Northwest GA Regional Library System
 Renovations/Modifications/Roof Retrofit Proposal Evaluation
 Dalton-Whitfield County Public Library, 310 Capps Street, Dalton, Georgia
 2017-2018 Funding Year
 Please circle one branch library:
 Dalton Calhoun Chatsworth Region Offices

Vendor	30% Projected costs identified, responsive forms	20% Schedule meets owner needs	20% Demonstrates successful completion of similar public use building/library/government use projects	10% Quality of Vendor References	10% Quality of Presentation/response to requested proposal information	10% Local, In-state Vendor, Regional Vendor	TOTAL
Construction Vendor A							
Construction Vendor B							
Construction Vendor C							
Construction Vendor D							

Notes: (Evaluation members and board members may place notes in this space).

Ranking/Weight	Criteria
30%	Cost ID/responsive forms
20%	Responsive Schedule
20%	Completion Success Information
10%	Quality References
10%	Presentation Quality
10%	Locality

Darla Chambliss, Library Director
 John Hutcheson, NGRL Regional Library Board of Trustees, Chairman
 Kathryn Sellers, DW Regional Library Board of Trustees, Chairman
 Janet Eberhart, Asst. Director NGRL Finance officer
 Allan Felker, Project Construction Manager, Felker Construction
 Sherwood Jones, Project Architect, Carlson-Jones Firm

Rating Scale (5 points maximum)

Explanation	Value
Not addressed or resp	0
Limited applicability	1
Some applicability	3
Substantial or total ap	5

The scale may be modified to represent stronger or weaker agreement by using variations such as 1.5, 2.5, 3.3. 5.0 is the highest possible agreement score.

List of Disqualified Bidders:

Vendor Name:

Reason for disqualification:

Bidder did not attend pre-bid conference

Bidder did not supply requested information

Bidder did not meet deadline

Bidder did not provide items on checklist

Important notes: The price of the eligible service must be the most heavily weighted factor.

Vendors are rated on how well they meet each factor.

Point values for each factor are totaled for each vendor.

If a bidder is disqualified, the reason for disqualification should be noted for that vendor.

DW Board of Trustees will complete bid matrix.

Checklist:

1. Price Quote Form
2. General information on the General Contractor, its history, number of employees, and services offered
3. Relevant experience with similar projects
4. Project Schedule
5. References
6. Bid Bond, Cashier's Check, Certified Check, or Cash Deposit in the amount equal to five percent (%5) of the total contract amount
7. Surety Bond Approval NGRL + Whitfield County
8. NGRL Vendor Packet
9. Whitfield Vendor Application
10. All items requiring notarization are the responsibility of the bidder.