

Request for Qualifications / Proposals
Property Maintenance
For
Cobblestone Office Park/Downtown Development Authority of Snellville, GA

Project: Property Maintenance for Cobblestone Office Park
Snellville, Georgia

Entity: Downtown Development Authority of Snellville
2386 Clower Street
Snellville, GA 30078

PO Box 1414
Snellville, GA 30078

Submission Deadline: 11:00 AM, Wednesday, December 1, 2021

Interview Time and Location: Cobblestone Office Park
December 8, 2021
1-4 PM

DDA Representative: Angie Strickland, Property Manager
770-978-0310
cdonclower@gmail.com

1. Intent of Request for Qualifications

The Downtown Development Authority of Snellville, GA (Owner) is seeking qualifications from a professional property maintenance company or individual with experience in property maintenance, building construction, and construction administration/supervision and who has a working knowledge of electrical, plumbing and general building maintenance.

2. Scope of Work

The DDA is seeking a Maintenance Tech or Maintenance Company to provide the following services. Not all needed services are listed. The contractor is to provide all tools for performance of the work.

The following is a listing of some, but not all, of the representative services to be provided:

- Trips to Home Depot or other suppliers for materials or supplies.

- Maintain cleanliness of parking lot/dumpster, weekly building inspection, cigarette urn clean out, branch/debris clean up after storm. Sweep and blow off walkways.
- Spray for weeds, treat for fire ants, treat for flying pests. Removes pests and cobwebs from buildings and mailbox areas.
- Be a key holder to meet with all contractors before/during/after hours for regular maintenance and emergency calls as needed for Property Manager.
- Assist in overseeing exterior upgrades of buildings (onsite).
- Ability to climb ladder and lift up to 50 lbs.
- Assist Property Manager to oversee/double check interior construction work by construction contractor. To include: opening spaces to be viewed for lease.
- Tenant sign installation/removal.
- Fire extinguisher Installation and drawings for Fire Marshal.
- General maintenance of suites/buildings: re-attach shutters, paint, sheetrock repair/patch, vacuuming and cleaning of carpets (floors, restrooms, dumpster).
- Painting of office suites for lease/upgrade.
- Light electrical installation and repair. Bulb & ballast replacement in common areas and C-102, Reset a breaker, remove/replace switch plate covers, replace a plug, fix a light fixture, replace emergency entrance lights & replace exterior light bulbs.
- Light plumbing work (toilets/leaky faucets), i.e.: toilet or sink work.
- Ability to check a HVAC for frozen lines, breaker trip, damper adjustment, and thermostat issues. Ability to blow out a condensation line would be helpful.

3. Statements of Qualifications

Statements of Qualifications should be self-explanatory and provide a straightforward presentation of the company or individual capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable. The format shall address and respond to each requirement of the RFQ as outlined below.

- 1) Brief history of the company, including ownership and key management.
- 2) Location of office(s) that will be involved in these services.
- 3) Description of the individual or team to include name, responsibilities, and experience statements of key personnel that will be assigned to provide the services.
- 4) Description of how the proposed team, or individual, will be organized and responsibilities assigned for the services to be provided.
- 5) Description of similar services provided, including client references with contact information.
- 6) Fee proposal for the services to include hourly rates for each type of service and personnel to be assigned to the project. The fee proposal shall be provided in a separate sealed envelope and identified as "Fee Proposal for

Services.” The DDA will consider fee proposals only after making a selection for interviews, conducting interviews, and ranking the firms based on its evaluation of their qualifications.

- 7) Statements of qualifications shall be mailed or hand delivered in sealed envelopes, identified as “Qualifications Statement for Cobblestone Property Maintenance” on or before 11:00 AM Monday, December 1, 2021 to Angie Strickland. Statements of Qualifications received after the deadline will not be considered. The DDA, by way of the RFQ, does not commit itself to award a contract or pay any costs associated in the preparation of the proposal. The DDA further reserves the right to accept or reject any or all Statements of Qualifications received or to cancel the entire RFQ solicitation. The Statement of Qualification must be signed by an official authorized to bind the firm to a contract and include a statement that the Statement of Qualifications is subject to the conditions set forth in this RFQ and is binding for a period of sixty (60) days from the submittal deadline.

6. Selection, award process, and schedule

The DDA may select the company it determines to be the most qualified and responsive firm based on the evaluation of the Statement of Qualifications and interviews. The DDA reserves the right to reject any and all responses in whole or in part; to re-advertise if necessary; and to waive any irregularities or technicalities in responses whenever such rejection or waiver is in the best interests of the DDA.

The DDA’s determination of the most qualified and responsive firm will be based on its evaluation of the Statement of Qualifications and interviews, if conducted. The DDA will act, at its sole discretion, in what it considers to be in the best interest of the DDA. The DDA will be the sole judge in determining the most qualified firm.

Factors to be considered in the evaluation include:

- The capability of the proposer to deliver the proposed services, as demonstrated on recent projects of similar size, scope, and complexity.
- Responses from a minimum of three references.
- Qualifications of the individual or team for the services required by this RFQ.
- Intangibles that best demonstrate the proposer’s ability to serve the need of Cobblestone Office Park.

The DDA will review all Statements of Qualifications submitted and intends to schedule any interviews on Tuesday, December 8. Individuals and companies selected for interviews will be notified of interview by close of business December 7. The time allotted to each firm for presentation and interview shall not exceed forty-five (45) minutes. Q&A will be within this allotted time. Interviews will be scheduled, if the Board determines to do so, on December 8 between 1-4 PM.

Upon completion of the evaluation process by the DDA the firms will be ranked in descending order of recommendation. Negotiations will then be initiated with the highest-ranking firm. In the event that satisfactory fees and services cannot be reached, the DDDA will formally terminate negotiations in writing and enter into negotiations in turn with the next highest-ranking firm. The process will continue until mutually agreed upon fees and services are established. The contract will be awarded by the Board of Directors of the Downtown Development Authority. The Board reserves the right to reject all proposals based on its review.

7. Questions regarding the RFQ

Questions regarding the RFQ process should be directed to Angie Strickland, at (770)-978-0310 or cdonclower@gmail.com.

8. Affirmative action

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of, race, color, religion, sex, national origin, or physical handicap.

9. Hold Harmless

The respondent shall defend and indemnify and shall hold the DDA harmless from and against any and all claims of action for damage and loss to any entity, person, or property and governmental penalties or other assessments arising out of or caused by the respondent's operations and activities in connection with the services performed by the respondent. The respondent shall defend and indemnify and shall hold said DDA harmless from and against any and all claims or actions, for damages or loss to any entity, persons, or property arising or caused by respondent's activities.

10. Insurance

Indicate your ability to meet the following insurance requirements:

- Please note that all responders shall be required to have worker's comp insurance and general liability insurance.

End of Request for Qualifications