

**Flint River Regional Library System
800 Memorial Drive
Griffin, Georgia 30223
Telephone Number: 770-412-4079
Request for Qualifications for Construction Services
Milner Community Library
New Construction
Milner, Georgia**

I. Project Description

A. Scope of Work Completion of site preparation and construction of a new one-story general purpose public library facility comprised of approximately 6,000 square feet of enclosed space, as well as an enclosed basement level below. Work completed prior to commencement of this project is anticipated to consist of clearing and rough grading to elevate existing grades. Work included in this project is to consist of final grading, general site development, and construction of a steel frame, brick veneer building with full mechanical, electrical, plumbing and miscellaneous systems.

B. Location The northeast corner of the intersection of Main Street and Fallings Street in Milner, Georgia.

II. Selection Process

A. Stage One Pre-qualification Based upon an evaluation of submitted written material responding to the criteria and format specified below, firms demonstrating the highest level of professional qualifications will be prequalified and requested to submit a cost and time proposal for providing construction services for the completion of the project.

B. Deadline for Responses to RFQ Due before **4:00 pm, Thursday, April 10, 2014**, at the office of:

**Flint River Regional Library System
Ms. Carrie C. Zeiger, Executive Library Director
800 Memorial Drive
Griffin, Georgia 30223
Telephone Number: 770-412-4079**

C. Requests for Information Direct in writing (e-mails acceptable) to the Office of the Architect no later than **12:00 Noon, Tuesday April 1, 2014**. Responses will be posted on Flint River Regional Library System Website, www.frrls.net, under the Request for Bids Tab, no later than **12:00 Noon, Thursday, April 3, 2014**. Contact Information for the Office of the Architect is as follows:

**Gardner Spencer Smith Tench & Jarbeau, Architects PC
ATTN: Ms. Kathleen Curry, AIA
127 Peachtree Street, NE
Suite 1020
Atlanta, Georgia 30303
Voice: (404) 522-8805 EXT 226
Facsimile: (404) 521-2118
e-mail: kcurry@gsstj.com**

RFQ continues...

**Flint River Regional Library System
Request for Qualifications for Construction Services
Milner Community Library
Page Two**

D. Stated Pre-qualification Criteria

1. Business Stability	20%
2. Staff Capacity and Qualifications	35%
3. Previous Experience Constructing Similar Facilities	35%
4. Location in Relation to Milner, Georgia	10%

E. Form of Response to RFQ Attach 5 Bound Copies (faxes & electronic format unacceptable) in strict compliance with the following:

1. **Business Stability Profile** - (2 pages or less) including detailed information pertaining to firm ownership, history, references and, for years 2009-2013, yearly contract volume, largest project completed and average size project. Provide un-audited financial statements (not counted within two page limit).
2. **Staff Capacity and Qualifications Profile** - (2 pages or less) including detailed information pertaining to overall staff size, organization, composition, and brief resume of key personnel to be assigned to this project.
3. **Previous Experience Profile** - (2 pages or less) including detailed information pertaining to projects similar in function, size, scope or type completed since 2004. Provide name and contact information of Owner and Architect, names and role of your firm's key personnel, project location, project description (25 words or less), original contract award sum, final contract sum, original contract award substantial completion date, and actual substantial completion date. Indicate litigation in which the firm is involved currently and within the previous 5 years.
4. **Location Profile** - (1 pages or less) including location of home office and length of time at that location, and location of any branch offices and length of time at these locations, if applicable.
5. **Certifications** - in the form of the attached document, shall be attached and bound into the rear of the response to the RFQ.

F. Selection and Evaluation This will be accomplished by the City of Milner Library Board in collaboration with the Executive Library Director and subject to the approval of the Flint River Regional Library System Board.

**Flint River Regional Library System
Request for Qualifications for Construction Services
Milner Community Library
Page Three**

III. Additional Conditions

A. At its' sole discretion, the Owner reserves the right to reject any or all submittals received for the requested items or to negotiate with one or more of the Respondents for the desired items. All materials submitted in response to this process will become the property of the Flint River Regional Library System. All expenses incurred by the Respondent responding to this request will remain the responsibility of the Respondent.

B. Public Information - It is understood that all submittals will become a part of the public file on this matter. As such, this information is eligible for review by the public under the "Open Records Act."

C. Response to RFQ and RFP - Each submittal from a qualified General Contractor to this Request for Qualifications and the subsequent Request for Proposals, received on time and in a responsive form, will be evaluated as a demonstration of the Respondent's qualifications, experience and capabilities. Only those Respondents who supply complete information in strict conformity with the requirements of this RFQ and the subsequent RFP will be considered for evaluation.

D. Non-discrimination Policy - As set forth in the Americans with Disabilities Act, the Flint River Regional Library System does not discriminate on the basis of disability, and will assist citizens with special needs given proper notice (seven working days). It is the policy of the Flint River Regional Library System not to discriminate on the basis of race, gender, age or national origin. The Owner encourages the consideration of Minority, Women Owned and otherwise Disadvantaged Business Enterprises.

RFQ Continues...

**Flint River Regional Library System
Request for Qualifications for Construction Services
Milner Community Library
Page Four**

IV. Certification

Complete, sign, notarize and attach a fully executed certification bound into the rear of the response to this RFQ in the exact form found below:

**Certification of Statement of Fact
and
Authorization to Submit Firm Qualifications**

I, _____ hereby certify that the foregoing is a statement of fact and that I am a duly authorized representative of the firm identified below and am empowered thereby to submit the statement of qualifications indicated herein for this project.

Respectfully Submitted,

Name of Firm: _____

Address of Firm: _____

Signature: _____

Typed Name, Title & Date: _____

_____, being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading. Subscribed and sworn before me this _____ day of _____ in the year _____.

Notary Public: _____

My Commission Expires: _____

End.