

**REQUEST FOR QUALIFICATIONS  
FOR  
CONSTRUCTION MANAGEMENT SERVICES FOR THE**  
*Talbot County Jail Retrofit and Courthouse Restoration*  
*1761 Geneva Highway*  
*Talbotton, GA 31827*

**REVISED November 20, 2017**

**INTRODUCTION**

Talbot County Board of Commissioners is requesting written qualifications from construction firms to provide professional At-Risk Construction Management Services for the Budgeting and Construction Phase on the retrofit for the proposed Talbot County Jail and Courthouse Restoration. The scope of work will also include: Remodeling of an existing structure to house the new Talbot County Jail with twenty- six beds and repairs to the Courthouse; exterior rehabilitation of custom pressed metal trim on the exterior of courthouse tower and bat evacuation and clean up. Project construction is anticipated to begin January 2018 with anticipated budget of \$1,000,000.00 or less.

It is the County's intention to employ the Construction Firm At-Risk to provide overall Project Construction Management, Cost Benefit Studies if needed, Information Management, Construction of Scope of Work and overall Project Management during the Construction on a cost plus a fee basis, with a guaranteed maximum price.

**SUBMITTAL INSTRUCTIONS AND GENERAL INFORMATION**

Submissions: Submit seven (7) copies of written qualifications **no later than 4:30 pm EST, Thursday on \* November 30, 2017** to:

**Talbot County Board of Commissioners**  
Attention: Ms. Carol Ison, County Manager  
P.O. Box 155  
74 West Monroe Street  
Talbotton, Georgia 31827

Submissions must be responsive to the requirements and questions of the Request for Proposal.

**Reservations:** Talbot County reserves the right to reject any and all proposals, to negotiate changes in the new scope of work or services to be provided, and to otherwise waive any technicalities or informalities.

**Method of Selection:** Qualifications will be reviewed by the construction management review committee, which has been appointed by the Talbot County Board of Commissioners. The construction management review committee shall review the qualifications (which shall include, but are not limited to, the eight items listed below) of interested firms. Subsequently, the construction management review committee shall develop a short list of firms. The short listed firms may or may not be invited to make presentations to the construction management review committee. The committee may elect to make a recommendation for award to the Talbot County Board of Commissioners based on submitted qualifications, pending thoroughness of submissions.

**Please respond by including but not limiting your responses to the following:**

1. Company name and length of time in business.
2. Company location.
3. Availability of time to start and complete project within Owner's requirements.
4. Insurance carrier and applicable coverage.
5. Qualifications of staff to be utilized on this project with names, short resumes, length of time with firm and previous clients served.
6. Names of five (5) previous Jail Clients which the company completed with names of contact persons and phone numbers
7. Description of previous similar experience, to include budget, final cost, time schedule, change orders, etc.
8. Previous experience with Jail renovations of this size and courthouse restoration.

Request for information shall be in writing. Please do not contact the Talbot County Commissioners or County staff. Refer all requests to Clemons, Rutherford & Associates, Inc. (CRA), Attention: Mr. Will Rutherford, 2027 Thomasville Road, Suite 201, Tallahassee, FL 32308. A pre-presentation conference may be scheduled by CRA at a later date once firms are short listed. Any person employed by a firm submitting a qualification package is forbidden to contact directly or indirectly the Board members or staff members of Talbot County. Violation of this prohibition will result in the firm's submission being rejected and the firm being disqualified from the review and selection process.