**Athens-Clarke County Unified Government**

**Request for Qualifications**

**Project Management (Owner’s Representative) Services for the Expansion of the Food Bank of Northeast Georgia**

**General**

The Athens-Clarke County Mayor and Commission are issuing this Request for Qualifications (RFQ) to firms to serve as Owner’s Representative, providing project management services throughout the duration of the construction of the new warehouse facility for the Food Bank of Northeast Georgia. Responding firms should be technically qualified and licensed to provide these services and experienced and knowledgeable in project management for construction.

**Background**

The Athens-Clarke County Unified Government (ACCGov) has received Community Development Block Grant – Coronavirus (CDBG-CV) funding to assist with the expansion of the Food Bank of Northeast Georgia’s Athens facility. The Food Bank has outgrown the current facility in terms of storage capacity, and the ability to serve the number of citizens that require the services offered through the facility. Plans are to construct a new facility on an approximately 37-acre lot across the street from the existing facility. The new development is planned to include one (1) 100,000 square foot warehouse (pre-engineered steel building with slab and foundation, including dry and cold storage and office space) and a 35,000 square foot parking lot and driveway to accommodate truck traffic. Construction will take approximately one (1) year.

**Scope of Work**

The Owner’s Representative will coordinate with all parties and act as a project manager to ensure that the requirements of ACCGov are met with regard to hiring a construction contractor, advise ACCGov as a the primary purchasing liaison, and will approve change orders and payment. Additionally, the Representative will track all accounting, assist with project close out, inspect for quality, maintain copies of all necessary testing, and coordinate the final inspections. Toward the completion of the project, the Representative will share all records with ACCGov and recommend the close out of the Memorandum of Understanding between the two bodies.

**Administration**

The RFQ is issued by ACCGov with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

**Evaluation**

Procedures for selection of an individual or firm will be in accordance with local government requirements, the Common Rule Selection Process, and HUD administered regulations. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform, and costs. Scoring will be based on the ability of the contractor to best fulfill the Unified Government’s needs and to provide value added services, the ability to complete the project in a timely manner, the completeness of their submittal, and the ability of the contractor to meet needs.

**Information Required**

The statement of qualifications shall contain the following:

1. History of firm and resources
2. CDBG experience, including other DCA grant programs
3. Key personnel/qualifications
4. Current workload
5. Scope and level of service proposed
6. Experience with similar projects and list of references
7. Fees associated with the provision of specified services
8. Errors and Omissions Insurance
9. Statement of Qualifications Form *(Provided by Northeast Georgia Regional Commission)*
10. Section 3 Certification Form *(Only Submit with your Qualifications if you are claiming Section 3 Status.)*

**Selection Process**

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by Athens-Clarke County Mayor and Commission. An invitation to conduct the project will be issued to the selected firm and all RFQ respondents will be notified of selection or non-selection at the appropriate time.

**Schedule**

February 28, 2022 Request for Qualifications Published

April 1, 2022 Qualifications received by 5:00 p.m. (deadline)

April 4, 2022 Vendor List prepared

April 6, 2022 Vendors reviewed and selected by Athens-Clarke County

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of the Athens-Clarke County Mayor and Commission and/or the NEGRC.

**Procedures for Submission of Statement of Qualifications**

All interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their qualifications. Statements of qualifications must be received by the NEGRC no later than 5:00 p.m. E.S.T., April 1, 2022. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (4 hard copies and one flash drive) should be sent directly to:

Mr. Stuart Swinea, Project Specialist

Northeast Georgia Regional Commission

305 Research Drive

Athens, GA 30605-2795

706 369-5650

sswinea@negrc.org

The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors, if applicable, with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ should be emailed to: sswinea@negrc.org. Questions and answers will also be published on [www.negrc.org](http://www.negrc.org).

**Miscellaneous Provisions**

1. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.
2. Athens-Clarke County Unified Government also abides by the following laws as they pertain to HUD Assisted Projects: *Title VI of the Civil Rights Act of 1964; Section 109 of the Housing and Community Development Act of 1974, Title 1; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Section 104(b)(2) of the Housing and Community Development Act of 1974; Section 504 of the Rehabilitation Act of 1973 as amended; Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*
3. Neither the NEGRC nor the participating government shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
4. All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.
5. All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America, and subject to the open records policies of the Northeast Georgia Regional Commission. All such materials shall remain the property of the Northeast Georgia Regional Commission and will not be returned to the respondent.
6. All respondents to this RFQ shall hold harmless the Northeast Georgia Regional Commission, the participating governments, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. The Northeast Georgia Regional Commission reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The Northeast Georgia Regional Commission also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating governments shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.

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Kelly Girtz, Mayor