REQUEST FOR QUALIFICATION 18RFQ012417K-MH

DESIGN BUILD SERVICES
CENTRAL LIBRARY RENOVATION PROJECT (L011)

For

ATLANTA-FULTON PUBLIC LIBRARY SYSTEM

RFQ ISSUANCE DATE: Tuesday, February 20, 2018
RFQ DUE DATE AND TIME: Tuesday, April 10, 2018 at 11:00 A.M.
STATEMENT OF QUALIFICATION CONFERENCE DATE: Monday, March 19, 2018
PURCHASING CONTACT: Mark Hawks, Assistant Purchasing Agent
E-MAIL: mark.hawks@fultoncountyga.gov

LOCATION: FULTON COUNTY GOVERNMENT
DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303
# Design Build Services

Central Library Renovation Project (L011)

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## APPENDICES

- Appendix 1 – RFQ Responsiveness Checklist
- Appendix 2 – Application for Prequalification
- Appendix 3 – Safety and Environmental Compliance Form
1.1 PURPOSE

Fulton County, Georgia ("County") is seeking qualified firms (hereafter, "Respondents") to submit responses in the form of Statements of Qualifications ("SOQ") indicating their interest and qualifications for the Design/Build Services for the completion of design/construction documents and construction of the Central Library Renovation Project.

The details of the Project requirements will be presented in the Request for Proposal ("RFP"), which will be issued to the prequalified Respondents who will be invited to respond to the RFP. After the evaluation of the prequalified Respondent’s Proposals, the Project shall be awarded, if at all, to the responsible and responsive Respondent whose proposal is most advantageous to the County unless one or more of such Respondent’s qualifications changes after submission of its SOQ and before the award, and such change results in the Respondent being disqualified under the criteria in the SOQ or otherwise is determined to be not responsible or not responsive to the RFP. If this occurs, the Project shall be awarded, if at all, to the next most responsible and responsive Respondent, that remains qualified at the time of the award, whose proposal is most advantageous to the County. Each Respondent shall have a continuing duty to notify the County, in writing, in the event that any of its qualifications change on or after the date it submits its SOQ and before the Project is awarded and the construction contract is executed by the County. Any award shall further be conditioned upon provision by the Respondent of appropriate performance and payment bonds covering the Project as provided by applicable law.

Responses to this RFQ will be evaluated to identify a list of qualified Respondents based on the requisite experience, qualifications, and resources to complete the Project successfully within an agreed guaranteed maximum price (GMP) or fixed price and construction schedule in accordance with the Project requirements that will be specified by the County. Submissions will be evaluated in accordance with the evaluation process presented in Section 4 of this RFQ.

1.2 DESIGN/BUILD DELIVERY SERVICES

The renovations to the Central Library will follow a Design/Build (D/B) with Bridging Document model. The following services will be required by the selected D/B entity:
Phase 1 – Preconstruction Phase Services

Phase 1 shall consist of planning, permitting, design, bidding of component packages and preparation of a Guaranteed Maximum Price (GMP) verification. Phase 1 is more specifically described as follows:

- **Complete Design Documents** – signed and sealed complete architectural/engineering drawings, details, and technical specifications for the scope of work. Under separate contract, the County will provide 50% Design Development documents to the Design/Builder for completion to 100% Construction Documents. The design package will be assembled in a manner that provides sufficient technical design information for qualified subcontractors to prepare competitive bids. It is the responsibility of the Design/Builder to comply with the Bridging Documents and design within the GMP. The Design/Builder shall coordinate with the Owner's program wide consultants (FF&E, Wayfinding, & Technology) and incorporate their construction documents into the Design/Builders construction document package.

- **Design Review Meetings** – conduct milestone design workshops at 90% Design Development (DD); 100% DD; 50% Construction Documents (CD); 95% CD; and 100% CD plus periodic meetings with Atlanta-Fulton Public Library System (AFPLS), Fulton County (County), and their authorized representatives to ensure design criteria are being met.

- **Project Schedule** – develop and manage a total project schedule using approved scheduling software (Primavera P6). Monthly monitoring, updating and reporting will be required with every monthly invoice.

- **Permitting** – identify and obtain all permits and approvals (environmental, building, local, state, federal, etc.) required to complete design, construct, and commission the project. Permitting activities must be included in the project schedule. Includes participation in pre-application meetings, preparation of applications and submittals, responses to requests for additional information (RFI's) and developing, implementing and monitoring a permit compliance plan.

- **Coordination with County staff regarding the project design, permitting and construction phases.**

- **Guaranteed Maximum Price (GMP)** – at the 50% construction documents stage, a GMP will be developed through an open book bidding of all work packages (with the exclusion of early release packages as
determined by the County) for the project construction (labor, equipment, materials and services) with the exclusion of any County sourced equipment/services as defined during the design of the project.

If a GMP cannot be agreed upon, the County will retain all of the deliverables obtained during the first phase of the D/B Project and may use them to re-advertise the Project for construction bids or proposals. If a GMP is accepted by the County, a GMP Amendment will be executed by the County and the D/B Entity in the amount of the agreed GMP for the construction of the scope of work outlined in the design documents.

- The GMP will also include all other direct costs the Design-Builder will encounter including general condition costs, costs of bonds and insurance, overhead and profit for all work under the construction phase, Owner Controlled contingencies (which contingencies, if any, shall be for the County’s use and benefit), field management costs, and any allowances.

**Phase 2 – Construction Phase Services**

Phase 2 shall consist of construction services as described below.

- Construction Services – provide management and administration of the Design/Build Entity construction phase obligations as defined in the Contract. Construction Phase scope of work will include monthly progress/construction meetings; management of subcontractors (contracts, insurance, and bonds); preparation of payment requests; shop drawings and equipment Operations & Maintenance (O&M) Manual submittal and tracking; tracking of Request for Information and/or clarifications (RFI's); document filing and storage; preparation of record drawings; facility training, start-up and commissioning; project close-out; and warranty administration through the warranty period.

- Project Schedule – develop and manage a construction phase schedule using approved scheduling software. Monthly monitoring, updating and reporting will be required.

- Project Budget Reporting – preparation of a project construction budget and monthly monitoring, updating and reporting. Cash flow projections will also be required for the construction phase of the project.

- Permitting – tracking of permit compliance, all required regulatory notifications and reporting, proper closeout and/or transfer to the operational phase and receipt of certificate of occupancy.
1.3 METHOD OF SOURCE SELECTION

This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this Proposal is Code Section 102-381, Request for Qualification.

1.4 BACKGROUND

The Stakeholders of the Atlanta-Fulton Public Library System realized that a comprehensive master plan for library facilities was needed. The Board of Commissioners and Library Board of Trustees developed a plan to guide decisions regarding facilities. The plan identified where citizens were underserved, where libraries were most needed, what was the optimal size, and what improvements needed to be made to existing facilities. The plan examined these issues for the entire area, not just one neighborhood or community. Most importantly, this much needed and desired plan was unbiased and based on valid/authoritative data and information.

On July 16, 2008, the Fulton County Board of Commissioners voted to place a $275 million bond referendum on the November 4, 2008 ballot to implement the Library’s Facility Master Plan. The referendum was approved with 65% voter support.

The Facility Master Plan is exclusively focused on facilities - not collections, services or programs within County libraries. Determining service needs is ongoing and the input of citizens and library staff is critical as we evaluate and plan for new and renovated libraries. As new facilities were to be built, community involvement was essential. Branch libraries were not to be mirrors of each other. A cookie cutter approach would not work for urban, suburban and rural system where diverse communities with different needs are served. It is also important to note that superb library service can be delivered from all library sizes.

The Atlanta-Fulton Public Library System had not completed a through comprehensive analysis of facility needs since mid-1980 when a bond referendum was approved by voters. This bond issue built many of our existing library facilities. This important, multi-year construction effort resulted in facilities that served the public well. However, 20 years later, there are notable facility needs including infrastructure improvements, interior updates and reprogramming of spaces.

The Atlanta-Fulton Public Library System has a proven record of customer satisfaction with over 90% of our citizens who use our services. All our 34 locations are open gateways to one library, one collection. Our talented, well-
trained and empowered staff is committed to providing excellent library service delivered equitably and with community needs and input in the forefront. We are sustained by strongly supportive elected officials; an effective, policy-making Board of Trustees; enthusiastic, engaged Friends of the Library; and a dedicated Library Foundation.

The $275 M Referendum is being addressed in two phases. Phase I included eight new libraries and two major renovations and expansions. Phase II will be the renovation of 21 libraries plus the renovation of Central Library.

1.5 PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. All technical requirements, unless otherwise specified, must be met, or be capable of being met by the Proposer or their proposal will be disqualified as being non-responsive.

This section presents an overview of the two-step procurement process, project delivery methodology, access to the RFQ and other documents, and questions regarding the RFQ.

1.5.1 Overview of Two-Step Procurement Process

The two-step procurement process consists of a RFQ step and followed by the RFP step. During the RFQ step, the County will prequalify Respondents based on pre-established evaluation criteria. Prequalified Respondents will be the only design-build entities eligible to proceed to the RFP step of the procurement process.

During the RFP step, prequalified Respondents will be invited to submit binding proposals for the Project in accordance with the terms and conditions of the RFP and the Agreement. The County will make an award to the responsible and responsive Proposer whose proposal is determined in writing to be the most advantageous to the County, taking into consideration the evaluation factors set forth in the RFP.

Respondents may be afforded an opportunity for discussion, negotiation, and revision of proposals. Discussions, negotiations, and revisions may be permitted after submission of proposals and prior to award for the purpose of obtaining best and final offers. All responsible and responsive Respondents determined by the County to have submitted proposals reasonably susceptible of being selected for award shall be given an opportunity to participate in such discussions, negotiations, and revisions. During the process of discussion, negotiation, and
revision, the County will not disclose the contents of proposals to competing Respondents.

It is anticipated that a Guaranteed Maximum Price (GMP) for construction will be proposed at approximately 80 percent design completion stage. Alternatively, to a Guaranteed Maximum Price, and at the County’s sole discretion, the County may elect to accept a proposed fixed price. If the County and the Design Build entity cannot agree on the GMP or fixed price, the County reserves the right to complete the design and execute the project using any construction procurement method determined to be in the County’s best interest.

1.6 OBTAINING THE RFQ AND OTHER DOCUMENTS

This document and supporting documents can be downloaded at the Fulton County Website, http://www.fultoncountyga.gov under “Bid Opportunities”.

All supplementary materials related to this RFQ that the County, in its discretion, intends to issue are, or will be made, available to Respondents on the County’s website. Materials that will be available through County’s website include: the RFQ and supplementary documents; and any addenda to the RFQ.

Respondents are solely responsible for obtaining all available information necessary to respond to this RFQ by checking the County’s website on a regular basis or otherwise ensuring that they have all available information to prepare their Response. The County is not responsible to any interested party or Respondent for that party’s failure to obtain all necessary information to respond to the RFQ.

1.7 ACCURACY OF RFQ AND RELATED DOCUMENTS

The County assumes no responsibility that the specified technical and background information presented in this RFQ, or otherwise distributed or made available during this procurement process, is complete or accurate. Without limiting the generality of the foregoing, the County will not be bound by or be responsible for any explanation or interpretation of the SOQ documents other than those given in writing as an addendum to this RFQ.

Should a recipient of this RFQ find discrepancies in or omissions from this RFQ and related documents, the recipient of this RFQ shall immediately notify the Purchasing Contact Person identified in Section 1.13 via the email address provided. A written addendum, if necessary, then will be made available to each recipient of this RFP.
1.8 CLARIFICATION & ADDENDA

Respondents may submit requests for clarifications or interpretations regarding this RFQ. Respondents must prepare such requests in writing for the County’s consideration as set forth in this section of this RFQ. While the County has not placed an initial limitation on the number of requests which can be submitted, Respondents are cautioned that if Respondent’s do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after **Monday, March 26, 2018 at 2:00 P.M.,** local prevailing time. Respondents are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County’s failure to respond to any such request will not relieve the Respondent of any obligations or conditions required by this RFQ.

Requests for clarification or interpretation regarding this RFQ shall only be submitted in writing via letter or email to the designated Purchasing Representative:

**Purchasing Representative: Mark Hawks, Assistant Purchasing Agent**  
**Email: mark.hawks@fultoncountyga.gov**

Telephone inquiries will not be accepted.

All responses to written requests for clarification, interpretation, or additional information will be distributed as addenda to this RFQ and posted on the Fulton County website [www.fultoncountyga.gov](http://www.fultoncountyga.gov).

No oral interpretation, instruction, or information concerning this RFP given by any employee or agent of the County shall be binding on the County. Respondents who submit a Proposal in reliance on any such oral information risk having their response to this RFP deemed non-responsive by the County. Only written responses issued by addendum to this RFP should be considered by the Respondent's.

During the period provided for the preparation of the SOQ, the County may issue addenda to this RFQ. These addenda will be numbered consecutively and will be posted on the Fulton County website, [www.fultoncountyga.gov](http://www.fultoncountyga.gov). These addenda will be issued by, or on behalf of, the County and will constitute a part of this RFQ. Each Respondent is required to acknowledge receipt of each addendum by submitting an executed acknowledgment form. This
acknowledgment shall include all addenda distributed prior to the SOQ Submission Date. All responses to this RFQ shall be prepared with full consideration of the addenda issued prior to the SOQ Submission Date.

1.9 STATEMENT OF QUALIFICATION CONFERENCE

The County will hold a Statement of Qualification ("SOQ") Conference, on Monday, March 19, 2018 at 10:00 A.M., in the Large Auditorium of the Fulton County Central Library, located at One Margaret Mitchell Square, Atlanta, Georgia 30303. Attendance at the SOQ Conference is voluntary for responding to this RFQ, however Respondents are encouraged to attend. The purpose of the SOQ Conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by the County through this RFQ.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda Stanberry, Contract Compliance Administrator at (404) 612-6304 or email: rholanda.stanberry@fultoncountyga.gov.

1.10 STATEMENT OF QUALIFICATION DUE DATE

All proposals are due in the Department of Purchasing of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before Tuesday, April 10, 2018 at 11:00 A.M., legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing. Any proposals received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The proposal due date can be changed only by addendum.

1.11 DELIVERY REQUIREMENTS

It shall be the sole responsibility of the Respondent to have his/her proposal delivered to the Fulton County Department of Purchasing & Contract Compliance for receipt on or before the above stipulated due date and time. If a Statement of Qualification is sent by U.S. Mail, the Respondent shall be responsible for its timely delivery to the Department of Purchasing & Contract Compliance.
1.12 ADDITIONAL OR SUPPLEMENTAL INFORMATION

After receipt of the submittals, the County will evaluate the responses, including the references, financial statements, experience and other data relating to the Respondent’s qualifications. If requested by the Fulton County Department of Purchasing and Contract Compliance, Respondent’s maybe required to submit additional or supplemental information to determine whether the Respondent meets all of the qualification requirements.

1.13 CONTACT PERSON AND INQUIRIES

Any questions or suggestions regarding this RFQ shall be submitted in writing to the Purchasing Department contact person, Mark Hawks, Contracts Administrator, via email at mark.hawks@fultoncountyga.gov. Any response made by the County shall be provided in writing to all Respondent’s by addendum. No verbal responses shall be authoritative.

1.14 PROCUREMENT SCHEDULE

The following is the procurement schedule for this project and will be strictly adhered to:

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SECTION 2
INSTRUCTIONS

2.1 DEFINITIONS AND ACRONYMS

In addition to any other terms that may be defined in this solicitation, the following terms have the following meaning:

Addendum – Revision to the RFQ documents issued by the County prior to the receipt of proposals.

Agreement – refers to the executed contract between the County and Contracting Entity.

County – Fulton County Government and its authorized representatives.

Contact Person – Purchasing staff designated by the Fulton County Department of Purchasing and Contract Compliance to submit any questions and suggestions to.

Design-Builder (D/B) – The single corporate entity contractually responsible to the Owner for the development of the project. The Design-Builder can be: (1) Firm possessing either design and construction resources in-house; or (2) a construction contractor led team with the architect in the subcontractors-role; or (3) a joint venture team between a construction contractor and architect.

Guaranteed Maximum Price (GMP) – the full payment for performance of the work and covers all costs of whatever nature incurred by the Design/Builder in accomplishing the work in accordance with the provisions of the contract. The Design/Builder is responsible for cost overruns, unless the GMP has been increased via formal change order (only as a result of additional scope request from the County, not price overruns, errors or omissions).

GMP Package Verification – Package that the Design/Builder will be required to submit at 50% Construction Documents containing detailed construction estimate and construction / master schedule for the Central Library renovation project.

Joint Venture (JV) – A contractual agreement joining two or more persons, partnerships, corporations or any combination of business entities partnering as one firm for executing a particular project or event. Every entity agrees on percentage of profits, losses and ownership within the organization.
Offeror – the entity of individual submitting a proposal in response to this RFQ.

Owner – Fulton County Government

Proposal – the document submitted by the offeror in response to this RFQ.

Respondent – the entity or individual submitting a proposal in response to his RFQ.

Request for Proposal (RFQ) – all documents, whether attached or incorporated by reference, utilized for soliciting sealed proposals.

Request for Qualification (RFQ) – all documents, whether attached or incorporated by reference, utilized for soliciting sealed statement of qualifications.

Responsible Offeror – A person or entity that has the capability in all respects to perform fully and reliably the contract requirements.

Responsive Offeror – A person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.

Scope of Work – All the services specified, indicated, shown, or contemplated by the Contract, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plants, supplies, power, water, transportation and other things necessary to complete such services in accordance with the Contract.

Statement of Qualification ("SOQ") - all documents, whether attached or incorporated by reference, utilized for soliciting sealed statement of qualifications.

Subcontractor/sub-consultant – An individual, firm, corporation or any combination thereof, having a direct contract with Consultant/Contractor for the performance of a part of the work.

User / User Group – Atlanta-Fulton Public Library System

2.2 NO CONTACT DURING PROCUREMENT PROCESS

It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.
A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager’s recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.

C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.

2.3 DISQUALIFICATION OF RESPONDENTS

The submission of more than one (1) proposal to the County as the primary Respondent or member of a joint venture for the same work by and individual firm, partnership or corporation under the same or different names may be grounds for disqualification of a Respondent and the rejection of the proposal.

2.4 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. There is no obligation on the part of the County to award the contract to the lowest Respondent and the County reserves the right to award the contract to the responsible Respondents submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County. The County shall be the sole judge of the proposals and the resulting agreements that are in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Respondent to perform the work or service requested.
Information the County deems necessary to make this determination shall be provided by the Respondent. Such information may include, but shall not be limited to, current financial statements by an independent CPA; verification of availability of personnel; and past performance records.

2.5 APPLICABLE LAWS

All applicable laws and regulations of the State of Georgia and ordinances and regulations of Fulton County shall apply. Protestors shall seek resolution of their complaints in the manner provided in the Fulton County Purchasing Code Section 102-448 which is incorporated by reference herein.

2.6 RESPONSIBILITY OF RESPONDENT

Each Respondent is encouraged to conduct all necessary investigations and review all available and relevant data and information, which are necessary in its judgment in order to assume this responsibility prior to the submittal of its Proposal. Respondents are reminded of Fulton County’s “No Contact During Procurement” policy and shall only contact the person designated by the RFQ.

2.7 CONFIDENTIAL INFORMATION

If any Proposal contains technical, financial, or other confidential information that the Respondent believes is exempt from disclosure, the Respondent must clearly label the specific portions sought to be kept confidential and specify on what the exemption is based. The County, at its sole discretion and subject to applicable law, will determine whether such exemption applies. The County has sole discretion to make such determination regarding the disclosure of information, and by responding to this RFQ, Respondents waive any challenge to the County’s decisions in this regard. Marking all or substantially all of a Proposal as confidential may result in the Respondent being deemed non-responsive to this RFQ.

Notwithstanding the foregoing, Respondents recognize and agree that the County, its staff, and its Consultants will not be responsible or liable in any way for any losses that the Respondent may suffer from the disclosure of information or materials to third parties.

2.8 COUNTY RIGHTS AND OPTIONS

This RFQ constitutes an invitation to submit Proposals to the County. Without limitation or penalty, the County reserves and holds at its sole discretion, the following rights and options:
• This RFQ does not obligate the County to select, procure or contract for any
  services whatsoever.

• The County reserves the right to change or alter the schedule for any events
  associated with this procurement and, if required, notify the Respondents. A
  Respondent, by submitting a Proposal, agrees to be bound by any
  modifications made by the County

• All costs incurred by a Respondent in connection with responding to this
  RFQ, the evaluation and selection process undertaken in connection with
  this procurement will be borne by the Respondent.

• The County reserves the right to reject all Proposals and components thereof
  to eliminate all Respondents responding to this RFQ from further
  consideration for this procurement, and to notify such Respondents of the
  County's determination.

• The County may cancel this RFQ without the substitution of another RFQ at
  any time without any liability whatsoever.

• The County reserves the right to waive any technicalities or irregularities in
  the SOQs.

• The County reserves the right to eliminate any Respondent who submits
  incomplete or inadequate responses or is not responsive to the requirements
  of this RFQ.

• The County may request Respondents to send representatives to the County
  for interviews and presentations.

• The County reserves the right, without prior notice, to supplement, amend, or
  otherwise modify this RFQ.

• All submittals (other than portions thereof subject to patent or copyright
  protection) become the property of the County and will not be returned, and
  the County reserves the right to utilize all such information contained in the
  Proposals without further cost to the County.

• The County may add to or delete from the Project Scope of Work set forth in
  this RFQ.

• Any and all SOQs not received by the SOQ Submission Date shall be
  rejected and returned unopened.
• Neither the County, its staff, its representatives, nor any of its consultants or attorneys will be liable for any claims or damages resulting from the solicitation, collection, review, or evaluation of responses to this RFQ.

• The County, including its representatives and consultants, reserves the right to visit and examine any of the facilities referenced in any SOQ and to observe and investigate the operations of such facilities.

By responding to this RFQ, Respondents acknowledge and consent to the rights and conditions set forth in this RFQ.

2.9 COST OF PREPARATION AND SELECTION PROCESS

There shall be no claims whatsoever against the County, its staff, or its consultants for reimbursement for the costs or expenses (including, but not limited to, engineering and legal costs) incurred during the preparation of the SOQ or other information required by this RFQ or procurement process or in connection with the evaluation process.

2.10 RIGHT TO PROTEST

Any actual bidder or offeror that has submitted a bid/proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.
2.11 NON-COLLUSION

By submitting a signed statement of qualification, Respondent certifies and attests that there has been no collusion with any other Respondent. Reasonable grounds for believing Respondent has an interest in more than one SOQ will result in rejection of all SOQs in which the Respondent has an interest. Any party to collusion may not be considered in future proposals for the same or similar work.
3.1 SUBMISSION INSTRUCTIONS

Respondents are required to prepare and submit their responses in accordance with the information requested in Section 3.3.

All submittals, including all attachments, must be received by the County in a sealed package no later than Tuesday, April 10, 2018 at 11:00 A.M. Each envelope or package shall be clearly marked as follows:

Request for Qualification: 18RFQ012417K-MH, Design Build Services for Central Library Renovation Project

Legal Name of Firm: Insert D/B Entity submitting SOQ

Deliver to: Fulton County Government
Department of Purchasing & Contract Compliance
Public Safety Building
130 Peachtree Street S.W., 1st Floor, Suite 1168
Atlanta, GA 30303

3.2 NUMBER OF COPIES

Respondents shall submit the following:

Statement of Qualification (“SOQ”), one (1) marked “Original” and two hard copies marked copies and five (5) thumb drives with the SOQ in PDF format on each drive.

All SOQs must be complete with all requested information.

3.3 OVERVIEW OF STATEMENT OF QUALIFICATION REQUIREMENTS

Respondents shall submit Proposals in accordance with the content and format requirements set forth in this RFQ. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFQ. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the
requirements set forth in this section. The County reserves the right to reject any SOQ, which in its judgment, does not comply with these SOQ submission requirements.

3.4 SOQ FORMAT AND CONTENT

The SOQ shall include the appropriate and requested information in sufficient detail to demonstrate the Respondent’s knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Respondent’s responses to the criteria described below.

The SOQ shall be arranged and tabbed by section and include content as described below:

Cover Letter (limit 2 pages)

A duly authorized official of the D/B Entity or lead firm must execute the cover letter. The letter shall briefly introduce the D/B Entity and indicate the entity’s interest in this project as well as a statement indicating that the contents of the submittal are true and accurate. It shall also state that the D/B entity can meet the insurance and bonding requirements as listed in Section 3.3 Section 7.

Section 1 - Executive Summary (limit 3 pages)

The executive summary shall include the following information:

1. Provide the legal name of the entity responding to this proposal.

2. Provide the business type of the entity responding to this SOQ (i.e. Joint Venture, Partnership, etc).

3. The Executive Summary shall be written in a non-technical style and shall contain sufficient information for the Selection Committee members to become familiar with the Respondent’s SOQ and the D/B entity’s ability to satisfy the requirements of the Project.

4. Name, address, email and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed.

Section 2 - Application for Prequalification

The Respondent must complete and submit the Application for Prequalification (Appendix 2) shall be included in the submittal.
Section 3 – Management Organization

1. **Entity Members, Processes, and Responsibilities (limit 3 pages)** – Provide a description of the Respondent Team identifying all entity members, sub-consultants, the anticipated legal relationship among the Prime Team Members (for example, partners, shareholders, client-consultant, etc.), clearly defined and articulated decision making bodies, and Prime Entity Members’ roles and responsibilities for the key functions.

2. **Organizational Chart (limit 1 page)** - Provide an organizational chart to illustrate how the key team personnel and the firms will function together and the reporting structure. If sub-consultants and subcontractors are not yet known, list the type of sub-consultants and subcontractors. In the organizational chart, illustrate how each type of subcontractor or sub-consultant fits into the team. If not named, the County retains the right to approve subcontractors and sub-consultants.

Section 4 – Relevant Project Experience (limit 1 page per project)

The experience of the D/B entity in designing and building complex renovation projects over $30 Million construction cost should be submitted. List three (3) projects completed in the past 10 years in the United States.

1. At least two of the projects must be Design-Build projects.

2. At least one of the projects must be a library renovation project or library new construction project.

3. For each project provide the following information:
   - Project Name
   - Detailed description of the Project
   - Date completed and original duration of the contract
   - Referenced information including Owner’s name, contact name, telephone number and email address
   - Indicate the type of delivery method used to deliver the Project (e.g., CM at Risk, Progressive D/B, Lump Sum D/B or Traditional Design-Bid-Build)
   - Total Contract Price (including change orders)

Section 5 – Safety and Environmental Compliance

The Respondent must complete and submit the Safety and Environmental Compliance (Appendix 3) shall be included in the submittal.
Section 6 – Personnel Experience

Provide the resumes detailing the experience for the following positions that the D/B entity intends to use on this project:

- Project Manager,
- Lead Architect
- Estimator / Procurement Manager
- Construction Superintendent
- QA/QC Manager

Each must have a minimum of 10 years’ experience in design and/or construction that includes experience with complex renovation and library projects. Each resume should be limited to three (3) pages for each position and be organized according to the following:

- Name and Title
- Professional Background
- Current and Past Work Experience
- Relevant Training
- Registrations (must be registered in GA within 6 months of time of contract execution)
- Include two (2) references for each key personnel member on similar projects. The references must include the point of contact’s name, address, phone number, and email address.

Qualified Respondents shall retain key members of their team (D/B entity project manager, design manager, construction principal-in-charge, and construction manager) from the RFQ step to the RFP step. Failure to do so may affect scoring during the RFP evaluation. After the RFP step and selection of the D/B entity, changes in D/B entity key members will require approval from the Owner.

Section 7 – Additional Information

1. Licensure – The respondent shall include a certificate (copy) of all relevant licenses, certifications, and registrations demonstrating that the D/B entity is licensed to do business in the State of Georgia for all professional services and construction services offered.

2. Bonding Requirements – Respondent shall include evidence of the D/B entity’s aggregate bonding capacity of at least $100 million and be able to bond a single project for a minimum of $50 million. Provide proof in the form of a letter from the Respondent’s Surety. The letter shall be directly from the Surety and not the Surety agent.
This section briefly describes the process for evaluating the SOQs submitted for prequalification.

4.1 EVALUATION COMMITTEE

All proposals will be evaluated using the criteria specified in Section 4.4 of this RFQ. Selection will include an analysis of the Statement of Qualifications by an Evaluation Committee composed of County personnel who will review the submittals in accordance with the submittal requirements and the evaluation criteria set forth in Section 4.4.

4.2 EVALUATION AND SELECTION PROCESS

The evaluation process will include a review of each SOQ to verify responsiveness in accordance with Section 4.3 of the RFQ.

The County shall only prequalify those Respondents that have achieved a minimum total score of seventy (70) points using the criteria specified in Section 4.4 of this RFQ.

To assist in the evaluation of the SOQs, the Evaluation Committee may in its sole discretion:

a) Seek clarification of a SOQ or supplementary information from any or all Respondents and consider such clarifications and supplementary information in the evaluation of the SOQs; and

b) Conduct reference checks relevant to any or all of the references cited in a Response to verify any and all information regarding a Respondent.

4.3 RESPONSIVENESS REVIEW

The Respondent shall submit a SOQ that provides all the information required in accordance with this RFQ. If the Respondent does not fully comply with these requirements, the may deem the SOQ non-responsive, in which case the Respondent will be disqualified. The County may consider SOQs non-responsive and the Respondent disqualified if the SOQ is not submitted in the format specified in this RFQ, if the SOQ does not meet the requirements of the RFP or if the SOQ is incomplete. A Responsiveness Checklist is attached as Appendix 1.
4.4 STATEMENT OF QUALIFICATION EVALUATION

Each Respondent’s SOQ must achieve a minimum total score of seventy (70) points overall on the evaluation factors set forth in Section 4.5. Failure to achieve a minimum score of seventy (70) points will result in the County deeming the SOQ and the Respondent not qualified. Only Respondents’ whose SOQ achieved the minimum score of seventy (70) points will be deemed qualified and invited to submit a Request for Proposal (“RFP”) in the second phase of the procurement process.

Prior to making such determination, the County may offer a Respondent the opportunity to clarify its SOQ.

4.5 EVALUATION SELECTION CRITERIA

The following criteria will be used to evaluate the Statement of Qualifications submitted in response to this RFQ:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Introductions</td>
<td></td>
</tr>
<tr>
<td>- Cover Letter</td>
<td>2 points</td>
</tr>
<tr>
<td>- Executive Summary</td>
<td>3 points</td>
</tr>
<tr>
<td>Application for Prequalification</td>
<td>10%</td>
</tr>
<tr>
<td>Management Organization</td>
<td></td>
</tr>
<tr>
<td>- Entity Members</td>
<td>20 points</td>
</tr>
<tr>
<td>- Organizational Chart</td>
<td>5 points</td>
</tr>
<tr>
<td>Relevant Project Experience</td>
<td>25%</td>
</tr>
<tr>
<td>Safety and Environmental Compliance</td>
<td>5%</td>
</tr>
<tr>
<td>Personnel Experience</td>
<td>23%</td>
</tr>
<tr>
<td>Licensure</td>
<td>2%</td>
</tr>
<tr>
<td>Bonding Requirements</td>
<td>5%</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
4.6 NOTIFICATION OF SELECTION

Upon completion of the evaluation of SOQs, the County shall notify the Respondents’ in writing of prequalification or failure to prequalify.

If the County determines that the Respondent meets all of the prequalification standards established in the RFQ, the Purchasing Agent shall prequalify the Respondent as qualified to submit a bid or proposal for the particular solicitation for which the prequalification was performed. The Respondent shall be notified in writing of prequalification.

If the County determines that the Respondent did not meet the prequalification standards established in the RFQ, a written determination setting forth the basis for such finding shall be prepared by the Purchasing Agent and delivered to the Respondent.

Evaluations of the SOQ will not be carried over to the evaluation of qualified Respondents during the RFP step. However, the County reserves the right to ask for additional or updated qualifications during the RFP step that will be considered and evaluated at that time.

4.7 RIGHT TO PROTEST

Any disqualified Respondent may respond to its disqualification shall protest in writing to the purchasing agent pursuant to Section 2.10 of this RFQ.
Appendix 1
RFQ Responsiveness Checklist
A complete proposal package will consist of the items identified below. Proposers must complete this checklist to confirm the items are included in the proposal, and return this checklist with the proposal package. Place a check mark or “X” next to each item that is being submitted with the proposal. For the proposal to be responsive, all required attachments must be returned.

<table>
<thead>
<tr>
<th>Proposer Requirements</th>
<th>Proposer Completed</th>
<th>County Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. One (1) hard-copy of Proposal marked ‘Original’, and two marked copies. Five (5) copies of the SOQ on 5 thumb drive media in PDF Format</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Cover Letter (Limit 2 pages)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Executive Summary (Limit 3 pages)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Application for Prequalification</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Management Organization</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>- Entity Members, Processes, and Responsibilities (Limit 3 Pages)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>- Organization Chart (Limit 1 Page)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6. Relevant Project Experience (Limit 1 page per Project)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7. Safety and Environmental Compliance Form</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8. Personnel Experience</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9. Licensure</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10. Bonding Requirements</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11. Acknowledgement of each Addendum</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Appendix 2
Application for Prequalification
APPLICATION FOR PREQUALIFICATION

Application is hereby made for prequalification to submit a bid on the Design/Build project of the Central Library Renovation Project for Fulton County, Atlanta-Fulton Public Library System.

A Corporation
Submitted by:____________________________________________________

(Circle One)

A Partnership
A Joint Venture
An Individual

A. APPLICANT’S PRINCIPAL OFFICE AND ORGANIZATION

Address:_____________________________________________________________
_____________________________________________________________________
Contact Person/Title:____________________________________________________
Telephone No.:_________________________________________________________
Fax No.:______________________________________________________________
E-mail:_______________________________________________________________
Company Website URL:_________________________________________________

If Corporation, provide the following:

Date of Incorporation: _________________________________________________
State of Incorporation: _________________________________________________
Chief Executive Officer: _________________________________________________
President: _____________________________________________________________
Vice President(s): ______________________________________________________
Secretary: ______________________________________________________________
Treasurer: ______________________________________________________________

If a Partnership, provide the following:

Date of Organization: _________________________________________________
General or Limited: _____________________________________________________
Name/Address of Partner: _______________________________________________
If a **Joint Venture (J/V)**, provide the following:

**Date of Organization:** __________________________________________________

**Name/Address of each J/V Partner:**
________________________________________________
________________________________________________
________________________________________________

If an **Individual**, provide the following:

**Name and Business Address:** ___________________________________________
________________________________________________
________________________________________________

**B. APPLICANT’S GENERAL INFORMATION**

1. List all companies, firms or organizations that own any part of the Applicant’s organization:

   __________________________________________________
   __________________________________________________

2. Identify all individuals and their positions, not previously named, who exert a significant amount of business control over the Applicant's organization:

   __________________________________________________
   __________________________________________________
   __________________________________________________

3. **License Number:** ____________ **Years in business under license number:** ____
   *(if nonresident, attach proof of authority to do business in the State with Application.)*

4. In what other businesses does Applicant actively participate?

   __________________________________________________
   __________________________________________________

5. **Approximate number of permanent employees:**

   __________________________________________________
   __________________________________________________

6. **Approximate bonding capacity:** $ ________________________________

7. **Approximate value of work currently under contract:** $ __________________

8. Is Applicant an equal employment opportunity employer? (yes/no)

9. Does the Applicant have a written drug policy? (yes/no)

10. Does Applicant have a written Quality Assurance/Quality Control Program?
C. APPLICANT’S EXPERIENCE QUESTIONNAIRE

1. Number of years that Applicant has performed the proposed type and size of construction work:

________________________________________________________________________________________

________________________________________________________________________________________

2. What is the largest contract (name, owner, contract price, year completed) that the Applicant organization has performed?

________________________________________________________________________________________

________________________________________________________________________________________

3. How many years’ of experience has the Applicant’s organization had in the proposed type and size of construction work as a:
   a) General contractor?
   b) Joint venture partnership?
   c) Subcontractor?

4. What general type of work does the Applicant’s organization normally perform with its own forces?

________________________________________________________________________________________

________________________________________________________________________________________

5. Has Applicant, or an officer or partner of Applicant ever failed to complete a construction contract while operating as this organization or any other organization?  □ Yes  □ No

   If yes, list and give details:

6. Has Applicant ever been removed from a project?  □ Yes  □ No

   If yes, give details:

7. Does Applicant have a history of being involved in litigation or filing claims against owners, construction contract administration firms, or design firms?  □ Yes  □ No

   If yes, give details:
As an Authorized Representative for:

I hereby certify that the answers to the foregoing questions, and all documents contained herein, are true and correct. I further certify and acknowledge my understanding that the information furnished herein and attached will be used as the basis for scoring the submitting PDB entity’s qualifications and suitability for performing work, based solely on the reviewers’ judgement and interpretation of this information. Furthermore, I understand and accept that the reviewers may, at their discretion, contact any or all of the references contained herein to obtain additional information concerning the submitting PDB entity, and use the information obtained in their evaluation, but are under no obligation to pursue any additional information other than that provided herein.

________________________________________  ______________________________

(Signature)  (Date)

________________________________________  __________________________________

(Above Name Typed or Printed)  (Title of Authorized Representative)
Appendix 3

Safety and Environmental Compliance Form
SAFETY AND ENVIRONMENTAL COMPLIANCE FORM

The Contractor must have an established Safety Program. Complete the attached form entitled “CONTRACTOR SAFETY RECORD FORM”.

The Contractor’s Workman’s Compensation Ratings (EMR-Experience Modification Rate) must not exceed an average of 1.0 over the last three (3) years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Experience Modification Rate (EMR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td></td>
</tr>
</tbody>
</table>

The Contractor’s OSHA Incidence Rates must not exceed the Industry Standard for Construction, published by the U.S. Department of Labor (2012), all industries, (i.e.- Recordable Incidence Rates of 3.2 and Days Away from Work Incidence Rates of 1.7 per OSHA definition and calculation) for the last three (3) years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Recordable Incidents</th>
<th>Total Hours Worked</th>
<th>OSHA Incidence Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Days Away from Work Incidents</th>
<th>Total Hours Worked</th>
<th>OSHA Incidence Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Use your OSHA Form No. 200 and the formula:

\[
\text{Incidence Rate} = \frac{(\text{Total Incidents} \times 200,000 \text{ hours})}{(\text{Number of hours worked})}
\]

1. If there have been any fatalities during the last five (5) years on any projects performed by the Contractor or on any work performed under the direct supervision of a proposed Project Manager and the Contractor or proposed Project Manager was cited by OSHA for “Willful”, in performing the work in which the fatality occurred, the
Contractor will be disqualified based on the County’s review. The Contractor may also be disqualified in the event that a Recordable Incident occurred due to the same condition that existed when a previous fatality occurred and resulted in an OSHA citation for failure to implement a corrective action plan.

a. Fatalities during the last five years where Contractor was cited by OSHA for “Willful” Violation

b. Fatalities during the last five years where the proposed Project Manager was cited by OSHA for “Willful” Violation

## CONTRACTOR SAFETY RECORD FORM

### I. General Information

- Name of Firm: 
- Business Address: 
- Telephone: Fax: 
- Prepared by/Title: Date prepared: 

### II. Experience Modification Rates

List your firm’s Workers Compensation Experience Modification Rates (EMR) for the last three years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Experience Modification Rate (EMR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
</tr>
</tbody>
</table>

### III. OSHA Incidence Rates

A. List your firm’s Occupational Safety Health Administration (OSHA) incidence rates for the last three years.

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Recordable Incidents</th>
<th>Total Hours Worked</th>
<th>OSHA Incidence Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 3

* Use your OSHA Form No. 200 and the formula:

\[(\text{Total Incidents} \times 200,000 \text{ hours}) ÷ (\text{Number of hours worked}) = \text{Incidence Rate}\]

B. Provide your incidence rates over the last three years for the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 2017</th>
<th>Year 2016</th>
<th>Year 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatalities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injuries and Illnesses with Lots Work Days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injuries and Illnesses with Restricted Work Days</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Use your OSHA Form No. 200 and the formula:

\[(\text{Total Incidents} \times 200,000 \text{ hours}) ÷ (\text{Number of hours worked}) = \text{Incidence Rate}\]

C. Does your firm have any upheld OSHA citations in the past five years?

Yes ☐ No ☐ (If yes, attach explanation)

IV. Safety Program Information

A. Do you have a written safety program?

Yes ☐ No ☐ (If yes, attach outline)

B. Which of the following does your safety program contain:

1. Does your company require health and safety training of its subcontractors? Yes ☐ No ☐

2. Is documentation of health and safety training required? Yes ☐ No ☐

3. Do you have a Hazard Communication Program (29 CFR 1910.1200, CCR Title 8 Section 5194)? Yes ☐ No ☐

4. Do you have a Confined Space Entry and Rescue Program (29 CFR 1910.146, CCR Title 8 Section 5156-5159)? Yes ☐ No ☐ (If yes, attach explanation)

5. Do you have a “Hot Work” permit program (29 CFR 1910.146, CCR Title 8 5156-5159)? Yes ☐ No ☐ (If yes, attach explanation)
Appendix 3

6. Do you have a “Lock-Out/Tag-Out” program (29 CFR 1910.417)?
   Yes _ No _ (If yes, attach explanation)

C. Indicate whether you have an Equipment Maintenance Program for the following:
   1. Miscellaneous construction tools and equipment? Yes _ No _
   2. Ladders? Yes _ No _
   3. Scaffolds? Yes _ No _
   4. Heavy Equipment? Yes _ No _
   5. Vehicles? Yes _ No _

D. Do you have a new employee safety orientation program? Yes _ No _
   1. If yes, does it include instruction in the following:
      (a) Company Safety Policy Yes _ No _
      (b) Company Safety Rules Yes _ No _
      (c) Safety Meeting Attendance Yes _ No _
      (d) Company Safety Record Yes _ No _
      (e) Hazard Recognition Yes _ No _
      (f) Hazard Reporting Yes _ No _
      (g) Injury Reporting Yes _ No _
      (h) Non-Injury Accident Reporting Yes _ No _
      (i) Personal Protective Equipment Yes _ No _
      (j) Respiratory Protection Yes _ No _
      (k) Fire Protection Yes _ No _
      (l) Housekeeping Yes _ No _
      (m) Toxic Substance Yes _ No _
      (n) Electrical Safety Yes _ No _
      (o) Fall Protection Yes _ No _
      (p) First-Aid/CPR Yes _ No _
      (q) Driving Safety Yes _ No _
      (r) Hearing Conservation Yes _ No _
      (s) Lock-Out/Tag-Out Yes _ No _
      (u) Asbestos Yes _ No _
      (v) Confined Spaces Yes _ No _
      (w) Hazard Communication Yes _ No _

E. Do you conduct safety meetings for your employees? Yes _ No _
   1. If yes, how often:
      Daily □ Weekly □ Bi-weekly □ Monthly □ As Needed □

F. Do you conduct health and safety audits of work in progress?
   Yes □ No □
Appendix 3

1. If yes, who conducts the audits?

________________________________________________________________

2. How often are the audits conducted?

________________________________________________________________

G. Do you notify all employees of accidents and precautions related to accidents and near misses?

Yes ☐ No ☐

1. If yes, how is this notification accomplished?

(a) Safety meetings Yes ☐ No ☐
(b) Post notification in office Yes ☐ No ☐
(c) Post notification at the site where the incident occurred Yes ☐ No ☐
(d) Other ____________________________________________

H. Is safety a criteria in evaluating the performance of:

1. Employees Yes ☐ No ☐
2. Supervisors Yes ☐ No ☐
3. Management Yes ☐ No ☐

I. Does your firm hold “tailgate” safety meetings? Yes ☐ No ☐

1. If yes, how often:

Daily ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ As Needed ☐

J. Does your company have a drug and alcohol testing policy?

Yes ☐ No ☐

K. Does your company require that subcontractors participate in a drug surveillance/testing program?

Yes ☐ No ☐

L. Does your company have a method of disseminating safety information?

Yes ☐ No
As an Authorized Representative for:______________________________

I hereby certify that the answers to the foregoing questions, and all documents contained herein, are true and correct. I further certify and acknowledge my understanding that the information furnished herein and attached will be used as the basis for scoring the submitting PDB entity’s qualifications and suitability for performing work, based solely on the reviewers’ judgement and interpretation of this information. Furthermore, I understand and accept that the reviewers may, at their discretion, contact any or all of the references contained herein to obtain additional information concerning the submitting PDB entity, and use the information obtained in their evaluation, but are under no obligation to pursue any additional information other than that provided herein.

__________________________________
(Signature)                      (Date)

__________________________________
(Above Name Typed or Printed)    (Title of Authorized Representative)