DATE: 5/10/2016
QUOTE NUMBER: RFQ 16-09
QUOTES SHOULD BE RECEIVED BY: 5/19/2016

Request for Qualifications are being solicited from experienced, qualified Program Management firms to provide Program Management Services. Request for Qualification references and supporting documentation may be returned via email to purchasing@dunwoodyga.gov until 2:00 pm on 5/19/2016.

References should highlight a company profile including principal areas of expertise and experience providing a full range of Government Program Management Services:

1) Identify five (5) new construction projects completed in Georgia for a City or County entity within the past three (3) years where your firm has provided Program Management Services. If you have experience managing a major project involving both rehabilitation and building expansion, please list at least one within the five.
2) Include brief descriptions of project examples including: project delivery methods, project description and location. Provide contact name, email and phone number for project architect, builder, and owner. Describe how successful the firm was in managing the recent similar projects on time and within budget. Identify the key personnel responsible for leading and staffing each phase of the project.
3) Provide a minimum of three (3) County or City references within the State of Georgia.
4) Provide a copy of the firm's liability insurance certificate.

Services providers whose qualifications meet the criteria established in the Request for Qualifications, at the sole discretion of the City, may be considered for Contract award by participation in the completion price negotiation. The City shall attempt to negotiate a fee with the highest ranked firm. If no agreement is reached, the City shall begin negotiations with the next highest ranked firm. Negotiations will proceed in this manner until an agreement is reached. The City reserves the right to reject any or all responses for any reason. Clarification of Information may be requested by the City.

Certification of Non-Collusion in Quote Preparation _____
Signature Date

The City requires that all who enter into a contract for the physical performance of services with the City must satisfy O.C.G.A. § 13-10-91 and Rule 300-10-1-.02, in all manner, and such are conditions of the contract.

.

Legal Business Name _____ Federal Tax ID _____

Address _____

Does your company currently have a location within the City of Dunwoody? Yes ☐ No ☐

Representative Signature _____ Printed Name _____

Telephone Number _____ Fax Number _____ Email Address _____