

REQUEST FOR PROPOSALS

for a

PIERCE COUNTY IDA MEDICAL OFFICE BUILDING

PIERCE COUNTY, GA

The Pierce County Industrial Development Authority is requesting sealed proposals for Construction services for a Medical Office Building.

Applications for Proposal Documents must be made in writing (e-mail is acceptable) by contacting the architect, Douglas A. Neal Architect, Inc., Attn: Doug Neal, 107 Marina Drive, St. Simons Island, GA 31522; Cell: (912) 266-2610; e-mail: dougnealarch@bellsouth.net. Documents will be provided electronically at no cost or printed hard copies may be obtained for a non-refundable fee of \$250.00 per set of drawings and project manual.

Sealed Proposal Documents will be received through **Wednesday, February 22, 2017 at 2:00 p.m.** at the Pierce County Industrial Authority Board Room located at 200 SW Central Avenue, Blackshear, Georgia, 31516. No Proposal Documents will be accepted after 2:00 p.m. on **Wednesday, February 22, 2017.**

The competitive sealed proposals will be received and evaluated in accordance with, but not limited to, the State of Georgia Code Section 36-91-21, paragraph (c) as follows:

(c)(1) In making any competitive sealed proposal, a governmental entity shall:

(A) Publicly advertise a request for proposals, which request shall include conceptual program information in the request for proposals describing the requested services in a level of detail appropriate to the project delivery method

selected for the project, as well as the relative importance of the evaluation factors;

(B) Open all proposals received at the time and place designated in the request for proposals so as to avoid disclosure of contents to competing offerors during the process of negotiations; and

(C) Make an award to the responsible and responsive offeror whose proposal is determined in writing to be the most advantageous to the governmental entity, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors shall be the basis on which the award decision is made. The contract file shall indicate the basis on which the award is made.

(2) As set forth in the request for proposals, offerors submitting proposals 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. In accordance with the request for proposals, all responsible offerors found by the governmental entity 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 governmental entity shall not disclose the contents of proposals to competing offerors.

Project documents containing proposal requirements will be distributed to proposers upon written receipt of request for Application for Proposal Documents. The project will be, but not limited to, a new 2,200 SF Medical Office Building. The building will consist of, but not limited to, exam rooms, offices and supporting spaces. The building construction will be spread concrete footings, concrete slab on grade and wood frame construction.

Proposals must be submitted with 5 duplicated copies in a sealed envelope stating the project name and the name of the proposer. No proposal may be withdrawn for a period of forty-five (45) days after time has been called on the date of opening.

The following evaluation factors and weights will be used to rate each proposal. The rating committee will rate each firm from 1 to 10 for each factor and then multiply the factor weight by the rating to determine the numerical value of each factor. The numerical value will be totaled to achieve the total rating of each firm.

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| 1. Prior successful performance on similar installations with specified emphasis on experiences with Owner. | 30% |
| 2. Quality of similar projects  | 20% |
| 3. Experience, expertise and financial stability of the proposed firm                                       | 20% |
| 4. Cost Proposal  | 30% |

A mandatory pre-proposal conference will be held at the site at 10:30 a.m. Wednesday, February 1, 2017. Offerers will meet at the site adjacent to the Pierce Head Start Center, Blackshear, Georgia. **All questions must be submitted in writing to the Architect no later than 5:00 p.m. Wednesday, February 15, 2017.**

All firms submitting a proposal must be insured, and prepared to obtain sufficient bonding. Selected firm will be required to supply notarized copies of the appropriate insurance, including but not limited to Workman's Compensation, Liability, and be able to secure performance and labor bonding sufficient to cover the total cost of the project. Selected proposer will also need to supply the necessary E Verify documentation. Selected Proposer shall enter into a contract with the Owner based on a AIA Document A101 – Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum.

The Pierce County Industrial Development Authority Board reserves the right to reject any and all proposals received and to waive technicalities and formalities, and to award the contract in the best interest of the Owner.