

**Union County
Covered Horse Arena
Request for Proposal
October 7, 2009**

Union County is soliciting Proposals (RFP) from qualified General Contractors the construction of a new Covered Horse Arena as described in this document. This selection process is anticipated to involve a review of qualifications, a detailed description of materials and systems provided, and cost.

Project Overview

This project is a new Covered Horse Arena that shall be constructed with like materials and construction as described in Attachment A. The building includes spaces as outlined in Attachment A and it will be the responsibility of each proponent to provide a detailed description of the finishes, building systems, and materials that are used as a basis of the submitted price. The estimated construction budget range for this project is \$150,000 – \$175,000 and due to the dollar amount and use of public funds the proponent **MUST** be able to provide Performance and Payment bonds or letter of credit, certificate of insurance, and other documentation as required by law.

Schedule

10-14-2009	RFP Advertisements Issued
10-27-2009	Pre-Proposal Meeting at 3:30 pm
11-04-2009	Deadline for Questions
11-11-2009	Proposals Due by no later than 4:00 pm

Based on the contents of this RFP, information provided in the Pre-Proposal meeting, and issues discussed during the site visit, please prepare a qualifications packet and proposal addressing the following:

QUALIFICATIONS SUBMITTAL (Submit 5 copies)

PART A – GENERAL INFORMATION / APPROACH (40 points possible)

1) PROPOSER OVERVIEW

a. Proposer's Name, Address, and Primary Contact for this Proposal.

2) FINANCIAL INFORMATION

a. Provide a copy of your latest financial statement and the name/phone/contact of your primary banker.

b. Provide the name of your bonding company and name/phone/contact of the local agent. Provide a letter from the surety indication your current bonding capacity and their willingness to bond the work under consideration. Indicate the A.M. Best rating for your surety and its status to do business in Georgia.

PART B – RELEVANT EXPERIENCE / MANAGEMENT (40 points possible)

1 RELEVANT EXPERIENCE

a. Provide a description of three (3) comparable projects in which your firm has been involved over the past five years. Projects should be similar in scope, size and complexity. Work shown must include projects on which key team members that are being included in this proposal had a significant role. Graphic presentation of the work should be included.

The following must be included for each project:

- Name of project, location and general project description.
- Project size (GSF) and construction costs.
- Services provided.
- Completion date.
Key personnel included in this proposal and the role they have with this project.
- References: owner (with name and phone number of contact) and architect (with name and phone number of contact).

2. PROJECT MANAGEMENT

a. Describe how you will organize and manage this project. Provide a general staffing plan. (Indicate whether personnel are job cost or home office cost.)

b. Clearly identify the personnel that will fill the staffing plan provided above in 2(a).

c. Provide resumes of key personnel.

PART C – OTHER INFORMATION (20 points possible)

a. Include any additional or supplementary information that you believe is relevant to this project.

FEE PROPOSAL (Submit in separate sealed envelope)

Please provide the following for your Fee Proposal:

a. A total price and detailed description of the finishes, building systems, and materials that are used as a basis of the submitted price.

SUBMITTALS / QUESTIONS

Submit five (5) copies of your proposal to:

Physical Address:

RFP – Union County Covered Horse Arena
Union County
Attention: Pam Hawkins
65 Courthouse Street
Blairsville, GA 30512
OR

Contact Name: Kevin Hamby
Contact Phone 706-215-1364
Email address: khamby@chacompanies.com

All questions should be directed to Kevin Hamby in writing by email

Site Visits

If you wish to visit the site, please contact Kevin Hamby at the above phone number.

Interviews

The RFP outlines the information to be included in your response as well as some criteria to be discussed as part of the selection process. Union County reserves the right to select solely on proposal submissions. However, in the event that an interview process is required, it is essential that the project manager and project superintendent participate in the interview. Should the interview process be initiated you will be contacted individually to schedule an interview time within two (2) weeks of the RFP due date.

OTHER CONSIDERATIONS

Union County reserves the right to cancel or modify the selection process at any time, waive technicalities, reject any or all proposals and not to proceed with the project.

All costs incurred in responding to this Request for Qualifications / Proposal are the Proposer's alone and Union County does not accept any liability for any such costs.

END OF REQUEST FOR QUALIFICATIONS/ PROPOSAL