

**REQUEST FOR PROPOSALS
GENERAL CONTRACTOR TO MANAGE DESIGN-BUILD PROCESS
FOR PUBLIC WORKS BUILDING PROJECT**

Background

The City of Forsyth is in the process of preparing new construction for the city's Public Works building. The city is seeking a general contractor with broad experience to provide design and construction management for this project. All project activities will be coordinated with Will Campbell, the City of Forsyth Project Manager, on behalf of the City of Forsyth.

Scope

The initial work documents required of the selected individual or firm will consist of initial building designs and cost estimates. These must be prepared in close communication with the City of Forsyth. The general contractor managing the design-build process will be responsible for assuming design and construction risk from the owner. The City of Forsyth expects an emphasis on cost control under this project. The contact for the project is Will Campbell, who can be reached at (478) 663-0765 or by e-mail at wcampbell@cityofforsyth.com.

The following design-build services must be provided at a minimum:

1. Pre-construction assessment of facility needs, site surveys (as needed), and the community's project-specific goals.
2. Development of preliminary building drawings into detailed building design and schematics. This process should result in a guaranteed maximum price for the City of Forsyth, a set project schedule and final contract drawings.
3. The securing of all necessary permits and clearances as applicable to comply with state and federal mandates. Plans and design drawings should reflect current design standards.
4. Job site preparations and selection of all appropriate subcontractors and quality vendors of building materials.
5. Complete construction management services including supervision/administration of construction, review and submission of payment requests, change orders, and other coordination with the construction team, including all subcontractors.
6. Construction close-out, final inspection, project certification, and coordination with the City of Forsyth to ensure all City requirements are met.
7. Please see Appendix A for building specifications from the Public Works Department.

Schedule

To be considered, proposals must be received by Will Campbell, at Forsyth City Hall, 23 E. Main Street, Forsyth, GA 31029. All proposals must be sealed and should be clearly labeled. All submissions should include three hard copies of the proposal and one digital copy on a USB flash drive. Any proposals received after April 4th, 2025 at 12:00 pm or at any location other than Forsyth City Hall, 23 E. Main Street, Forsyth, GA 31029 will not be considered.

Proposal Contents

Responses are to be returned to Forsyth City Hall where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to the City of Forsyth City Council for final selection.

Respondents are requested to include letterhead pages immediately behind the cover letter that briefly,

directly, and exactly answers the following evaluation criteria questions:

1. Your individual or firm's experience, particularly with projects similar to this one. Please refer to specific pages in the proposal that answer each category of experience. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects.
2. Your individual or firm's prior experience with City of Forsyth. Please refer to specific pages in the proposal that answer each category of experience.
3. At a minimum, the individual or firm's proposal should also provide the following information:
 - a. A brief history of the individual or firm and principal personnel including resumes of the principals.
 - b. The length of time the individual or firm has been providing the specific kind of design-build construction delivery services requested herein.
 - c. The name(s) and professional experience of the individual or firm's key personnel who will be assigned to this project. The proposal must also state how much direct experience the personnel assigned to this project has had with similar projects.
 - d. Cost schedules for general services, in addition to cost schedules for additional services.
 - e. Fees for reimbursable expenses, if applicable.
 - f. The individual or firm must provide a sample professional services contract.
 - g. A proposed plan to implement the project.
 - h. A written release authorizing all investigations necessary.

Selection

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements. All proposals will be evaluated in terms of experience (20 percent), cost for completed project (40 percent), capacity to complete the project in a timely manner (20 percent), and project approach (20 percent). Past performance on other projects may be assessed in terms of timeliness, completion within budget, and other factors.

Disclaimer

The City of Forsyth reserves the right to accept or reject any or all proposals. The City of Forsyth is an Equal Opportunity Employer.

Appendix A

Building Specifications

Building Size: 3,024 Sq ft, 72 ft long x 42 ft wide minimum. A larger size is acceptable if needed for design & engineering.

Building Structure: Steel preferred, Stick built, or Concrete block will be considered

Exterior: Faux rock or brick wainscot.

Awning, overhang or gable should cover the two exterior doors.

The right side of the building shall have at least two framed openings with an exterior wall installed 12' from that side to separate the climate-controlled part of the building. These areas will be used for equipment, machinery, and material storage.

Interior: Three offices, one large office with closet, a reception area, a small conference room, one men's bathroom, one women's bathroom, one unisex bathroom, a large crew room, and a kitchen area.

The building should be split to be used as office space on the left side and public works operations on the right side. Both sides should have their own exterior doors with at least one interior door to provide access from one side to the other.

Please note: The attached floor plan and building renderings for reference. These are to help provide a visualization of the proposed building and its purpose. Any design improvements or changes are encouraged.

Example pictures below (REFERENCE ONLY):





**** NOT TO SCALE

