

REQUEST FOR QUALIFICATIONS (RFQ'S)
For On-Call Construction Services for the Baldwin County Commission

1.0 PROJECT ANNOUNCEMENT

Through this Request for Qualifications (RFQ), Baldwin County Commission is inviting Contractors to submit their qualifications to do business on an on-call basis for Baldwin County Commission for a thirty-six (36) month period on miscellaneous construction projects valued at \$15,000.00 to \$49,000.00.

The Commission will select Contractors based on the criteria set out in this RFQ. Once selected the Contractor will be placed on an "On-Call" List for Construction Services. Contractors will provide on-call services performing construction work on County buildings, including remodeling, retrofitting, and renovation projects. Baldwin County Commission will send a Request for Proposals (RFP) for each project to all selected on-call Contractors. Contractor proposals that meet RFP requirements will be evaluated based on cost, and ability to construct the job in a timely manner. Contractor shall provide all the necessary materials, if required and not furnished by Baldwin County Commission, labor and equipment to complete each project. Baldwin County Commission will enter into a Public Works Contract for each specific construction project with the Contractor that submitted the best proposal that fall within the \$15,000.00 to \$49,999.00 project cost. Minor design services may be required on some projects. **Baldwin County Commission will not guarantee issuance of any work under this RFQ.**

All Alabama Public Works Laws will comply to any Contracts executed from this RFQ.

Application Deadline: xxxxxx, xxxxx, x, 2019 at 2:00 P. M. Central Standard Time

Respondents shall submit **ONE ORIGINAL** qualification package and **THREE COPIES** to:

Wanda Gautney, Purchasing Director
312 Courthouse Square, Suite 15 (mailing address)
257 Hand Avenue (physical address)
Bay Minette, AL 36507
(251) 580-2520

The Baldwin County Commission (BCC) reserves the right to waive any informalities, to reject any and all submittals, and to negotiate with any respondent to the RFQ.

2.0 OWNERS REPRESENTATIVE

2.1 Wanda Gautney
Purchasing Director
Baldwin County Commission
257 Hand Avenue
Bay Minette, Alabama 36507

3.0 INSTRUCTIONS TO RESPONDENTS

3.1 Proposals must be submitted in sealed envelopes marked with the name of the Respondent and the words **“RFQ FOR ON-CALL CONSTRUCTION SERVICES”** marked on the outside of the envelope. Submittals will not be accepted or considered after the deadline for receipt of the requested submittal. **EMAILED ORIGINALS WILL NOT BE ACCEPTED.**

3.2 Evidence of Contractor’s authority to do business in the State must be included in the submittal. State Contractors License number, if applicable. All Contractors will be required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Information and forms can be found on the Baldwin County Commission’s Purchasing website under E-Verify at www.baldwincountyal.gov

3.2.1 Minimum requirements for this RFQ include evidence of at least five (5) completed projects. The minimum specific requirements are:

3.2.1.1 PROVIDE GENERAL COMPANY INFORMATION, WHICH INCLUDES:

- 3.2.1.1.1 History of company
- 3.2.1.1.2 Description of divisions or area offices
- 3.2.1.1.3 Types of services provided by your firm
- 3.2.1.1.4 Number of employees
- 3.2.1.1.5 Current and projected workloads
- 3.2.1.1.6 A current Statement from a certified Public Accountant or a letter from a bank or similar institute as to whether or not the firm is operating on a sound financial basis

3.2.1.2 PROVIDE RELEVANT PROJECT EXPERIENCE, WHICH INCLUDES:

- 3.2.1.2.1 Description of project
- 3.2.1.2.2 Role of firm either as prime or subcontractor
- 3.2.1.2.3 Project’s construction cost
- 3.2.1.2.4 Construction dates (identify if this included phased construction)

3.2.1.2.5 Project Owner

3.2.1.3 PROVIDE PROJECT TEAM INFORMATION, WHICH INCLUDES:

3.2.1.3.1 An organizational chart identifying the Company and all other key personnel, project engineers and all other personnel who may be assigned to projects

3.2.1.3.2 Description of each team member's role on the project

3.2.1.3.3 Resumes of each team member

3.2.1.3.4 Describe the firm's project management approach including its perspective and experience on quality control, project scheduling, and construction safety.

3.3 Baldwin County Commission reserves the right to reject any or all submittals, to re-advertise and negotiate with any qualified sources, or to alter the scope of services.

3.4 Baldwin County Commission reserves the right to revise or amend the requirements of the RFQ prior to the receipt deadline by written addenda.

3.5 Packages lacking any of the submittals that are required in this RFQ may be considered as incomplete and non-responsive.

3.6 Proposals shall be evaluated on a BEST VALUE basis. An **"On-Call" list of Contractors** will be selected based on whose qualifications appear to be of the highest quality service, direct previous experience with the County and in the best interests of the Baldwin County Commission.

3.6.1 Joint Venture Proposals will be allowed.

3.7 The apparent silence of the RFQ as to any details or the omission from it of a detailed description concerning any point shall be marked as non-responsive.

4.0 FEE PROPOSAL

4.1 For each new project, the Commission will send a Request for Proposals (RFP) to all qualified Contractors from the established list of "On-Call" Construction Services. The contractors will be asked to provide a cost for the project based on the scope of work for the new project. The Commission will select the contractor based on cost, and ability to construct the job in a timely manner for each individual project.

5.0 EVALUTION CRITERIA

- 5.1 All requirements identified in this RFQ must be satisfied in order for the proposal to qualify for consideration. The County desires to receive proposals from contractors who can demonstrate operational and technical qualifications and capabilities.
- 5.2 All proposals will be evaluated by representatives of Baldwin County Commission to identify the proposal that best meets the needs of Baldwin County Commission as set forth in the RFQ. The evaluation categories and a brief description of each component includes:
 - 5.2.1 Qualifications and Experience: This category deals with contractor's performance on prior projects, and the experience level of key personnel proposed for this project. Experience relates to the overall assessment of the contractor's assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current and previous clients, submitted information in response to the RFQ and on the evaluation team's assessment of the various factors.
 - 5.2.2 Scope of Work: Technical Approach. This category represents an evaluation of the work plan submitted and the approach to be used to meet the County's needs.

6.0 INDEMNIFICATION

The Contractor shall indemnify, defend and hold County and its affiliates, employees, agents, and representatives (collectively "County") harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon County, as a result of or in any manner related to provision of services hereunder resulting from any negligent act or omission by the Contractor. The Contractor shall provide the COUNTY with proof of general liability coverage including the COUNTY as an additional insured. This indemnification shall survive the expiration of this agreement.

7.0 INSURANCE

The Contractor agrees to carrier at their own cost and expense for the length of the contract and with insurers satisfactory to the Baldwin County Commission, maintain in effect the following insurance coverage from an insurance company or companies authorized to do business in Alabama.

7.1 A Comprehensive General Liability Policy

- 7.2 Comprehensive Liability Insurance covering all owned and non-owned Automobiles
- 7.3 Worker's Compensation Insurance as required by law
- 7.4 Subcontractor's Public Liability & Property Damage Insurance when applicable

8.0 TERMINATION OF SERVICES

The COUNTY may terminate any Contract, with or without cause or reason by giving written notice of such to the other party. Upon receipt of such notices, PROVIDER shall discontinue its work to the extent specified in the notice.

In the event of termination, the COUNTY shall pay PROVIDER for all services satisfactorily rendered, and for any expenses deemed by COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination.

9.0 AWARD PERIOD

The On-Call Construction Services List shall be effective for a period of **thirty-six (36) months**, commencing immediately upon the approval date by the Baldwin County Commission of the On-Call list.