

	<h1>CITY OF DULUTH</h1> <h2>REQUEST FOR STATEMENT OF QUALIFICATIONS</h2>
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RFQ Number: CP 19-004	RFQ Title: <u>Plan Review and Building Inspection Services – On Call</u>
RFQ Due Date and Time: March 11, 2019 Local Time: 2:00pm	Number of Pages: 25

<u>ISSUING DEPARTMENT INFORMATION</u>	
Issue Date: February 1, 2019	
<u>City of Duluth</u> <u>Planning and Development Department</u> <u>3167 Main Street</u> <u>Duluth, GA 30096</u>	Phone: 770-476-1790 Fax: 770-814-3008 Website: www.duluthga.net

<u>INSTRUCTIONS TO OFFERORS</u>	
Return Submittal to: City of Duluth Office of the City Clerk Attention: Ms. Teresa Lynn 3167 Main Street Duluth, GA 30096	Mark Face of Envelope/Package: RFQ Number: CP 19-004 RFQ Due Date: March 11, 2019 Special Instructions: Optional Pre-Proposal Conference Wednesday, February 13, 2019 at 10:00am City Hall 3167 Main Street, Duluth, GA 30096
<u>IMPORTANT: SEE STANDARD TERMS AND CONDITIONS</u>	

<u>OFFERORS MUST COMPLETE THE FOLLOWING</u>	
Offeror Name/Address:	Authorized Offeror Signatory:
	(Please print name and sign in ink)
Offeror Phone Number:	Offeror FAX Number:
Offeror Federal I.D. Number:	Offeror E-mail Address:

OFFERORS MUST RETURN THIS COVER SHEET WITH RFQ RESPONSE

OFFEROR'S RFQ CHECKLIST

**The 10 Most Critical Things to Keep in Mind
When Responding to an RFQ for the City of Duluth**

1. _____ **Read the *entire* document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the City Engineer’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 for any questions you may have.
3. _____ **Attend the pre-Statement of Qualification conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or notify the City of any ambiguities, inconsistencies, or errors in the RFQ.
4. _____ **Take advantage of the “question and answer” period.** Submit your questions to the City Engineer 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 or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City. The Statement of Qualification is evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, i.e., cover page, certification forms, etc.
8. _____ **Check the City website for RFQ addenda.** Before submitting your response, check the City website at: www.duluthga.net 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 and read the RFQ document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10. _____ **Submit your response 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 Statement of Qualification responses are never accepted.

This checklist is provided for assistance only and should not be submitted with Offeror’s Response.

**CITY OF DULUTH
REQUEST FOR STATEMENT OF QUALIFICATION LETTER**

We propose to furnish and deliver any and all of the deliverables and services named in the attached Request for Statement of Qualification (RFQ).

It is understood and agreed that this Statement of Qualification constitutes an offer, which when accepted in writing by the City Clerk's Office, City of Duluth, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the City of Duluth.

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

It is understood and agreed that this Statement of Qualification shall be valid and held open for a period of one hundred twenty (120) days from Request for Statement of Qualification opening date.

**STATEMENT OF QUALIFICATION SIGNATURE AND CERTIFICATION
(Offeror to sign and return with Statement of Qualification)**

I certify that this Statement of Qualification is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Statement of Qualification 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 Statement of Qualification and certify that I am authorized to sign this Statement of Qualification for the offeror. I further certify that the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et. Seq. have not been violated and will not be violated in any respect.

Authorized Signature _____ Date _____

Print/Type Name _____

Print/Type Company Name Here _____

CITY OF DULUTH
DISCLOSURE FORM

This form is for disclosure of campaign contributions and family member relations with City of Duluth officials/employees.

Please complete this form and return as part of your RFQ package when it is submitted.

Name of Offeror _____

Name and the official position of the Duluth Official to whom the campaign contribution was made (Please use a separate form for each official to whom a contribution has been made in the past two (2) years.)

List the dollar amount/value and description of each campaign contribution made over the past two (2) years by the Applicant/Opponent to the named Duluth Official.

Amount/Value	Description
_____	_____
_____	_____
_____	_____

Please list any family member that is currently (or has been employed within the last 9 months) by the City of Duluth and your relation:

_____	_____
_____	_____

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1.0 RFQ STANDARD INFORMATION

1.1 Purpose of Procurement

The City of Duluth seeks consulting firms to provide services through an annual on-call professional services consulting agreement. Services provided under the on-call consulting agreement would include the following categories:

- 1. Plan review for commercial and residential structures including, but not limited to mechanical, electrical, plumbing, structural, and fire code.**
- 2. Building inspections for commercial and residential structures including, but not limited to mechanical, electrical, plumbing, structural, and fire code.**

The City intends to select at least one team as on-call service provider through a two-step qualification based selection process, and intends to execute a one-year consulting agreement (with annual renewal options not to exceed 5 years) with the selected teams for services to be provided. The selected team(s) is(are) expected to be able to perform work in all of the categories listed above as needed by the City. The City reserves the right to assign project task orders as the City desires to the selected team(s).

The selected team(s) will work and coordinate with the City Building Official throughout the life of the project, and are expected to be familiar with the requirements of the City of Duluth, Gwinnett County, and current minimum codes adopted by the Department of Community Affairs.

The selected team(s) is(are) expected to be certified to perform the above work.

When a need for services arises, the service will be solicited from a selected team, and will employ the submitted rate schedule, Exhibit C, included in the qualification package.

1.2 Statement of Qualification Certification

Pursuant to the provisions of the Official Code of Georgia Annotated 50-5-67(a), the City of Duluth certifies the use of competitive sealed bidding will not be practical or advantageous to the City in completing the acquisition described in this RFQ. All Statement of Qualifications submitted pursuant to this request will be made in accordance with the provisions of this RFQ.

1.3 Schedule of Events

See Appendix A for the detailed Schedule of Events.

1.4 Restrictions on Communications with Staff

Questions must be directed in writing (email preferred) to the City Building Official:

Joe Stapleton
Building Official, City of Duluth
3167 Main Street
Duluth, GA 30096
(e-mail: jstapleton@duluthga.net)
Fax: 770-814-3008
No Phone Calls Please

From the issue date of this RFQ until a consultant is selected and the selection is announced, Offerors are not allowed to communicate for any reason regarding this RFQ with any City staff or elected official. The City reserves the right to reject the Statement of Qualification of any Offeror violating this provision. All questions concerning this RFQ must be submitted in writing (fax or email may be used) to the City Building Official listed above. No questions other than written will be accepted. No response other than written will be binding upon the City.

1.5 Definition of Terms

OCGA – Official Code of Georgia Annotated (State Statute)

Offeror – Respondent to this Request for Statement of Qualifications

RFQ – Request for Statement of Qualifications

1.6 Description of Requirements

The City of Duluth has established certain requirements with respect to Statement of Qualifications to be submitted by offerors.

Whenever the terms “shall”, “must”, “will”, or “is required” are used in the RFQ, the specification being referred to is a mandatory requirement of this RFQ. Failure to meet any mandatory requirement may cause rejection of offeror’s Statement of Qualifications.

Whenever the terms “can”, “may”, or “should” are used in the RFQ, the specification being referred to is a desirable and failure to provide any items so termed may not be cause for rejection, however, will probably cause a reduction in score awarded.

1.6.1 Resulting Contract

This RFQ and any addenda, the offeror’s RFQ response, including any amendments, and any clarification question responses shall be included in any resulting contract. The City anticipates a Master Services Agreement with lump sum (LS), Unit Rate (UR), or cost plus fixed fee (to a maximum, CPFFM) task orders. The use of LS, UR, or CPFFM will be at the

City's discretion per task order. The Master Services Agreement is for a one year term, renewable to a maximum of five years.

1.6.2 Mandatory Requirements

To be eligible for consideration, an offeror *must* meet the intent of all mandatory requirements. The City will determine whether an offeror's RFQ response complies with the intent of the requirements.

1.6.3 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.

1.6.4 Offeror's Signature

The Statement of Qualification must be signed in blue ink by an individual authorized to legally bind the business submitting the Statement of Qualification. The offeror's signature on a Statement of Qualification in response to this RFQ guarantees that the offer has been established without collusion and without effort to preclude the City of Duluth from obtaining the best possible supply or service. Proof of authority of the person signing the RFQ response must be furnished upon request.

1.7 Submitting a Statement of Qualification

1.7.1 Organization of Statement of Qualification

Offerors must organize their Statement of Qualification into sections that follow the format specified in this RFQ, with tabs separating each section.

1.7.2 Failure to Comply with Instruction

Offerors failing to comply with these instructions may be subject to disqualification.

1.7.3 Copies Required and Deadline for Receipt of Statement of Qualification

Offerors must submit three (3) original Statements of Qualification and one (1) digital copy on CD or thumb drive to the City of Duluth. Qualifications must be sealed and labeled on the outside of the package to clearly indicate that they are in response to **RFQ #CP19-004 Plan Review and Building Inspection Services – On Call. Qualifications must be received by the City of Duluth Office of the City Clerk prior to 2:00 pm local time, March 11, 2019. Appendix C must be included in the qualification package submittal.**

1.7.5 Late Statement of Qualification

Regardless of cause, late Statements of Qualification will not be accepted and will automatically be disqualified from further consideration. It shall be the offeror's sole risk to assure delivery at the Clerk's office by the designated time. Late Statements of Qualification will not be opened and may be returned to the offeror at the expense of the offeror or destroyed if requested.

1.8 Required Review

1.8.1 Review RFQ

Offerors should carefully review the instructions; mandatory requirements, specifications, and standard terms and conditions set out in this RFQ and promptly notify the City Engineer, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFQ.

1.8.2 Pre-Proposal Meeting and Questions

An optional pre-proposal meeting will be held on Wednesday, February 13, 2019 at 10:00am local time in the second floor Executive Conference Room at City Hall, 3167 Main Street, Duluth, GA 30096.

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 City Building Official on or before **Friday, February 15, 2019**. Questions received after the deadline may not be considered.

1.8.3 City's Responses

The City will provide an official written response to all questions received by February 15, 2019. The City'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. Any formal written addendum will be posted on the City's website at: www.duluthga.net by the close of business on **Friday, February 22, 2019**. Offerors must sign and return any addenda with their RFQ response.

1.8.4 Project Oversight and Staffing

The successful teams will coordinate with Joe Stapleton, City Building Official, **at email:** jstapleton@duluthga.net.

2.0 RFQ STANDARD INFORMATION

2.1 Authority

This RFQ is issued under the authority of the Office of the City Clerk of Duluth. The RFQ process is a two-step procurement option allowing the award to be based on stated evaluation criteria. The RFQ states the relative importance of all evaluation criteria. No other evaluation criteria, other than as outlined in the RFQ, will be used.

2.2 Receipt of Statement of Qualification and Public Inspection

2.2.1 Public Information

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 after receipt and evaluation of Statements of Qualification have passed with the following three 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 Duluth (3) other constitutional protections.

2.2.2 Initial Review of Statement of Qualification.

Upon opening the Statements of Qualification received in response to this RFQ, the City Building Official or his designee will review the Statements of Qualification 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 Statement of Qualification.
- An affidavit from an offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each Statement of Qualification containing trade secrets.

Information separated out under this process will be available for review only by the evaluation committee members 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 Statement of Qualification

2.3.1 Initial Classification of Statement of Qualification as Responsive or Non-responsive

All Statements of Qualification will initially be classified as either "responsive" or "non-responsive". Statements of Qualification may be found non-responsive any time during the evaluation process if any of the required information is not provided or the Statement of

Qualification is not within the plans and specifications described and required in the RFQ. If a Statement of Qualification is found to be non-responsive, it will not be considered further.

2.3.2 Determination of Responsibility

The City Building Official 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 contract 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, made a part of the procurement file and mailed to the affected offeror.

2.3.3 Evaluation of Statement of Qualification

All responsive Statements of Qualification will be evaluated based on stated evaluation criteria. No criteria others than those listed will be used.

2.3.4 Completeness of Statement of Qualification

Selection and award will be based on the offeror's Statement of Qualification as 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 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 Evaluation Committee Recommendation

The evaluation committee will provide a written recommendation to reflect the winning teams. This recommendation will be brought to Council for further consideration.

2.3.6 City's Rights Reserved

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

- cancel or terminate this RFQ;
- reject any or all Statement of Qualification received in response to this RFQ;
- waive any undesirable, inconsequential, or inconsistent provisions of this RFQ which would not have significant impact on any Statement of Qualification;
- not award if it is in the best interest of the City not to proceed with contract execution; or
- if awarded, terminate any contract if the City determines adequate City funds are not available.

3.0 MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be present in the Statement of Qualification before further consideration will be given. Offeror must prepare and submit a response which references the page(s) where each requirement is documented.

3.1 Project Information – see Section 1.1 of this RFQ.

3.2 Background information

Each successful team that is awarded an on-call consulting agreement by the City of Duluth will be forwarded task orders as needed by the City.

Once a task order is assigned, the consultant will be expected to provide a fee and a schedule in a timely manner. Once the task order scope, fee, and schedule are completely negotiated, the City will issue a Notice to Proceed (NTP). No work shall be completed prior to issuance and receipt of NTP.

In negotiating fees, the rate schedule in Appendix C will be utilized. No other rates will be considered. Task Order fee proposals must not exceed the rates submitted in Appendix C.

3.3 General Scope of Services

3.3.1 Description of tasks

The scope and services for each project/task order may vary, but in general may include plan review for commercial and residential structures including, but not limited to mechanical, electrical, plumbing, structural, and fire code plans, as well as inspections for commercial and residential structures including, but not limited to mechanical, electrical, plumbing, structural, and fire code.

3.4 General Information

1. It is extremely important that project schedules are met. Only those firms or teams with the necessary resources and a commitment to complete all work on schedule should submit a Statement of Qualifications (SOQ).
2. Consultant(s) should assume a projected contract award around **April 8, 2019**.
3. Firms are expected to be very knowledgeable about current minimum codes adopted by the Department of Community Affairs.
4. Consultant **must be a licensed design professional or certified** for this type of work with the International Code Council.

Proof of current professional licensure or a current copy of each ICC Certification is required and MUST be submitted as part of this SOQ. Failure to include these

certifications may deem offeror non-responsive.

5. City of Duluth will expect to liaison with a single project manager representing the team.
6. The City may select the best qualified consultant(s) based on the information received from interested firms as a result of this solicitation. If necessary, interviews will be held the week of **March 18, 2019**.
7. City of Duluth reserves the right to cancel any and all Requests for Qualifications at any time when it is determined to be in the best interest of the City.
8. City of Duluth also reserves the right to increase, reduce, add or delete any item in this solicitation as deemed necessary.
9. Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin.
10. City of Duluth anticipates a Master Services Agreement with Unit Rate task orders (based on negotiated scopes and the rate schedule in Appendix C) to be awarded as a result of this advertisement.
11. Generally, the City's position is **not** to provide Debriefings until after the contract has been awarded, except for firms disqualified during the Due Diligence Process, in which case a **Pre-Award Debriefing** can be requested following Due Diligence. For these contracts, Pre-award debriefings would be provided after the announcement of the short-listed firms within the time period posted on the website. **All requests must be made and scheduled within this time frame. Any request outside of this time period will be accommodated only at the discretion and convenience of the City's staff.**
12. It is the responsibility of all firms interested in submitting Statement of Qualifications (SOQs) for this advertisement to routinely check the posting on the City's website and the State Procurement Registry for any revisions to this RFQ.
13. Incomplete submittals will not be considered. Late submittals will not be accepted.

4.0 STATEMENT OF QUALIFICATION SUBMISSION AND EVALUATION

4.1 Process for Submitting Statement of Qualification

Technical Submittal (3 originals and 1 digital copy)

- a. Statement of Qualification Certification and other required documentation
- b. Technical Statement of Qualification, addressing all requirements in Section 3.0 and limited to **10 pages**. To help with the review, please use the following order:
 - Fee Schedule (Appendix C)
 - Qualifications and Certifications of the Team
 - Past Experience of the Team

- Available Resources and Response Times
- References

Mark the package as follows:

Name of Company
Phone Number and Point of Contact for Company
RFQ # CP19-004; On-Call Plan Review and Building Inspection Services

Due date: March 11, 2019 @ 2:00 P.M. Eastern Time

Statement of Qualification package must be submitted in a sealed package to the following address:

CITY OF DULUTH
Office of the City Clerk
3167 Main Street
Duluth, GA 30096
Attn: Ms. Teresa Lynn

Any Statement of Qualification received after the due date and time will not be evaluated.

4.2 Evaluation Process

The evaluation of Statements of Qualifications received on or before the due date and time will be conducted in the following phases. First, the Statement of Qualifications will be evaluated as “Responsive” or “Non-Responsive” based on whether the page count is within limits and whether all required forms are submitted and signed. Then, the evaluation committee will evaluate the remaining Statement of Qualifications based on stated evaluation criteria. The evaluation committee will recommend the highest scoring offerors to be interviewed, as needed.

4.2.1 Administrative Review

The Statements of Qualification will be reviewed by the City Building Official for the following administrative requirements:

1. Submitted by deadline
2. Sealed Technical Submission of Statement of Qualification.
3. All required documents have been submitted
4. All documents requiring an original signature have been signed and are included

4.2.2 Mandatory Requirements Review

Statements of Qualification which pass the administrative review will then be reviewed by the Technical Evaluation Team to ensure all requirements identified in Section 3.0 are addressed satisfactorily.

4.2.3 Technical Statement of Qualification Evaluation – Step I

In this phase, the Technical Evaluation Committee will evaluate the quality and completeness of each technical submittal as it addresses each requirement of the RFQ. The RFQ carries a total weight of **100 points**. Technical submittals will be evaluated by three (3) independent reviewers and scored in five categories. Each category is assigned a maximum point value.

Firms will be evaluated and rated based on the criteria below (listed by relative importance, in descending order):

1. Fee Schedule (Appendix C) – 40 points max.

Basis of Evaluation

- Year 1 rates
- Annual escalation

2. Qualifications and Certifications of the Consultant/Team - 30 points max.

Basis of Evaluation

- Qualification of staff, number and type of certifications and/or professional licenses
- Demonstrated experience of staff in service to local governments for plan review and building inspection services
- Knowledge of current ICC codes

3. Past Experience of the Consultant/Team – 15 points max.

Basis of Evaluation

- Demonstrated experience with similar type contracts.
- Demonstrated ability to complete multiple projects for municipal clients in a timely manner.

4. Available Resources– 10 points max.

Basis of Evaluation

- Provide organizational chart. Is org chart complete with all necessary skill sets?
- Provide a chart or list of consultant/team resources.
- Proven response times.

5. References – 5 points max.

Provide the contact name, organization, phone number and email address for at least 3 municipal clients your firm/team has worked with in the past 5 years. A minimum of two references will be contacted to confirm the consultant's history of project

performance and project manager performance. Scores will be based on the average of responding references received.

Basis of Evaluation:

- Satisfaction with services performed
- Satisfaction with and responsiveness of Project Manager on similar projects

4.2.4 Submittal Requirements

Failure to meet these requirements may result in the Statement of Qualification being determined “non-responsive” and the entire submittal will be rejected.

The submittal should be divided into three sections.

- Administration Documents (Firm identification sheet, RFQ forms, signed addenda sheets, certification forms for Prime and subs, E-verify forms, Appendix C rate sheet other forms as required)
- Statement of Qualifications (10 pages total)

The Statement of Qualification Sections should be further outlined under the following headings based on the Criteria #1 - #5:

- Fee Schedule (Appendix C)
 - Qualifications and Certifications of the Team
 - Past Experience of the Team
 - Available Resources
 - References
1. The Statement of Qualification Section shall be no more than ten pages in total: Five (5) double-sided, 8½ x 11 pages. If so desired, a single sided 11 x 17 page can be used for the organizational chart, and it will count as one page in the 10 page limit. The 10-page limit does not include the tab pages. Tabs should not include additional information, ONLY the tab information. A cover letter, while optional, will count toward the 10 page limit. **ONLY 10 PAGES WILL BE REVIEWED.** Any other supplemental information and pages outside the page limit will not be reviewed, and may be grounds for disqualification.
 2. In the “Administration Documents” section of the submittal, **include a Firm Identification Sheet.** Provide firm name, address, telephone number, e-mail address for the primary contact person, former firm names, official Georgia address (if applicable), joint venture partner information (if applicable), and sub-consultants to be used by the firm. If the firm has branch offices, state which office will be performing the majority of the work. Offeror shall specify how long the individual/company submitting the Statement of Qualification has been in the business of providing services similar to those requested in this RFQ and under what company name.

On this same sheet, provide the following information for prime and sub-consultant(s) for the last three (3) years: average and maximum number of permanent employees. For firms having offices other than the local office, this information should be listed for both the local office and the firm as a whole. A chart with this information will suffice. The firm identification sheet will not count toward the 10 page limit.

3. In the “Administration Documents” section of the submittal, include a sample copy of the Prime’s insurance certificate with the current insurance limits listed. If a sample is not available, you may list the insurance carrier name and your current limits. This will not count toward the 10 page limit. Failure to include this information may result in disqualification.
4. Included on the organizational chart, provide the names of key personnel who will perform the work. Personnel information should include professional registrations/licenses/certifications [type, number, and state(s) where applicable], years of experience, years with firm, actual work performed by the individual. This can be listed under the graphic, in chart form, if more convenient. Brief bios for key staff can be included to emphasize previous relevant work experience.
5. The consultant’s proposed Project Manager/Point of Contact shall be identified and must be a professional licensed in Georgia or internationally certified. A resume for the Project Manager/Point of Contact shall be included in the “Qualifications of the Team” section, and will count toward the 10 page limit.
6. Consultants shall clearly indicate in the submittal package the designated staff person that will act as the primary point of contact with the City. This individual should be the Project Manager.

4.2.5 Interviews – Step II

If necessary, the City will conduct interviews with the top offerors. If conducted, interviews will be worth up to 20 points. At its discretion, the City will schedule these interviews after the short list is finalized. Each offeror invited will have a 30 minute time slot either for an in-person or telephone interview. Qualification evaluation scores will be added to the interview scores, and the list of offerors will be ranked in order. The City will then recommend award of contracts to the top two scoring teams. Additional teams may be selected if it is in the City’s best interest to do so.

Final awards must be approved by the Duluth City Council.

4.3 Rejection of Statement of Qualification/Cancellation of RFQ

The City reserves the right to reject any or all Statements of Qualification, to waive any irregularity or informality in a Statement of Qualification, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. It is also within the right of the City to reject Statements of Qualification **that do not contain all elements and information requested in this document**. The City reserves the right to cancel this RFQ

at any time. The City will not be liable for any cost/losses incurred by the Offerors throughout this process.

4.4 City's Right to Investigate and Reject

The City may make such investigations as deemed necessary to determine the ability of the offeror to perform the services specified.

4.4.1 References

Offeror shall provide references based on Section 4.2.3. These references may be contacted to verify offeror's ability to perform the contract. 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 the contract whether or not those references were provided to the City in the offeror's qualification package. Negative references may be grounds for Statement of Qualification disqualification.

5.0 TERMS AND CONDITIONS

5.1 RFQ Amendments

The City reserves the right to amend this RFQ prior to the Statement of Qualification due date. All amendments and additional information will be posted to the City's website at: www.duluthga.net. Offerors are encouraged to check this website frequently.

5.2 Statement of Qualification Withdrawal

A submitted Statement of Qualification may be withdrawn prior to the due date by a written request to the Office of the City Clerk. A request to withdraw a Statement of Qualification must be signed by an authorized individual.

5.3 Cost for Preparing Statement of Qualification

The cost for developing the Statement of Qualification is the sole responsibility of the Offeror. The City will not provide reimbursement for such costs.

5.4 Conflict of Interest

If an Offeror has any existing client relationship that involves the City of Duluth, the Offeror must disclose each relationship.

5.5 Compliance with Laws

The Consultant shall comply with all City, State of Georgia and Federal laws, rules, and regulations.

5.6 Governing Terms

This RFQ expressly limits acceptance to the terms stated below. Any additional or different terms proposed by Consultant and expressed in any form (acknowledgements, confirmations, invoices, catalogs, brochures, technical data sheets, etc.), whether before or after Consultant's receipt of this contract, shall not be binding upon City. City's silence or acceptance of the materials shall not constitute consent to such additional or different terms.

5.7 Indemnification

Consultant shall be responsible for and shall indemnify and hold City harmless from any and all claims, demands, costs, damages and expenses of whatever nature (including, without limitation, attorney's fees) relating to or arising from (a) Consultant's breach of any of the representations and warranties contained herein; (b) Consultant's failure to follow City's specifications; (c) Consultant's other breach of the terms hereof; or (d) any other act(s) or omissions(s) of Consultant, its employees, independent contractors, agents, and suppliers.

5.8 Corrections/Credits

At City's option, Consultant shall either issue an appropriate credit or undertake, at Consultant's sole cost, corrections to materials made necessary by reason of Consultant's failure to follow City's specifications or Consultants' other breach of the terms hereof. The remedies afforded City in this paragraph are in addition to, not in lieu of, any other remedy herein or provided by law or equity.

5.9 Insurance –

Consultant shall maintain the following insurance:

Statutory Workers' Compensation Insurance. Employers Liability: Bodily Injury by Accident - \$100,000 each accident, Bodily Injury by Disease - \$500,000 policy limit, Bodily Injury by Disease - \$100,000 each employee. Commercial General Liability Insurance: \$1,000,000 limit of liability per occurrence for bodily injury and property damage. Auto Liability Insurance: \$500,000 limit of liability per occurrence for bodily injury and property damage.

All insurance shall be provided by an insurer(s) acceptable to City, and shall provide for thirty (30) days prior notice of cancellation to City. Upon request, Consultant shall deliver to City a certificate or policy of insurance evidencing Consultant's compliance with this paragraph. Consultant shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage.

5.10 Cancellation

City may cancel this agreement at any time prior to City's acceptance of the final product, upon giving written notice of cancellation to Consultant. In such event, Consultant shall be entitled only to payment for approved work completed to date. City shall not be responsible for any other amounts whatsoever including, without limitation, penalties.

5.11 Independent Contractor

Consultant shall at all times be acting as an independent contractor and not be considered or deemed to be an agent, employee, joint venture or partner of City. Consultant shall have no authority to contract for or bind City in any manner.

5.12 No Assignment

Consultant may not assign this agreement or any of its rights or responsibilities hereunder, without City's prior written consent.

5.13 Audit

Upon not less than two (2) days prior notice, City shall have the right to inspect and audit all records (including, without limitation, financial records) of Consultant which pertain to Consultant's fulfillment of this agreement and charge therefore.

5.14 Attorney's Fees

In the event of Consultant's breach hereunder, City, in addition to the recovery of all monies and damages owed to City, shall be entitled to recover from Consultant the reasonable attorney's fees and court costs incurred by City as a result of such breach.

APPENDIX A SCHEDULE OF EVENTS
RFQ #CP 19-004

<u>Event</u>	<u>Date</u>
Release of RFQ	2/1/2019
Offerors' Conference	2/13/2019 10:00am
Deadline for Written Questions *Submit via E-Mail to City Building Official: jstapleton@duluthga.net	2/15/2019
*Offerors' Addendum to be posted at www.duluthga.net	2/22/2019
Qualifications Due (Opening Date)	3/11/2019 @ 2:00PM

Qualifications are due to:

City of Duluth, Office of the City Clerk

Attention: Ms. Teresa Lynn

Re: CP19-004 Plan Review and Building Inspection Services – On Call

3167 Main Street

Duluth, GA 30096

Technical Evaluation Complete	3/15/2019
Interviews, if needed (On or About)	Week of 3/18/2019
Evaluation Complete (On or About)	3/25/2019
City Council Approval (On or about)	4/8/2019
Contract Award (On/about)	4/8/2019

Task Orders are anticipated to begin after April 8, 2019.

APPENDIX B FEDERAL PROVISIONS

Comply with following Special Provisions, as applicable:

Compliance with the Title VI of the Civil Rights Act of 1964

The Contractor shall comply and cause its Sub-contractors to comply with the regulations for compliance with the Title VI of the Civil Rights Act of 1964, as amended, and 23CFR 200.

Compliance with the Equal Employment Opportunity Executive Order

The Contractor shall comply and cause its Sub-contractors to comply with the Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR 60).

Compliance with Americans with Disabilities Act of 1990

The Contractor shall comply and cause its Sub-contractors to comply with all applicable requirement of the Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101 et seq. and 49 U.S.C. 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791; and regulations and amendments thereto.

Compliance with Retention Records

The Contractor shall comply and cause its Sub-contractors to comply with retention of all required records for three (3) years after grantees or sub-grantees makes final payments and all other pending matters are closed.

APPENDIX C Rate Schedule – COMPANY NAME: _____

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Plan Examiner					
Plan Reviewer - Residential					
Plan Reviewer - General					
Other (list below):					
Building Inspections					
Building Inspector – Residential					
Building Inspector – Commercial					
Building Inspector – B5					
Other (list below):					

Hourly rates must include all overhead, profit, and indirect/direct costs. No additional costs will be negotiated above and beyond the hours. All mileage, postage, reproduction, etc must be included in the rates listed above.



Physical performance of services: Contracts with the City involving both physical labor and any services over \$2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on [E-verify Homepage](#), see start here direction.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

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 the City of Duluth 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:

Project Name: _____ Date of Project: _____

Legal Name of Contractor: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Federal Work Authorization User Identification Number (E-Verify Number): _____ (4-8 digit numeric #)

Date of Authorization: _____

***If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of State DL or State ID) Drivers License Number: _____**

I hereby declare under penalty of perjury that the foregoing is true and correct

Signature of Authorized Officer/Agent Date

Printed Name and Title of Authorized Officer/Agent

MUST BE COMPLETED BY NOTARY

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ____ DAY OF _____, 20__

Executed in _____ (City), _____ (State)

NOTARY PUBLIC Signature

My Commission Expires