

**City of Forsyth, Georgia**  
**Qualifications Questionnaire for General Contractor**

**Due Date:** **December 16, 2019, 3:00pm. Please provide 1 hard copy and 1 digital copy**

**Submitted to:** Ms. Janice Hall, City Manager  
Forsyth Welcome Center  
68 North Lee Street, Forsyth, GA 31029  
478-994-7747  
jhall@cityofforsyth.com

**Project Title:** **Forsyth City Hall**

**Proposer's Name and Principal Office serving this project:**

**(Include Company Name and address along with the name of the contact person with telephone number and e-mail address)**

**Profile of Proposer:**

- A. Give corporate history of the company including organizational structure, years in business and evidence of authority to do business in the state of Georgia.
- B. Provide annual workload for each of the last five (5) years; number of projects and total dollar value.
- C. List projects for which the company is currently committed including name & location of each project, timeframe to complete & dollar volume of each project.
- D. Financials – Certify your firm has sufficient cash flow to undertake the project as evidenced by a current ratio (assets/liabilities) of 1.0 or higher. Provide a one-page statement evidencing your current ratio. Attach latest balance sheet and income statement if available, based on company type. Audited statements preferred. If not available, attach a copy of the latest annual renewal submission to the relevant licensing board. Indicate Dunn & Bradstreet rating if one exists. (Firms must submit financial data and may clearly indicate a request for confidentiality to avoid this item becoming part of a public record.)
- E. Certify that your firm has sufficient bonding capacity for anticipated total cost of work and your surety and insurance companies are in the current Department of Treasury's Listing of Approved Sureties (Department Circular 570). All insurance and bonds will be obtained through a company licensed by the Georgia

Insurance Commissioner to transact the business of insurance in the State of Georgia for the applicable line of insurance in the State of Georgia for the applicable line of insurance. The company is an insurer (or qualified self-insurers or group self insureds, a specific excess insurer providing statutory limits) with an A.M. Best Financial Strength rating of “A-“ or better with an A.M. Best Financial Size Category of Class V or larger. Provide a letter or other supporting documentation from your firm’s surety indicating the firm has a bonding capacity of \$10,100,000.

- F. Certify your firm has a current Contractor’s Public Liability Insurance policy, and your firm is insurable in the following amounts: Bodily injury, including death-limits of \$1,000,000 for each accident. Property damage- limits of \$2,000,000 for each accident and \$10,000,000 for the aggregate of operations. (The Owner reserves the right to require additional limits and/or coverage for actual contract.) Provide your current insurance certificate.
- G. Certify your firm has all necessary, valid and current licenses (including a valid and current Georgia General Contractor’s License) to do business in the State of Georgia. General Contractor must have a valid and current Georgia General Contractor License at the time of submission of qualifications. Provide a valid copy of your Georgia General Contractor license, and a Georgia Certificate of Existence or other documentation stating your firm has registered with the Georgia Secretary of State and is authorized to do business in Georgia.
- H. Certify your firm demonstrates a commitment to safety with regard to Worker’s Compensation by having a current Experience Modification Rating (EMR) of 1.2 or less. Provide evidence from your firm’s carrier on their letterhead of your firm’s current EMR.
- I. Litigation/Claims. If yes to any of the questions below, list the project(s), dollar value, contact information for owner and designer and provide a full explanation with relevant documentation.
1. Has your company ever failed to complete work awarded to it? \_\_\_ Yes \_\_\_ No
  2. Has your company ever failed to substantially complete a project in a timely manner (i.e. more than 20% beyond the original contracted, scheduled completion date)? \_\_\_ Yes \_\_\_ No
  3. Has your company filed any claims with the owner or designers within the last five years? \_\_\_ Yes \_\_\_ No
  4. Has your company been involved in any suits or arbitration within the last five years? \_\_\_ Yes \_\_\_ No

5. Are there currently any judgments, claims, arbitration proceedings or suits pending or outstanding against your company, its officers, owners, or agents?  
 Yes  No
6. Has your present company, its officers, owners, or agents ever been convicted of charges relating to conflicts of interest, bribery, or bid-rigging?  
 Yes  No
7. Has your present company, its officers, owners, or agents ever been barred from bidding public work in Georgia?  Yes  No

### **Project Experience**

- A. List three projects of similar size, scope and complexity performed by the proposer within the last five years. Provide images of completed projects if available.
- B. For each of the three projects, include specific details on the extent to which construction services were provided.
- C. For the three projects listed above, list the final bid amount and the actual total cost of the project at completion.
- D. For each of the three projects, compare the number of days in the original schedule with the number of days taken for actual completion.
- E. For the three projects listed above, list the number of change orders, associated values, and primary reason for each change order.
- F. For each of the three projects listed above, attach project owner references including the name, address, telephone, and e-mail address of the project owner representative.

### **Key Personnel**

- A. Provide a list of key personnel who will be assigned to the project. The owner would strongly prefer the persons listed above will be assigned to this project for its duration. Personnel changes must be approved by the owner prior to moving personnel to outside project responsibilities.
- B. For each person listed above, list what aspects of construction the person will handle.
- C. For each person listed in response to A & B above, list his/her experience with firm, other prior and relevant experience with projects of similar size and scope in construction/design, and the person's location. Attach the resumes and references

for each person listed.

- D. Attach project organizational chart indicating the placement of each of the persons listed in response to A & B above.

### **Project Planning**

- A. Provide a brief, overall description of how the project will be organized and managed, and how the services below will be performed in Construction.

- a. Value Engineering
- b. Constructability Issues
- c. Project Tracking/Reporting
- d. Request for Information (RFI) and Shop Drawings
- e. Change Orders
- f. Quality Control
- g. Schedule and Staffing Plan

- B. Minority and Small Business Enterprise: The Owner encourages all minority-owned business enterprises (MBE), woman-owned business enterprises (WBE) and small business enterprises (SBE) to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. Contractors and subcontractors who utilize qualified minority subcontractors may qualify for a Georgia state income tax credits for qualified payments made to minority subcontractors.

See Official Code of Georgia Annotated (O.C.G.A.) O.C.G.A. Section 48-7-38.  
For more information, please contact:

The Governor's Entrepreneur and Small Business Office  
75 Fifth Street, Suite 825  
Atlanta, Georgia 30308  
Phone: 404.962.4071  
<http://www.georgia.org/Business/SmallBusiness/>

The Selection Committee will evaluate the submittals that have met the above minimum qualifications. Criteria for the evaluation are listed below:

**Criteria for Evaluation of Statements of Qualifications**

- 25% Factor: Stability of the firm, including the firm's corporate history, resources, forms of ownership, litigation history, financials, etc.
- 45% Factor: Firm's relevant project experience and qualifications, including the demonstrated ability of firm in effective management of construction of facilities comparable in complexity, size, and function, for public owners.
- 30% Factor: Firm's suitability to provide services for project, including the firm's apparent fit to the project type, delivery method, any unique qualifications for the project, current and projected workloads, describe your firm's plan for competitively selecting subcontractors. Additional factors for a firm's suitability will include the construction manager's office location/proximity to the project, and current project workload.

Once the Selection Committee has completed the evaluation of the Statements of Qualifications, finalist firms will be notified and issued Construction Bid Documents.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\*\*COMPANY NAME\*\*

By: \_\_\_\_\_

Title: \_\_\_\_\_

Attest:

\_\_\_\_\_

(Corporate Seal)

**VERIFICATION**

I HEREBY CERTIFY THAT THE RESPONSES OF \_\_\_\_\_ ARE CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE AND FOR THOSE RESPONSES GIVEN WHICH ARE BASED ON INFORMATION AND BELIEF, THOSE RESPONSES ARE TRUE AND CORRECT BASED ON MY PRESENT BELIEF AND INFORMATION.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\*\*COMPANY NAME\*\*

By: \_\_\_\_\_

(Corporate Seal)

President

Attested: \_\_\_\_\_

Secretary

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, hereby certify that \_\_\_\_\_ personally came before me this day and acknowledged that he/she is secretary of \_\_\_\_\_ and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its president, sealed with its corporate seal, and attested by him/herself as is secretary.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Official Signature of Notary

\_\_\_\_\_, Notary Public  
Notary's Printed or Typed Name

\_\_\_\_\_  
My Commission Expires: